



आई सी एम आर – राष्ट्रीय जानपदिक रोग विज्ञान संस्थान  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार  
कल्याण मंत्रालय, भारत सरकार

**ICMR – NATIONAL INSTITUTE OF EPIDEMIOLOGY**  
Department of Health Research, Ministry of Health and  
Family Welfare, Government of India



NIT No: NIE/Stores/E-publish-01/2021-22

Date: 21.01.2022

### **NOTICE INVITING TENDER**

ICMR-NIE is inviting Tender under two bid system for Transportation of Biological/Laboratory Samples with Cold chain facilities from various locations in India under various project activities.

<b>Critical Dates</b>	Tender Issue Date	<b>21/01/2022</b>
	Tender Closing Date & Time	<b>10/02/2022 03.30 PM</b>
	Tender Opening Date & Time	<b>11/02/2022 03.30 PM</b>

Content of the Tender documents:

- 1) Scope of the work
- 2) Technical requirement
- 3) Eligibility Criteria for the Agencies
- 4) Terms & Conditions
- 5) Bid Security Declaration – Annexure III
- 6) Self-Declaration – Annexure IV

#### **Address for communication:**

Administrative Officer  
ICMR-National Institute of Epidemiology  
Tamil Nadu Housing Board  
Ayapakkam, Chennai 600 077  
Ph: 044 26136213/262/270  
Mail ID: [stores@nie.gov.in](mailto:stores@nie.gov.in), [niestores2013@gmail.com](mailto:niestores2013@gmail.com)

#### **Note:**

Any amendment to the Tender will be published only in the ICMR-NIE website: <http://nie.gov.in>

It is the tenderer's responsibility to visit the ICMR-NIE website frequently to know about the latest updates/amendments/corrigendum/addendum/clarification, if any.

Administrative Officer

## 1. SCOPE OF THE WORK:

ICMR-National Institute of Epidemiology (ICMR-NIE) is a permanent premier institute of Indian Council of Medical Research (ICMR) under Department of Health Research, Ministry of Health and Family Welfare, Govt. of India.

ICMR-NIE invites sealed tenders under two bid system for Transportation of Biological/Laboratory Samples with Cold Chain facilities from various locations in India under various project activities for the period of twelve (12) months.

## 2. TECHNICAL REQUIREMENT

- i. Should be specialized in transport of Biological/Laboratory Samples
- ii. Should be able to provide cold chain transport facility
- iii. Should have validated/approved packing materials such as cartons, boxes, etc. as required
- iv. Should be able to pack with dry ice as required
- v. Should have integrity, identity and security system for each consignment
- vi. Should have facility to pick up from the locations or as advised by ICMR-NIE 24 hours in advance
- vii. The pickup and designation will be intimated 24 hours in advance. The selected agency should acknowledge the requirement without any delay
- viii. Should submit the delivery documents and other documents to ICMR-NIE or the consignee without any charges for such delivery of documentation
- ix. Temperature Data Logger is to be used for each consignment during transport of samples. The temperature data should be logged once per minute.
- x. Softcopy of the temperature log should be provided by email to ICMR-NIE and hard copy should be submitted along with the invoice.
- xi. Consignment must be delivered as per the following timeframes while strictly maintaining the required shipment conditions/temperature dry ice (-80<sup>0</sup>C)/Gel packs (+4<sup>0</sup>C) during the entire transportation
  - a) 12 hours for places having direct air connectivity
  - b) 12-24 hours for places having air-air/air-road connectivity
  - c) 24-48 hours for all other locations in India
- xii. The outer surface of the shipment box should have a label indicating the nature of materials being transported as per relevant IATA/National guidelines

## 3. ELIGIBILITY CRITERIA FOR THE AGENCIES

- i) The bidder should be a registered company
- ii) The bidder must have a valid PAN and GST number. Copies of which need to be submitted along with the technical bid
- iii) The firm must have been in operation for handling the Biological/Laboratory samples with at least 3 years of experience
- iv) Minimum Average Annual Turnover of Rs.3 Lakhs in the last 3 financial years (Balance Sheet/CA Certificate to be enclosed, duly supported by the income tax return for Financial Years 2018-19, 2019-20 and 2020-21
- v) Proper chain of custody is to be maintained for the consignment. The agency should have a full-fledged establishment within India and an office with a dedicated team for handling the shipment at the destination
- vi) The agency should not be under a declaration of ineligibility for Blacklisting/corrupt or fraudulent practices with any Government departments/agencies/ministries or PSUs
- vii) The quotations should be submitted in two bids i.e. (1) Technical as per Annexure 1 (2) Financial bid as per Annexure II

The Technical (Annexure I) and Financial bid (Annexure II) and other supporting documents should be sealed by the bidder/service providers in separate covers duly super-scribed “Transportation of Biological/Laboratory samples with Cold chain facilities”.

The tender must reach to the Communication address on or before **03.02.2022 at 05.30 PM**

*Note: By email/fax/hand are summary rejected.*

#### **4. GENERAL TERMS & CONDITIONS**

- i) The bidders shall not sublet whole or part of the work to any other agency
- ii) The bidder shall deliver the consignment to the complete satisfaction of the Laboratory and ICMR-NIE
- iii) No advance payment will be released
- iv) An amount of ten times of the invoice for the consignment will be imposed in case of lost/misplaced/damaged consignment as penalty
- v) There will be no variation in price quoted during the period of the contract
- vi) **Payment terms:** 100% payment will be paid after
- vii) completing delivery of each and every consignment. No advance payment will be made.
- viii) **Validity of tender:** One year from the date of opening of the tender/bid
- ix) ICMR-NIE reserves the right to terminate the contract at any point of time by giving a notice if the services are found to be satisfactory. No compensation will be entertained on account of such termination.
- x) TDS will be deducted as per the applicable rates

#### **5. EARNEST MONEY DEPOSIT (EMD)/BID SECURITY DECLARATION**

In term of Para 4 of Department of Expenditure/s OM No. F.9/4/2020-PPD dated 12.11.2020; all bidders are exempted from submission of Bid Security/Earnest Money Deposit. Accordingly, bidders may submit the “**Bid Security Declaration**” in the prescribed format given in Annexure –III in place of Bid Security Declaration/Earnest Money Deposit.

##### **Exemption in Bid Security Declaration:-**

All bidders shall have to deposit the Bid Security Declaration except Micro and Small Enterprises (MSEs) as defined in the MSE procurement policy issued by Department of Micro, Small Medium Enterprises (MSME) or are registered with the Central Purchase Organization or concerned Ministry of Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) in terms of Department of Expenditure (DoE), Ministry of Finance’s OM No. F.20/2/2014-PPD (Pt.) dated 25.07.2017. For availing exemption, the concerned firm/agency shall have to submit Valid Registration Certificate with the Tender Document failing which it will not be considered for exemption.

#### **6. SECURITY DEPOSIT**

The successful bidder will have to deposit a Performance Security (Security Deposit) of Rs.30,000/- (Rupees thirty thousand only) within 7 days from the date of acceptance of the tender in the form of Demand Draft/Bank Guarantee from a Nationalized Bank for the amount valid for the period of extending at least six months beyond the date of the completion of contract drawn in favour of “Director, ICMR-National Institute of Epidemiology”.

**TECHNICAL BID**

(to be given by Bidders in Company letter head by Authorized Signatory)

Name of the Firm/Organization (in block letter)	
The bidder should be a registered company (Proof thereof)	
The bidder must have a valid PAN and GST number. (Proof thereof)	
The firm must have been in operation for handling the Biological/Laboratory samples with at least 3 years of experience (Proof thereof)	
Minimum Average Annual Turnover of Rs.3 Lakhs in the last 3 financial years (Balance Sheet/CA Certificate to be enclosed, duly supported by the income tax return for Financial Years 2018-19, 2019-20 and 2020-21 (Proof thereof)	
Proper chain of custody is to be maintained for the consignment. The agency should have a full-fledged establishment within India and an office with a dedicated team for handling the shipment at the destination (Proof thereof)	
The agency should not be under a declaration of ineligibility for Blacklisting/corrupt or fraudulent practices with any Government departments/agencies/ministries or PSUs (Proof thereof)	
Bid Security Declaration (Proof thereof)	
Declaration (Proof thereof)	

**Signature with Seal/Stamp of the Bidder Place**

**FINANCIAL PRICE BID**

(to be given by Bidders in Company letter head by Authorized Signatory)

NIT No. NIE/Stores/E-publish-01/2021-22 dated 21.01.2022

Name of the Bidders:

Quoted rates should include all taxes and charges per samples wise.

Temperature:		
Weight unit : Kg		
<b>Particulars</b>	<b>Amount (Rs.)</b>	<b>Remarks</b>
Base Freight		Mention the minimum base freight weight
Overweight Charges per kg		
Dry Ice Charges per kg		
Dry Ice handling charges		
Packing Charges		
Pickup & Delivery Charges		
Date logger charges		
Other charges, if any		Description of the charges to be provided
Goods & Service Tax		

*Note: Don't change the format***Signature with Seal/Stamp of the Bidder Place**

**BID SECURING DECLARATION**

(to be given by Bidders in Company letter head by Authorized Signatory)

Date: [insert date (as day, month and year)]

Notice Inviting Tender No.: [insert number of No]

To  
The Director  
ICMR – National Institute of Epidemiology  
Ayapakkam, Chennai – 77.

**We, the undersigned, declare that:**

We hereby agree that, our firm will be disqualified from bidding in any contract with NIE, Chennai for a period of One Year starting from the date that we receive a notification from NIE, under the bid conditions, which are as follows:

- (a) have withdrawn/modified/amended, impairs or derogates from the tender conditions during the period of bid validity specified in the tender document; or
- (b) having been notified of the acceptance of our Bid by NIE, Chennai during the period of bid validity,
  - i. fail or refuse to execute the Contract Form, if required,
  - ii. fail or refuse to furnish the performance security, in accordance with the tender terms and Conditions mentioned in the tender document,
- (c) have breached a provision of the Code of Integrity specified in the tender document;

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of

- i. our receipt of your notification to us of the name of the successful Bidder; or
- ii. thirty days after the expiration of our Bid.

Sign: [insert signature of person whose name and capacity are shown]

In the capacity of: \_\_\_\_\_

[insert legal capacity of person signing the Bid-Securing Declaration]

Name: \_\_\_\_\_

[insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of:

[insert complete name of Bidder] Dated on day of [insert date of signing] Corporate Seal

**DECLARATION**

(to be given by Bidders in Company letter head by Authorized Signatory)

“All the information provided herein and attached hereto are true to the best of knowledge and belief of \_\_\_\_\_(company/bidder name). It is further certified that in the event of any false information provided by \_\_\_\_\_(company/bidder name):

- a. the bid submitted by us is liable for rejection summarily at any stage of bidding process and the EMD/Bid Security submitted by our firm is liable to be forfeited in addition to the relevant action under appropriate rules.
  
- b. In case of contract is awarded to us, the contract is liable for termination and the Security Deposit/Performance Security submitted by our firm is liable to be forfeited in addition to the relevant action under appropriate rules.

Authorized Signatory with date