



भारतीय प्रौद्योगिकी संस्थान मद्रास चेन्नै 600 036
INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036
भंडार एवं क्रय अनुभाग
STORES & PURCHASE SECTION
दूरभाष: (044) 2257 8285 / 8286 / 8287 / 8288 फ़ैक्स: (044) 2257 8292 / 2257 8082
Telephone : (044) 2257 8293,8287,8285,8286
email ID- adstores@iitm.ac.in



A.V. Sudarsanam
Deputy Registrar (Stores & Purchase)

Dated : 30.05.2014

Tender No. **HOSP/2014/001/LAB**

Due Date: 19.06.2014
Before 2.00 p.m

Dear Sirs,

On behalf of the Indian Institute of Technology Madras, I invite, tender for setting up of Clinical Lab at IITM.

DESCRIPTION
<p style="text-align: center;">SETTING UP OF CLINICAL LAB AT IITM</p> <p style="text-align: center;">for a period of Two years i.e. from 01.07.2014 to 30.06.2016.</p> <p style="text-align: center;">[CHENNAI JURISDICTION LABORATORY CAN ALONE QUOTE THIS TENDER]</p>

A.	LAST DATE for receipt of Tender	: 19.06.2014 before 2.00 p.m
	Submission of Tender	: The quotations should be submitted in sealed cover with Two Cover System i.e <u>COVER 1: MAY BE SUPERSCRIBED AS TECHNICAL BID</u> 1. Technical details regarding equipment for Clinical Lab (without price), experience in Lab, service Accreditation of ISO, NABL, Government of Tamil Nadu and Government of India along with the copy of recent certificate, List of Biochemists, Pathologists, Microbiologists and their timings working with you, Turnover details and List of corporate client details. <u>COVER 2: MAY BE SUPERSCRIBED AS FINANCIAL BID</u> 2. Regarding pricing details and any other concessions to be offered to IIT Madras (being the Central Government Institution) With the superscription on the left hand side

		<p style="text-align: center;">OPEN TENDER FOR SETTING UP OF CLINICAL LAB AT IITM</p> <p>due on 19.06.2014 at 2.00 p.m. The tender outer cover should be sent to:</p> <p style="text-align: center;">Ms. V.G. BHOOMA, IRPS REGISTRAR INDIAN INSTITUTE OF TECHNOLOGY MADRAS CHENNAI-600 036</p> <p>Right is reserved to ignore any tender which fails to comply with the above instructions.</p> <p>Tender should be sent either by REGISTERED POST ACKNOWLEDGEMENT DUE OR THROUGH MESSENGER. If the Tender is sent through Messenger, the same has to be dropped in the TENDER BOX marked Stores & Purchase kept for this purpose in the REGISTRAR'S OFFICE (1st Floor of Administrative Building) before 2.00 PM on due date 19.06.2014.</p> <p>If it is by post (Registered Post or Speed post only) the same should reach before 2.00 p.m. i.e on the last date 19.06.2014 otherwise it will be summarily rejected.</p> <p>THE INSTITUTE SHALL NOT BE RESPONSIBLE FOR THE LATE RECEIPT OF TENDER ON ACCOUNT OF POSTAL OR ANY OTHER DELAY. THE TENDER BOX WILL BE CLOSED EXACTLY AT 2 P.M. ON 19.06.2014 SHARP.</p>
<p>B.</p>	<p>1. Earnest Money Deposit (EMD)</p>	<p>: ☞ EMD of Rs.10,000/- is required to be paid along with the tender in the form of Demand draft from any nationalized Bank.</p> <p>☞ Demand Draft may be drawn in favour of “The Registrar, IIT Madras” payable at Chennai.</p> <p>☞ The EMD should be enclosed along with the tender cover.</p> <ul style="list-style-type: none"> ➤ This Earnest Money will be returned to the unsuccessful tenderers after the final disposal of the tenders. EMD will not carry any interest. ➤ The EMD will be retained in the case of successful tenderers till the rate contract period. ➤ EMD will not be waived under any circumstances. ➤ EMD will be forfeited in the case of non-execution of the order within the due date. <p>Non submission of EMD will lead to rejection of tender at the opening stage itself.</p> <p>Security deposit either in bank guarantee or by</p>

	2. Security Deposit	demand draft or cash to the tune of Rs.1,00,000 (Rupees One Lakh only) be deposited at IIT cash counter by the successful bidder .This should be given before getting the letter of acceptance.
C.	Tender document fee	<ul style="list-style-type: none"> ➤ The tender document fee of Rs.525/-(inclusive of VAT @ 5%) (Non-refundable) should be drawn in the form of DD (obtained on or after the date of advertisement) in favour of “The Registrar, IIT Madras” payable at Chennai, and the same should be enclosed in the quotation cover. ➤ No separate tender documents will be issued by us. The same can be downloaded from our institute website: http://tenders.iitm.ac.in
2.	<p>Preparation of Tender:</p> <p>a) The Schedule to the Tender form should be returned intact whether you are quoting for any item or not. Pages should not be detached and when items are not being tendered for, the corresponding space should be defaced by some such words as 'not quoting'.</p> <p>b) In the event of space on the schedule form being insufficient for the required purpose, you have to submit the rates in the letter head of your company clearly mentioning S.No. and other relevant particulars. Each such additional page must be numbered consecutively, bear the Tender Number and be fully signed by you. In such cases reference to the additional pages must be made in the tender form.</p> <p>c) If any modification of the schedule is considered necessary, you should communicate the same by means of a separate letter sent with the Tender within due date.</p> <p>d) You should quote your product as per our specification requirements by mentioning our requirements and your offer side by side and the rate should be in total as per our requirements. We will not make any calculation if you have mentioned the rates of items separately.</p> <p>e) In case, your product specification does not exactly match our requirements, you may quote for your product, but you must highlight the deviation in specification point by point.</p>	
3.	<p>Signing of Tender:</p> <p>The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and important conditions referred to in Annexure enclosed herewith. Each page of the tender documents required to be signed and bears the official seal of the tenderers.</p>	
4.	<p>Period for which the offer will remain open:</p> <p>(i). Firms tendering should note the period for which it is desired that their offers should remain open for acceptance. If the firms are unable to keep their offers open for the specified period they should specifically state the period for which their offers are being considered provided, however, the day up to which the offer is to remain open being declared closed holiday for the Indian Institute of Technology Madras, the offer shall remain open for acceptance till the next working day.</p> <p>(ii). Quotations qualified by such vague and indefinite expressions such as 'subject to immediate acceptance', 'subject to prior sale' will not be considered.</p>	
5.	<p>Opening of Tenders:</p> <p>You are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date specified in the Schedule.</p>	

6.	<p>Prices:</p> <p>The prices quoted must be net per unit as shown in the schedule. The prices quoted by the Tenderer should be inclusive of Sales Tax/VAT and other statutory levies (and should be clearly stated to be so) which will be paid by the Purchaser/if legally leviable at the rate ruling on the date of supply as specified in the Acceptance of Tender. The percentage of tax etc. included in the price should be indicated in clear terms. If the inclusive price is not given, we will treat your offered rate as inclusive rate and comparison be made with others. If at the time of comparison of your offer without taxes etc. is happen to be lowest, you are bound to supply as per the offered rate, i.e. without taxes etc.</p> <p>No price revision, changes in the specification already given or changes in the terms and conditions etc. during the period is acceptable.</p> <p>We are eligible for concessional VAT/CST on submission of concessional certificate. The Institute is not authorized to issue C or D forms of Sales tax certificate. Hence VAT/CST should be charged at concessional rates as applicable to educational and research institutions run without profit motives, for which necessary certificate will be issued on demand at the time of payment, wherever applicable.</p>
7.	<p>Right of Acceptance:</p> <p>The Indian Institute of Technology Madras, Chennai-600 036 does not pledge itself to accepting the whole or any part of the Tender or portion of the quantity offered.</p>
8.	<p>Communication of Acceptance:</p> <p>Acceptance by the Purchaser will be communicated by Post, if required, and the Company's acceptance communicated to us formally in writing. In case where acceptance is communicated by Telegram or letter by Speed Post, the formal acceptance of Tender will be forwarded to you as soon as possible but the instructions contained in the Telegram or Speed Post letter should be accepted upon immediately.</p>
9.	<p>The Institute shall not be responsible for the late receipt of tender documents due to postal and or any other delay.</p>

Yours faithfully,

Deputy Registrar (Stores & Purchase Section)

Indian Institute of Technology Madras, Chennai 600 036

Stores & Purchase Section

SCHEDULE TO INVITATION OF TENDER No	:	HOSP/2014/001/LAB
LAST DATE & TIME FOR RECEIPT OF TENDER	:	19.06.2014 at 2.00 p.m.
TIME & DATE OF OPENING OF TENDER	:	19.06.2014 at 3.00 p.m.

In the event of the date of opening of tender being declared a closed holiday for the Indian Institute of Technology Madras the due date for opening will be following working day.

The Tender shall remain open for acceptance/validity till: **31.08.2014**

S.No.	Description	Amount in Rupees
		(Inclusive of Taxes)

IMPORTANT TO NOTE:

1. All tender documents should be filled in, signed in all pages with their Lab seal and returned.
2. Tenderer must state categorically whether or not his offer is exact to tender specifications and indicate deviations, if any, failing which his offer will be ignored.

ANNEXURE

INSTRUCTIONS & SPECIAL CONDITIONS

(To be returned by Tenderer along with the Tender duly signed)

IMPORTANT CONDITIONS:	
The following instructions are to be followed meticulously FAILING WHICH YOUR OFFER WILL NOT BE CONSIDERED:	
1.	Please mention the CST/VAT No and Area Code failing which your quotation will be rejected. All of your future correspondences including Invoices should bear the CST/VAT No. and Area Code.
2.	Quotations should be submitted in Arrack Sealed Cover (Sealing Wax). The quotation should be typed in the space provided in the downloaded format only. No manual entries are accepted and this will be rejected at the opening stage itself. Quotes given by the tenderers in their own format/letter heads will not be considered at all.
3.	Delivery Period Non delivery of items will lead to cancellation of Purchase Order without any notice. In addition, action may be taken for removing them from our mailing list in respect of future enquiry.
4.	You must give an undertaking to the effect that “in case of downward price movements during the period, the firm promises to pass on the advantage to IIT Madras”. Your quotation will be summarily rejected, if the undertaking does not accompany the quotation.
5.	CONDITIONS OF CONTRACT: Printed or cyclostyled or such terms and conditions of the tenderer, not appearing in the body of the tender will not be considered as forming part of the tender. Tenderer should quote on the basis of the conditions referred to in Para of the invitation to tender and tender papers. In case these terms and conditions are not acceptable to the tenderer, he should specifically state the deviation(s) there from in the body of the tender.
6.	PRICE: i) Prices must be in Rupees. ii) The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit. iii) Discount, if any, should be indicated prominently. iv) Offers should normally be on firm price basis. If the tenderer cannot quote firm prices, variable prices with a ceiling have to be indicated. If the variation price be lower than the price stated in the quotation, the purchaser should have the benefit of lower price.

7.	<p>PAYMENT:</p> <p>i) Payment will be made on monthly basis within 30 days from the receipt of the bill, and the payment will be made after the entire satisfaction of the CMO and other Medical officers. The payment will be made by wire transfer through RTGS/NEFT. FOR MAKING WIRE TRANSFER, THE SUPPLIER HAS TO FILL UP ONE FORMAT WHICH WILL BE GIVEN TO THE SELECTED VENDERS after entering in to rate contract.</p> <p>ii) No Advance Payment will be made.</p> <p>AFTER SUBMISSION OF THE BILL PAYMENT WILL BE MADE WITHIN 30 DAYS</p>
8.	<p>TENDERER SHALL SUBMIT ALONG WITH HIS TENDER:</p> <p>I. Submission of Income Tax clearance certificate is not required. However, they have to quote their PAN No.</p> <p>II. Name and full address of the Banker and their swift code.</p> <p>III. Proof of having ISO 9002 or other equivalent certification if any given by appropriate authorities.</p> <p>IV. Proof of registration with sales tax /VAT authorities like registration number, range etc. in clear terms.</p>
9.	<p>JURISDICTION:</p> <p>All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued.</p>

ACKNOWLEDMENT

It is hereby acknowledged that we have gone through all the points listed under “Instructions & Special Conditions” outlined above, and those in the accompanying note on “Important Conditions”, and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.

**SIGNATURE OF TENDERER ALONG WITH
SEAL OF THE COMPANY WITH DATE**