

INSTITUTE HOSPITAL, IIT MADRAS

Form for Inviting Quotations

Ref.No. HOSP/ 2014 / 001 / LAB

Date: 30.05.2014

Sub: Setting up of Clinical Lab at IITM, Chennai

1. Tenders are invited in two bid system (Cover 1 contain all Technical Details including Equipments without price. Cover 2 contains only Price for the service proposed to be rendered on monthly basis, Discount if any to be shown separately, Price to be for Quarterly / Annual) in duplicate for the various items shown below / overleaf / Enclosed list.
2. The Tenders duly sealed and superscribed on the envelope with the reference No. and due date, should be addressed to the undersigned so as to reach him on or before the due date stipulated above.
3. The Tenders should be valid for 60 days from the due date and the period of delivery required should also be clearly indicated.
4. Relevant literature pertaining to the items quoted with full specifications (and drawing, if any) should be sent along with the Tenders, wherever applicable.
5. The rate of Sales /General Taxes and the percentage of such other taxes legally leviable and intended to be claimed should be distinctly shown along with the price quoted. Where this is not done, no claim for Sales / General Taxes will be admitted at any stage and on any ground whatsoever the taxes leviable should take into consideration that we are entitled to have concessional Sales Tax applicable to non Government Educational Institutions run with no profit motive for which a concession. Sales Tax Certificate will be issued at the time of final settlement of the bill.
6. Payment: After submission of the bill the payment will be made within 30 days.

Charges:

1. No registration charges to be collected by the service provider from the patients. Charges for the tests will be less than the CGHS rates and no extra charges will be given. If any extra test, not specified in the approved list is required to be conducted by the Medical Practitioner, charges to be specified before the test begins to the patient and CMO by email.
2. Space of about 200 to 250 sq ft will be provided by the Institute, Water and Electricity will be charged as per actuals.
3. Earnest Money Deposit of Rs.10,000/- has to be deposited along with the tender and the EMD will be refunded back to the unsuccessful bidders after the issue of Letter of Acceptance.
4. Security deposit either in bank guarantee or by 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.

Terms & Conditions to be specified in the enquiry notice:

1. The quotations duly sealed and superscribed on the envelope with the reference number and due date, should be addressed to **The Registrar, IIT Madras, Chennai-600036** so as to reach on or before the due date.
2. The service provider will be responsible for delay in submitting the results and as per the tender Notice, the results to be published in the website within 6 hours. If delay is detected or noticed a penalty of Rs. 500/- will be charged per day.

General Clinic Requirement for Lab Facilities:

1. The minimum experience in laboratory services should be 5 years. The lab should have sufficient capacity and equipment for conducting the various Medical tests and the equipment list also to be provided.
2. Collection timings: 4 times daily (i.e.) 11.00am, 05.00pm and 11.00pm compulsorily and at 06.00am (after the service provider confirms the need to collect).
3. The service provider should create a facility to IIT medical practitioners and the technician stationed here to log in and view / print the reports for the lab users. Whenever a hard copy is required the technician should give a signed print out.
4. Accreditation of ISO and NABL is necessary and details to be submitted along with the copy of the recent certificate.
5. Reports need to certified by competent Pathologist, Biochemist and Microbiologist.

6. Reports should be provided within the time period agreed to by the bidder and IIT.
7. Minimum pre-qualification criteria for lab services is an annual turnover of Rs. 1.00 crore and above.
8. The service provider should have a valid registration with a Government of India or Government of Tamil Nadu, copy of the recent certificates with validity date to be enclosed.
9. The outsourced Lab should cater the needs of the patient referred by the qualified Medical Professionals in the IIT Hospitals.
10. The service provider should enclose the list of corporate clients along with the performance report. The tenure for the lab facility will be initially for 2 years and after review of performance it will be extended for further with the same terms & conditions.
11. Loss, theft, fire accident etc., if any will be the sole responsibility of the service provider.
12. Confirmation: Service Provider should confirm acceptance of the order within 15 days from the date of receipt of letter of acceptance.
13. The service provider will be responsible for replacements of the defective equipments, without any charge whatsoever.
14. The lab will function 24X7 without any closure and the lab technician to be posted for this purpose under shift system whereby atleast 1 technician has to be available round the clock.
15. A committee of Officers & doctors will inspect the labs in Chennai area.
16. If a firm quotes 'Nil' charges / consideration , the bid shall be treated as unresponsive and will not be considered.

CHIEF MEDICAL OFFICER