

INSTITUTE HOSPITAL, IIT MADRAS

Form for Inviting Quotations

Ref.No. | HOSP | 2013 | 001 | PHYSIO

Date: 27/08/2013

To

List of Physiotherapy Centres.

SPEED POST

[Specification Enclosed]

DUE DATE: 10/09/2013

Dear Sirs,

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 sixty 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. Local Firms: Tenders should be for free delivery to the Institute Hospital on working days only. If Tenders for Ex-Godown delivery charges should be indicated separately.
6. Firms Outside Madras: Tenders should be for F.O.R. Madras. If F.O.R. consigner station, freight charges by passenger train / lorry transport must be indicated. If Ex-Godown, packing, forwarding and freight charges must be indicated.
7. 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.
8. Goods should be supplied carriage paid and insured.

9. Goods shall not be supplied without an official supply order.

10. Payment: Every attempt will be made to make payment within 30 days from the date of receipt of bill / acceptance of goods, whichever is later.

General Physiotherapy Clinic Requirement:

The Physiotherapy department should cater to the needs of the patient referred by the qualified medical professional in the IIT hospital.

The department should be equipped with standard electrotherapy & Exercise therapy equipments. All equipment used in patient care should be inspected, maintained, and tested on a regular basis and according to manufacturer's specifications. They should have valid calibration certificate to ensure the equipments are in good condition.

The department can function in two sessions viz. morning and evening.

Statistics and Reports with regard to the service provided should be given to the Chief medical officer monthly.

There should be regular audit about the quality of treatment done and submit to the chief medical officer periodically.

All the patients should be evaluated at their initial visit and the follow up should be done till completion. This can be recorded in the assessment proforma.

Basic electrotherapy and Exercise therapy equipments which will be mandatory for running the clinic are listed below with the technical specifications.

Electrotherapy Equipments:

No	Descriptions	
1.	Interferential Therapy	Two Channeled Computerized unit with advanced vector scan features.
2.	Ultrasound Therapy	Microcontroller based dual frequency equipment which has combined functions of both 1 MHz & 3 MHz
3.	Pulsed and Continuous Shortwave Diathermy	High Power unit with Disc and Pad Electrodes. High frequency current at 27.12 MHz with maximum power output of 500W. Pulsed Shortwave diathermy should have both thermal & non-thermal modes.
4.	Traction	Electronic Cervical, Lumbar and Thoracic Traction. Continuous and Intermittent modes of operations, Double Cord, total loading upto 90 KGS.

5.	Transcutaneous Electrical Nerve Stimulator	4-Channel TENS
6.	Electrical Stimulator	Options of Galvanic DC, Interrupted Galvanic, Plain and surged Faradic current.
7.	Wax Bath	Stainless steel with concealed heaters to reduce the recurring cost of wax.
8.	Laser	Machine with two probes - Visible and infrared probe, options of continuous and pulsed mode and meridian point detector.

Basic services required to be provided by the proposed physiotherapy Centre along with the details of equipment. Working hours for the proposed physiotherapy Centre is 9 A.M. to 1 P.M. and 3 P.M. to 6.30 P.M. on all days except Sunday and national holiday.

Additional services required:

1. Foot Clinic for orthopedic and diabetics.
2. Pediatric Rehabilitation equipments.
3. Pulmonary function test with a pulmonologist report.

Two physiotherapists and one In-Charge should visit always on daily basis either in the morning or evening. The appointed Physiotherapists should be a qualified graduate from a recognized university.

Charges:

1. Charges for pensioners at Rs.50 per visit to be collected by the proposed physiotherapy Centre.
2. Space of about 400 to 450 Sq. ft., water, electricity charges and the provision of cot will be provided by the Institute at free of cost.

General Conditions:

3. Tenderer should have a previous experience tendering along with previous experience not less than 3 years.
4. As per the Doctors direction the physiotherapist should assess the correct size of braces and footwear and give their recommendation to be purchased from physiotherapy/Apollo Pharmacy.
5. On holidays and Sundays the physiotherapist is required to visit the in-patients if there are any on-call.

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 Chief Medical Officer-i/c, Institute Hospital, IIT Madras, Chennai-600036 so as to reach her on or before the due date.

2. The quotations should be valid for sixty days from the due date and the period of delivery required should also be clearly indicated.
3. Relevant literature pertaining to the items quoted with full specifications (and drawing, if any) should be sent along with the Quotations, wherever applicable. Samples, if called for, should be submitted free of charges, and collected back at the supplier's expenses.
4. Service tax registration and necessary charges applicable may also be included in the tender and monthly bill will be released only after depositing the service tax from your institution to the service tax authority. Proof of deposit has to be attached along with the monthly claim, this is to be followed strictly.
5. All instruments or equipments are proposed to be handled at the proposed physiotherapy Centre at IIT Madras, list may be given and it should be insured. Loss, theft, fire accident etc., if any will be the sole responsibility of the service provider.
6. Security deposit either in bank guarantee or by demand draft or cash to be deposited at IIT cash counter by the successful bidder at 5% of quoted tender value. This should be given before getting the letter of acceptance.
7. Percentage of service tax should be clearly indicate in the quotation itself along with the Sales Tax Registration particular and copy of the certificate.
8. Confirmation: Service Provider should confirm acceptance of the order within 15 days from the date of receipt of letter of acceptance.
9. The service provider will be responsible for replacements of the defective equipments, without any charge whatsoever.

CHIEF MEDICAL OFFICER-i/c