

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Institute Hospital – Office of Dean Institute Development Web: www.nitt.edu
Phone: 0431 – 250 3737



TENDER DOCUMENT

Tender Notification No.:NITT/ DEAN-ID/Hosp/Lab/01

Dated: 27-06-2014

Name of the component : Out Sourcing the Institute Hospital Clinical Lab

EMD Amount : Rs. 5000/-

Cost of the Tender Document :Rs.575/-

Date of Commencement of the Service : 01-08-2014

Last Date of submission of Tender : **18.07.2014 up to 3.00pm**

Address for submission of Tender : The Director,
National Institute of Technology- Tiruchirappalli,
Tiruchirappalli – 620015, Tamilnadu, India

Kind ATTN to:Dr.A.Vadivel

Phone: 0431-250- 3737

Email:vadi@nitt.edu

Date of opening of technical bid : **18 / 07 /2014 at 4.00 pm**

NATIONAL INSTITUTE OF TECHNOLOGY-TIRUCHIRAPPALLI
Office of the Dean (Institute Development)

Tender Notification No.: NITT/ DEAN-ID/Hosp/Lab/01

Date: 27.06.14

Name of the work: Out Sourcing the Clinical Lab in the Institute Hospital

Cost of tender Document:

Sealed tenders in two covers, cover I containing Part-1/Commercial Bid and cover 2 containing Part-II/Price Bid (both covers to be submitted in a separate sealed cover) are invited from reputed State/National level organizations/companies/trust/societies/consortium/firms engaged in providing clinical lab services for a period of two (2) years. Depending upon the performance, the management of NIT, Tiruchirappalli may renew the contract for a further period of one (1) year on such terms and conditions as the management of the Institute may decide. Documents consisting of the general tender conditions and scope of work can be downloaded from the Institute website (www.nitt.edu).

- Nature of work : Out Sourcing the Clinical Lab in the Institute
Hospital
- EMD amount : Rs. 5000/-Only
- Last Date for submission of Tender : 18/07/2014, 3.00 PM
- Address for the submission of tender : The Director
National Institute of Technology
Tiruchirappalli – 620015.Tamil Nadu.
- Date and time of commercial bid opening : 25/07/2014 , 3.00 PM
- Date and time of price bid opening : Will be Intimated later (only to the
Commercially qualified bidders)
- Venue : Administrative building, NIT-Tiruchirappalli-15

NATIONAL INSTITUTE OF TECHNOLOGY-TIRUCHIRAPPALLI

Introduction

National Institute of Technology Tiruchirappalli (NITT) is a premier technical institution and fully funded by the Government of India. NITT is situated on Tiruchirappalli -Thanjavur National Highway at a distance of 21 km from Tiruchirappalli railway junction. In order to achieve a more productive work force, NITT desires to utilize the services of reputed private/Govt. agencies in certain area of its functioning. In this regard, the NITT has decided to outsource the Clinical Lab in the Institute Hospital to reputed and well experienced agencies on Licence basis, for a period of two years. For the selected service provider, initial 3 months will be given as trial period and on successful completion of the trial period confirmation of contract for balance period will be issued. The price bid of only those bidders/agencies who comply with the commercial terms and conditions of this tender will be opened. The agencies' representative(s) may contact the office of The Dean (ID) between **10.00 A.M and 5.00P.M on 18.07.2014 (with prior information to the Associate Dean concerned (Phone No.9443)** for visiting the hospital and for appraisal of work involved. Completed tenders with relevant documents may be submitted to The Director, NITT. A committee constituted for the purpose of selecting the suitable service provider reserves the right to shortlist/reject any or all tenders without assigning any reason.

Details of Hospital

The Hospital is a Primary Care Center catering to about 5000 students, 300 faculty members and about 300 Non-Teaching staff. There are about 16 doctors with various specializations and the hospital has well established infrastructure facilities.

COMMERCIAL TERMS & CONDITIONS

(A copy of the commercial terms and conditions signed in all pages by the bidder should be submitted along with Part-I of the Two-Part Bid)

- 1) Name of work: **Out Sourcing the Clinical Lab in the hospital of NIT Tiruchirappalli.**
- 2) Earnest Money: Interest free deposit of 5,000/- (Rupees Five thousand only) should be deposited along with the Commercial Bid. It should be only in the form of demand draft on any Nationalized Bank having its branch at Tiruchirappalli and drawn in favour of NIT, Tiruchirappalli. Earnest Money in any other form will not be accepted and the tender not accompanied by EMD in the proper form will be rejected. If the successful bidder doesn't accept the award of contract the Earnest Money will be forfeited automatically.
- 3) Duration of agreement: Two (02) years initially and may be extended based on satisfactory performance for another one (1) year on the sole discretion of The Director. For the extended period of contract, if any, the rent payable by the service provider for the premises licensed to him and the charges payable by the Institute to the Licensee for the tests carried out in the clinical lab shall be fixed at a rate mutually agreed upon which will not be more than 10% of the original amount.
- 4) Validity of tender: Ninety (90) days from the date of opening of the tender, EMD will stand forfeited if the tenderer backs out within the validity period of Ninety (90) days.
- 5) **Eligibility:** Minimum two (02) years of relevant experience in operation and maintenance of **Clinical Lab** services (preferably, in Government/Educational institution, Public Sectors/ Railways/Health Departments/well established private sectors) for which documentary proof should be enclosed. The Firm should have been registered/ incorporated in India. Documentary proof (a copy of IT return, service tax return, partnership deed, etc.) should be enclosed to the Commercial Bid..
- 6) **Termination:** The Director NIT, Trichy solely reserves the right to cancel the Licence at any time without assigning any reason with minimum one month notice period.
- 7) The Director reserves the right not to accept the lowest or any other tender without assigning any reason.
- 8) The licensee should engage full time qualified lab technicians with approved qualifications.
- 9) The licensee is solely responsible for obtaining all clearances / formalities/licences from any statutory authority for running the clinical laboratory in the allotted space.
- 10) Institute reserves the right to create, at any point of time in the future, additional facilities of similar nature for growing requirements of the Institute.

- 11) Licensee shall be responsible for making available adequately qualified staff as required by the government norms.
- 12) The licensee should affirm that the licensee shall not represent to a third party during the currency of Licence period as an employee of NITT and issue any identity card indicating any authority of NITT.
- 13) The licensee shall have to maintain the books of account reflecting every day's transaction of money and laboratory reports.
- 14) On violation of any terms and condition of contract, by the Licensee the Institute reserves the right to terminate the contract without assigning any reason.
- 15) If there is any litigation for the default of licensee and NITT become a necessary party in the court, the licensee shall have to bear the expenses to be incurred for the same.
- 16) Books of accounts, stock account of chemicals and reagents shall be maintained as per approved procedure. If the authority/Committee constituted by the Director for inspecting the premises periodically notices any unsatisfactory performance of the service provider with regard to maintenance of clinical laboratory as per subject name and description of work and any violation of terms and conditions of agreement the licensee will be penalized.
- 17) The licensee in his own interest should carry out the repair and maintenance to Laboratory equipment, furniture & fixtures, if required. Expenses for connectivity of telephone for proper communication will have to be met by the licensee concerned. The Institute shall allow the licensee to paint and whitewash the premises without modifying the existing premises.
- 18) Performance Security is liable to be forfeited in the following events:
 - a. The licensee fails to adhere to the terms and conditions of the contract.
 - b. Non – availability of chemicals and reagents.
 - c. Over – charging
 - d. Non – payment of rent/any other dues.
- 19) The licensee should also abide by the rules and regulations of the local/ Government authorities and provisions of law. The licensee himself/herself/themselves/itself should run the Clinical Laboratory and should not sublet the same.
- 20) Licensee shall raise a claim bill for all the tests conducted in a month at the rates quoted by him in the Annexure I to this tender notice which must be enclosed to Part II of the bid. The claim bill along with all original prescriptions should be submitted to the Medical Officer in the first week of every month for due verification and for forwarding the same to Main Office for payment. The bill may be submitted datewise/patientwise or in any other form as may be indicated by NITT.
- 21) The licensee shall indemnify the Institute against all actions, suits, claims and demands brought or made against it in respect of anything done or committed to be done by the licensee in execution

of or in connection with the work of this contract and against any loss or damage to the hospital in consequence to any action or suit being brought against the licensee for anything done or committed to be done in the execution of this contract. The licensee will abide by the job safety measures prevalent in India and will free the Institute from all demands or responsibilities arising from accidents or loss of life, the cause of which is the licensee's negligence. The licensee will pay all indemnities arising from such incidents without any extra cost to the Institute and will not hold the Institute responsible or obligated. NITT may at its discretion and entirely at the cost of the licensee defend such suit, either jointly with the licensee or singularly in case the latter chooses not to defend the case.

22) On expiry of the Licence period, the licence shall stand automatically cancelled. The licensee shall have to vacate and handover peaceful possession of the premises to the Institute on expiry of the contract period. In any event, if the licensee intentionally and deliberately refuses to vacate and handover peaceful possession of the premises to the Institute, the licensee shall have to pay thrice the rent payable in respect of the premises occupied by him in addition to any other expenses that shall be incurred by the Institute to vacate the Licensee from the premises.

23) Licensor will provide the premises detailed in the Schedule hereunder and other infrastructure facilities to the Licensee for which the LICENSEE has to pay a monthly licence fees of Rs.5000/- (Rupees Five thousand only) per month and the electricity charges as per actual consumption by the LICENSEE.

24) A well trained / experienced lab technician should be placed at the clinical laboratory of NITT hospital to collect samples for testing. His/her entire remuneration and other expenses should be borne by the licensee.

25) The clinical laboratory must be kept open during

7.30.AM to 1 PM and 3.30 to 7 p.m on weekdays.

7.30.am to 3PM on Saturdays and Sundays.

26) The Institute hospital will issue to the Licensee a REIMBURSIBLE LIST of clinical tests which are to be carried out in respect of eligible NITT patients. No alteration in the list will be allowed without a written consent of the C.M.O. /MO

27) Doctors at the Institute Hospital will prescribe the clinical test to be carried out to the eligible patients. The authorized tests found in the REIMBURSIBLE LIST will have to be carried out on the NITT approved patients without charges by the Licensee. The cost of such clinical tests will be reimbursed by the Institute at the rates quoted by the Licensee.

28) The licensee shall raise the claim bill for the entire tests (found in the REIMBURSIBLE LIST) carried out in a month as specified in the list with necessary taxes if any. The claim bill along with original prescription has to be submitted to the C.M.O/MO in the first week of every month for due verification by him and for forwarding the same to Main Office for payment. NITT will make payment for the claim bill before the end of the month unless otherwise there is any discrepancy in the bills. The claim bill be submitted both in hard and soft copy format.

29) The cost of clinical tests other than those listed in the REIMBURSIBLE LIST will not be reimbursed by the Institute. However such tests can be carried out on receipt of payment from the patients (NITT employees and their dependents) with proper billing. It is the responsibility of the licensee to maintain the account on their own.

30) Before lab technicians are deployed by the Licensee in the hospital for work the details of their educational qualification, address, contact phone number, etc should be submitted to the C.M.O/MO for necessary approval and for getting entry pass for them if necessary. All those working in the lab shall maintain the decency and decorum of the Institute. No unauthorized person shall be allowed inside the clinical laboratory.

31) The contract may be terminated with 30 days prior notice on either side. In extraordinary situations the Director reserves the right to terminate the contract without assigning any reason.

32) The clinical reports should be of highest order of accuracy and if any deviation is found the contract will be terminated by the Director, immediately.

33) The contract shall initially be for a period of two years from the First day of August, 2014.

34) The licensee will have to furnish a Performance Guarantee for an amount of Rs. 30,000/- (Rupees Thirty Thousand Only) either in the form of Bank Guarantee issued by a Scheduled Bank or in the form of Demand Draft payable to "The Director, NIT, Trichy". No claim shall be made against NITT in respect of interest, if any, due on the Performance Guarantee.

35) The Performance Bank guarantee should remain valid up to six months beyond the validity of the contract.

36) Rates for clinical tests shall be as mentioned in Annexure I to this notification and the rates will remain unchanged throughout the contract period.

37) Inventory management will be through computerized system.

38) Periodical inspection will be carried out by a Monitoring Committee duly constituted by the Institute.

39) The Institute requires that the licensee observes the highest standards of ethics during the execution of this contract.

40) In case the licensee fails to adhere to the common lab practices and ethics penalty may be imposed on the licensee. The quantum of penalty will be fixed by the Director and the quantum of penalty will not exceed 5% of the total amount paid to the licensee from the date of commencement of the contract till the date of occurrence of event warranting the penalty.

41) The NITT may, without prejudice to any other remedy for breach of contract, by written notice sent to the licensee terminate the contract in whole or part-

a) If the licensee fails to provide any or all of the services within the period (s) specified in the Contract.

b) If the licensee fails to perform any other obligation (s) under the Contract.

c) If the licensee, in the judgment of the NITT, has indulged in corrupt or fraudulent practices in competing for or in executing the Contract.

42) The contract is based on mutual trust and confidence. Both the parties agree to carry out the assignment in good faith. If any dispute or difference of any kind whatsoever (the decision whereof is not herein otherwise provided for) shall arise in between the institute and bidder in connection with or arising out of the contract, whether during the contract period or after completion and whether before or after the termination, abandonment or breach of contract, the same shall be referred to the sole arbitrator to be appointed by the Institute. The decision of the arbitrator shall be final and binding. For all legal matters the jurisdiction will be only Madurai Bench of Madras High court.

Signature of the service provider

SCHEDULE

Pharmacy Room of the following Size at the National Institute Of Technology Hospital, National Institute of Technology, Thuvakudi, Trichy – 620 015.

$$6.25\text{sq.mtr} \times 5.24\text{sq.mtr} = 32.75\text{sq.mtr.}$$

$$5.05\text{sq.mtr} \times 2.80\text{sq.mtr} = 14.14\text{sq.mtr}$$

Total Area: 46.89sq.mtr.

Scope of Work

The Selected service provider will be allotted the room specified in the schedule to the tender at a monthly rent of Rs. (Rupees) for running a Clinical Lab Qualified Lab Technicians as per Govt. approved norms should be present in the Clinical lab during the hours specified in the tender. The Lab Technician(s) should collect samples of blood , urine, stools, mucus, etc. from the patients referred to the Clinical Lab by the NITT Hospital Doctors for prescribed tests. The Lab Technician (s) should be capable of conducting all the Clinical tests mentioned in the Annexure to the Tender Notice. Tests should be conducted immediately on the same day and the results of test reported to the Doctor through the patient by means of Computer printout on the letter pad of the clinical lab. Normal standards / parameters for all tests should be indicated vis - a -vis the test results of individual patients Test report should be free from error. Service provider alone is responsible for any wrong treatment meted out to any patient on the basis of Clinical tests reports of the service provider. The service provider should not collect any fee from the Institute employees referred to them by NITT Hospital Doctors. The responsibility of collecting money for tests carried out on others rests with the service provider. All equipments necessary for conducting the clinical tests mentioned in the Annexure should be supplied and maintained by the service provider. . However refrigerator and one Air Conditioner will be provided by the Institute. If any clinical test could not be conducted by the service provider for the non – functioning of any equipment or absence of lab technician, the cost of getting the test done in any other laboratory will be collected from the service provider.

METHOD OF SUBMISSION OF PROPOSAL

SEALED COVER 1 (Commercial Bid):

The following documents and information shall be submitted with the commercial bid.

- i) Terms and conditions signed by the service provider in all pages of the document.
- ii) Two demand drafts – one towards the Cost of tender document and another towards EMD.
- iii) Name of the Firm and complete address including branches, if any.
- iv) Document showing the status of the bidder whether the bidder is a Proprietorship concern/ Partnership concern/ Regd. Company/ Co-operative society/or others.
- v) Statement showing the details of similar services executed in the last five (5) years and performance report obtained from the Institutions/Organizations to whom similar service was extended. **(minimum three to be submitted, and one should be from Government organization,)**
- vi) PAN Number, Income Tax Clearance Certificate, Profit and Loss account and Balance sheet for the last three (3) years.
- vii) Copy of ESI, EPF, Service Tax, VAT Registration Certificates, details of Trade License or any other relevant document for the said job.
- viii) List of employees proposed to be employed by the service provider in the clinical lab with their qualification and experience.

(At the top left corner of the cover mention the tender notification number, the words

“Commercial bid” and date of opening)

SEALED COVER 2 (Price Bid):

The Annexure I attached to this tender notice should be filled up both in words and figures and enclosed in this cover.

- i. The rate should explicitly indicate the amount without any hidden cost.
- ii. Taxes and other charges, if any, must be quoted separately.

(At the top left corner of the cover mention the tender notification number, the words “Price bid” and date of opening)

General Note:

Both cover 1 and cover 2 shall be placed in a common cover which shall also be sealed and addressed to ‘The Director, National Institute of Technology, Tiruchirappalli 15. Tamil Nadu.

(At the top left corner of the cover mention the tender notification number and the words “kind attention Dean /ID”)

Signature of the service provider

Annexure I

S.No	Test Name
1	HB
2	TC,DC
3	TC,DC,ESR
4	TC,DC,ESR,HB
5	URINE ®
6	URINE /BS/BP
7	GLUCOSE ®
8	GLUCOSE (F &PP)
9	UREA
10	CREATININE
11	URICACID
12	CHOLESTROL
13	MP/MF
14	MOTION ®
15	ESR
16	HBA1C
17	LIPID PROFILE
18	LFT
19	RA FACTOR
20	RFT
21	TFT
22	MOTION C/S
23	URINE C/S
24	THORAT SWAB C/S
25	BLOOD C/S

26	HBsAG
27	AEC
28	MANTOUX
29	CBC +PS
30	BILIRUBIN
31	PROTEIN
32	VDRL
33	HIV
34	PS
35	WIDAL
36	SPUTUM FOR AFB
37	SPUTUM C/S
38	BT,CT
39	TOTAL RBC COUNT
40	PLATELET COUNT
41	ELETROLYTES (ALL)
42	BLOOD GROUP
43	URINE GRAVINDEK CARD
44	CALCIUM
45	PHOSPHOROUS
46	CBC WITHOUT ESR
47	CBC WITH ESR
48	SGOT
49	SGPT
50	URINE SUGAR
51	MAGNISIUUM
52	MOTION OCCULT BLOOD
53	MOTION REDUCING

54	SUBSTANCES
54	URINE ACETONE
55	URINE ALBUMIN
56	PCV BLOOD
57	TOTAL RETICULOCYTE COUNT
58	SPUTUM FOR AFB (3 DAYS)
59	TSH
60	ASO TITRE (Qualitative)

1.	Western Blot
2.	HCV (ELISA)
3.	CPK/CPK-MB
4.	Trop-T
5.	LDH
6.	D-Dimer
7.	S. prolactin
8.	FSH/LH
9.	TFT with FT3/FT4
10.	Coagulation profile
11.	Beta-HCG
12.	Testosterone (Bound Free)
13.	ANA (ELISA)
14.	Skin Biopsy
15.	FNAC
16.	HPE – small specimen
17.	S. insulin
18.	Skin scraping for fungus
19.	S.IgE
20.	S. Alkaline Phosphatase
21.	CRP
22.	Anti-CCP
23.	HLA-B27
24.	ANA
25.	Urine for microscopic hematuria
26.	Motion for reducing substances

27.	HBsAG
28.	Dengue serology with NS1
29.	MP QBC with Plus
30.	S. amylase/ S. Lipase
31.	S. PSA
32.	Urine micro albuminuria