



**Basic Details**

<b>Organisation Chain</b>	Department of Health Research  Indian Council of Medical Research		
<b>Tender Reference Number</b>	ICMR-NIV/ST/AMC/DRF/2022-23		
<b>Tender ID</b>	2022_DoHR_684303_1		
<b>Tender Type</b>	Single	<b>Form of contract</b>	Works
<b>Tender Category</b>	Services	<b>No. of Covers</b>	1
<b>Payment Mode</b>	Not Applicable	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No		

**Cover Details, No. Of Covers - 1**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.xls	As per document

**Tender Fee Details, [Total Fee in \* - 0.00]**

<b>Tender Fee in</b>	0.00	<b>Fee Payable To</b>	NA	<b>Fee Payable At</b>	NA
<b>Tender Fee Exemption Allowed</b>	NA				

**EMD Fee Details**

<b>EMD Amount in</b>	0.00	<b>EMD Exemption Allowed</b>	NA
<b>EMD Fee Type</b>	NA	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	NA	<b>EMD Payable At</b>	NA

**Work /Item(s)**

<b>Title</b>	Annual Maintenance Contract				
<b>Work Description</b>	Non comprehensive Annual Maintenance Contract of Diagnostic Reagent GMP Facility				
<b>Pre Qualification Details</b>	Please refer Tender documents.				
<b>Tender Value in</b>	8,50,000	<b>Product Category</b>	Miscellaneous Services	<b>Sub category</b>	NA
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	21	<b>Period Of Work(Days)</b>	21
<b>Location</b>	ICMR-NATIONAL INSTITUTE OF VIROLOGY PUNE	<b>Pincode</b>	411001	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	ICMR-NATIONAL INSTITUTE OF VIROLOGY PUNE

**Critical Dates**

<b>Publish Date</b>	01-Nov-2022 04:00 PM	<b>Bid Opening Date</b>	22-Nov-2022 11:00 AM
<b>Document Download / Sale Start Date</b>	01-Nov-2022 04:00 PM	<b>Document Download / Sale End Date</b>	21-Nov-2022 04:00 PM
<b>Clarification Start Date</b>	01-Nov-2022 04:30 PM	<b>Clarification End Date</b>	18-Nov-2022 05:00 PM
<b>Bid Submission Start Date</b>	01-Nov-2022 04:30 PM	<b>Bid Submission End Date</b>	21-Nov-2022 04:00 PM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	As per Document	379.94

  

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)

1	Tender Documents	Tender Documents of DRF For GMP Facility.pdf	As per document	379.94
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**Tender Inviting Authority**

<b>Name</b>	DIRECTOR
<b>Address</b>	ICMR-National Institute of Virology, Pune. 20-A, P B No 11, Dr Ambedkar Road, Pune, 411001

**Tender Creator Details**

<b>Created By</b>	Priya Abraham
<b>Designation</b>	Director
<b>Created Date</b>	01-Nov-2022 03:32 PM

# ICMR-NATIONAL INSTITUTE OF VIROLOGY

Indian Council of Medical Research

Department of Health Research

Ministry of Health & Family Welfare, Govt. of India

20-A. Dr. Ambedkar Road, Post Box No.11, Pune-411 001.

Tel.: +91-020-26006290/211.

Email: nivstockroom@yahoo.in

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No. NIV/ST/AMC/DRF/2022-23

Date: 01<sup>st</sup> November 2022

Report ID: GEM/GARPTS/31102022/2ZZMG08HCI7J

**Sub: Tender for Non Comprehensive Annual Maintenance Contract of Diagnostic Reagent GMP Facility situated at above address.**

**Due Date: 21<sup>th</sup> November 2022, 16:00 Hrs.**

Sir/Madam,

The Institute invites sealed quotations for Non Comprehensive Annual Maintenance Contract of Diagnostic Reagent GMP Facility as per the details mentioned in specifications. The agencies can send us quotation in a sealed cover, super-scribed with our tender number, due date and subject, so as to reach this institute well before the above due date.

While submitting your tender, the terms and conditions specified overleaf from 1 to 29 may please be carefully observed. Tenders are liable to be ignored if any of these conditions are not complied with.

**Sd/-  
DIRECTOR**

# **ICMR-NATIONAL INSTITUTE OF VIROLOGY**

Indian Council of Medical Research

Department of Health Research

Ministry of Health & Family Welfare, Govt. of India

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Email: [nivstockroom@yahoo.in](mailto:nivstockroom@yahoo.in)

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## **GENERAL TERMS AND CONDITIONS**

### **FOR ANNUAL MAINTENANCE CONTRACT (Non-Comprehensive)**

The Non Comprehensive Annual Maintenance Contract offer will be subject to the following terms and conditions.

1. Duration of the AMC: AMC will be initially for one year further extendable for two years based on the functional requirement & performance of the selected agency with no escalation in costs.
2. No change in price structure will be allowed during currency of the contract except/otherwise, if statutory levies are made applicable by the Central/State Government through notifications/regulations. If the AMC holder reduces its price or offers to provide services of similar nature at a price lower than the AMC cost to any person or organization during the currency of the AMC, the AMC price will be automatically reduced with effect from the date for all the subsequent services under the AMC and will be amended accordingly.
3. The scope of work also includes providing full time technically qualified engineers at site for Annual Maintenance Contract.
4. NIV will not provide any transportation and accommodation for the Engineers/Representatives for attending services and will have to make their own arrangements. No other charges are payable under this contract.
5. No. of Preventive Visits & Breakdown calls as per scope of work.
6. The Preventive Maintenance service has to be done only during working days i.e. from Monday to Saturday between 9.00 am to 5.30 pm. Break-down calls to be attended immediately without waste of time.
7. Work will be executed under supervision of the concerned department of ICMR-NIV. A joint inspection will be done as and when required.

8. The servicing may be carried out in the Institute as far as possible and shall be executed without any loss or damage to the NIV Properties.
9. Replacement of parts: Agency will suggest parts to be replaced and on approval by Institute, the same may be replaced by them. The cost will be reimbursed by the Institute for Non Comprehensive AMC.
10. No advance payment will be made in any case. Payment will be done in two Installments only after providing the service report signed by the end user and to be submitted to stores by the agency.
11. Each payment will be subject to deduction of tax at source (TDS) at the rate applicable from time to time.
12. Indicate GST as applicable separately. PAN/TAN numbers must be mentioned in your offer. Enclose copies with quotation.
13. Contract will be established only with the reputed firms. Attach the relevant documents along with your offer to prove your credibility. The firms must have been in operation for at least last 3 Financial Years. The firm should be a legal entity registered under appropriate Govt. Authority. Enclose copies with offer.
14. List of your customers (Government / Private Organizations) may also be submitted. Name of the contact person, designation, telephone, fax numbers and E-mail address & work done must be given in such list. Contractors having similar contract with laboratories of ICMR/DBT/CSIR/DRDO will be preferred. Agency must have at least 3 years experience.
15. Selection Criteria – Following factors will be considered for selection of supplier: Rates, Past experience, Credibility of the supplier, etc. Lowest rate is not the only criteria for selection. Decision of the Director, ICMR-NIV will be final and binding on all.
16. Storage of material and safety of the contractors will not be the responsibility of NIV.
17. The short listing of the firm will be primarily on its technical soundness and not only on commercial quote.
18. The contract may be terminated at any time by either party provided reasonable Justification is given in writing. However in case of non-compliance of terms and conditions, the contract may be terminated by the Director without any notice.

19. Any dispute arising out of this contract will be settled amicably between the parties. All disputes subject to Pune jurisdiction only.
20. Suppliers who have failed earlier in fulfilling the commitments will not be considered.
21. The AMC agency shall not sublet this present AMC further to any other agency.
22. No other condition of the firm is acceptable.
23. Tenders must be written clearly without any cancellation/ corrections or overwriting. If there exist a difference between the amount quoted in words and numeric, the lowest of them will be considered.
24. In the event of Non-acceptance of the offer by any of the Tenderers, it will be offered to the other Tenderers on the waiting list.
25. All safety measures needs to be ensured by the contractor. ICMR-NIV will not be responsible for any untoward incident/ accident. Full responsibility lies with the agency only.
26. In case of any damage/loss to the Institute, arising due to the contract, the same will be borne by the agency.
27. Canvassing in any form and /or bringing any influence will be treated as a disqualification.
28. Before quoting, the agencies are advised to visit the site as per mutually agreed date and time during working hours.
29. The Director, ICMR-NIV reserves the right to accept or reject any offer in part or in full without assigning any reason/s thereof. Decision of the Director, ICMR-NIV will be final and no correspondence will be entertained in this regard.

**Sd/-  
DIRECTOR**

# ICMR-NATIONAL INSTITUTE OF VIROLOGY

Indian Council of Medical Research

Department of Health Research

Ministry of Health & Family Welfare, Govt. of India

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## **SCOPE OF WORK**

### **Providing Annual Maintenance Services to Diagnostic Reagent GMP Facility located on Second Floor at ICMR-National Institute of Virology, Pune.**

The following services shall be provided by the agency and included in the scope of Annual Maintenance Contract services:

1. To carry out periodic routine preventive maintenance servicing of the following equipments in the facility:
  - Air Handling Units (Including Fresh Air AHU) - Monthly
  - Bio-Safety Cabinets (Class II, A2) - Half Yearly
  - Bio-safety Cabinets (Class II B2) - Half Yearly
  - Dynamic Pass Box - Half Yearly
  - Cassette Type Split AC - 3 Servicing / Year
2. To carry out routine preventive maintenance inspection checks of the following items, equipment and systems of the facility:
  - Door Interlock System - Quarterly
  - AHU Panel - Quarterly
  - Fire Detection & Alarm system - Quarterly
  - Hands Free Auto tap - Quarterly
  - Plumbing system - Quarterly
  - PA and Intercom System - Quarterly
  - Central Building Management System - Quarterly
3. To carry out Annual Calibration of Magnehelic Gauges.
4. To maintain servicing and maintenance record of each item, equipment and services in the GMP Facility.

5. To attend to emergency breakdown calls, as and when required and troubleshooting without waste of time.
6. To maintain Daily Log Sheets for facility operating parameters.
7. To carry out Annual Validation Test of Complete Facility.
8. Trained personnel, as required, shall be deputed at site during normal working hours. Agencies may visit the facility and inspect the above installations. Agencies may submit competitive offer for providing the Annual Maintenance Services (Non Comprehensive) as detailed above before the due date and time.

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