

NATIONAL INSTITUTE OF VIROLOGY  
INDIAN COUNCIL OF MEDICAL RESEARCH  
20- A Dr. Ambedkar Road Camp,  
Pune 411 001, INDIA.  
Tel: [02026006290](tel:02026006290) Fax: 26126643  
E-mail [nivpurchase@yahoo.co.in](mailto:nivpurchase@yahoo.co.in)

## **TENDER NOTICE FOR LOGISTIC SERVICES**

National Institute of Virology, a premier Research Institute of Indian Council of Medical Research (ICMR) intends to appoint a suitable agency and enter in to contract for providing all the logistic services for the transport of reagents to its field units and other Government laboratories identified for Covid Diagnostic testing all over India.

Tenders are invited from reputed logistics agencies for transportation of ICMR-NIV's samples/reagents/kits to/ from and to its Field units at Bangalore, Mumbai, Nagpur, Alappuzha (Kerala) and other Government Covid testing laboratories. In addition, shipment cost to other places all over India has to be provided. List for other places is enclosed in Annexure-I.

Last date for submission of Tender is **09/12/2020 by 17:00 hrs.** Late/incomplete quotations will not be considers.

**DIRECTOR**

## **Part –I Pre qualification & conditions for the agency**

The agency should hold valid license, registration and permissions that are required under the applicable laws, local/international law and regulation/notification required for logistic services.

The period for contract with the agency will be for one years (**i.e. from 01/01/2021 to 31/12/2021**), renewable on annual basis on performance.

1. Self attested copies of the following documents are required along with Tender:-
  - a) Valid CHA Licenses.
  - b) CHA Registration with Mumbai / Pune Custom
  - c) GST Registration
  - d) Pan Card
  - e) Valid certificates issued by custom authorities that they are bonafide custom approved agency
  - f) Details of bankers with statement of account for the last six months.
  - g) Complete postal addresses of their office at Pune and Mumbai along with details of telephone & Fax Nos. Mobile Nos., email address etc. of both the offices.
  - h) Details of current staff strength at Pune & Mumbai.
- 2 EMD- Rs.1,00,000/- (**Rupees One Lakh Only**) Account Payee Demand Draft, Fixed Deposit, Receipt from a Commercial bank, Bank Guarantee from a Commercial bank except from Micro and Small Enterprises OR Startups recognized by Department of Industrial Policy & Promotion (DIPP).
- 3 The agency should have at least 10 years experience in the field of cargo consolidation and customs clearance.
- 4 The agency should furnish a list of their clients with special reference to Government and R&D departments indicating their complete postal addresses along with details of telephone/Fax number, E-mail, name & designation of the person to contact for ascertaining their performance.
- 5 For delayed clearance and mishandled consignments, mention the demurrage penalty that can be imposed on the agency by ICMR-NIV.
- 6 The agency must have the facility of storing the consignment including that of perishable, which could be transported to ICMR-NIV, Pune as soon as possible. In case the item has to be kept in cold storage, such facility should be provided/arranged by the agency.
- 7 The agency should not have been black listed by any Government agencies or private organizations. A certification to this extent should be enclosed. Any such information received later on, such a contractor / contract will be terminated without any notice and a penalty to the extent of damage occurred during their contract period and also the amount outstanding will be recovered from them.
- 8 The agency should not have any unsettled issues with ICMR-NIV or its sister laboratories.
- 9 The agency should provide all the supporting documents mentioned above failing which their applications will not be considered for short listing.
- 10 The evaluation and short-listing is purely on fulfillment of ICMR-NIV's requirements and no weightage is given for any agency.
- 11 Parallel contracts for similar work can be placed at any time during the period of contract with one or more parties.

13 The Director, ICMR-NIV reserves the right to accept or reject any / all agencies profile submitted without assigning any reason/s.

Only short- listed applicants will be called for negotiations. Decision of the Director, ICMR-NIV will be final and binding in this regard.

### **Part-II- Terms & Conditions**

1. The rates quoted should be inclusive i.e. including all fuel surcharge, weekend pickup & delivery charges etc.
2. Additional taxes like GST will be paid.
3. The agency should provide packing material like shipper boxes, Dry Ice & gel packs, at extra cost, if required.
4. Loading & unloading charges as per kilogram will be paid.
5. The agency should use multimode transportation includes Air & surface transportation, to transport material & from pickup to delivery point with the least possible time frame throughout the year. However in cases of holidays and any other external situations/ conditions including but not limiting road blocks, vehicle accident, bands, local holidays, airline delays & cancellations, additional lead time shall be applicable, which the agency shall keep ICMR-NIV intimated from time to time.
6. The agency should provide consignment status information.
7. Supported statutory documents/Certificate will be provided by ICMR-NIV along with the Laboratory reagents/kits for Covid 19 tests and biological samples. Also it is assured that, handed over material will not be banned, restricted or dangerous.
8. Exempted/ Banned/Restricted/dangerous items list as per Annexure-I
9. The agency is responsible for safe & secure transportation.
10. The payment with eligible GST, will be made within 30 days on receipt of invoice on monthly basis.
11. All the bills should be computerized and accurate. Overwritten bills will not be accepted.
12. Tender envelop will not be open in presence of any Tender agency.
13. The agency is liable to provide certificate of facts within 15 days of date of incident in case of unfortunate event of loss and/ or damage of goods.
14. The Director ICMR-NIV can terminate / discontinue services at any time if services not found satisfactory.
15. All disputes will be solved in jurisdiction of Pune, in India only.

### **Part-III: TENDER COMPLIANCES FOR THE AGENCY:**

The terms & conditions mentioned below shall be binding to the tenderer and no other terms and conditions of the tenderers shall be accepted by ICMR-National Institute of Virology, Pune. No correspondence in this regard will be entertained.

1) Tenderers are requested to give detailed tender under **Single Bid System**.

#### **2) Submission and Opening of Bids**

(a) Place for submission of bid: Inward Section, ICMR-NIV, 20-A, Dr. Ambedkar Road, Pune – 411001.

(b) Date and Time for submission of bid: **Dt. 09/12/2020 up to 17:00 hrs.**

(c) The envelope should be superscribed **“Tender for LOGISTIC / COURRIER SERVICE CONTRACT due on 09/12/2020 at 17:00 HRS”** and to be submitted to the address given below to reach before due date & time.

#### **The Director**

**ICMR- National Institute of Virology,  
20-A,Dr Ambedkar Road, Pune-411001(India)**

#### **Attn: Administrative officer**

Bidders full address should also indicated on the envelope.

(d) ICMR-NIV,Pune will not be responsible:

1. For delayed/late bids submitted/sent by post/courier etc.
2. For non receipt of bids at proper place.
3. Any bid received by ICMR-National Institute of Virology , Pune after the due date and time will not be accepted/considered under any circumstances.

(e) Opening of bids: Bidders/agents need not be present while opening of bids under single bid system. Tender Opening Committee of the institute will open the bids internally. Subsequently Technical Committee of the institute will evaluate the bids. The lowest of technically qualified bidder as per recommendations of technical committee will be accepted in each case. Decision of technical committee/competent authority of this institute will be final and binding in this regard.

(f) The successful bidder will have to furnish Bank Guarantee of Rs.50,000/-(**Rupees Fifty Thousand Only**) towards performance guarantee which will be released only on satisfactory completion of the contract after adjusting any dues to ICMR-NIV.

**NOTE: Financial/ price bid must be finished in the Format given below. No other format is acceptable.**

## Financial / Price Bid format

Rates for Transportation

Ex Pune to all India

S.N.	Particulars	Base rate	Overweight	Additional	Remarks
1	Charges for transportation				
	With minimum and maximum charges per consignment. Fixed charges per consignment may also be quoted separately				
2	Strapping charge				
3	Direct Delivery charges (for perishable consignment)				
4	Loading/Unloading (per kg/consignment basis) (Full details may be given)				
5	Labor charges(full details may be given)				
6	Fuel Charges				
7	Dry Ice & Gel Packs				
A.	ICMR-NIV Bangalore Unit				
B.	ICMR-NIV Mumbai Unit				
C.	ICMR-NIV Alappuzha(Kerala) unit				
D.	ICMR-NIV Nagpur Unit				
E.	GST extra				

Place:

Date:

Signature with Seal of the Agency

NATIONAL INSTITUTE OF VIROLOGY  
INDIAN COUNCIL OF MEDICAL RESEARCH  
20- A Dr. Ambedkar Road Camp,  
Pune 411 001, INDIA.  
Tel: 02026006290 Fax: 26126643  
E-mail nivpurchase@yahoo.co.in

## **ANNEXURE I (EXEMPTED ITEMS)**

### **Dangerous Goods**

- . Explosives
- . Gases
- . Flammable Liquids
- . Flammable Solids
- . Oxidizers and Organics Peroxides
- . Toxic and Infectious Substances
- . Radioactive material
- . Corrosives
- . Empty Cylinders
- . Miscellaneous e.g., magnets
- . Lithium batteries

**ANNEXURE II**

UNDERTAKING (On Company/ Firm's Letterhead)

Ref.: Tender for logistic Services-Acceptance of Terms & Conditions

We hereby declared that all the particulars given in this bid document are true and complete to the best of our knowledge and belief. We understand that information provided by us will serve as prequalification Criteria for enlistment for logistic service contract and in the event of any information being found false or incorrect or ineligibility being detected even after the approval of logistic services Contract may be cancelled and all your claims maybe forfeited by the ICMR-NIV Pune. We read and understood all the terms and conditions of rate contract tender document and we fully agree to it.

We also declare that we will not providing services at a lesser price to other parties than those given to you and in the event of happening of such situation, we will be bound to refund the difference and our enlistment may be cancelled at the discretion of ICMR-NIV Pune. Terms of payment and also the name/s of the Dealer/Distributor will remain unchanged during the period and no alteration will be done without you official approval.

Signature with seal

Name & Designation

ICMR-National Institute of Virology  
 20- A Dr. Ambedkar Road Camp,  
 Pune 411 001, INDIA.  
 Tel: 02026006290 Fax: 26126643  
 E-mail nivpurchase@yahoo.co.in

**ANNEXURE III (CHARGES)**

**Ex Pune to All India**

Origin	Destination	Connection	TAT	Airline s Base Rate upto 5 kgs	Delivery Charges	DG Charges	Additional Per kg	Dry Ice (min 5 kgs)	GST
PUNE	Bhopal								
	Ahmedabad								
	Amritsar								
	Trivandrum								
	Shimla								
	Ranchi								
	Guwahati								
	Secunderabad								
	Port Blair								
	Rohtak								
	Patna								
	Vijaywada								
	Srinagar								
	Jammu								
	Jodhpur								
	Jaipur								
	Patiala								
	Raipur								
	Jamnagar								
	Tanda								
	Alapuzza								
	Tirupati								
	Agartala								
	Dibrugarh								
	Haldwani								
	Varanasi								
	Lucknow								
	Bangalore								
Chennai									
PUNE	New Delhi								
	Mumbai								
	Kolkata								
	Poducherry								
	Vishakhapatnam								
	Shillong								
	Sonepat								



	Imphal								
	Aligarh								
	Hassan								
	Anatapur								
	Kozhikoda								
	Jhalawar								
	Mysore								
	Jamshedpur								
	Kangra								
	Bikaner								
	Shimoga								
	Chandigarh								
	Jabalpur								
	Bhubaneshwar								
	Theni								
	Jamnagar								
	Hyderabad								
	Tirunevali								
	Thiruvavur								
	Jorhat								
	Thrissur								
	Udhampur								
PUNE	Jagdalpur								
	Darbhanga								
	Nagpur								
	Bhavnagar								
	Surat								
	Indore								
	Coimbatore								
	Salem								
	Udaipur								
	Silchar								
	Calicut								
	Amritsar								
	Kalaburagi								
	Medinapore								
	Meerut								
	Ajmer								
	Kota								
	Siliguri								
	Saifai								
	Gorakhpur								
	Madurai								
	Vadodara								
	Trichy								
	Kakinada								
	Gulbarga								
	Kottayam								
Kannur									
Barapeta									