



Basic Details

Organisation Chain	Department of Health Research Indian Council of Medical Research		
Tender Reference Number	B/13012/01/2024-25/Courier		
Tender ID	2024_DoHR_760188_1		
Tender Type	Open Tender	Form of contract	Empanelment
Tender Category	Services	No. of Covers	2
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Tender for Courier Services to transport Biological samples, reagents etc., - TECHNICAL BID
2	Finance	.xls	Tender for Courier Services to transport Biological samples, reagents etc., - FINANCIAL BID

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

Tender Fee in ₹	0.00	Fee Payable To	NA	Fee Payable At	NA
Tender Fee Exemption Allowed	NA				

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
EMD Fee Type	NA	EMD Percentage	NA
EMD Payable To	NA	EMD Payable At	NA

Work /Item(s)

Title	B/13012/01/2024-25/Courier				
Work Description	Tender for Courier Services to Transport Biological samples, reagents, etc.,				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹	2,50,000	Product Category	Shipping	Sub category	NA
Contract Type	Empanelment	Bid Validity(Days)	90	Period Of Work(Days)	2
Location	ALL INDIA	Pincode	400012	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	MUMBAI

Critical Dates

Publish Date	14-Jun-2024 09:00 AM	Bid Opening Date	08-Jul-2024 11:00 AM
Document Download / Sale Start Date	14-Jun-2024 09:05 AM	Document Download / Sale End Date	04-Jul-2024 05:00 PM
Clarification Start Date	14-Jun-2024 09:10 AM	Clarification End Date	04-Jul-2024 03:00 PM
Bid Submission Start Date	14-Jun-2024 09:15 AM	Bid Submission End Date	04-Jul-2024 05:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Tender for Courier Services to Transport Biological samples, reagents, etc., -NIT	426.65

Work Item Documents

S.No	Document Type	Document Name	Description	Document Size (in KB)
1	Tender Documents	Terms and conditions for Courier Services.pdf	Tender for Courier Services to Transport Biological samples, reagents, etc., - TERMS AND CONDITIONS	439.58
2	Tender Documents	Scope of work for Courier Services.pdf	Tender for Courier Services to Transport Biological samples, reagents, etc., - SCOPE OF	577.49

Tender Inviting Authority

Name	DIRECTOR ICMR NIRRCH
Address	ICMR - National Institute for Research in Reproductive and Child Health, Jehangir Merwanji Street, Parel, Mumbai - 400012

Tender Creator Details

Created By	Smita Mahale
Designation	Director
Created Date	14-Jun-2024 07:58 AM



icmr | **NIRRCH**
INDIAN COUNCIL OF MEDICAL RESEARCH | NATIONAL INSTITUTE FOR RESEARCH
IN REPRODUCTIVE AND CHILD HEALTH



आई सी एम आर – राष्ट्रीय प्रजनन एवं
बाल स्वास्थ्य अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR-National Institute for Research in
Reproductive and Child Health
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

File No. B/13012/01/2024-25/CourierServices

14th June 2024

Computer No. 188395

Subject: **Tender for Courier Services to Transport Biological samples,
reagents, etc.,**

Due Date: **04th July 2024; 17.00 Hrs**

Sir / Madam,

The Institute is considering selection of an agency for **Courier Services to Transport Biological Samples, reagents, etc.**, by air / road as per the requirement as in detailed specifications. If you can provide the same, please send us your 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.

The tender document should be submitted super scribing, "Tender No. B/13012/01/2024-25/Courier dated 14/06/2024"

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

**Sd/-
DIRECTOR**

Tender Id on CPP Portal: 2024_DoHR_760188

Terms and Conditions

1. The agency should hold valid license, registration and permissions that are required under the applicable local/international laws for logistic services.
2. The contract will be entered for a period of One year from the date of award of contract.
3. The agency should have at least 5 years' experience in the field of transporting heavy duty lab equipment and biological samples.
4. A penalty can be imposed on the agency by ICMR-NIRRH @ ½ % (half percent) of the total value of the invoice value to a maximum of 5% (five percent).
5. The agency must have the facility to store the shipment at appropriate temperature once cleared from the Customs in case the shipment is not delivered due to any unforeseen reasons.
6. The agency should not have been black listed by any Government agency or private organization. A certification to this extent should be enclosed. Any such information received later on can lead to termination of the contract without assigning any reason and a penalty to the extent of damage caused if any during the contract period will be levied.
7. The agency should provide all the supporting documents mentioned above failing which their tender/bid will not be considered for short listing.
8. The service provider should be specialized in transport of Biological samples and reagents
9. The service provider should have validated / approved packing materials
10. The service provider should have integrity, identity and security system for each consignment
11. The service provider should have facility to pick up from ICMR – NIRRH or any other location in India as per the requirement of the end user
12. Consignment may contain biological samples reagents and consumables for medical research
13. Biological samples, reagents and consumables are to be shipped in dry ice / Liquid Nitrogen as per the requirement of the end user Scientist / Department.
14. Separate charges are to be submitted for Liquid Nitrogen and Dry ice
15. Charges quoted should include standard packaging box charges.
16. Service Provider has to determine the best date for shipping with consideration to holidays and adverse weather conditions. Shipments must be scheduled to arrive at the Institute between 10:00 AM and 4:00PM IST. Notify the Institute of the shipment with the expected date and time of arrival.

Scope of Work:

1. Distribution of consumables, reagents and kits from ICMR NIRRH to the participating clinical research units – Quarterly. ICMR NIRRH will provide the materials to be shipped. The Shipper should arrange for internal and external boxes, gel packs, packing materials. The shipping agency will only need to transport through drive way and or air transfer to the consignee.
2. The dimension of the consumables, reagents and kits will be informed to the shipping agency in advance based on the requirements from the clinical research units.
3. It is very important that the shipment of samples, consumables, reagents and kits be done at the appropriate time and temperature.
4. Only authorized and trained persons from the courier agency should handle clinical samples and related documents.
5. Door to door premium transportation services (excluding import duty and tax) should be provided.

6. All shipments should be on the first available flight and monitored until delivery
7. Trained personnel should be responsible for packing as per UN/IATA guidelines.
8. The Agency should undertake packing and forwarding of the shipment as per guidelines.
9. The samples/kits/reagent will be required to be ship with the dry ICE, Liquid Nitrogen, Cool packs or at ambient temperature according to the nature of items shipped.
10. Necessary arrangements should be made for material required for maintaining cold chain at the time of pick-up of shipment.
11. The shipment should be forwarded on the same day of pickup and should reach the destination on the same day or next day based on the clinical research unit is located.
12. The agency should be able to provide ICMR-NIRRCH access for online Real-Time tracking facility of the location of the various parcels during the process of shipment.
13. No charges will be paid to the agency if the required temperature of the shipment is not maintained and/or monitored through data logger if used or if the shipment reaches the destination beyond 2-3 days of dispatch, and/or if the box is found to be or damaged upon receipt at the destination.
14. Special care should be taken while collecting and delivering parcels containing liquid bottles, ampoules and vials.
15. The agency is required to ensure Transit Insurance for the Samples/Reagents/Kits Parcels.
16. Bills should be submitted at the ICMR-NIRRCH, Mumbai Office and addressed to The Section Officer (Stores), NIRRCH.

I. Scope of work for Shipment of non-infectious / non-hazardous samples in dry ice – shipment as and when required

1. Additional Rate for Dry Ice per Kg
2. Additional Rate for boxes charges per 5kg / 10Kg
3. Additional per kg charges (above 5kgs Standard Box)
4. Rate for Data Logger single use
5. Rate for Data Logger single and multiple use (04 Times)
6. DG handling charges per consignment
7. Rate for Ambient Temperature Shipment/Room Temperature/Direct Delivery
8. Rate of Bio-pouch per cryobox and quality rubber band for tie the cryo box
9. Rate for box sizes for two different volumes (internal box and external box)
10. Rate for any other packing materials
11. Insulated box Dimensions two assorted sizes 37x37x33 cm and 57x53x50 cm or any other

II. Scope of Work for Shipment of non-infectious / non-hazardous samples in dry shipper (Liquid Nitrogen) as and when required

1. Base Rate for the first 20kg of the shipment.
2. Driveway charges
3. Security and Fuel surcharge -----% on the Base Rate, Overweight and Driveway Charges.
4. Dry shipper and rental charges and return after use per dry shipper

5. LN2 Filling charges
6. Temp data logger (Multiple use in LN2 Per logger)

III. Shipment of consumables/Reagents & Kits under 2-8°C and room/ambient temperature –as and when required.

1. Additional Rate for boxes charges per 5 to 10 kgs
2. Over weight freight per kg
3. Driveway charges
4. Rate for Ambient Temperature Shipment/Room Temperature/Direct Delivery
5. Rate for box sizes for two different volumes (Size references).
6. Rate for other packing materials
7. Security and Fuel surcharge -----% on the Base Rate, Overweight and Driveway Charges.

FINANCIAL BID FORMAT

Tender No.: B/13012/01/2024-25/Courier dated 14th June 2024

To

The Director
ICMR – NIRRCH
Parel, Mumbai – 400012

I / We, _____ hereby submit the following rates against Tender No.
B/13012/01/2024-25/Courier dated 14th June 2024 for Transport of Biological Samples,
Reagents, etc.,

A. Shipment of non-infectious / non-hazardous samples in dry ice – shipment as and when required			
Sl. No.	Description	Rate (in Rs.)	GST applicable (?) If yes, %
1	Base Rate for first 5 Kg		
2	Additional Rate for Dry Ice per Kg		
3	Additional Rate for boxes charges per 5kg / 10Kg		
4	Additional per kg charges (above 5kgs Standard Box		
5	Rate for Data Logger single use		
6	Rate for Data Logger multiple use (04 Times)		
7	DG handling charges per consignment		
8	Rate for Ambient Temperature Shipment/Room Temperature/Direct Delivery		
9	Rate of Bio-pouch per cryobox and quality rubber band for tie the cryo box		
10	Rate for box sizes for two different volumes (internal box and external box)		
11	Rate for any other packing materials		
12	Insulated box Dimensions two assorted sizes 37x37x33 cm and 57x53x50 cm or any other		

Date:

Signature:

Place

Name & Designation:

Agency Name & Stamp:

B. Shipment of non-infectious / non-hazardous samples in dry shipper (Liquid Nitrogen) as and when required			
Sl. No.	Description	Rate (in Rs.)	GST applicable (?) If yes, %
1	Base Rate for the first 20kg of the shipment		
2	Driveway charges		
3	Security and Fuel surcharge ----- -----% on the Base Rate, Overweight and Driveway Charges		
4	Dry shipper and rental charges and return after use per dry shipper		
5	LN2 Filling charges		
6	Temp data logger (Multiple use in LN2 Per logger)		

C. Shipment of consumables/Reagents & Kits under 2-8°C and room/ambient temperature –as and when required			
Sl. No.	Description	Rate (in Rs.)	GST applicable (?) If yes, %
1	Additional Rate for boxes charges per 5 to 10 kgs		
2	Over weight freight per kg		
3	Driveway charges		
4	Rate for Ambient Temperature Shipment/Room Temperature/Direct Delivery		
5	. Rate for box sizes for two different volumes (Size references)		
6	Rate for other packing materials		
7	Security and Fuel surcharge ----- % on the Base Rate, Overweight and Driveway Charges		

D. Additional charges if any			
Sl. No.	Description	Rate (in Rs.)	GST applicable (?) If yes, %

Date:

Signature:

Place

Name & Designation:

Agency Name & Stamp:



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IN REPRODUCTIVE AND CHILD HEALTH



आई सी एम आर – राष्ट्रीय प्रजनन एवं
बाल स्वास्थ्य अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR-National Institute for Research in
Reproductive and Child Health

Department of Health Research, Ministry of Health
and Family Welfare, Government of India

Tender No. B/13012/01/2024-25/Courier

June 14, 2024

**Subject: Tender for Courier Services to Transport Biological samples,
reagents, etc.,**

Due Date: 04th July 2024; 17.00 Hrs

TERMS & CONDITIONS

1. Tenders (**Two Bids – Technical Bid and Financial Bid, together in a big envelope**) should reach ICMR-National Institute for Research in Reproductive and Child Health, Jehangir Merwanji Street, Parel, Mumbai 400012, Maharashtra before the prescribed date and time mentioned in the Tender.
2. Necessary permissions / licenses as required for the specified services / works to be possessed by the bidder, the lack which is a criterion for disqualification technically.
3. The tender not submitted as per the above prescribed manner will be treated as invalid. All outstation tenders should be sent to so as to reach before the prescribed time limit. Late/delayed Tenders shall not be considered under any circumstances.
4. Tender should be accompanied by an undertaking wherein it may be stated that 'If they withdraw or modify their bid/s during period of validity etc. they will be suspended as per the directions of competent authority of the Institute'. The **offer without Undertaking & EMD would be summarily rejected**.
5. The last date for receipt of tenders in NIRRCH is **04th July 2024** up to **17.00 hrs**. The offers received would be verified tentatively on **08th January 2024 at 11.00 hrs**.
6. The successful tenderers will have to submit Demand Draft / Bank Guarantee in favour of Director, NIRRCH, equivalent to 3% of the order value/contract cost (towards security of performance), which will be retained till 06 months after the completion of work / contract. The successful bidder is liable to replace / carry out work if any deficiency / deviation found upto 06 months after completion of the work. The Director reserves the right to exempt from said submission in case of low value orders.
7. The Director, NIRRCH, reserves the right to call for break-up of the quotation if it is found necessary. Incomplete specifications offered by the tenderer(s) will not be considered and are liable to be rejected.
8. The offers should be kept valid for acceptance for a period up to **04th October 2024**
9. The payment will be arranged as per extant Government Rules and Regulations or 04 weeks.
10. The tendered price should be quoted as the basic cost, without taxes and duties which may be indicated separately.

11. Conditional offers will not be accepted and liable to be rejected without any further reference.
12. The Director, ICMR-National Institute for Research in Reproductive and Child Health (NIRRCH), Mumbai reserves the rights to accept or reject any lowest tender in full or in part of any tender or all tenders without assigning any reasons.
13. Any of the disputes if arise between the Supplier/Tenderer and the NIRRCH/ICMR shall be resolved by the sole arbitrator which will be appointed by mutual consent of both the parties thereof failing which one of the Director of other Institute of ICMR in Mumbai (NIH or NIV) shall be appointed within 30 days from the date of cause of action of dispute and the award as may be given by the sole arbitrator shall be binding on both the parties within the Civil Jurisdiction of Hon'ble High Court of Bombay.

