बिड संख्या/Bid Number: GEM/2026/B/7266719
दिनांक /Dated: 21-02-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	09-03-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	09-03-2026 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Health And Family Welfare
विभाग का नाम/Department Name	Department Of Health Research
संगठन का नाम/Organisation Name	Indian Council Of Medical Research (icmr)
कार्यालय का नाम/Office Name	Niv Pune
वस्तु श्रेणी /Item Category	Courier Service in KG - National; North Zone, South Zone, East Zone, West Zone, Central Zone, North- East Zone, PAN India, Within State
अनुबंध अवधि /Contract Period	1 Year(s) 1 Month(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	28 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/**Bid Details**	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	700000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	12

(a).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance securityshould be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Officer-In-Charge
ICMR-NATIONAL INSTITUTE OF VIROLOGY, HAFFKINE INSTITUTE COMPOUND, ACHARYA DONDHE MARG, PAREL-MUMBAI -400012
(The Officer-in-charge, Icmr-niv Mumbai Unit)

UIN Number NCTGC2415P

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the OM_No.1_4_2021_PPD_dated_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on

competitive prices received in Bid / RA process.
5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Price breakup for financial bid - 1771658798.xlsx

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Courier Service In KG - National; North Zone, South Zone, East Zone, West Zone, Central Zone, North- East Zone, PAN India, Within State (300)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Delivery Location	National
Coverage Area	North Zone , South Zone , East Zone , West Zone , Central Zone , North- East Zone , PAN India , Within State
Mode of Delivery	By Air
Expected Delivery time	Sameday
Package Content	Non Document
Type of material to be handled	Diagnostic kits and Biological Reagents etc
Mode of PoD (Proof of Delivery)	Online Tracking , Signed Acknowledgement
MIS report	Yes
एडऑन /Addon(s)	
Packaging required	NA
Insurance Required	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Estimated Weight of Courier in Kgs which needs to moved during the contract period	अतिरिक्त आवश्यकता /Additional Requirement
1	Mangesh Shashikant Malvankar	400014,ICMR-National Institute of Virology, Mumbai Unit. (Formerly Enterovirus Research Center) Haffkine Institute Campus, Acharya Donde Marg, Parel, Mumbai, Maharashtra 400014	300	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Experience Certificate for the supply of the same to any Govt/ PSU/ any renowned private organisation along with Supply/ Purchase Order.
2. If the agency is registered under MSME or NSIC, then EMD exemption certificate needs to be enclosed.
3. **Buyer Added Bid Specific Scope Of Work(SOW)**

   Text Clause(s)

SCOPE OF WORK –

1. Logistics across India with comprehensive pick-up and delivery services, operational every day of the year .

2. Safe transportation of shipments, maintaining three distinct temperature zones – ambient, 4 degrees with cooling packs, and -80 degrees with dry ice – to preserve the integrity of the material.

3. Providing packing materials, including thermocol boxes in various sizes (5/10/15/25 liter/kg), as per specific needs, guaranteeing secure packaging for every consignment.

4. Data loggers to enable real-time temperature monitoring, ensuring precise control and tracking throughout the delivery process.

5. Shipments should reach their destination within a maximum of 48 hours, delivering reliability and efficiency to every corner of India.

6. In case of delay of shipment due to unavoidable reasons, material requiring cold chain to be stored at appropriate temperatures until delivery to the designated place.

7. Logistics to be able to operate by all modes of transport for faster delivery (air, rail, road, sea).

4. **Buyer Added Bid Specific SLA**

Text Clause(s)

LIST OF LABORATORIES FOR SHIPMENT OF REAGENTS

Sr. No.	Name of the laboratory (Consignee)	Address
1	King Institute of Preventive Medicine & Research, Chennai, Tamil Nadu	King Institute of Preventive Medicine & Research, Guindy, and Chennai- 600 032,
2	Sanjay Gandhi Post Graduate Institute of Medical Sciences, Lucknow, Uttar Pradesh	National Polio & Measles Laboratory, Dept. of Microbiology SGPGI, Lucknow-226003
3	All India Institute of Medical Sciences, Patna, Bihar	Regional VRDL, Central Laboratory 4Th Floor, IPD Building, Phulwari Sharif, AIIMS Patna - 801507.
4	Postgraduate Institute of Medical Education and Research, Chandigarh	Department of Virology Post Graduate Institute of Medical Education and Research Sector – 12, Chandigarh-160012.
5	Institute of Preventive Medicine, Hyderabad, Telangana	Institute of Preventive Medicine Narayanaguda, Hyderabad – 500029
6	Gauhati Medical College, Gauhati, Assam	Department of Microbiology, Guwahati Medical College, Guwahati – 781032,
7	Sawai Man Singh Medical College, Jaipur, Rajasthan	Department of Microbiology, SMS Medical College, J.L.N. Marg, Near Albert Hall Museum, Ram Niwas Garden, Jaipur, Rajasthan – 302004.
8	ICMR-National Institute of Research in Tribal Health (NIRTH), Jabalpur, Madhya Pradesh	National Institute for Research In Tribal Health Nagpur Road, Near NSCB Medical College, Jabalpur, Madhya Pradesh 482003
9	ICMR- Regional Medical Research Centre, Port Blair	Research Scientist (B) (SL-VRDL), Regional Medical Research Centre (ICMR), P.B. No. 13, Dollygunj, Port Blair, Andaman Islands - 744 103
10	Rajendra Institute of Medical Sciences, Ranchi, Jharkhand	Dept. Of Microbiology, Rajendra Institute of Medical Sciences, Ranchi, Jharkhand, Bariatu, Ranchi, Jharkhand 834009.
11	ICMR- Regional Medical Research Centre, Bhubaneswar, Orissa	Virology / Immunology Lab Regional Medical Research Centre (ICMR), NALCO Nagar, Chandrasekharpur, Bhubaneswar - 751023

5. **Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.

6. **Buyer Added Bid Specific ATC**

Buyer Added text

12	Hassan Institute of Medical Scie nces, Hassan, Karnataka	Department of Microbiology, Virus Research and Diagnostic Laboratory, Hassan Institute of Medic al Sciences, Hassan-573201 (Karnataka)	based ATC clauses **ICMR-NA TIONAL I**
13	State Public Health Laboratory, Trivandrum, Kerala	Department of Microbiology, State Public Health and Clinical Laboratory, Red Cross Road, Pattoor, Trivandrum- 695035 (Kerala)	
14	Government Mohan Kumaraman galam Medical College Hospital, Salem, Tamil Nadu	HoD, Department of Microbiology, Government M ohan Kumaramangalam, Medical College, Salem Steel Plant Road, Salem, Tamil Nadu – 636030.	
15	Mahatma Gandhi Memorial Medi cal college, Jamshedpur, Jharkha nd	Department of Microbiology, MGM Medical Colleg e, Dimna Road, East Singhbhum, Mango, Jamshe dpur, Jharkhand – 831020	
16	Siddhartha Medical College, Vija yawada, Andhra Pradesh	Department of Microbiology, Siddhartha Medical College, NH 16 Service Road, Opp. Varun Maruthi Showroom, Near Health University, Gunadala, Vij ayawada, Andhra Pradesh – 520008	
17	Sri Venkateswara Institute of Me dical Sciences, Tirupati, Andhra Pradesh	HoD, Department of Microbiology, Sri Venketswa ra Institute of Medical Science, Alipiri Road, Tirup ati, Andhra Pradesh – 517507	
18	Dr. Rajendra Prasad Governmen t Medical College, Tanda, Himac hal Pradesh	HoD, Department of Microbiology, Dr. Rajendra P rasad Government Medical College, Tanda Hospit al Rd, Kangra,Himachal Pradesh – 176001	
19	Government Medical College, Ha ldwani, Uttarakhand	Department of Microbiology, Government Medica l College, Rampur Road, Haldwani, Nainital, Hald wani, Uttarakhand – 263129.	
20	Sher-I-Kashmir Institute of Medic al Sciences (SKIMS), Soura, Jam mu and Kashmir	HOD, Department of Microbiology, Sher-I-Kashmi r Institute of Medical Sciences, SIKM S Soura, Be mina, Srinagar, Jammu and Kashmir – 190011	
21	Kasturba Hospital for Infectious Diseases, Mumbai, Maharashtra	Kasturba Hospital for Infectious Diseases, Sane G uruji Marg, Arya Nagar, Chinchpokli, Mumbai.	
22	Gandhi Medical College, Bhopal, Madhya Pradesh	State Virology Lab, Gandhi Medical College, Roya l Market, Bhopal-462 001.	
23	B.J Medical College, Ahmedabad, Gujarat	Polio Laboratory, Dept. of Microbiology, B J Medic al College, Ahmedabad – 380 016	
24	Institute of Serology, Kolkata, W est Bengal	Serologist & Chemical Examiner Institute of Serol ogy 3 Kyd Street, Kolkata-700016	
25	National Centre for Disease Cont rol, New Delhi	National Centre for Disease Control 22 – Sham N ath Marg, Delhi – 110 054	

26	ICMR-National Institute of Virology, Bangalore Unit, Karnataka	National Institute of Virology Bangalore Unit, Raji v Gandhi Institute of Chest Disease Premises, 1st Main, omeshwaranagar, Near NIMHANS, Bangalore - 560 029.
27	ICMR-National Institute of Virology, Kerala Unit, Alapuzzha,Karnataka	ICMR-National Institute of Virology, Government T. D. Medical College Hospital Vandanam, Alappuzha-688005, Kerala
28	Central Research Institute, Kasauli, Himachal Pradesh	National Polio Laboratory CRI, Kasauli, Himachal Pradesh 173204
29	ICMR-National Institute of Virology, Pune, Maharashtra	Hepatitis Group, ICMR-National Institute of Virology, 130/1, Sus Road, Pashan, Pune-411021
	ICMR-VRDLs	
30	All India Institute of Medical Sciences (AIIMS) Rishikesh	Virbhadra Road Shivaji Nagar, near Barrage, Sturida Colony, Rishikesh, Uttarakhand 249203
31	All India Institute of Medical Sciences (AIIMS), Delhi	Sri Aurobindo Marg, Ansari Nagar, Ansari Nagar East, New Delhi, Delhi 110029
32	All India Institute of Medical Sciences (AIIMS), Jodhpur, Rajasthan	basni Industrial Area, MIA 2nd Phase, Basni, Jodhpur, Rajasthan 342005
33	All India Institute of Medical Sciences (AIIMS), Kalyani	NH - 34 Connector Basantapur, Saguna, Kalyani, West Bengal 741245
34	All India Institute of Medical Sciences (AIIMS), Raipur	Tatibandh, GE road, AIIMS, Raipur (Chhattisgarh) - 492099
35	All India Institute of Medical Sciences, Bhopal, Madhya Pradesh	Saket Nagar, AIIMS Campus, Saket Nagar, Bagh Swaniya, Bhopal, Madhya Pradesh 462020
36	All India Institute of Medical Sciences, Bhubaneswar	Sijua, Patrapada, Bhubaneswar-751019
37	All India Institute of Medical Sciences, Bibinagar	AIIMS Bibinagar (Hyderabad Metropolitan Region)
38	Armed Forces Medical College, Pune	Southern Command, Solapur - Pune Hwy, near Race Course, Wanowrie, Pune, Maharashtra 411040
39	Banaras Hindu University (BHU), Varanasi	Ajagara, Varanasi, Uttar Pradesh 221005
40	Bangalore Medical College & Research Institute, Bangalore, Karnataka	BMCRI, Fort, K.R. Road, Bangalore - 560002
41	Coimbatore Medical College, Coimbatore	Avinashi Rd, Peelamedu, Civil Aerodrome Post, Coimbatore, Tamil Nadu 641014

42	Dr. Ram Manohar Lohia Hospital and Atal Bihari Vajpayee Institute of Medical Sciences	J5GX+5HX, Ram Manohar Lohia Hospital, Type III, President's Estate, New Delhi, Delhi 110001
43	Gandhi Medical College, Secunderabad	Gandhi Hospital, Musheerabad, Padmarao Nagar, Secunderabad, Telangana 500003
44	Government Institute of Medical Sciences, Noida	CGMJ+PQ4, Greater Noida, Uttar Pradesh 201310
45	Government Medical College & Hospital, Chandigarh	Chandi Path, Sector 32B, Sector 32, Chandigarh, 160047
46	Government Medical College (GMC), Aurangabad	Panchakki Road. , Aurangabad. Pin: 431001
47	Government Medical College, Agartala	PO, Kunjaban, Agartala, Tripura 799006
48	Government Medical College, Theni, Tamil Nadu	Kochi - Madurai - Dhanushkodi Rd, Theni Allinagaram, Tamil Nadu 625531
49	Govt Medical College, Srinagar, Jammu & Kashmir	Karan Nagar, Srinagar, Jammu and Kashmir 190010
50	Govt. Medical College, Amritsar	Government Medical College Amritsar, PB-143001, India
51	Govt. Medical College, Patiala, Punjab	Sangrur Rd, opposite Rajindra Hospital, New Lal Bagh Colony, Patiala, Punjab 147001
52	ICMR - National Institute of Cholera and Enteric Diseases, Kolkata	P-33, C.I.T. Road, Scheme XM, Beliaghata, Kolkata, West Bengal 700010
53	ICMR- National Institute for Research in Tuberculosis, Chennai	ICMR-National Institute for Research in Tuberculosis (NIRT)
54	Indira Gandhi Medical College, Nagpur, Maharashtra	Mayo Hospital, Central Ave, Mominpura, Nagpur, Maharashtra 440018
55	Indira Gandhi Medical College, Shimla	Ridge Sanjauli Rd, Lakkar Bazar, Shimla, Himachal Pradesh 171001
56	King George's Medical University (KGMU), Lucknow	Shah Mina Rd, Chowk, Lucknow, Uttar Pradesh 226003
57	Lady hardinge Medical College, Delhi	Lady Hardinge Medical College, Connaught Place, New Delhi, Delhi 110001
58	Maulana Azad Medical college, New delhi	2, Bahadur Shah Zafar Marg, Maulana Azad Medical College Campus, Balmiki Basti, New Delhi, Delhi 110002

59	Mysore Medical College & Research Institute	Irwin Road, next to Railway Staion, Mysuru, Karnataka 570001
60	Osmania Medical College, Hyderabad	5-1-876, Turrebaz Khan Rd, Troop Bazaar, Koti, Hyderabad, Telangana 500095
61	Pt. BD Sharma Post Graduate Institute of Medical Sciences, Rohtak	Medical Rd, Rohtak, Haryana 124001
62	Rajendra Memorial Research Institute of Medical Sciences (RMRIMS), Patna	Agam Kuan, Sadikpur, Patna, Bihar 800007
63	Regional Institute of Medical Sciences (RIMS), Imphal	Lamphel Rd, Lamphelpat, Imphal, Manipur 795004
64	Regional Medical Research Center Gorakhpur	Baba Raghav Das (BRD) Medical College Campus, Uttar Pradesh 273013
65	Regional Medical Research Centre, Dibrugarh	Post Box No. 105 Dibrugarh, Assam 786001
66	Seth G.S Medical college and KEM Hospital	Acharya Donde Marg, Parel East, Parel, Mumbai, Maharashtra 400012
67	STNM, Gangtok	Sungava, Gangtok, Sikkim 737101

NSTITUTE OF VIROLOGY, MUMBAI UNIT

BUYER'S ADDITIONAL TERMS AND CONDITIONS

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NAME OF WORK: PROVIDING LOGISTICS SERVICES AT ICMR-NIV (PICK-UP AND DELIVERY OF DIAGNOSTIC KITS / BIOLOGICAL REAGENTS ETC) – DELIVERIES TO VARIOUS CITIES ACROSS INDIA WHICH INCLUDE EAST, WEST, NORTH AND SOUTH. (LIST PROVIDED).

For and on behalf of the Director / Officer-in-Charge, ICMR-National Institute of Virology, the bids are invited from eligible agencies / firms for providing logistics services at ICMR-NIV Mumbai Unit.

Bidders who are Technically Competent and have similar experience of transporting diagnostic kits / biological reagents should only Bid.

PRE-QUALIFICATION AND ELIGIBILITY

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The period for contract with the agency will be initially for one year and further extendable for one year subject to satisfactory performance of the agency and requirement of the Institute.

1.1 The Bidder should have the experience of cargo consolidation and customs clearance/courier logistics services during the last three financial years, which should be either of the following:

(i) Single order of at least 35% of the estimated cost; OR

(ii) Two orders of at least 20% each of the estimated cost; OR
(iii) Three orders of at least 15% each of the estimated cost.

1.2 Complete Audited Annual Reports along with Audited Balance Sheets, Profit & Loss Account and other financial statements for the preceding three financial years ending 31st March of the previous financial year. In case where the audited results of the preceding financial years are not available, certified financial statements from a practicing Chartered Accountant will also be considered.

1.3 A consistent history of litigation or arbitration awards against the bidder may result in disqualification.

1.4 The BIDDER shall be in similar business for last three years. The Bidder shall have Income Tax Registration, GST, PAN, firm's registration. Copy of Registration Certificates shall be submitted.

1.5 The Bidder shall have experience of similar operations. Details of work orders shall be submitted along with name and contact number of client/s where these services are provided and where reference can be made.**Annexure-1**.

Wherever required, NIV or their Authorized representative shall make independent enquiry to verify the information and details submitted by the Agency/Firm, which if found to be in-correct or false, the bid submitted by the agency / firm shall be straightaway and summarily rejected. No further correspondence in such case shall be entertained.

1.6 The Bidder shall submit an affidavit, duly notarized, that the firm has not been blacklisted / debarred / banned by any Central or State govt./semi govt./autonomous bodies.

The Bidder shall ensure that the pre-eligibility criteria as mentioned in Checklist are fulfilled and relevant documents in support of the claim are attached to the Technical bid. If the documents are not attached the Bid shall be straightway rejected without further evaluation. Please see **Annexure-2.**

INSTRUCTIONS TO BIDDERS:

1. The tender will be in on Two Bid System comprising of:-
   i. **Technical Bid** containing all the technical specifications and other tender requirement as per the tender document **except** the price.
   ii. **Financial Bid** containing the **Price** and the other details of financial needs required.

2. **BID SECURITY (EMD):**
   a. Bid security (EMD) amount of Rs.35,000/- (Rs. Thirty five thousand only) should be furnished in the form of account payee demand draft / Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks drawn in favor of the Officer In Charge, ICMR- National Institute of Virology payable at Mumbai Unit. The bids submitted without the EMD will be summarily rejected. –Bid Security will be forfeited if the bidder withdraws or amends its/his bid or impairs or derogates from the tender in any respect within the period of validity of the bid or if the successful bidder fails to furnish the required Performance Security within the specified period. The bid security bears no interest.
   b. Bid securities of the unsuccessful bidders will be released to them without any interest after expiry of the final bid validity period and latest by the 30th day after the award of the contract. Bid Security will be released to the successful bidder without any interest on receipt of a performance security.
   c. Bid security should remain valid for a period of 45 days beyond the bid validity period. In case, bidder agrees to extend the validity of bid, he / she shall also extend the validity of bid security suitably.
   d. Bid security (EMD) relaxation applicable to MSEs will be allowed as per Government Prevailing Guidelines / Provisions. MSME and NSIC certificates should be submitted by the bidder.

3. **PERFORMANCE SECURITY:**

a. To ensure due performance of the contract, the successful bidder shall furnish performance s ecurity equivalent to 5% of contract value within 15 (fifteen) days of acceptance of contract. Th e performance security shall remain valid up to 14 months from date of contract. The performa nce security bears no interest. The bidders shall furnish the suitable performance security for e xtended period also, if any.

b. The performance security can be furnished in form of insurance security bonds, account paye e demand drafts, FDRs from a commercial bank, bank guarantee (including e-BG) from a comm ercial bank in favour the Officer In Charge, ICMR- National Institute of Virology, Mumbai Unit pa yable at Mumbai.

c. The Performance Security will be forfeited and credited to the buyer's account in the event of a breach of contract, any default, or failure or neglect on part of the seller in fulfilment or perfor mance in all respect of contract or any part thereof or for any loss or damage caused by bidder. The performance security shall be released to the bidder without any interest, after he / she dul y performs and completes the contract in all respects but not later than 60 (sixty) days of compl etion of all such obligations under the contract.

4. **Bidders are advised to carefully read the scope of work**, qualification requirements, the tender terms and conditions etc. before submitting their bids. For any query or clarification regar ding the services, the Bidder may contact through e-mail ID nivmumbaiunit@gmail.com).

5. Period of delivery within 3 days (from the time of handover of consignment at the point of origi n) shall be adhered strictly without fail. If the agency fails to do so, buyer has right to raise inciden t report at GeM against service provider. In the event of any dispute pertaining to the courier serv ices, the agency will abide by the decision of the Institute / his authorized representative to investi gate the case and the decision of the competent authority will be final and binding on the agency.

6. The Director, ICMR-NIV shall reserve the right to accept or reject any bid. Any Influence in any form may result in the rejection of its bid.

7. The bidder should examine the tender thoroughly; failure to furnish all the information require d by the tender document or submission of a bid not substantially responsive to the tender docum ent in every respect may result in rejection of the bid.

8. Tender will be on a Two Bid system (**Technical Bid & Financial Bid)**. The financial Bid will be opened for those firms, which will meet all the required and stipulated pre-qualification/eligibility c riteria and qualifies technically.

9. The bid shall remain valid for a period of 180 days from due date of submission of bid.

10. Bidder should quote consolidated rates inclusive of all the charges of materials, licenses, statut ory taxes, duties, levies, fuel surcharge, pick-up and delivery charges, insurance coverage loading / unloading etc. The applicable taxes (GST) should be shown separately. The financial bids should be submitted in the prescribed format only. The suggestive list of the centers in North & North-Eas t Regions in attached for reference purposes.

11. The Bidder should quote their best and final price. There will be no post tender price variation b ut NIV reserves the right to negotiate with the Lowest (L1) Bidder. If there is any difference in the n umerical value and the amount in words, the lowest of the either will only be considered.

12. The Bid shall be signed by the bidder or a person duly authorized to sign on behalf of bidder. Th e bid shall contain no interline actions, erasures or over writing except as necessary to correct err ors made by the bidder, in which case the person or persons signing the bid shall initial such corre ctions otherwise bid would be rejected at the time of opening and/or evaluation.

13. The rate should be quoted in INDIAN RUPEES only.

14. The grand total quoted by bidder shall be taken into consideration for determining the ‘L-1’.

15. No conditions, deviating from the tendered conditions shall be accepted. Conditional offers shall be summarily rejected.

16. The work order as a whole or any part thereof shall; not be sublet or; further subcontracted with out the written permission of NIV.

17. If any of the information is found to be incorrect, the Bid/Contract is likely to be cancelled.

18. The ICMR-NIV does not bind itself to accept the lowest tender and reserves the right to reject an y or all tenders without assigning any reason or accept any Tender or part thereof.

19. ICMR-NIV, Pune reserves the right to disqualify such bidders who have a record of not meeting t he contractual obligations against earlier contracts entered with NIV.

20. The bidder should have operation office/branch/representatives in Maharashtra. Details shall b e clearly provided on the bidder’s letterhead. The agency shall provide complete postal addresses of their office in Maharashtra along with details of telephone & Fax Nos. Mobile Nos., email addres s etc. of the offices.

21. Details of current staff strength in all the offices.

22. **PENALTY CLAUSE**: For delayed clearance and mishandled consignments, penalty will be char ged by ICMR-NIV. The penalty charges shall be decided on case to case basis and the decision of the Director shall be final and binding on the agency.

23. The agency must have the facility of storing the consignment including that of perishable, which could be transported to ICMR-NIV or the centres as soon as possible. In case the item has to be ke pt in cold storage, such facility should be provided/arranged by the agency.

24. The agency should use multimode transportation includes Air & surface transportation, to trans port 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 l imiting road blocks, vehicle accident, bands, local holidays, airline delays & cancellations, addition al lead time shall be applicable, which the agency shall keep ICMR-NIV intimated from time to time .

25. The agency should provide consignment status information.

26. Supported statutory documents/Certificate will be provided by ICMR-NIV along with the Laboratory reagents/kits for Covid19 tests and biological samples. Also it is assured that, handed over material will not be banned, restricted or dangerous.

27. The agency is responsible for safe & secure transportation of the samples / kits.

28. The agency shall be 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.

29. As per the OM No. F.No.6/18/2019-PPD dated 23/07/2020 issued by Ministry of Finance, D/o Expenditure, Government of India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority as specified in said OM. The certificate in the format given at Annexure –3 is required to be submitted by bidder. If the certificate given by a bidder whose bid accepted is found to be false, this contract would be immediate terminated and further legal action in accordance with law shall be taken against bidder.

30. **PAYMENT TERMS:**
The payments shall be made in INR to the contractor through electronic funds transfer only. The Contractor shall give his consent in a mandate form for receipt of payment through NEFT. The payment shall be released to the contractor only after successful pickup and delivery and subsequently upon satisfactory certification by the indenter group. The bidder shall also submit the documentary evidence for having deposited the GST to the concerned authority. The income tax TDS, GST TDS other statutory duties & levies and recovery of penalty / deductions, if any, shall be deducted from the invoices as applicable. The payment shall be made in electronic mode directly to the vendor's account through NEFT/RTGS. No advance / mobilization payments will be made.

31. **PLACE OF JURISDICTION:** Disputes, if any, shall be resolved amicably. If not, the matter shall be taken up for Arbitration under the Indian Arbitration and conciliation Act 1996 as amended from time to time and the Arbitration shall be appointed by the Institute, which shall be binding on the Service provider / agency. For all the unresolved disputes, the place of jurisdiction shall be Mumbai Unit.

32. **COMPENSATION CLAUSE:** This Institute will not be responsible for any compensation to the workers of the vendor for any injury caused during the course of their duties and entire responsibility will rest with the agency. The agency will also be liable to the Department for all the acts of omissions or commissions on the part of the persons provided by him and accordingly reimburse to the department all the damages caused by such acts of omission or commission.

33. **TERMINATION OF THE CONTRACT:** The Buyer shall have the right to terminate this contract in any of the following cases :- (a) The delivery of Courier services is delayed due to causes not attributable to natural calamities for more than five occasions during the period of the whole contract. (b) Breach of the terms of Award of Work by the Service Provider agency beyond 3 instances as per the discretion of the Buyer. (c) The Service Provider is declared bankrupt or becomes insolvent or in any other way fails to perform or observe any condition of the contract. (d) The contract may also be terminated based on mutual consent.

34. **Bidders are requested to refer the scope of work carefully before submitting the bids.**

Administrative Officer

ANNEXURE-1

LIST AND DETAILS OF SIMILAR SERVICES PROVIDED BY THE BIDDER

Sl. No.	Name of the Facility and the Institute/Department	Details of Services	Period of Services	Total Value (Rs.)	Name and address/ telephone number of officer to whom reference may be made
1.					
2.					
3.					
4.					

Note: The above information and details shall be submitted along with copy of work order/s from the client/s

Signature & seal of the Bidder

ANNEXURE-2

CHECKLIST FOR PRE-ELIGIBILITY CRITERIA

Sr. No.	Requirements/Details to be submitted	Submitted (Yes/No)	Page/Annex. No.
1.	Copies of work orders from Client/s		
2.	Copy of audited balance sheets		
3.	Copy of registration certificates		
4.	Notarised Affidavit regarding 'No Blacklisting'		
5.	Income Tax Registration		
6.	GST Registration Certificate		

7.	PAN Card details		
8.	MSME, if applicable		
9.	Details of postal addresses/other contact details of offices in Maharashtra		
10.	Details of current staff strength		

NOTE: **If the Pre-qualification Criteria/ Eligibility conditions are not met or documents prescribed to establish the eligibility are not enclosed, the Bid shall be rejected without further evaluation.**

Signature & seal of the Bidder

FINANCIAL BID

NAME OF WORK: PROVIDING LOGISTICS SERVICES AT ICMR-NIV MUMBAI UNIT (PICK-UP AND DELIVERY OF DIAGNOSTIC KITS/BIOLOGICAL REAGENTS ETC) – DELIVERIES TO VARIOUS CITIES ACROSS INDIA (ZONE WISE LIST PROVIDE).

Sr.no	**Particulars (Zone wise)**	**Transportation Cost in Rs. Per box of 5kg.** **(The kits will be packed with thermocol box by the service provider).**		
	Air Shipment: (Cost to include packing, freight, handling, insurance, levies, loading/unloading etc.)	**With Dry Ice**	**With Gel Pack**	**Room Temp**
1	**EAST ZONE OF INDIA**			
2	**WEST ZONE OF INDIA**			
3	**NORTH ZONE OF INDIA**			

4	**SOUTH ZONE OF INDIA**			
	Add : GST as applicable			

Additional charges, if required for transport of samples:

1. Carton / Thermocol / box: Rs._____
2. Dry Ice/ 1 Kg. : Rs. _____
3. Gel Pack / 1kg. : Rs._____

Notes: **Bidders are requested to go through the scope of work and zone wise list of centres before quoting for the financial bid.**

Signature and Seal of the Bidder

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अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case

may be.

15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---