

Tender Notification

Office of the Chief Executive Officer, Employee, Journalist Health Scheme

Tenders are invited for providing Laboratory Services to Wellness Centre, Karimnagar. The Last date of submission of Bids is 12.8.2018. The details can be obtained at website *ehf.telangana.gov.in*

Sd/-
Chief Executive Officer
Employee, Journalist Health Scheme

TENDER DOCUMENT

**TENDER FOR OUTSOURCING OF PATHOLOGICAL LABORATORY SERVICES,
Tender Ref. No.**

**Employee and Journalist Health Scheme
(Government of Telangana)**

Invites

**TENDER FOR OUTSOURCING OF PATHOLOGICAL LABORATORY SERVICES FOR WELLNESS CENTRE,
KARIMNAGAR FOR A PERIOD OF ONE YEAR**

**Employee and Journalist Health Scheme
(Government of Telangana)**

Phone:

Website:

Email id:

NOTICE INVITING TENDERS (NIT)

Tender Ref. No

- (1) Chief Executive Officer, Employee Journalist Health Scheme, Hyderabad invites tenders from eligible and qualified service providers for Laboratory Services to Wellness Centre, Karimnagar.
- (2) The Schedule of Tendering Activities are as under:

S. N.	Activity	Date and Time
1	Period of sale of Bidding Document	04.08.2018
2	Pre- Bid date	8.08.2018
3	End of purchase of bid document	12.08.2018 at 2.00 PM
4	End of Bid Submission	12.08.18 at 3.00 PM
5	Opening of Technical Bid	12.08.18 at 4.00 PM

- (3) Bidding documents may be purchased by interested and eligible bidders from Wellness Centre, Karimnagar on payment of Rs.500 Demand Draft in favour of Chief Executive Officer, Aarogyasree Health Care Trust. Tender document may also be viewed from the website ***ehf.telangana.gov.in***
- (4) Bidders can submit tender on or before the key dates given above. The bids should be dropped in the tender box provided at Aarogyasree Healthcare Trust Office, Jubilee Hills, Hyderabad. Tenders sent by post will not be accepted.
- (5) All further notifications/amendments, if any shall only be posted on websites mentioned above.

Sd/-
Chief Executive Officer
EHS/JHS
Hyderabad

Tender for the Laboratory Services to Wellness Centre, Karimnagar

Chief Executive Officer, Employee Health Scheme/Journalist Health Scheme invites tender for the laboratory services to Wellness Centre, Karimnagar, which provides diagnostic services to Employees, Pensioners and Journalists for a period of ONE year. Bidders are requested to read the Tender Document carefully before submitting its bid.

INSTRUCTIONS TO BIDDER

1. General Instructions

- a. The Bidder should prepare and submit its offer as per instructions given in this section.
- b. The Bids which are for only a portion of the components of the job /service shall not be accepted. (The bids should be for all components of the job /service.)
- c. The prices quoted shall be firm and shall include all taxes and duties. This shall be quoted in the format attached. Any change in Government levied taxes shall be applicable subject to government notification.
- e. The Bids (technical and financial) shall be submitted before the last date of submission. Late bids shall not be considered.
- f. The laboratory should be located in Karimnagar City and all tests should be performed in the laboratory itself.**
- g. The reports have to be verified and signed by the competent doctor., i.e Biochemist, pathologist, microbiologist as the case may be.
- h. Complete details of laboratory at which the investigation is to be carried out must be provided in the Technical Bid. The methodology and the time period after which the report will be provided should be mentioned for each investigation. A status report on the infrastructure facilities available with the empanelment submission in support of his technical capability to execute the quoted Lab investigations must accompany the empanelment submission highlighting details of equipment, type of procedure and details of qualification & experience of manpower, whether full time or part-time engaged for conduction the quoted investigations, quality control measures, and automation in various sections of laboratory.
- i. In case the firm, to whom the contract is awarded, fails to execute the contract, CEO, EHS/JHS shall have the right to forfeit the earnest money deposited or performance Security deposit of the firm. No correspondence/conference in this regard will be entertained.
- j. The bidder shall have to mention his name and address (along with the telephone, Fax, Mobile numbers) for all future communications and shall be the sole signatory of the quotation.
- k. Bidder must undertake at the time of applying for empanelment submission that he has perused the terms and conditions of the empanelment submission and the same are acceptable to him. Any conditional acceptance shall make empanelment submission liable for rejection.
- l. An undertaking should be enclosed with empanelment submission document that the firm is not charging rates lower than quoted in his present quotation from any other institute/Hospital in STATE OR CENTRAL GOVERNMENT HOSPITALS.

- m. As the EHS/JHS office is monitoring the outsourcing and quality of outsourced investigations, the assessment of quality and performance of the tests sent to the outsourced lab will be done by the committee duly constituted by the EHS/JHS.
- n. If the performance is not found to be satisfactory, CEO, EHS/JHS reserves the right to terminate the contract at any time during currency of the contract.
- o. An inspection of the lab may be conducted by the committee constituted by the CEO, EHS/JHS, to assess the processes, manpower, equipment and infrastructure of the outsourced lab.
 - i. In case of any dispute, the decision of CEO, EHS/JHS shall be final and binding on both the parties.
 - ii. Technical evaluation will be done by a committee comprising of technical experts.

2. Earnest Money Deposit (EMD)

- a. **Earnest Money Deposit shall be Rs. 5,000/-** which should be given as Demand Draft, in favour of CEO, Aarogyasree Health Care Trust, Hyderabad. No exemption from payment of EMD is permitted.
- b. No exemption from payment of EMD is permitted. Tenders submitted without sufficient EMD, will be rejected.
- c. The Earnest Money Deposit of the successful bidder may, at the discretion of Tender Inviting Authority, be adjusted towards the Security Deposit payable by him.
- d. The Earnest Money Deposit will be refunded to the successful Bidders and those bidders who have matched the L1 rates within 30 days from the date of signing the contract agreement and on the deposit of Security deposit amount by them.
- e. The Earnest Money Deposit of the unsuccessful bidders would be returned on execution of the agreement by the successful bidders or within 30 days after the expiry of the bid validity or upon declaration of bid as non-responsive.
- f. The EMD will be forfeited if the bidder withdraws his bid during the period of bid validity.
- g. The EMD may be forfeited, in case of the successful bidder who fails to execute the contract agreement and deposit the Security Deposit within the stipulated time.

3. ELIGIBILITY

- a. The laboratory quoting for the empanelment must have automated machinery to do the tests which are given in this document.
- b. Bidder's Average Annual turnover in the last three financial years i.e. 2014-15, 2015-16 and 2016-17 shall not be less than **Rs.5.0 Lakhs**. IT returns should be submitted as documentary proof.
- c. The Company / Firm which has been blacklisted/debarred either by Tender Inviting Authority or by any State Government or Central Government Organization should not participate in the tender during the period of blacklisting

4. RATES AND PRICE COMPARISON:

- a. Bidder should quote rates tests in table 1 of annexure I. L1 bidder will be selected based on the weightage given to each test as shown at table 2 of annexure I. Draft format for the price bid is annexed as Annexure IV.
- b. GST % will not be included for price comparison. Bidder should quote applicable GST %. GST amount will be provided over and above of the rates mentioned in table 1 of

annexure I. any changes in GST will be applicable in future, for which bidder need to provide government notification.

5. CRITERIA FOR SELECTION:

- a. The bidder has to quote for all the tests.
- b. Firm offered less price after multiplying with the weightage given will be L1 bidder
- c. Bidder must ensure all Legal Documentation/Certification, Legal permissions from the appropriate Govt. authorities to run the center for carrying out tests mentioned in the schedule.
- d. Performance Certificate/past Experience details (as per annexure V)
- e. "Technical Evaluation Committee duly constituted by the CEO, EHS/JHS may visit those centers for inspection which qualify technical bid/medical requirements.
- f. Evaluation of the centre shall be based on information provided by the Tenderer on the above mentioned points and the tenderer will have to mandatorily provide documentary proof for the same. No future correspondence in this regard shall be entertained in this regard. A duly constituted committee may visit those centers for inspection which qualify technical bid/med requirement as mentioned in the document.

6. TWO-BID SYSTEM:

Tender is required to be submitted in two bids viz "Technical Bid" and "Financial Bid" respectively. These two bids should be put in separate envelopes and should be submitted in a large envelope. Each and every page of the quotation is to be serially numbered and duly signed by authorized signatory.

- a. Technical bid:- following should be produced in this bid:-
 - i. Terms & Conditions duly signed by the bidder along with seal.
 - ii. List of Doctors/Medical/Para Medical Staff.
 - iii. List of Medical Equipment.
 - iv. Copies of Statutory Certificates & certificate of Incorporation.
 - v. Performance Certificate
 - vi. Mandate form
 - vii. Declaration
 - viii. Filled Check List
- b. Financial bid:- Should be submitted as per the format given in Annexure

7. TERMS AND CONDITIONS

- a. The contract will remain in force for a period mentioned above.
- b. The contract can be terminated any time by authority by giving one month's notice.
- c. The financial Bid of only those bidders whose technical bid is fully accepted shall be opened.
- d. The successful bidder shall execute an agreement containing all the terms and conditions mentioned in empanelment submission document on a non judicial stamp paper of **Rs. 500/- (Rs. Five Hundred Only)**
- e. In case the agency/firm fails to execute the job after entering into the contract or terminate the contract before completion of period of contract at their own accord,

CEO, EHS/JHS shall have the right to forfeit the security money deposited by the firm for execution of contract for the remaining period through *some* other firm

8. JOB DESCRIPTION

a. COLLECTION OF SAMPLES

The Successful bidder shall make his own arrangement at his cost to get the samples collected from the Wellness Centre, Karimnagar, everyday under ideal conditions specific for the samples. Routine samples drawn from OPD patients and wards must be collected between 9.00 a.m. to 2.00 p.m. everyday and in case of any specific requirement of investigations the sample must be collected as and when informed telephonically. The contact number of the bidder for this purpose shall have to be furnished in his bid. **He shall have to provide containers, sample collection device, related material for collecting all samples outsourced.** The samples are to be received along with the requisite slips in duplicate.

b. SUBMISSION OF REPORTS

Time, latest technology/methodology and quality in result would be the essence of the contract/offer. The approved bidder shall have to make necessary arrangement at his cost to deliver the reports of investigations of samples collected duly signed by the competent authority on the same day by 4.00 p.m for the samples collected till 12.00 noon on that day; and for the samples collected after 12.00 noon should be delivered by 10.00 am the next day. The reports shall have to be prepared in duplicate and sent to Wellness centre.

c. list of tests reports shall contain:

- i. Patient’s Registration number,
- ii. Employee ID No.
- iii. Patient’s name,
- iv. Age,
- v. Name of test,
- vi. Date of the sample Collection from Wellness Centre
- vii. Date of the report sent to the Wellness Centre

All copies of the list must be signed by the reporting pathologist/doctor in charge with stamp. The reports which are submitted after the stipulated time must be clearly marked in the list.

In case of wrong diagnosis resulting out of incorrect reporting of samples, the legal liability arising out of it, if any shall entirely rest with the empanelment laboratories with cost and damages applicable.

Performa for submission of daily reports to Wellness Centre

Lab. Serial No.	Name of Test	Type of Sample Received	Sample received on	Test done on	Report Sent to Hospital on	Days Taken from Receiving sample to Sending Report

To Be Signed By Outsourcing Agency with Stamp

d. PREPERATION OF BILLS

(Bill Format)

Bill No

Date Of

Submission..... Bill

Details (Summary)

Sl.No	Name of the patient	Investigation	Date of Sample Collection	Date of Report	Amount	Taxes	Penalty if any

Monthly bill in above format should be submitted to the Wellness Centre, Karimnagar along with daily report. After due verification and confirmation the Wellness Centre incharge will forward the bill to CEO for payment.

Bills are to preferred immediately after completion of a month in triplicate along with copy of the reports of investigations. Income Tax deduction as applicable shall be made at source at the time of release of payment. Payment of bill will be subject to deduction of statutory liabilities, if any.

e. PAYMENT SCHEDULE

The bills along with original refer slip must be submitted after every month to this office within 15 days. The bills received after 15 days may not be entertained. Every page of the bill should be signed by the bidder.

f. DUTIES AND RESPONSIBILITIES OF EMPANELLED DIAGNOSTIC CENTRE

It shall be the duty and responsibility of the laboratory at all times, to obtain, maintain and sustain the valid registration and high quality and standard of its services and healthcare and to have all statutory/mandatory licenses, permits or approvals of the concerned authorities as per the existing laws.

9. DURATION OF EMPANELMENT

The agreement shall remain in force for a period of ONE year and may be extended by one more year at the sole discretion of the CEO, EHS/JHS.

10. INTEGRITY AND OBLIGATIONS DURING AGREEMENT PERIOD

The Laboratory is responsible for and obliged to provide all facilities in accordance with the Agreement, using state of- the-art methods and economic principles and exercising all means available to achieve the performance specified in the Agreement and prevailing law and standards of pathology. The Laboratory is responsible for managing the activities of its personnel and will hold itself responsible for their misdemeanour, negligence, misconduct or deficiency in services, if any.

11. LIQUIDATED DAMAGES

- a. Empanelled centre shall provide the services as specified under terms & conditions of agreement. In case of violation of the provisions of the agreement by the empanelled centre there will be forfeiture of payment of the incoming/pending bills. For over billing and unnecessary procedures, the extra amount so charged will be deducted from the bills and the contracting authority shall have exclusive right to terminate the contract at any time, and may also render forfeiture of security amount.

12. AGREEMENT

- a. All successful tenderers will have to execute an agreement(as per attached format) in a non-judicial stamp paper of value Rs.500/- (Stamp duty to be paid by the tenderer), with Concerned district CMHO.
- b. Tenderer has to execute the agreement within 7 days from the date of receipt of the intimation in the form of Notification of award (NOA) by tender inviting authority informing that their tenders have been accepted.
- c. If the successful tenderer fails to execute the agreement and payment of security deposit within the time specified or withdraws the tender after intimation of the acceptance of the tender has been sent or owing to any other reasons, the tenderer is unable to undertake the contract the Earnest Money Deposit of the tenderer may stand forfeited. Such tenderer(s) may also be liable for all damages sustained by the Tender Inviting Authority / Ordering Authority by reasons of breach of tender conditions. Such damages shall be assessed in the public interest by the Tender Inviting Authority, CEO, EHS/JHS whose decision shall be final.

13. Security Deposit

On being informed about the acceptance of the tender and before signing the agreement, the successful bidder shall pay Rs 10,000/- Performance Security Deposit of the contracted value in the form of unconditional irrevocable Bank Guarantee pledged to Contracting authority payable at Hyderabad valid for **24 months** from the date of acceptance of the tender. The Security Deposit should be paid upfront in respect of each contract on or before the due date fixed by Tender Inviting Authority.

14. TERMINATION FOR DEFAULT

- a. CEO, EHS/JHS may, without prejudice to any other remedy and for breach of Agreement in whole or part may terminate the contract.
- b. The Second Party (Empanelled Laboratory) will not terminate the agreement without giving notice of three (3) months. If they do so security money will be forfeited.
- c. The Institution shall be de-empanelled:-
 - i. If the Laboratory fails to provide any or all of the services for which it has been recognized
 - ii. If the Laboratory, in the judgment of the authority is engaged in corrupt or fraudulent practices in competing for or in executing the Agreement. or
 - iii. If the Laboratory fails to follow instruction, guidelines, repeated submission of bills as per Instruction.
 - iv. If the Laboratory is found to be involved in or associated with any unethical illegal or unlawful activities, the Agreement will be summarily suspended by authority without any notice and thereafter may terminate the Agreement.

15. INDEMNITY

The Laboratory shall at all times, indemnify and keep indemnified authority against all actions, suits, claims and demands brought or made against in respect of anything done or purported to be done by the Hospital in execution of or in connection with the services under this Agreement and against any loss or damage to authority in consequence to any action or suit being brought against the authority, along with (or otherwise), Laboratory as a party for anything done or purported to be done in the course of the execution of this Agreement. The Laboratory will at all times abide by the job safety measures and other statutory requirements prevalent in India and will keep free and indemnify the authority from all demands or responsibilities arising from accidents or loss of life, the cause or result of which is the Laboratory negligence or misconduct. The Laboratory will pay all the indemnities arising from such incidents without any extra cost to authority and will not hold the authority responsible or obligated. Authority may at its discretion and shall always be entirely at the cost of the tie up Laboratory defends such suit, either jointly with the tie up Laboratory or separately in case the latter chooses not to defend the case.

16. ARBITRATION

If any dispute or difference of any kind what so ever (the decision whereof is not being otherwise provided for) shall arise between the authority and the Empanelled Center upon or relation to or in connection with or arising out of the Agreement, it shall be referred to for arbitration by the CEO, EHS/JHS, who will give written award of his decision to the Parties. Arbitrator to be appointed by authority. The decision of the Arbitrator will be final and binding. The provision of Arbitration and Conciliation Act, 1996 shall apply to the arbitration proceedings. The venue of the arbitration proceedings shall be at Hyderabad. Any legal dispute to be settled in Telangana jurisdiction only.

ANNEXURE - I
TEST TO BE DONE IN EMPANELLED LAB WITH WEIGHTAGE

Sl.No	Test Description	IPM Rates/Department rates (in Rs.)	Weightage (based on the estimated tests)
1	Absolute eosinophil count	20	0.2
2	ANTI STREPTOLYSIN O	100	0.1
3	BLOOD UREA	50	0.5
5	C-Reactive Protein	50	0.2
6	Complete Blood picture	30	14.1
7	Complete urine examination	30	6.4
8	Dengue NS1, IgM & IgG	300	0.6
9	Erythrocyte sedimentation rate	20	4.4
10	Fasting blood sugar	30	8.1
11	HbA1c	200	3.9
12	Lipid Profile	200	10.3
13	Liver Function Test	150	8.9
14	Post lunch blood sugar	30	6.8
15	Random blood sugar	30	3.3
16	Rapid Plasma Reagin (RPR) Kit Test - VDRL (Syphilis)	50	0.1
17	Renal Function Test	300	8.6
18	Rheumatoid Factor	150	0.6
19	S. Bilirubin D	40	0.1
20	S. Bilirubin T	40	0.1
21	S. CALCIUM	60	2.0
22	S.ALBUMIN	60	0.1
23	S.ALKALINE PHOSPHATASE	60	0.1
24	S.AMYLASE	60	0.1
25	S.CREATININE	60	6.3
26	S.TOTAL PROTEIN	60	0.1
27	S.Typhi IgM & IgG	60	0.1
28	S.URIC ACID	50	2.1
29	SGOT	70	0.1
30	SGPT	70	0.1
31	Thyroid Profile	160	5.5
32	TSH	70	6.0
	TOTAL		100.0

**ANNEXURE II
CHECKLIST FOR BIDDERS**

COVER - A.		
1	EMD Demand Draft	
2	Documentary evidence for the LAB	
3	The instruments such as power of Attorney etc.,	
4	Authorization letter nominating a responsible person of the bidder to transact the business with the Tender inviting Authority.	
5	Annual Turnover Statement for 3 Years certified by Auditor or CA/DETAIL OF ASSIGNMENT	
6	GST registration certificate	
7	Checklist	
8	Mandate Form (Annexure- IX)	
9	Other Documents	
Cover B		
1	Financial Bid	

ANNEXURE III**Price Bid Format**

No	Test Description	IPM Rates/Department rates (in Rs.)	Discount or Premium (in percentage) quoted over IPM prices given at Annexure-I
1	Absolute eosinophil count	20	
2	ANTI STREPTOLYSIN O	100	
3	BLOOD UREA	50	
4	BLOOD UREA NITROGEN	50	
5	C-Reactive Protein	30	
6	Complete Blood picture	30	
7	Complete urine examination	300	
8	Dengue NS1, IgM & IgG	20	
9	Erythrocyte sedimentation rate	30	
10	Fasting blood sugar	200	
11	HbA1c	200	
12	Lipid Profile	150	
13	Liver Function Test	30	
14	Post lunch blood sugar	30	
15	Random blood sugar	50	
16	Rapid Plasma Reagin (RPR) Kit Test - VDRL (Syphilis)	300	
17	Renal Function Test	150	
18	Rheumatoid Factor	40	
19	S. Bilirubin D	40	
20	S. Bilirubin T	60	
21	S. CALCIUM	60	
22	S.ALBUMIN	60	
23	S.ALKALINE PHOSPHATASE	60	
24	S.AMYLASE	60	
25	S.CREATININE	60	
26	S.TOTAL PROTEIN	60	
27	S.Typhi IgM & IgG	50	
28	S.URIC ACID	70	
29	SGOT	70	
30	SGPT	160	
31	Thyroid Profile	70	
32	TSH		
	TOTAL		

Authorised Signatory (Bidder)

Note:

- i. Discount should be quoted in minus percentage and premium should be quoted in plus percentage
- ii. For example, the IPM Rate for Complete Blood Picture is Rs.30. If the bidder wants to quote 5% discount on this rate, he should indicate it as -5%. If he wants the rate to be more say 10% more than IPM rates, then it should be indicated as +10%
- iii. L1 (lowest one) will be decided based on discount/premiums quoted and multiplied by weightage and totalling the obtained value

ANNEXURE-IV

DETAILS OF THE ASSIGNMENTS /PERFORMANCE DETAILS

1. Attach users' certificates (in original) regarding satisfactory completion of assignments. Note: Attach extra sheet for above Performa if required.

Signature.....

Name

S No.	Assignment contract No & date	Description of work/ services provided	Contract Price Of assignment	Date of commencement	Date of completion	Was assignment satisfactorily completed	Address of organization with Phone No. where assignment done

Signature.....

Name

ANNEXURE VI
(PERFORMANCE BANK GUARANTEE)

To
The Chief Executive Officer
Employee Health Scheme
Jubilee Hills
Hyderabad

WHEREAS _____ (Name and address of the supplier) (Hereinafter called "the supplier") has undertaken, in pursuance of contract no _____ dated _____ to supply (description of goods and services) (herein after called "the contract"). AND WHEREAS it has been stipulated by you in the said contract or any contract with CEO, EHS or Government of Telangana, that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract; AND WHEREAS we have agreed to give the supplier such a bank guarantee; NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of. _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up toyears,Months.....(as mentioned in NOA).. i.e. up to ----- (indicate date)

.....
(Signature with date of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, Name & address of the Bank and address of the Branch

ANNEXURE XII

**MANDATE FORM/ PARTICULARS OF THE
BIDDER** (To be submitted by all tenders /
applicant)

01	Name	
02	Address of Laboratory Phone details (Mobile/Landline	
03	Name and Designation of the authorized company official Mobile No. E-mail ID	

Registrations Nos.

- (a) EPF
- (b) ESI
- (c) Sales Tax
- (d) VAT
- (e) Service Tax
- (f) PAN No.
- (g) Audited Accounts Statement for past three financial years
- (h) Copy of Income Tax Return for past three financial years
- (i) Experience certificate of Bidder

Brief write-ups about the firm / company. (Use extra sheet if necessary)

Date:

Signature of Applicant

Name

Place:
Office Seal
Company Seal
Signature

