


**UNIVERSITY HOSPITAL**  
**DR. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY**  
**PUSA, SAMASTIPUR-848125, BIHAR**

**NOTICE INVITING TENDER**

- (A) GENERIC DRUG SHOP
- (B) PHARMACY STORE
- (C) CLINICAL LABORATORY


Sealed tenders/quotations are invited in two bid systems-(1) Technical Bid (2) Financial Bid from companies/Firms/Agencies /Individual etc. The tenders/Quotation should reach to the Administrator University Hospital, DR.RPCAUI, Pusa, Samastipur, Bihar-848125 on or before 15/03/2021 through Registered post/Speed post only. If the last day is a holiday, next working day will be the last.

  
23/2/2021  
Administrator  
Univ. Hospital

No. 342 /U.H/RPCAUI, Pusa

Dated. 23.02.2021

Copy forwarded to Officer In-charge, publication division, RPCAU, Pusa with a request to publish the above tender/quotation notice(8x8 cm approx.) once in Patna and Delhi edition of Hindustan Times, English daily at DAVP rates. The bill in duplicate along with the tear sheet of the advertisement may be kindly sent to undersigned for payment.

  
23/2/2021  
Administrator  
Univ. Hospital

CC: O/I, ARIS Cell, RPCAU, Pusa (along with the soft copy and hard copy) with a request to place the quotation notice and bidding documents on the University website



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**Dr. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY, PUSA  
SAMASTIPUR (BIHAR) – 848 125, INDIA**

**Tender Bid**

is invited from Companies/Firms/Agencies/Individual for Setting up  
Generic Drug Shop at University Hospital, RPCAU, Pusa

Tender Bid is invited from interested Companies/Firms/Agencies/ individual for Setting up Generic Drug Shop at University Hospital, RPCAU, Pusa.

**Project Scope** – The University Hospital, RPCAU, Pusa intends to set up:

- (i) Generic Drug Stores in University Hospital, RPCAU, Pusa.
- (ii) Details can be seen on the official website of RPCAU, Pusa – [www.rpcau.ac.in](http://www.rpcau.ac.in).

**Project Condition -**

- RPCAU shall only provide of empty space in the University Hospital, RPCAU, Pusa for the purpose.
- The agency has to ensure and stock 188 generic drugs (as provided on the official website of SHSB – [www.shsbihar.org](http://www.shsbihar.org) . The agency is free to stock other generic drugs besides those specified in the tender but in no circumstances the agency shall be allowed to stock branded drugs. The agency may however stock minor surgical instruments- Thermometer, Cotton & Bandage etc. The only condition is that drugs should be procured necessarily from GMP Companies.
- Minimum expiry period of the products should not be less than 1½ years from the date on which the shop receives the product provided if the shelf life of the drug is 1½ years only, the above condition shall be reduced to 1 year.
- Quality Control – To ensure the quality of the drugs, Drug Inspectors will draw samples of the drugs randomly the purpose of test or Analysis. If after the test and analysis, the drawn sample is declared to be Not of Standard Quality then suitable and proper action will be taken as per the provision of Drugs and Cosmetics Act, 1940 and Rules 1945 and the entire batch will be taken back by the supplier at supplier's cost and the RPCAU,Pusa shall not be responsible for any damage during this period.
- The responsibility of getting proper drug license from the competent Authorities will lie upon the successful bidder.
- The agency shall be provided a suitable structure for setting up of the shop.
- The Generic Drug Store should be operational 24 hours 7 days in a week.
- Successful bidder must fulfill all the requirements as laid down in Drugs and Cosmetic Act and Rules.

**Project Time Frame :** The project would depend upon  
satisfactory performance.

**Minimum Eligibility Criteria :-**

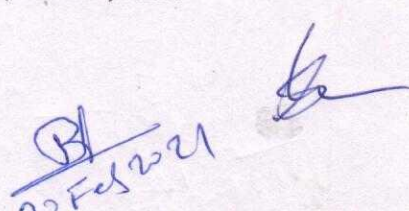
- Agency to produce Sales Tax Registration/GST.
- Must have qualified human resource for the task like pharmacist etc.
- Must not be black listed by any agency or pending case either Civil or Criminal against them.

**Submission Requirements** – Interested Agencies/ Firms/ Companies / Individuals wishing to undertake the above task may submit in two sealed large envelopes marked “Tender bid for Setting Up Generic Drug Shop – Technical Bid” and “Tender bid for Setting Up Generic Drug Shop – Financial Bid”.

You are requested to clearly indicate each of the submission requirements mentioned below along with the relevant page number in your covering letter/application accompanying the technical proposal.

The **Technical Bid** should include the following –

- (i) Capability Statement in not more than two A4 pages.
- (ii) Background of the firm/organization with relevant experience in not more than two A4 pages.
- (iii) Summary of personnel/staff proposed for shop.
- (iv) Annual turnover with details and audited annual report for last 3 years.
- (v) Demand Draft of Rs. 20,000/- (refundable) drawn in favour of Comptroller,RPCAU,Pusa payable at Punjab National Bank,RPCAU,Pusa.

  
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Besides the above the following documents should also be submitted :-

- (i) Sales Tax Registration/GST.
- (ii) Non-conviction certificate for the last three years submitting affidavit from Magistrate that they are not blacklisted by any Govt. Dept./Govt./Ministry or that there is no pending case in any Court of Law.

**Evaluation of Technical Bid :** The firm needs to satisfy the Minimum Eligibility Criteria to be considered technically qualified.

**Financial Bid** envelop should only contain the Percentage of revenue (implies total accrual) sharing being offered with the Government/SHSB.

The Financial Bids may be given in the following format :

Sl.No.	Name of Hospital	Percentage Revenue share offered

**Note :-**

- (1) It may be noted that Revenue means the Gross Revenue i.e. total earnings from sale of drugs & other consumables at the drug store and NOT PROFITS.

**Evaluation of Financial Bid :** The highest percentage revenue share offered shall be the sole criteria for evaluation of Financial bids.

**Submission of tender –**

The tender should reach The University Hospital, RPCAU, Pusa by 5.00 PM on through 15.03.2021 Registered Post/Speed Post.

The decision of competent authority RPCAU, Pusa, Samastipur, shall be final and no enquiries or application for review shall be entertained. RPCAU, Pusa, Bihar reserves the right to cancel or reject any tender without assigning any reason.

Before submission of the bids, corrigendum if any please check university website for the same

**For details, please contact Dr. Bachcha Babu, CMO, University Hospital, RPCAU, Pusa.  
Mob-9572717007**



Administrator,  
University Hospital,  
RPCAU, Pusa



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Dr. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY, PUSA  
SAMASTIPUR (BIHAR) – 848 125, INDIA

ADMINISTRATOR, UNIVERSITY HOSPITAL, RPCAU, PUSA



## TENDER DOCUMENT

Tender Notification No. 342/U.H/RPCAU, Pusa

Date: 23.02/...../2021

Name of the Component : Outsourcing of University Hospital Pharmacy,  
RPCAU, Pusa.  
EMD Amount Rs.2,00,000/-  
Cost of the Tender Document : Rs. 2000/-  
Probable date of commencement of service :  
Last Date of submission of Tender : 15.03.2021  
Address for submission of Tender : Administrator, University Hospital,  
Dr. Rajendra Prasad Central Agricultural  
University, Pusa  
Samastipur (Bihar) – 848125, India  
Mob:- 7368916389/9572717007  
Website: [www.rpcau.ac.in](http://www.rpcau.ac.in)  
E-mail: [dean.fbsh@rpcau.ac.in](mailto:dean.fbsh@rpcau.ac.in)

Date of opening of Technical Bid :

20 Feb 2021  
*[Signature]*





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**UNIVERSITY HOSPITAL**  
**Dr. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY, PUSA**  
**SAMASTIPUR (BIHAR) – 848 125**

**TENDER NOTICE FOR OUTSOURCING OF PHARMACY TO UNIVERSITY HOSPITALS**  
**BID SYNOPSIS**

Tender Reference Number and Date	
Brief Description of the Tender	Outsourcing of University Hospital Pharmacy, RPCAU, Pusa
Type of Tender	Two Bid System
Cost of Tender Document including 5% VAT (Non-Refundable)	Rs.2000/-(Rupees Two thousands only) Payable through D.D from nationalized bank drawn in favour of Comptroller, RPCAU, Pusa payable at Punjab National Bank, RPCAU, Pusa
Our website address for downloading the Tender document	The tender document should be downloaded from our website <a href="http://www.rpcau.ac.in">www.rpcau.ac.in</a>
EMD	Rs.2,00,000/-(Rupees two lakhs only)
Last Date and Time for receipt of tender	15.03.21 up to 5:00 PM
Mode of submission of Tender	By Speed Post/Registered Post.
Due date, time of opening of tender	..... at 11:00 AM
Date and time of opening of Price bids	After evaluation of technical bids, the date & time will be intimated to technically qualified bidders.
Address for submission of Tender	Administrator, University Hospital, RPCAU, Pusa, Samastipur (Bihar) – 848 125
Procedure for submission of Bid	Envelope 1: EMD & Cost of Tender document Envelope 2: Technical Bid Envelope 3: Commercial/Price-Bid Envelope 4: Larger size Outer Envelope (i.e., containing envelope 1, 2 and 3)
Contact person for Technical Queries	Administrator, University Hospital, RPCAU, Pusa, Samastipur (Bihar) – 848 125 Mob. No.: 7368916389/9572717007 E-mail: <a href="mailto:dean.fbsh@rpcau.ac.in">dean.fbsh@rpcau.ac.in</a>
License Fees for Space to be provided	License Fee fixed as per Govt. of India norms at commercial rate for Institute premises. Water, Electricity charges as per the consumption.



## NOTICE INVITING TENDER

### Introduction

Dr. Rajendra Prasad Central Agricultural University, Pusa is an Institution of National Importance. Presently, students hailing from various States are pursuing their Under Graduate, Post Graduate and Research studies in Agriculture.

For the well being of our Students, Faculties, Staff members and retired Staff with their dependents, it maintains an in house Hospital within the Campus wherein duty doctors and visiting doctors with various specializations and supporting staff are deployed.

For administrative convenience, the Pharmacy is to be outsourced to eligible Bidder. The scope of outsourcing under this open tender would include Setting up and Operation of a Pharmacy of high ethical standards of various tests to the Patients at specified rates as mentioned in Annexure-II. The space for Pharmacy will be provided by the University Hospital, RPCAU, Pusa.

The bidder is expected to have experience in relevant field, capability to invest sufficient amount to run the Pharmacy successfully.

The bidder shall have all necessary permissions, licenses, No objection certificates, registrations, statutory compliances from the competent statutory authorities required to run the Pharmacy with required apparatus/equipments.

### CHAPTER 1: MINIMUM REQUIREMENTS FOR ELIGIBILITY

1. The Bidder must hold Valid Drug Licenses (as on the date of Bid opening in specified forms) issued by the Competent Drug Control Authorities of the State/Central Government under the provisions of Drugs and Cosmetics Act.
2. The Bidder should have good track record and must not have been convicted by the State Drug Authorities and no case should be pending under the Drugs and Cosmetics Act and rules framed thereunder.
3. Bidder should have Valid VAT Registration Certification and TIN Number / GST.

### CHAPTER 2: TENDERING PROCESS

1. The tender document and terms and conditions should be downloaded from our website [www.rpcau.ac.in](http://www.rpcau.ac.in)
2. The sealed tender should be submitted on or before 15.03.2021 up to 05:00 p.m. either through Speed Post/Registered Post at The Administrator, University Hospital, Dr. Rajendra Prasad Central Agricultural University, Pusa, Samastipur (Bihar) 848125, India.
3. If in any case, unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening.



4. At the second stage, price bid of the technically qualified bids will be opened for further evaluation and ranking for award of the contract.
5. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.
6. The Tender document consisting of Technical Bid and Commercial (Price) Bid should be submitted in the Prescribed Format only.
7. The bidders are not allowed to make addition or alteration in the tender document.
8. Each and every page of the submitted bid shall carry page numbers.
9. All pages of the tender document shall be signed by the person duly authorized to sign, on behalf of the bidder.
10. No paper/page shall be detached from the tender document. No addition or alternation should be made in the tender document. Conditional tender, late and delayed tender will not be accepted/considered.
11. The University Hospital, RPCAU, Pusa shall not be responsible for any postal delay in receipt of the offer. Tender should be properly sealed.
12. Tenders of those bidders who place the price bid along with the technical bid or quote their rates in the technical bid itself will be rejected.
13. The Vendor should stamp and sign on each page of the technical and price bid.
14. Offers should be clearly written or typed. All cutting/overwriting must be initialed and stamped.
15. Bidders must confirm the acceptance of all the terms and conditions of the tender.
16. The tender should be submitted through Registered Post or Speed Post.
17. The Contract will be awarded to the bidder who score a maximum weighted average of discounts on printed MRP on for DPCO drugs and other drugs with weights of 5 and 95 percentages respectively subject to the fulfilment of technical bid and all other terms and conditions. Percentage of discount will become applicable on the MRP mentioned and will be inclusive of VAT and all other taxes. No taxes of any kind would be levied on the discounted price.

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### CHAPTER 4: INSTRUCTIONS REGARDING SEALING AND MARKING OF BIDS

**Procedure for sealing and marking of bids:** The Tender/Bid Cover shall contain the following:

- a) **FIRST** envelope should contain Cost of Tender Document.
- b) **SECOND** envelope should contain the Technical Bid along with enclosures desired in the Tender document. This envelope should be sealed and super scribed as "TECHNICAL BID" Cover.
- c) **THIRD** envelope should contain the Commercial/Price Bid. This envelope should be sealed and super scribed as "Commercial/Price Bid" Cover.
- d) All the above mentioned THREE SEPARATE ENVELOPES are to be sealed and kept in one single larger size outer envelope (**FOURTH** envelope) which should also be sealed and superscribed.
- e) **Each of the FOUR ENVELOPES** shall be super scribed with following details:

Tender reference Number .....	for outsourcing of Pharmacy
Due date of tender .....	and time
Name of the Department inviting this Tender	

- f) If all the THREE inner envelopes and the ONE outer envelope (i.e., larger size envelope) are not sealed and marked as instructed, RPCAU, Pusa will assume no responsibility for the misplacement or premature opening of any of the envelope. An envelope opened prematurely will be rejected.
- g) There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed in the envelope super scribed, "Technical Bid", the bid document will be summarily rejected in the first instance itself. Any offer containing both the Technical bid and Price bids in the same envelope will also be out rightly rejected.

### CHAPTER 5: CONTRACT SPECIFIC CONDITIONS

1. The Licensee should engage all the time a qualified pharmacist with a diploma/degree from a Government recognized Institute (Recognized by Pharmacy Council of India).



2. The Licensee will be responsible for all clearances/formalities from State Drug Controller for opening Pharmacy/Chemist Shop in the space provided by the RPCAU, Pusa.
3. The Licensor reserves their right, at any point of time to create additional facilities for growing requirement of the licensor and that the Licensee should not object to the RPCAU, Pusa for granting any other license for similar facility at the RPCAU, Hospital Premises.
4. The Licensee shall be responsible for making available adequately trained & qualified staff in sufficient numbers.
5. Necessary furnishing has to be made by the Licensee on their own. Licensee will be allowed to put up pharmacy name board at specified area identified by Licensor in the Hospital. Licensee shall have right to do transact in 24 hours a day on all days of the week within the agreed terms and conditions specified in the content.
6. Copy of Drug License issued by the competent authority shall be prominently displayed in the University Hospital Pharmacy, RPCAU, Pusa.
7. Pharmacy must be kept open 24 hours a day on all days of the week and drugs must be issued at all times.
8. Personnel employed by the successive bidder should possess valid Certificate/License issued by the competent authority for dispersing the drugs/pills/medicines prescribed by the doctors of University Hospital, RPCAU, Pusa. Any violation of this clause will be treated as breach of agreement.
9. Licensee will submit a complete list of drugs and medical/surgical items that will be stocked at the University Hospital pharmacy, with their rate of charges and minimum stock quantity and get it approved by the doctors of University Hospital, RPCAU, Pusa.
10. Licensee has to give accepted discount on the MRP of the drugs issued on the prescription issued by the Institute doctors of University Hospital, RPCAU, Pusa. The Discount offered should be kept firm throughout the License Period. No Taxes of any kind are chargeable extra on the discounted price. Means discounted price will be inclusive of all taxes and duties as may be applicable. Licensee is instructed to put up display of discount boards for specified items at specified area identified by Licensor in the Hospital.

  
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11. The Licensor will issue a Reimbursable list of drugs/surgical items authorized by doctors for issuing to the eligible RPCAU patients. No alteration in the list will be allowed without a written consent of the RPCAU administration.
12. Treating doctor at Institute Hospital will issue an authorized drug prescription to eligible patients. The prescribed drugs/surgical items found in the reimbursable list have to be issued to the patients without charges, for which licensor will reimburse the charges.
13. Prescribed items in the prescriptions that are unavailable at any given time may be substituted only on express approval with signature from the doctor who prescribed.
14. Items in prescription, if unavailable at any given time must be delivered to the patients within two working days of the date of prescription. The due register must be followed and get signature from administrative liaison doctor every day.
15. Performance improvement guidelines pertaining to ordering, dispensing and administering of medications may be issued from time to time by the doctors of University Hospital, RPCAU, Pusa as and when necessary. Such guidelines must be adhered to by the Licensee.
16. Cost of any drug or any other items not found in the reimbursable list will not be reimbursed. However, if stock is available in the pharmacy the same can be sold on receipt of payment from patients with proper billing. It is the responsibility of licensee to maintain this account on their own as per rules.
17. A list of pharmacist and others working in the pharmacy must be submitted, with their details including their educational qualification, pharmacy council registration, experience, address, contact phone number etc., to doctors for necessary permission and security pass. All those working in the pharmacy shall maintain the code of conduct and courteous behavior mandated by the licensor.
18. The Licensee has to agree to all the terms and conditions, stipulated in the tender documents.
19. The prescribed brand of medicines and other items shall not be substituted without approval of doctors.
20. The Licensee shall ensure that all the medicines and consumables/surgical items (Particularly lifesaving drugs) which are prescribed by the University Hospital doctors are available at the shop.
21. The Licensee will have to install a separate refrigerator for storage of vaccines. The Licensee will ensure that functioning of this refrigerator round the clock.

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22. The Licensee shall ensure provision and sale of quality of products, medicines and drugs etc., and in no case the items which are spurious or expired should be stocked and sold by the licensee. Breach of this condition will entail immediate suspension or cancellation of the license and subsequent blacklisting by RPCAU, Pusa.
23. The Licensee will stock or sell small quantity of mineral water and not allowed to stock ordinary (except health care and medicated) bathing soap, talcum powder, tooth paste, brush etc. The health care and medicated products should be sold with prior approval and proper discounts from MRP and as approved by the Administrator, University Hospital, RPCAU, Pusa.
24. Licensee will ensure that the entire transactions are computerized and software is made compatible with the hospital software with ease transfer of date between two software.

#### CHAPTER 6: GENERAL TERMS AND CONDITIONS

1. **Duration of License:** The License for running a pharmacy will be awarded for a period of 2 (Two) years with effect from the date of Commencement of License and extendable for one more year based on the performance at the discretion of competent authority.
2. **Security Deposit** of six months license fee to be deposited within five (5) days from the date of award of contract. Security deposit is refundable without interest within ninety (90) days from the date of termination/expiry of the License after deducting all dues against the License. The receipt relating to security deposit should be produced by the selected service provider well in advance before signing the agreement.
3. **Validity of Tender:** 90 (Ninety) days from the date of opening of the Commercial Bid of tender.
4. The Administrator, University Hospital reserves the right not to accept the lowest or any tender without assigning any reason.
5. The RPCAU, Pusa reserves the right to terminate the contract without assigning any reason for violation of any terms and conditions of License by the licensee.
6. If any litigation arises on account of default of the licensee in running the Hospital Pharmacy as per the statutory requirements and the licensor becomes a necessary party in the court, the licensee shall have to bear the expenses to be incurred for such litigation.
7. The Licensee in his own interest may carry out minor, repair and maintenance, of shop. AC, Furniture/fixtures, stationary and if required connectivity of telephone for proper communication will have to be arranged by the licensee concerned at his own cost. The Licensor shall allow the licensee for painting and white washing

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20 Feb 2021



without modifications of the existing premises.

8. Security Deposit is liable to be forfeited, if the licensee: (i) Fails to adhere to the terms and conditions of the contract, (ii) Non-availability of common medicines/surgical consumables, etc., (iii) Over-Charging (i.e.) not offering the pre-determined discount and (iv) Non-payment of license fee/any other dues.
9. The Licensee shall indemnify the licensor against all actions, suits, claims and demands brought or made against it in respect of anything done or committed to be done by the licensee in execution of or in connection with the work of this contract and against any loss or damage to the hospital in consequence to any action or suit being brought against the licensee for anything done or committed to be done in the execution of this contract. The licensee will abide by the job, safety measures prevalent in India and will free the hospital from all demands or responsibilities arising from accidents or loss of life, the cause of which is the licensee's negligence. The licensee will pay all indemnities arising from such incidents, without any extra cost to University Hospital and will not hold the University Hospital responsible or obligated. The licensor may at its discretion and entirely at the cost of the licensee defend such suit, either jointly with the licensee or singularly in case the latter chooses not to defend the case.
10. On expiry of license period, the license shall stand automatically cancelled. The licensee should quit the premises under his occupation on expiry of license period or in case of termination of license whichever is applicable.
11. The Licensee shall make payment of License fee etc., by online transfer to Comptroller, RPCAU, Pusa account and furnish documentary evidence to the Office of the Dean (ID). That in the event of failure to pay the license fee and other charges by due date, simple interest @ 12% will be levied.
12. **Penalty:** If the Licensee is not able to provide the pharmacy service for any particular day, a penalty of Rs. 50,000/- (Rupees Fifty Thousand Only) shall be deducted from the amount payable to the Licensee for that month for his services.

#### CHAPTER 7: BOOKS OF ACCOUNTS, BILLING AND PAYMENT

1. The Licensee shall have to maintain proper books of account along with supporting vouchers, Stores Accounts of Drugs reflecting the everyday transaction of purchase and sale of Medicine with batch numbers, date of manufacture and date of expiry.
2. For each sale the licensee shall issue a computer generated receipt which includes: Serial Number, Name of the patient, Patient ID, Date of sale, Name of the medicine, for Consumables (C)/Surgical (S), The batch Lot Number, Dates of manufacturing, Date of expiry, MRP (inclusive of all taxes and duties), agreed Discount thereon, Net Amount.

*[Signature]*  
20 Feb 2021



3. Licensee shall raise a claim bill on RPCAU, Pusa for the medicines/drugs/surgical items sold to the RPCAU, Pusa patients in the month at the rate MRP Rate minus Discount Agreed. The Claim bill along with original prescriptions has to be submitted to the Administrator of the University Hospital, RPCAU, Pusa in the first of week of every month for due verification and forwarding for payment. The bill may be submitted day wise/patient wise or as decided by the Licensor.
4. The Licensee shall, as far as possible, ensure use of bar coding on each item and optical scanner at point of sales. The Licensee shall sell only reputed brands of both medical and surgical items.
5. The accounts/documents shall all the times be kept open for inspection by RPCAU, Pusa in such manner as may be prescribed. The Licensee shall provide to the RPCAU, Pusa, if so required by the RPCAU, Pusa, Statement of audited accounts in such manner and within such period as the RPCAU, Pusa may prescribe.
6. The Licensor shall have the right to conduct surprise check by the institute pharmacist to verify whether the chemical composition of the medicines of all sorts offered to the patients conform to the prescription of the doctor and to verify, on random basis on any day, by deploying an authorized person whether the licensee offers the discount quoted by the licensee in the tender for the sale of medicines. The licensee shall co-operate for such surprise checking/verification.
7. RPCAU, Pusa may at any time recheck the monthly bills of the licensee as a result of any objection by statutory auditors/internal audit regarding over payment to the licensee and may recover such over payment from the pending bills of the licensee or the security deposit paid by the licensee.
8. In case any unsatisfactory performance was noticed with regards to maintenance of Accounts, at the discretion of the RPCAU, Pusa the license shall be penalized or terminated.

#### CHAPTER 8: TERMS RELATING TO MAINTENANCE OF PREMISES



1. The Licensee shall use the premises solely for the purpose for which it has been licensed out and shall not part with the premises/sublet the premises to any one directly or indirectly. The Licensee will not be permitted to franchise the shop for any commercial activity.
2. The Licensee shall keep the premises in a clean sanitary and tenable condition.
3. The Licensee shall not make any alteration/amendment to the structure/shop. Violation of this clause will lead to cancellation of license by the licensor.
4. On expiry of the license period or on termination of the license by the Administrator, University Hospital, RPCAU, Pusa on account of any breach on the part of the Licensee, the Licensee shall deliver the possession of the premises to RPCAU, Pusa in good condition and in peaceful manner.
5. The License for the premises shall be valid for a period of two years from the date of

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*[Handwritten signature]*  
 10 February



commencement of license and extendable one more year based on the performance at the discretion of Administrator, unless terminated earlier on account of the following: (a) By giving 30 (Thirty) days' notice in writing from either side without assigning any reason. (b) Terminated by RPCAU, Pusa on a short notice on account of unsatisfactory performance of the successful bidder.

6. In the event of breach of any of the terms and conditions the License, the Deed of License is liable to be cancelled with one month notice as provided in the License deed.
7. No exclusive possession has been given to the Licensee. The right to do the business will only is given to the Licensee.
8. The Licensee should not be giving any room for any complaint from staff/student/residents or by the Hospital Committee. A complaint register must be kept visible with notification and get signature from administrative liaison doctor on every Friday. If any complaints received, it should be rectified immediately within the time given by the University Hospital, RPCAU, Pusa.
9. At all times during the tenure of the license agreement, it shall be the responsibility of the licensee to obtain proper fire insurance coverage including theft and burglary in respect of all the movable and immovable assets stored or used in the licensed premises and University Hospital, RPCAU, Pusa shall not be responsible for any loss or damage caused to the Licensee on any accounts whatsoever. Appropriate firefighting equipment shall be installed to meet any eventuality.
10. The Licensee shall not terminate the license before the expiry of the period of the license except by giving 60 (Sixty) days' notice in writing, otherwise the Licensee shall be liable to pay to the University Hospital, RPCAU, Pusa (without any demur or question) such amount of money as the University Hospital, RPCAU, Pusa may decide as due to it by the Licensee. The License can be terminated by the University Hospital, RPCAU, Pusa by giving 30 days' notice in writing without assigning any reason thereto.
11. In the event of any default, failure, negligence or breach, in the opinion of the University Hospital, RPCAU, Pusa on the part of the License in complying with all or any of the conditions of the license agreement, the University Hospital, RPCAU, Pusa will be entitled and be at liberty to terminate the license forthwith and resume possession of the premises without payment of any compensation or damages and also forfeit in full or in part the amount deposited by the Licensee.
12. The Licensee is expected to adhere to the mandatory rules stipulated by the State/Central Government enforces by such authorities from time to time. The Licensee and his servants shall observe, perform and comply with all rules and regulations of the Shop and Establishment Act, Factories Act, Industrial Disputes Act, Minimum Wages Act and the provisions of any statutory law applicable to the Licensee including any rules and regulations made by the University Hospital, RPCAU, Pusa and or local body or administration in force from time to time and the business which the Licensee is allowed to carry on under this deed of License.

  
  
 20 Feb 2021



**CHAPTER 9: PROFORMA FOR TECHNICAL BID**  
**(To be submitted in a Separate Envelope)**

Authenticated certificates, testimonials and proof of similar experience should be produced along with the technical bid.

S.No	Items/Requirement from the Bidder	Bidders Response should be definite, complete and legible. Use separate sheet wherever necessary.
1.	Particulars of remittance of Cost of Tender Document. Specify (a) DD Number (b) Amount (c) Name of Issuing Banker <b>Note: Bids without cost of tender document will be rejected summarily.</b>	
2.	Do you satisfy the Minimum requirements for eligibility, set out in Chapter 1 of this tender document? And if so, have enclosed documents in support of your eligibility? Please indicate page number in which supporting documents are enclosed?	
3.	Name and Complete Postal address of the Applicant or Bidder Firm/Company with phone/Fax/Mobile number	
4.	Legal status/Constitution of the Bidder: (a) Sole Proprietor (b) Partnership (c) Private Limited Company (d) Public Limited Company (e) others <b>Please attach self-attested documentary proof for verifying the Authority under which Registered, Registration Number and Place and year of Registration.</b>	
5.	Nature of the Business of the Bidder	
6.	Year of Commencement of Pharmacy Business	
7.	Location of the Registered/Main Office/Head Office	
8.	(a) Name, (b) Address, (c) Designation, (d) Phone & Cell Number and (e) E-mail ID of the CONTACT PERSON of the applicant/bidder	
9.	Name and Address of your Banker	
10.	Do you have Valid Drug License for Retail Chemicals from the Drug Controller or from the Competent Statutory Authority ( <b>Please Attach self-attested Xerox copy</b> )	
11.	Do have Valid Trade License ( <b>Please Attach self-attested Xerox copy</b> ) for Operating a Pharmacy	

*Handwritten signature/initials*




12.	Copy of Income Tax Permanent Account Number (PAN Number) ( <b>Please Attach self-attested Xerox copy</b> )					
13.	Annual Turnover during the Last three financial years ( <b>Profit and Loss Account and Balance sheet duly audited and certified by a Chartered Accountant and Income Tax Return Acknowledgement i.e., ITR for the last three years MUST be attached</b> )					
14.	Latest Income Tax Assessment Completion Certificate/Income tax clearance certificate ( <b>In the event of assessment of the recent previous year having not been completed the certificate of the latest assessment completed may be enclosed</b> )					
15.	VAT/TIN number/GST ( <b>Self-attested Xerox to be attached</b> )					
16.	Central Sales Tax (CST) Number ( <b>Self-attested Xerox copy to be attached</b> )		Desirable information			
17.	Service Tax Registration Number, ( <b>Self-attested Xerox copy to be attached</b> )					
18.	<b>DETAILS OF COMPLETED CONTRACTS: LIST OF SIMILAR OUTSOURCED PHARMACY/DRUG OUTLET/CHEMIST OUTLET, IF ANY, OPERATED BY THE BIDDER DURING THE LAST 3 (THREE) FINANCIAL YEARS(Attach complete set of supporting documents and use separate sheet wherever required)</b>					
S.No	Name of the Pharmacy outsourcing Contract and Name of the Client	Annual Turnover under the outsourcing contract and Discount offered on MRP	Date of commencement of the outsourcing contract	Period of the Outsourcing contract	Name address and telephone number to whom references can be made	Performance Certification

SB  
20 Feb 2021



19	<b>DETAILS OF ONGOING CONTRACTS i.e., CONTRACT UNDER EXECUTION: LIST OF SIMILAR OUTSOURCED PHARMACY/DRUG OUTLET/CHEMIST OUTLET, IF ANY, BEING OPERATED BY THE BIDDER DURING THE LAST THREE (3) FINANCIAL YEARS: (Attach complete set of supporting documents and use separate sheet wherever required)</b>					
S.No	Name of the outsourcing Contract and Name of the Client	Annual Turnover under the outsourcing contract and Discount offered on the MRP price	Date of commencement of the outsourcing contract	Period of the Outsourcing contract	Name address and telephone number to whom references can be made	Remarks, if any
20	Whether an Affidavit duly attested by the Notary Public/First Class Magistrate (in Original) on a non-judicial stamp paper of Value Rs. 100/- to the effect that there is no vigilance/CBI case/Enquiry by Drug controller pending against the bidder firm/supplier has been enclosed.					

  
 20 Feb 2021



# **CERTIFICATE AND UNDERTAKING BY THE BIDDER**

1. Certified that our firm/company was not convicted by any Court of Law for violation of Drugs and Cosmetics Act.
2. Certified that no litigation is pending in any court of Law against our firm for Violation of Drugs and Cosmetics Act.
3. Certified that no Criminal Proceedings were initiated by CBI/State CBCID/Drug Controller at any point of time from the inception of the firm/company against our firm/company for violation of any statutory law including the Drugs and Cosmetics Act.
4. Certified that no Criminal Proceedings instituted against our firm/company by CBI/State CBCID/Drug Controller for violation of any statutory laws including the Drugs and Cosmetics Act is pending at present.
5. It is hereby declared that I/we the undersigned, have read and examined all the terms and conditions etc., of the tender document for which I/We are agreeing for.
6. It is also certified that all the terms and conditions of the tender are fully acceptable to me/us and I/we will abide by the conditions.
7. I/We hereby declare that our proposal is made in good faith, without collusion and fraud. No forged/tamper documents are produced with tender form for gaining unlawful advantage. We understand that University Hospital, RPCAU, Pusa is authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients.
8. In case if its established that any information provided by us is false/misleading or in the circumstances where it is found that we have made any wrong claims, we are liable to University Hospital, RPCAU, Pusa is authorized to blacklist our firm/agency/company and debar us in participating in any tender/bid in future.
9. I/we assure that I/We will not be subletting any work specified in the tender document, to any other firm. Neither I/We, nor anybody on my/our behalf will indulge in any corrupt activities/practices in my/our dealing with the University Hospital, RPCAU, Pusa
10. I/We further certify that I/We possess all the statutory/non-statutory registrations, permissions, approvals, etc., from the competent statutory authority for setting up and operating a pharmacy.
11. We understand that University Hospital, RPCAU, Pusa is not bound to accept the lowest or any bid that RPCAU, Pusa may receive.
12. I/We have no objection in University Hospital, RPCAU, Pusa verifying any or all the Information furnished by us, in the technical bid with the concerned authorities or from our present or past clients.
13. I/We hereby declare that this tender on acceptance communicated by you shall constitute a valid and binding contract between us.
14. I/We certify that no addition/modification/alteration has been made in the Original Tender Document. If at any stage addition/modification/alteration are noticed in the Original Document, University Hospital, RPCAU, Pusa can reject the tender and/or cancel the contract.
15. I/We certify that the Technical Bid, Annexure to the Technical Bid, if any, and the Price Bid submitted by us are duly page numbered, signed and stamped.

**Signature, Seal of the bidder with date**

**Name**

.....

**Designation.....**

*[Handwritten signature and initials]*



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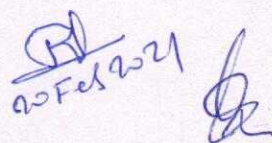
**CHECK LIST AND IMPORTANT DATES FOR BIDDERS**  
(To be enclosed with the Technical Bid)

S.No	Particulars	Compliance by the Bidder
<b>A. Matters relating to Cost of Tender Document</b>		
1	Whether a separate Demand Draft for Cost of Tender Document (Rs. 500/-) has been submitted in a <b>SEPARATE ENVELOPE</b> ?	
<b>B. Matters relating to Technical Bid submission</b>		
1	Whether Technical Bid and all the <b>enclosure/annexures</b> to the Technical Bid are serially numbered and over writing or erasures, if any, duly been initialed & endorsed? Whether Technical Bid along with <b>enclosure/annexures</b> are kept inside a <b>SEPARATE ENVELOPE</b> and the said envelope is super scribed as per the instructions given in the tender document?	
2	Whether list of Hospitals where similar pharmacy services has been rendered by the bidder is attached in the Prescribed Format along with discount offered on the MRP?	
<b>C. Matters relating to Price Bid submission</b>		
1	Whether the Price bid has been submitted under the Letter Head of the bidding firm/company/agency?	
2	Whether the Price Bid has been kept inside a <b>SEPARATE ENVELOPE</b> and the said envelope is super scribed as per the instructions given	
<b>D. Matters relating to Signing, Sealing and Marking of Bids</b>		
1	Whether all the pages of the tender document (technical bid, its enclosures and Price bid) duly signed and stamped by the Authorized signatory?	
2	Whether the <b>THREE SEPARATE ENVELOPES</b> containing (a) Cost of Tender Document (b) Technical Bid and (c) Price Bid are placed and wrapped in a Larger Size Outer Envelope <b>AND ALL THE FOUR ENVELOPES</b> are sealed and super scribed as instructed in Chapter 4 of this tender document?	
3	Whether the following documents have been enclosed with the Technical Bid: (i) Audited and certified Annual Accounts, Income Tax Return and latest assessment orders, clearance certificate. (ii) PAN/VAT/Service Tax Registration certificates 3.	

<b>IMPORTANT DATES</b>	
Tender Notification Date	
Last Date for Submission of Tender	15.03.21 at 05:00 p.m.
Date of Opening of Technical Bid	..... at 11:00 a.m.

Signature, Seal of the bidder with date

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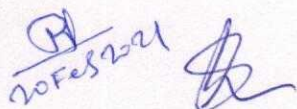
**CHAPTER 10: FORMAT FOR COMMERCIAL/PRICE BID**  
(To be submitted in a separate Sealed Envelope)

S.No	Classification of Drugs	Discount Offered on the MRP. of the Drug (in Figures and Words)
1	Drugs the Prices of which are controlled by Central/State Govt. or any Statutory Authority. (DPCO)	
2	Other Drugs	
	a. Generic Medicine	
	b. Branded Medicine	
	c. Ayurvedic, Sidda and Homeopathic Medicine	

Signature of the authorized signatory with Seal

**VERY IMPORTANT NOTE**

1. The Contract will be awarded to the bidder who score a maximum weighted average of discounts on printed MRP for DPCO drugs and other drugs subject to the fulfillment of technical bid and all other terms and conditions.
2. Percentage discount will become applicable on the MRP mentioned and will be inclusive of VAT/GST etc., NO TAXES OF ANY KIND WOULD BE LEVIED ON THE DISCOUNTED PRICE.
3. The List of drugs the prices of which are Controlled by Govt. should be enclosed to the price bid.
4. Any addition or deletion to the list of drugs the prices of which are Controlled by Govt. should be intimated to the Institute immediately with copies of Govt. notification/order for such addition/deletion.
5. The Discount offered should be kept firm throughout the License Period.
6. No Taxes of any kind are chargeable extra on the discounted price. Means discounted price will be inclusive of all taxes and duties as may be applicable.


  
 20 Feb 2021



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Dr. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY, PUSA  
SAMASTIPUR (BIHAR) – 848 125, INDIA

ADMINISTRATOR, UNIVERSITY HOSPITAL, RPCAU, PUSA



## TENDER DOCUMENT

Tender Notification No.:...../U.H/RPCAU, Pusa

Date:...../...../2021

Name of the Component : Outsourcing of University Hospital Clinical Laboratory, RPCAU, Pusa.  
EMD Amount Rs.50,000/-  
Cost of the Tender Document : Rs. 2000/-  
Probable date of commencement of service :  
Last Date of submission of Tender : 15.03.2021  
Address for submission of Tender : Administrator, University Hospital,  
Dr. Rajendra Prasad Central Agricultural University, Pusa  
Samastipur (Bihar) – 848125, India  
Mob:- 7368916389/9572717007  
Website: www.rpcau.ac.in  
E-mail: dean.fbsh@rpcau.ac.in

Date of opening of Technical Bid :



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**UNIVERSITY HOSPITAL**  
**Dr. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY, PUSA**  
**SAMASTIPUR (BIHAR) – 848 125**

**TENDER NOTICE FOR OUTSOURCING OF CLINICAL LABORATORY TO UNIVERSITY HOSPITALS**  
**BID SYNOPSIS**

Tender Reference Number and Date	
Brief Description of the Tender	Outsourcing of University Hospital Clinical Laboratory, RPCAU, Pusa
Type of Tender	Two Bid System
Cost of Tender Document including 5% VAT (Non-Refundable)	Rs.2000/-(Rupees Two thousands only) Payable through D.D from nationalized bank drawn in favour of Comptroller, RPCAU, Pusa payable at Punjab National Bank, RPCAU, Pusa
Our website address for downloading the Tender document	The tender document should be downloaded from our website <a href="http://www.rpcau.ac.in">www.rpcau.ac.in</a>
EMD	Rs.50,000/-(Rupees Fifty Thousands only)
<del>Date of Pre-bid meeting</del>	<del>..... at 3:00 PM</del>
Last Date and Time for receipt of tender	<u>15.03.21</u> up to 5:00 PM
Mode of submission of Tender	By Speed Post/Registered Post.
Due date, time of opening of tender	..... at 11:00 AM
Date and time of opening of Price bids	After evaluation of technical bids, the date & time will be intimated to technically qualified bidders.
Address for submission of Tender	Administrator, University Hospital, RPCAU, Pusa, Samastipur (Bihar) – 848 125
Procedure for submission of Bid	Envelope 1: EMD & Cost of Tender document Envelope 2: Technical Bid Envelope 3: Commercial/Price-Bid Envelope 4: Larger size Outer Envelope (i.e., containing envelope 1, 2 and 3)
Contact person for Technical Queries	Administrator, University Hospital, RPCAU, Pusa, Samastipur (Bihar) – 848 125 Mob. No.: 7368916389/9572717007 E-mail: <a href="mailto:dean.fbsh@rpcau.ac.in">dean.fbsh@rpcau.ac.in</a>
License Fees for Space to be provided	Amount (in Rs.) per month quoted by successful bidder.
Other Charges	Water, EB Charges as per actual consumption.
Security Deposit	6 (six) months License fee for due performance of the outsourcing contract

*[Handwritten signature]*



## NOTICE INVITING TENDER

### Introduction

Dr. Rajendra Prasad Central Agricultural University, Pusa is an Institution of National Importance. Presently, students hailing from various States are pursuing their Under Graduate, Post Graduate and Research studies in Agriculture.

For the well being of our Students, Faculties, Staff members and retired Staff with their dependents, it maintains an in house Hospital within the Campus wherein duty doctors and visiting doctors with various specializations and supporting staff are deployed.

For administrative convenience, the Clinical Laboratory is to be outsourced to eligible Bidder. The scope of outsourcing under this open tender would include Setting up and Operation of a Clinical Laboratory of high ethical standards of various tests to the Patients at specified rates as mentioned in Annexure-II. The space for Clinical Laboratory will be provided by the University Hospital, RPCAU, Pusa.

The bidder is expected to have experience in relevant field, capability to invest sufficient amount to run the clinical laboratory successfully.

The bidder shall have all necessary permissions, licenses, No objection certificates, registrations, statutory compliances from the competent statutory authorities required to run the Clinical Laboratory with required apparatus/equipments.

### COMMERCIAL TERMS AND CONDITIONS

(A copy of the commercial terms and conditions signed in all pages by the bidder should be submitted .

1. **Name of work:** Clinical Laboratory through Out Sourcing in the University Hospital, RPCAU, Pusa.
2. **Lab will be NABL accreditation.**
3. **Duration of agreement:** 2 (Two) years initially and may be extended for another 1 (One) year based on satisfactory performance and on the sole discretion of Administrator, University Hospital, RPCAU, Pusa. For the extended period of contract, if any, the rent payable by the service provider for the premises licensed to him and the charges payable by the Institute to the Licensee for the tests carried out in the clinical lab shall be fixed at a rate mutually agreed upon which will not be more than 10% of the original amount.
4. **Validity of tender:** 90 (Ninety) days from the date of opening of the tender.
5. **Eligibility:** Minimum 2 (Two) years of relevant experience in operation and maintenance of **Clinical Laboratory** services (preferably, NABL accredited laboratory in Government/Public Sectors/Health Departments) and Private firm for which documentary proof should be enclosed. The Firm should have been registered/incorporated in India. Documentary proof (a copy of IT return, service tax return, partnership deed, etc.,) should be enclosed to the Commercial Bid.
6. **Successful Bidder:** The successful bidder (H1) is the bidder, who has quoted highest license fee in the price-bid among the technically qualified bidders.
7. **Termination:** Administrator, University Hospital, RPCAU, Pusa solely reserves the right to cancel the License at any time without assigning any reason with minimum one month notice



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- period. The RPCAU,PUSA may terminate the contract in whole or part, without prejudice to any other remedy for breach of contract, by written notice sent to the licensee
- a. If the licensee fails to provide any or all of the services within the period(s) specified in the Contract.
  - b. If the licensee fails to perform any other obligation (s) under the Contract.
  - c. If the licensee, in the judgment of the , has indulged in corrupt or fraudulent the RPCAU,PUSA practices in competing for or in executing the Contract.
8. Administrator, University Hospital, RPCAU, Pusa reserves the right not to accept the lowest or any other tender without assigning any reason.
  9. The licensee should engage full time qualified lab technicians with approved qualifications.
  10. The licensee is solely responsible for obtaining all clearances/formalities/licenses from any statutory authority for running the clinical laboratory in the allotted space.
  11. Institute reserves the right to create, at any point of time in the future, additional facilities of similar nature for growing requirements of the Institute.
  12. Licensee shall be responsible for making available adequately qualified staff as required by the government norms. The Service Providers' Personnel/Staff supplied shall have to maintain strict discipline as per Hospital requirements and maintain absolute integrity at all times.
  13. Books of accounts, stock account of chemicals and reagents shall be maintained as per approved procedure. The licensee shall have to maintain the books of account reflecting every day's transaction of money and laboratory reports. If the authority/Committee constituted by Chief Medical Officer for inspecting the premises periodically notices any unsatisfactory performance of the service provider with regard to maintenance of clinical laboratory as per subject name and description of work and any violation of terms and conditions of agreement the licensee will be penalized.
  14. Testing and waste management should be done as per NABL standards.
  15. On violation of any terms and condition of contract, by the Licensee the Institute reserves the right to terminate the contract without assigning any reason.
  16. The licensee in his own interest should carry out the repair and maintenance to Laboratory equipment, furniture & fixtures, if required. Expenses for connectivity of telephone for proper communication will have to be met by the licensee concerned.
  17. Performance Security is liable to be forfeited in the following events:
    - a. The licensee fails to adhere to the terms and conditions of the contract.
    - b. Non – availability of chemicals and reagents.
    - c. Over –charging
    - d. Non – payment of rent/any other dues.
  18. The licensee should also abide by the rules and regulations of the local/Government authorities and provisions of law. The licensee himself/herself/themselves/itself should run the Clinical Laboratory and should not sublet the same.



19. Licensee shall raise a claim bill for all the tests conducted in a month at the rates as per the Annexure-II to this tender notice. The claim bill along with all original prescriptions should be submitted to the Administrative liaison officer in the first week of every month for due verification and for forwarding the same to Main Office for payment. The bill may be submitted date wise/patient wise or in any other form as may be indicated by University Hospital, RPCAU, Pusa.
20. The licensee shall indemnify the Institute against all actions, suits, claims and demands brought or made against it in respect of anything done or committed to be done by the licensee in execution of or in connection with the work of this contract and against any loss or damage to the hospital in consequence to any action or suit being brought against the licensee for anything done or committed to be done in the execution of this contract. The licensee will abide by the job safety measures prevalent in India and will free the Institute from all demands or responsibilities arising from accidents or loss of life, the cause of which is the licensee's negligence. The licensee will pay all indemnities arising from such incidents without any extra cost to the Institute and will not hold the Institute responsible or obligated. The RPCAU, Pusa may at its discretion and entirely at the cost of the licensee defend such suit, either jointly with the licensee or singularly in case the later chooses not to defend the case.
21. On expiry of the License period, the license shall stand automatically cancelled. The licensee shall have to vacate and handover peaceful possession of the premises to the Institute on expiry of the contract period. In any event, if the licensee intentionally and deliberately refuses to vacate and handover peaceful possession of the premises to the Institute, the licensee shall have to pay thrice the rent payable in respect of the premises occupied by him in addition to any other expenses that shall be incurred by the Institute to vacate the Licensee from the premises.
22. Licensor will provide the premises detailed in the Schedule hereunder and other infrastructure facilities to the Licensee for which the LICENSEE has to pay monthly license fee of quoted amount per month and the electricity charges as per actual consumption by the LICENSEE.
23. A well trained/experienced lab technician should be placed at the clinical laboratory of the University Hospital, RPCAU, Pusa to collect samples for testing. His/her entire remuneration and other expenses should be borne by the licensee.
24. The clinical laboratory must be kept open during all days from 08:00 a.m. to 06:00p.m.
25. The Institute hospital will issue to the Licensee a REIMBURSIBLE LIST of clinical tests which are to be carried out in respect of eligible the RPCAU, Pusa patients. No alteration in the list will be allowed without a written consent of the Administrator/Chief Medical Officer/Doctor.
26. Doctors at the Institute Hospital will prescribe the clinical test to be carried out to the eligible patients. The authorized tests found in the REIMBURSIBLE LIST will have to be carried out on the University Hospital RPCAU, Pusa approved patients without charges by the Licensee. Identity of the patient is to be confirmed in each case before conducting the Laboratory test with reference to the photo affixed identity card issued by the RPCAU, Pusa. The cost of such clinical tests will be reimbursed by the Institute at the rates given in the Annexure-II.

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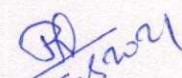


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27. The licensee shall raise the claim bill for the entire tests (found in the REIMBURSIBLE LIST) carried out in a month as specified in the list with necessary taxes if any. The claim bill along with original prescription has to be submitted to the administrative liaison officer/doctor in the first week of every month for due verification by him and for forwarding the same to Main Office for payment. University Hospital RPCAU, Pusa will make payment for the claim bill before the end of the month unless otherwise there is any discrepancy in the bills. The claim bill be submitted both in hard and soft copy format. The Service Provider has to ensure that the reference for costly investigations, if any, are authenticated by University Hospital, Administrator/Chief Medical Officer/Doctor, RPCAU, Pusa.
  28. The cost of clinical tests other than those listed in the REIMBURSIBLE LIST will not be reimbursed by the Institute. However such tests can be carried out on receipt of payment from the patients (RPCAU, Pusa employees and their dependents) with proper billing. It is the responsibility of the licensee to maintain the account on their own.
  29. Income Tax as per Rules shall be deducted wherever applicable from payment that shall be made to the Service Provider each time
  30. Before lab technicians are deployed by the Licensee in the hospital for work the details of their educational qualification, address, contact phone number, etc., should be submitted to the administrative liaison officer/doctor for necessary approval and for getting entry pass for them if necessary. All those working in the lab shall maintain the decency and decorum of the Institute. No unauthorized person shall be allowed inside the clinical laboratory.
  31. The contract may be terminated with 30 days prior notice on either side. In extraordinary situations the Administrator reserves the right to terminate the contract without assigning any reason.
  32. The clinical reports should be of highest order of accuracy and if any deviation is found the contract will be terminated by the Administrator, the RPCAU, Pusa immediately.
  33. The contract shall initially be for a period of two years from the date of commencement of the contract and extendable for one more year based on the performance.
  34. The Service Provider has to furnish a security deposit of 6 months license fee. No interest will be paid on the security deposit and this amount will be refunded only after satisfactory fulfillment of the contract by them and all accounts thereafter will be settled. Any loss to the Hospital on account of non-performance of the contract, deficiency in performance due to lack of quality, non-performance in time or similar deficiencies, will be recovered from the establishment and contract shall be liable for cancellation and Security Deposit forfeited.
  35. The licensee will have to furnish a Performance Guarantee for an amount of Rs. 1,00,000/- (Rupees One Lacs Only) in the form of Demand Draft payable to "The Comptroller, RPCAU, Pusa.
  36. Rates for clinical tests shall be as mentioned in Annexure I to this notification and the rates will remain unchanged throughout the contract period.
  37. Inventory management will be through computerized system.



38. Periodical inspection will be carried out by a Monitoring Committee duly constituted by the Institute.
39. The Institute requires that the licensee observes the highest standards of ethics during the execution of this contract.
40. In case the licensee fails to adhere to the common lab practices and ethics penalty may be imposed on the licensee. The quantum of penalty will be fixed by the Director and the quantum of penalty will not exceed 5% of the total amount paid to the licensee from the date of commencement of the contract till the date of occurrence of event warranting the penalty.
41. The contract is based on mutual trust and confidence. Both the parties agree to carry out the assignment in good faith. If any dispute or difference of any kind whatsoever (the decision whereof is not herein otherwise provided for) shall arise in between the institute and bidder in connection with or arising out of the contract, whether during the contract period or after completion and whether before or after the termination, abandonment or breach of contract, the same shall be referred to the sole arbitrator to be appointed by the Institute.
42. The Service Provider shall bear all expenses incidental to the preparation and stamping of this agreement.

**Signature of the service provider**

  
20 Feb 2021



### Scope of Work

The Selected service provider will be allotted the room specified in the schedule to the tender at a monthly rent of quoted amount for running a Clinical Lab Qualified Lab Technicians as per Govt. approved norms should be present in the Clinical lab during the hours specified in the tender. The Lab Technician(s) should collect samples of blood, urine, stools, mucus, etc., from the patients referred to the Clinical Lab by the Hospital Doctors for prescribed tests. The Lab Technician(s) should be capable of conducting all the Clinical tests mentioned in the Annexure to the Tender Notice. Tests should be conducted immediately on the same day and the results of test reported to the Doctor through the patient by means of Computer printout on the letter pad of the clinical lab. Normal standards/parameters for all tests should be indicated with the test results of individual patients Test report should be free from error. Service provider alone is responsible for any wrong treatment meted out to any patient on the basis of Clinical tests reports of the service provider. The service provider should not collect any fee from the Institute employees referred to them by Hospital Doctors. The responsibility of collecting money for tests carried out on others rests with the service provider. All equipments necessary for conducting the clinical tests mentioned in the Annexure should be supplied and maintained by the service provider.

  
20 Feb 2021



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**METHOD OF SUBMISSION OF  
PROPOSAL SEALED COVER 1  
(COMMERCIAL BID)**

The following documents and information shall be submitted with the commercial bid.

- i) Terms and conditions signed by the service provider in all pages of the document.
  - ii) Demand drafts – one towards the Cost of tender document.
  - iii) Name of the Firm and complete address including branches, if any.
  - iv) Document showing the status of the bidder whether the bidder is a Proprietorship concern/Partnership concern/Regd. Company/Co-operative society/or others.
  - v) Statement showing the details of similar services executed in the last 5 (Five) years and performance report obtained from the Institutions/Organizations to whom similar service was extended.
  - vi) PAN Number, Income Tax Clearance Certificate, Profit and Loss account and Balance sheet for the last three (3) years.
  - vii) Copy of ESI, EPF, Service Tax, VAT Registration Certificates/GST, details of Trade License or any other relevant document for the said job.
  - viii) List of employees proposed to be employed by the service provider in the clinical lab with their qualification and experience.
- (At the top left corner of the cover mention the tender notification number, the words “Commercial bid” and date of opening)**

**SEALED COVER 2 (PRICE BID)**

**The Annexure I attached to this tender notice should be filled up both in words and figures and enclosed in this cover.**

The license fee for the premises should be quoted in the Annexure-I.

**(At the top left corner of the cover mention the tender notification number, the words “Price bid” and date of opening)**

The successful bidder (H1) is the bidder, who has quoted highest license fee in the price-bid among the technically qualified bidders

**General Note:**

Both cover 1 and cover 2 shall be placed in a common cover which shall also be sealed and addressed to ‘Administrator, University Hospital, RPCAU, Pusa.

Signature of the service provider

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**ANNEXURE A: FORMAT FOR TECHNICAL BID**  
(To be submitted in a separate envelope)

S.No	Items/Requirement from the Bidder	Bidders Response should be definite, complete and legible. Use separate sheet Wherever necessary.
1	Name of the Bidder Firm/Agency	
2	Full Postal Address with Landline and Mobile Number	
3	Date of Establishment – Please attach documentary proof	
4	Years of experience in Clinical Laboratory Operation	
5	Legal status of the bidder (Whether Proprietary, Partnership Firm, Private or Public Limited Company) – Enclose Xerox copy of the documentary proof	
6	Details of Registration/Trade License, if any, obtained from Competent Authorities for carrying out Clinical Laboratory Services	
7	Name, Address and Mobile number of the contact person	
8	Permanent Account Number (PAN) under the Income Tax Act – Please enclose self-attested Xerox copy	
9	Details of Clinical Laboratory Operations of the bidder during the last three years – Please attach documentary proof	
10	Do you have any accreditation such as NABL etc.? If so, furnish the same	
11	Do you have Service Tax Registration Number?	
12	In case, if you don't have Service Tax Registration Number, as on date, are you willing to register yourself with the Service Tax Authorities, in the event of award of contract under this tender?	
13	Do you agree with all the terms and conditions of this tender?	

Signature with seal of the service provider





**ANNEXUR-I  
(PRICE BID)**

S.No.	Name of the Bidder	License Fee per Sq.Ft *	License Fee for the premises

The successful bidder (H1) is the bidder, who has quoted highest license fee in the price-bid among the technically qualified bidders.

**Signature with seal of the service provider**

**Date:**

**Place**

*Handwritten signature/initials*



**ANNEXURE – II**  
**(List of Tests / Investigations with accepted rates)**

S.No	Name of the Test / Investigation	Rate (in Rs.)
1	Hb	10
2	TC, DC	20
3	TC, DC ,ESR	60
4	TC, DC, ESR, HB	70
5	ESR	20
6	CBC + PS	225
7	Platelet Count	40
8	CBC without ESR	100
9	CBC with ESR	150
10	Peripheral Smear	60
11	Total RBC Count	20
12	Blood Group & Typing	30
13	PCV Blood	25
14	Total Reticulocyte Count	30
15	Serum Iron	150
16	Ferritin	350
17	TIBC	200
18	Direct Coombs test	50
19	Folic Acid Levels	400
20	B12 Levels	400
21	Haptoglobin	450
22	ASO TITRE (Qualitative)	50
23	CRP	250
24	HLA-B27	1000
25	S.ALP	80
26	RA Factor	200
27	Anti-CCP	800
28	Electrolytes (Sodium, Potassium, Chloride, Bicarb)	110
29	Absolute Eosinophil Count	25
30	S.IGE	300
31	Glucose Random	25
32	Glucose (F & PP)	25
33	HBA1C (HPLC) with eAG	200
34	C-Peptide	450
35	Calcium	90
36	Phosphorous	70
37	Magnesium	175
38	Plasma Acetone	50
39	Urea	30
40	Creatinine	40

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10/10/21



S.No	Name of the Test / Investigation	Rate (in Rs.)
41	Uric Acid	70
42	Cholesterol	60
43	Lipid Profile with direct HDL & LDL	300
44	LFT	300
45	SGOT	60
46	SGPT	60
47	Bilirubin (Total + Direct)	70
48	Protein	40
49	Albumin	10
50	S.PSA	250
51	RA Factor	200
52	RFT	450
53	TFT	125
54	Free T3, Free T4	140
55	TSH	70
56	TPO Antibody	400
57	TG Antibody	450
58	PTH	450
59	LDH	150
60	S.Amylase/S.Lipase	150/200
61	H.Pylori Antigen	250
62	pANCA	800
63	cANCA	800
64	Blood C/S for Enteric/Non Enteric	300
65	Dengue Serology c NS1	500
66	MP/MF	40
67	MPQBC	100
68	HBsAG	100
69	HBeAG	175
70	Anti-HAV IgM	450
71	Anti-HCV	300
72	HCV (ELISA)	300
73	Mantoux	25
74	VDRL	70
75	Western Blot for HIV Ab	1100
76	HIV	175
77	WIDAL	90
78	TB Quantiferon-GOLD	1700
79	PT, INR	150
80	BT, CT	40
81	Blood Alcohol Level	450
82	Trop-T	500

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*(Signature)*  
25/2/21



S.No	Name of the Test / Investigation	Rate (in Rs.)
83	CPK-MB	175
84	CPK	175
85	D-Dimer	400
86	Myoglobin	75
87	NT Pro-BNP	950
88	LP-A	350
89	Hs-CRP	350
90	S.Prolactin	150
91	FSH/LH	200/200
92	Coagulation Profile	500
93	Beta-HCG	300
94	Testosterone (Bound + Free)	350
95	ANA (ELISA)	300
96	Skin Biopsy	400
97	FNAC	200
98	HPE Small Specimen	200
99	S.Insulin	350
100	GAD65 Antibodies	2000
101	Islet Cell Antibodies	1300
102	Skin Scraping for Fungus	125
103	Sputum C/S	175
104	Sputum for AFB ( 3 DAYS)	200
105	Sputum XPERT-TB PCR/RIF	1500
106	Sputum Cytology	250
107	Sputum MGIT Culture for AFB	300
108	Urine Gravindex Card	50
109	Urine Sugar	10
110	Motion Routine	20
111	Motion Occult Blood	25
112	Motion Reducing Substances	15
113	Motion for Ova/Cyst	25
114	Stool Culture	175
115	Urine Acetone	20
116	Urine C/S	175
117	Urine Routine	20
118	Urine /BS/BP	18
119	Urine Albumin/Sug/Deposits	10
120	Urine for Microscopic Hematuria	25
121	Throat SWAB C/S	175
122	Urine Micro Albumin	250
123	Ammonia	350
124	25 (Oh) Vitamin D3	1000

Signature with seal of the service provider

  
20 Feb 2021