



**IIM SIRMAUR**  
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**INDIAN INSTITUTE OF MANAGEMENT SIRMAUR**

An Institute of National Importance, Ministry of Education, Government of India

**LTE No. IIMS/SER/Comprehensive Medical Checkup/ 02 /2024-25 Dated 23.08.2024**

**Limited Tender Enquiry  
for**

**Comprehensive Medical Checkup for Faculty and Staff of IIM Sirmaur, Dhaula  
Kuan,, H.P. 173031**

**Purchase Office  
Indian Institute of Management Sirmaur,  
Dhaulta Kuan, Distt. Sirmaur,  
Himachal Pradesh-173031.**

**Email: [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) Website: [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in)**





**INDIAN INSTITUTE OF MANAGEMENT SIRMAUR**

(An Institute of National Importance, Ministry of Education, Government of India)

Dhaura Kuan, Distt. Sirmaur, Himachal Pradesh Pin: 173031


**Limited Tender Enquiry for Comprehensive Medical Checkup for Faculty and Staff of IIM Sirmaur, Dhaura Kuan, H.P. 173031**

Indian Institute of Management Sirmaur invites interested hospitals to submit their technical & financial bids for different requirements in connection with the Comprehensive Medical Checkup for Faculty and Staff of IIM Sirmaur stated below: -

Sl. No.	Medical Test/Scan Particulars	Tentative Dates	No. of Persons (Approx.)
01.	Comprehensive Medical Checkup as per Annexure-I for Faculty and Staff of IIM Sirmaur	17.09.2024 to 30.10.2024 (in batches)	120

Interested hospitals may submit their password protected tender bids by email to [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in), by 11:30 A.M. on 05<sup>th</sup> September 2024. Both technical bid and financial bid should be sent in separate Pdfs (Password protected format). The email subject should be containing the line: - **“Technical and Financial Bids for the Comprehensive Medical Checkup for Faculty and Staff of IIM Sirmaur”**. The tender bids have to be sent by email only, other form of forwarding the tender bids by Post shall not be considered and liable to be rejected straightway.

The technical bids will be opened at 2:30 P.M. on 05<sup>th</sup> September, 2024 and financial bids will be opened on the same date i.e. 05<sup>th</sup> September, 2024.

  
Senior Consultant (Administration)  
Indian Institute of Management Sirmaur  
Rampur Ghat, Paonta Sahib, District  
Sirmaur, H.P. 173025





## TERMS & CONDITIONS

### TECHNICAL BID

1. The Technical bid must be submitted in the Proforma mentioned at **Annexure-II** only.
2. The hospital must have NABH Accreditation.
3. The hospital must have Bio medical waste authorization from PCB.
4. The hospital must have valid registration certificate from the central/state medical department.
5. The hospital must have proven capability/facility to conduct medical tests.
6. **The Hospital situated at Dehradun/Chandigarh/Paonta Sahib/Nearby cities shall be given preference.**
7. The team from IIM Sirmaur may visit hospital (s), if considered necessary, and view the facilities available. The hospital will be considered for opening of financial bid, if, the IIM Sirmaur team is satisfied with the location of the hospital, resources/services, and facilities of the hospital.
8. The Bidder should be registered for GST & Income Tax (PAN)

**9. Earnest Money Deposit (EMD):** - Bidder shall submit along with tender Earnest Money of Rs. 25,000/- (Rs. Twenty-Five Thousand only) in the form of a Demand Draft, drawn in favour of Indian Institute of Management Sirmaur payable at Paonta Sahib, together with technical bid. Technical bid not accompanied with the requisite amount of earnest money shall be rejected.

The EMD shall be returned without interest: -

- a To the unsuccessful bidders after completion of the tendering process.
- b To the successful bidder after receipt performance security tender amount in the form of Bank Guarantee.
- c In case bidding process is terminated by IIM Sirmaur for any reason.

**Performance security deposit (PSD):** -10% of the quoted cost (L-1) has to be submitted by the successful bidder by NEFT/RTGS within 3 days of intimation through email to whom the service order shall be issued. The PSD amount shall be refunded without interest after successful completion of the required service.

**Penalty Clause:** - If while availing the services, it is found that the facilitation is not as per the requirement, or any other inconvenience is observed, the penalty shall be imposed accordingly as per the discussion of the competent authority, IIM Sirmaur. This may also result in forfeiture of deposited PSD amount.

### **Payment Clause:-**

1. Payment shall be made against the actual number of employees availing the services.
2. Payment shall be made after the successful completion of the overall required services.



## FINANCIAL BID

1. The financial bid will be opened only of those hospitals which are found eligible under of the technical bid. Any hospital not qualifying on these parameters will not be considered for the opening of financial bid. The financial bid must be submitted in the proforma mentioned at **Annexure-III**.
2. The successful bidder will be responsible for ensuring the tests are conducted and processed accurately.
3. Any kind of complaint from the faculty/staff may lead to cancellation of the work-order and accordingly their performance security deposit shall be forfeited.
4. Payment will be released through NEFT only after satisfaction of the services extended by the Hospital. The payment will be released after successful completion of all the medical tests and the receipt of reports by the faculty and staff.
5. The IIM Sirmaur, at its discretion, reserves the right to reject or accept any or all the tenders without assigning any reasons thereof.
6. The number of Individuals availing the services may increase or decrease. The actual payment shall be processed for the actual number of individuals availing the services.

## OTHER CONDITIONS

1. The number of tests to be conducted may decrease/increase at the time of conduction of tests/scans. In case of increase/decrease of such tests, the hospital will charge on pro-rata and actual basis.
2. All hospitals participating in the tender enquiry must maintain strict confidentiality regarding the tender documentation and related information. Unauthorized disclosure of any faculty/staff information will lead to disqualification and administrative action shall be initiated as deemed fit.
3. **Both Technical and Financial bids should be sent in separate PDFs in password protected format on or before 11:30 AM on 05 September 2024 by email to [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) with subject line "Technical and Financial Bids for the Comprehensive Medical Checkup for Faculty and Staff of IIM Sirmaur, H.P. 173031".**
4. **The password of both PDFs should be sent on the 05 September 2024 between 01:00 PM to 02:00 PM on the above email.**
5. **Both Technical & Financial bids received without password protected format and after due date & time shall not be considered for evaluation.**
6. The bidders are requested to make sure that all requisite documents irrespective to the technical eligibility must be enclosed, failing which the bids shall not be considered for further evaluation.
7. The decision of IIM Sirmaur will prevail in case of any dispute arising out of the conditions.
8. The IIM Sirmaur also reserves the right to cancel the tender at any time without any prior notice to the hospital.





9. There must be no hidden charges. IIM Sirmaur will pay only the charges towards items included in the tender notice/financial bid.
10. The hospital must quote all-inclusive rate.
11. Each page of this tender document should be signed and stamped by the authorized person of the hospital.
12. For any technical query, may contact by email to [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) (01704-277312).

## ANNEXURE-I

### Details of Tests/Scans to be done by the shortlisted Hospital

Sr. No.	List of Tests/Scans to be Done
1.	ECG
2.	SPIROMETRY / PFT
3.	BLOOD GROUPING ABO RH
4.	BLOOD SUGAR FASTING AND PP
5.	GLYCOSYLATED HB
6.	CBC
7.	KFT
8.	LFT
9.	TSH
10.	PSA / PAP SMEAR
11.	LIPID PROFILE
12.	PERIPHERAL BLOOD SMEAR
13.	USG
14.	MAMMOGRAPHY FOR FEMALES
15.	CHEST X-RAY
16.	OPHTHALMOLOGY
17.	CONSULTATION





TECHNICAL BID FORMAT

Name of the Hospital and Complete Address of the place where tests are to be conducted:

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Please provide following Information:

Sl. No.	Information Particular	Response	Attached (Yes/No)
1	Bio medical waste authorization from PCB	Copy of authorization issued by State Pollution control board.	
2	Registration Certificate (valid registration certificate from the central/state medical department)	Copy of Registration Certificate	
3	NABH Accreditation	Copy of Accreditation/License	
4	Tax Registration	Copy of 1. GST Registration 2. Income Tax/PAN number	
5	Earnest Money Deposit	Rs. 25,000/- (Rupees twenty five thousand only)	

We confirm that, all the details mentioned above are true and correct and if IIM Sirmour observes any misrepresentation of facts on any matter at any stage of evaluation, IIM Sirmour has the right to reject the proposal and disqualify us from the process.

Signature of vendor with seal Name of the Authorized Signatory





## FINANCIAL BID FORMAT

Sr. No.	List of Tests/Scans to be Done	Total Price Inclusive of All per Individual (in Rs.)
1.	ECG	
2.	SPIROMETRY / PFT	
3.	BLOOD GROUPING ABO RH	
4.	BLOOD SUGAR FASTING AND PP	
5.	GLYCOSYLATED HB	
6.	CBC	
7.	KFT	
8.	LFT	
9.	TSH	
10.	PSA / PAP SMEAR	
11.	LIPID PROFILE	
12.	PERIPHERAL BLOOD SMEAR	
13.	USG	
14.	MAMMOGRAPHY FOR FEMALES	
15.	CHEST X-RAY	
16.	OPHTHALMOLOGY	
17.	CONSULTATION	
<b>Grand Total (Inclusive of All)</b>		

The bids will be evaluated based on the Grand Total figure. The bidder quoting the lowest will be declared the L-1 bidder.

Note: -

1. The bidders have to quote the rates inclusive of all service charges and taxes.
2. The bidders have to quote the rates as per given financial bid format only and based on the requirement of the Institute.
3. The bidders may go through the entire tender to obtain the full scenario of the requirement and quote according to the Annexure-I & II.
4. The bidder who quotes the lowest in grand total shall be declared as the L-1 bidder and further shall be considered for awarding the service order.

Signature of vendor with seal Name of the Authorized Signatory

