

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
(A grant – in - aid institute under Department of Atomic Energy, Government of India)
Sector-22, Kharghar, Navi Mumbai – 410210
www.actrec.gov.in, e-mail- anavkarsa@tmc.gov.in
022-27405000 Ext-5141/5551

NOTICE INVITING TENDER

CONTRACT FOR PROVIDING COURIER SERVICES FOR SENDING ILCP BLOOD SAMPLES AT 2-8°C TEMPERATURE WITH DATA LOGGER TO DIFFERENT LABORATORIES ACROSS INDIA FOR THE PERIOD OF ONE YEAR FROM 01ST DECEMBER, 2025 TO 30TH NOVEMBER 2026 (EXTENDABLE FOR ONE YEAR SUBJECT TO SATISFACTORY PERFORMANCE)



Sr. No.	Particular	Amount
01	EMD by Demand Draft to be Drawn in Favour of Director ACTREC Tender received without Earnest Money Deposit (EMD) will be summarily rejected. Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSE, Govt. of India are entitled for exemption from payment of earnest money. (Bidder must enclose copy and proof thereof)	Rs. 24,000/- (Rupees Twenty-Four Thousand Only)

Note:-

1. Tender Notification and Documents are available on GEM Portal: - www.gem.gov.in
2. Interested agencies /firms may visit this website for registration.

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Sr. No	TENDER DOCUMENTS
1	Notice for invitation of Tender
2	Critical Date Sheet
3	Information and Instructions for Bidders for E-Tendering
4	Tender acceptance undertaking (to be filled by Tenderer)
5	Instructions to the Tenderer
6	Tender Application Form
7	General & Special Terms and Conditions
8	Schedule Of Quantity (BOQ)
9	Acceptance
10	Application Form for Depositing Payment Against Bills In Bank Account By Electronic Clearing Service/Neft
11	Form of Bank Guarantee for Earnest Money Deposit
12	Format of Notary Affidavit Non - Criminal
13	Latest Solvency certificate
14	Agreement
15	Indemnity bond

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC)
 (A grant – in - aid institute under Department of Atomic Energy, Government of India)
 Sector-22, Kharghar, Navi Mumbai – 410210

No. TMC/ACTREC/Courier-ILCP/Admin/7071/2025

12th September, 2025

Sub:- Providing Courier Services For Sending ILCP Blood Samples At 2-8°C Temperature With Data Logger To Different Laboratories Across India For The Period Of One Year From 01st December, 2025 To 30th November 2026 (Extendable For One Year Subject To Satisfactory Performance)

E - Tenders are Invited for Providing Courier Service for sending ILCP Blood Samples at 2-8°C Temperature With Data Logger to Different Laboratories Across India for The Period of One Year

Sr. No.	Name of Work	Approx. Cost (Rs.) Per Annum	EMD (Rs.) Refundable
01.	Providing Courier Services For Sending ILCP Blood Samples At 2-8°C Temperature With Data Logger To Different Laboratories Across India	Rs. 12,00,000/- (Rupees Twelve Lakhs Only) (Inclusive of GST)	Rs. 24,000/- (Rupees Twenty-Four Thousand Only)

Contact Person: - Mr. S. A. Anavkar, Dy. Administrative Officer (EM)

Tender document can be only view and downloaded from Website - www.actrec.gov.in from 09/09/2025

CRITICAL DATE SHEET:

Published Date	12 th September, 2025
Bid Document download/sale start date	12 th September, 2025 from 15:00 hrs.
Pre-Bid Meeting	19 th September, 2025 from 11:00 hrs.
Last Date & Time of Submission of Tender Documents.	3 rd October, 2025 upto 15.00 hrs.
Tender Opening Date	3 rd October, 2025 upto 15.30 hrs.
Pre-bid meeting Venue	Room No. 332, 3rd floor, Paymaster Shodhika, TMC-ACTREC, Sector-22, Kharghar, Navi Mumbai-410210
Hard copy submission	Dispatch Department, 1 st floor, PS. Building, TMC-ACTREC Sector-22, Kharghar, Navi Mumbai – 410 210.

Dy. Admin. Officer (EM)

TENDER ACCEPTANCE UNDERTAKING

(To be submitted on letterhead of tender)

Date:

To,
The Director,
Advanced Centre for Treatment, Research & Education in Cancer
Tata Memorial Centre
Kharghar, Navi Mumbai - 410210.

Tender Ref.No.: TMC/ACTREC/Courier-ILCP/Admin/7071/2025

NATURE OF SERVICES /WORK: PROVIDING COURIER SERVICES FOR SENDING ILCP BLOOD SAMPLES AT 2-8⁰ C TEMPERATURE WITH DATA LOGGER TO DIFFERENT LABORATORIES ACROSS INDIA

1. I/We have downloaded/obtained the tender documents for the above-mentioned tender work.
2. I/We hereby certified that I/We have read the entire terms and conditions of the tender documents including all Annexure/schedule etc. which from the part of the contract/agreement and I/we shall abide hereby the terms and conditions clauses contained therein.
3. The corrigendum's issue from time to time by your center to have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document/corrigendum in its totality/entirety.
5. I/We do hereby declare that our firm has not been black listed/debarred by any government department/ public sector undertaking/government organization.
6. I/ we certified that all information furnish by our firm is true and correct and the event that the information is found to be incorrect/untrue or found violated then your center shall without giving any notice or reason therefor or summarily reject the bid or terminate the contract, without prejudice or remedy including the forfeiture of the full said EMD absolutely.

**Your Faithfully
Signature and Rubber Stamp**

INSTRUCTION TO THE BIDDER:

Bidders are requested to take note of the following instructions while filling the tender form for submission of their offer.

1. The bidder should read the general terms and conditions and take note of them and give their acceptance to that effect.
2. The bidder should ensure that the amount written in such a way that interpolation is not possible. No blank space should be left.
3. Failure to fulfill any of the conditions shall render the bidder for rejection.
4. Bidder should consider any corrigendum published on the tender document before submitting their bids.
5. The bidders are advised to carefully understand the documents required to be submitted as part of the bid. Please note the no. of documents have to be submitted. Any deviation from these may lead to rejection of the bids.
6. The bidder is also advised to ensure that all the tender documents are signed by the authorized person and rubber stamp should be affixed wherever asked for.
7. Director ACTREC reserves the right of cancellation, adding, reducing, deferring the tender in total or partially without assigning any reason there of and claim in this behalf shall not be tenable for compensation in one way or the other. In such case the bidder will be refunded with the EMD without any payment of interest within reasonable time.

Certified that I have read the above instruction carefully and taken note of them for compliance.

Signature & Date
Name of the Bidder Rubber Stamp

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(A grant – in - aid institute under Department of Atomic Energy, Government of India)
Sector-22, Kharghar, Navi Mumbai – 410210

TENDER APPLICATION FORM

Tender Ref.No.: TMC/ACTREC/Courier-ILCP/Admin/7071/2025

12th September, 2025

Name of the Services/Work	Providing Courier Services for Sending ILCP Blood Samples at 2-8 ⁰ C Temperature with Data Logger to Different Laboratories Across India
Date of the submission of the tender	
Demand Draft for EMD Amount, Date and drawn at (DD details) if any	
Name / Title of the Bidder	
Full Address	
	E-Mail
	Tel. No & Mobile No.
	Fax
Legal entity of the bidder whether Firm / Society / Company / Other entity (offer of unregistered contractor shall be liable for rejection)	
Registration No. under Shop & Establishment. Act	
1. Registration No.	Under Shops & EST. Act.
2. Registration No.	Under Society Registration Act
3. Registration No.	Under companies Act
4. Registration No.	Public Trust Act.

The bidder must have valid registration No. with any one of the above authorities under the above Act.	
Name & Address of the Bankers of the bidders	
MSME Registration No. along with category (whether Micro, Small, Medium)	
PAN No.	
GST Registration No.	
Any other relevant information wish to submit	

I certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case any information is found incorrect. I, the under signatory will be personally responsible for the same.

Signature
Name of Authorized Person for Bidder with Seal

GENERAL AND SPECIAL TERMS AND CONDITIONS

(Please read the following Instructions carefully and give acceptance for same at the end)

1. **GEM Bid are Invited by the Director, ACTREC Kharghar, Navi Mumbai 410210 for Providing Courier Services for Sending ILCP Blood Samples at 2-8⁰ C Temperature with Data Logger to Different Laboratories Across India**
2. Period of Contract: - The contract will be initially for One year for the period from 01st December, 2025 to 30th November, 2026 on (Extendable for One Year Subject to Satisfactory Performance)
3. The bidder should ensure that the tender documents are complete in all respects and shall be submitted online on <https://gem.gov.in>. Only a Hard copy of EMD by Demand Draft to be Drawn in Favour of Director ACTREC should be reached before due date and time in sealed and suitable size cover which should be super scribed with tender number and name of the work/services. The Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSE, Govt. of India are entitled for exemption from payment of earnest money. Tender received without Earnest Money Deposit (EMD) will be summarily rejected. **(Bidder must upload copy and proof thereof on gem portal).**
4. The Earnest Money Deposit (EMD) of the unsuccessful bidders shall be released after issuing award of contract to the successful bidder
5. **SCOPE OF SERVICES:**

The Service Provider hereby agrees to provide to the Centre and the Centre hereby agrees to avail such Services from the Service Provider as mentioned in hereunder (First Mile Deliver, Return to Merchant, Last Mile Delivery, Returns and Reverse Pick Ups).

I) First Mile Delivery:

- a) The Centre shall provide to the Service Provider the Complete addresses of the Designate Merchants and the list of products which will be made available to the Service Provider for Delivery. On receiving the details of the addresses of Designate Merchants, the Service Provider shall conduct a Dry Run for route planning for all new Designate Merchants, from the list of Designate Merchants so provided by the Centre to the Service Provider under the terms of this Clause.
- b) After every successful Dry Run, the Centre will provide to the Service Provider the Orders on the Marketplace Panel on daily basis or as may be communicated by the Centre to the Service Provider from time to time at agreed intervals, based on which the Service Provider will provide the Services.
- c) On receipt of the Order from the Centre, the Service Provider shall pick up the Shipments from Designate Merchants premises as per the agreed time schedule.

- d) The Service Provider shall keep the Shipments at its designated locations after collection of the same from the Designated Merchants. The Centre shall appoint a separate agency (hereinafter referred to as the “Delivery Agency”), which will be responsible for collection of the products / goods from the designated premises of the Service Provider and shipping the same to the End Customers of the Centre. The frequency and the timings of collection of products / goods from the premises of the Service Provider will be decided mutually between the Centre and the Service Provider.
- e) All orders successfully handed over to the Delivery Agency shall be updated to the Marketplace panel accordingly. In case of any outer/visible damage to the shipment, the Service Provider will return the shipment back to Designate Merchants and update the Marketplace panel accordingly.
- f) In the event any shipment is cancelled by the End Customer prior to the delivery of the Said shipment to such End Customer and the Service Provider has received the information of the cancelled shipment through the Marketplace panel before the Said shipment is handed over to the Delivery Agency or in the event any of the shipment is declared as a duplicate shipment by the Centre and such information is made available to the Service Provider on the Marketplace Panel by the Centre, the Service Provider shall update the details of such shipments on the Marketplace panel as RTM.
- g) The Service provider shall thereafter deliver the RTM shipments to the Designate Merchants.
- h) The Service Provider shall provide all relevant reports to the Centre on daily basis.

II) Last Mile Delivery:

- a) The Service Provider shall for the purpose of Last Mile Delivery Services provide the Centre with a list of Pin Codes of the areas within which the Service Provider shall provide the Services as mentioned hereunder, reasonably within the mutually agreed timelines. This list may be updated by the Service Provider and intimated to the Centre from time to time. In the event of a PIN being unserviceable after the Centre providing such shipment, the Service Provider shall, either by itself or any other entity acting on its behalf, still be liable to provide services for such shipment as detailed hereunder.
- b) The Centre shall provide a Manifest with the details of the Products, Services to be carried out and the addresses for pickup and delivery. The Service Provider shall provide timelines for the completion of the Services and shall ensure that such agreed timelines are strictly adhered at all times, subject to Force Majeure events. In the event, the SLA could not be complied with by the Service Provider for any reason solely attributable to the Service Provider, the Centre shall have the right, but not the obligation, to levy such penalty for each instance of delay, subject to the limitation of liability clause stated herein.

- c) The Service Provider at the time of delivery to the Customer and/or the Centre shall obtain the signature of the Customer and/or Centre or his/her/its representative on a document which is referred to as a Proof of Delivery (POD). The Service Provider shall not bear any liability on the Product once the same has been delivered to the Customer and/or Centre. The Service Provider shall make available to the Centre, on request, any POD's as maybe required by the Centre if such request is raised within 45 (fifteen) days of the date of delivery of the Product either in Digital or physical copy whichever is available. The Service Provider will be under no obligation to provide proof of delivery of the Products beyond such period and the Product shall be deemed to have been delivered.
- d) The Service Provider shall make a maximum of upto 3 (Three) attempts to deliver/collect the Products to and from the Customers from the location specified and intimated to it by the Centre over a period of four business days.
- e) The Service Provider shall not be responsible for verifying the contents of the Products handed over by the Centre and/or the Customer to its Service Marshal (as the case may be) and the Service Provider shall be, in no manner, responsible for any shortage or damage of such consignments. The sole responsibility of the contents of the packed consignment shall lie with the Centre and/or the Customer (as the case may be).
- f) The Packaging of such Products shall be the sole responsibility of the Customer and/or Centre and the Customer and/or Centre shall ensure that the same is good enough to ensure no damage is caused to the Products in transit.

III) Last Mile Delivery of the Products

The Service Provider shall provide Last Mile Delivery i.e. pick up of the Products from the Centre's location and Delivering it to the Centre's Customer on the address as intimated to the Service Provider by the Centre. This Last Mile Delivery shall be provided in the following manner:

- a) The Service Provider shall send its Service Marshal to the location(s) as mutually agreed with the Centre on any Business Day as required by the Centre to pick up the Products from the Companies location for providing Delivery Services. The location(s) for such pick up need to be communicated by the Centre at least 2 Business Days in advance before start of pick up from such location(s) for the first time and any change in location also needs to be communicated at least 5 Business Days in advance of such change being effective.
- b) In the event the Service Provider is unable to deliver the Products to the Customer, the Service Provider shall inform the Centre regarding the same and initiate Returns (RTO) of such Products;
- c) In the event the Centre (s) instructs Service Provider to deliver a Product to a Customer on a Cash On Delivery basis (COD), the Service Provider will simultaneously with such delivery of the Product(s) to the Customer collect cash

(only in Indian Rupees) of a value specified in the relevant invoice issued by the Centre to the Customer. Notwithstanding anything contained in Clause (3.7.c), such cash will be held by the Service Provider as an agent of Centre (only for the purpose of collecting cash for the Centre) and in trust for the Centre and such cash collected by Service Provider from the Customers on behalf of the Centre will be transferred by the Service Provider to the bank account designated by the Centre within 3(Three) Business Days after the day of collection of the cash without making any deductions whatsoever. The Service Provider understands that the amounts collected by it from Customers on behalf of the Centre belong to the Centre and is lying in its custody till the same is transferred to the Centre, subject to the rights available to the Service Provider under applicable laws.

IV) Returns/RTO of the Products

- a) Products which are not accepted by the Customer for any reason whatsoever will be returned to the Centre at the location(s) as specified by the Centre. The Centre shall specify such location(s) for each and every product at the times of uploading the Manifest which mentions the details of the Products that are being handed over for Delivery as mentioned in Clause 1 herein above.
- b) In case of non-acceptance of such Products by the Centre except for reasons such as damage of the Product, where such damage is attributable solely to the gross negligence on the part of the Service Provider, the Service Provider reserves the right to levy suitable demurrage charges for extended storage of such Products for any period exceeding 7 (seven) days from initiation of the return of products and upto 45 (Forty-Five) days from such date.
- c) In case of non-acceptance of the Products beyond 45 (forty-five) days, it shall amount to a abandonment of all the rights in the Products by the Centre and waiver of all its rights herein and consequently the Service Provider has the right to deal with and/or sell and/or dispose such products and retain the proceeds thereof to the exclusion of all third parties and the Centre shall be deemed to have forfeited all claims in this regard towards the Service Provider.

V) Reverse Pickups

- a) While providing Reverse Pick Up Service, the Products picked up by the Service Provider from the Customers will be returned to the Centre at its location(s) specified in the manifest uploaded by the Centre at the time of initiation of such pickup and the Centre shall ensure that such Products are accepted at the location(s) specified by the Centre.
- b) In case of non acceptance of such Products by the Centre except for reasons such as damage of the Product, where such damage is attributable solely to the gross negligence on the part of the Service Provider, the Service Provider reserves the right to levy suitable demurrage charges for extended storage of such Products for any period exceeding 7 (seven) days from initiation of the return of products and upto 45 (Forty Five) days from such date.

- c) In case of non-acceptance of the Products beyond 45 (Forty Five) days, it shall amount to a abandonment of all the rights in the Products by the Centre and waiver of all its rights herein and consequently the Service Provider has the right to deal with and/or sell and/or dispose such products and retain the proceeds thereof to the exclusion of all third parties and the Centre shall be deemed to have forfeit all claims in this regard towards the Service Provider.
6. Bidders must note that online submission of tender is mandatory. Bidders are requested to take note of the following instructions while filling the Tender form for submission of Technical and Financial offer.
7. All Micro-Small Enterprises Units (MSE) registered with National Small Industries Corporation (NSIC)/KVIC or any other authority designated by Govt will be exempted from paying Earnest Money Deposit (EMD) as applicable under rules of GOI. Proofs must be enclosed. All Bidders are required to deposit EMD amount which will not bear any interest, must be paid by Demand Draft / Bank Guarantee drawn in favour of **DIRECTOR-ACTREC** payable at Kharghar, Navi Mumbai only.
8. Contractors are requested to sign the General and Special Terms & Conditions upload along with the tender. The tender documents should be signed on each page.
9. Compliance report on Technical bids be clear. If tenderer has not quoted or put dash (-) or 'NA' then it will be presumed that quoted price includes those item cost.
10. For due performance of obligations under the contract, the successful tenderer shall have to deposit @ 5% amount of total value as security deposit in the form of Demand Draft or by way of Bank Guarantee or FDR in favour of Director, ACTREC immediately within 15 days after receiving of LOI with the absolute right. This period can be extended at the written request from your office for a maximum period upto 15 days with late fee @ 0.1% per day of Security Deposit amount. Such security deposit shall be free of interest which will be refunded after the expiry of the contract or its termination, as the case may be after adjustment of all the dues of the Centre or damages of any kind.
11. **Forfeiture of the E.M.D./S.D.**
If for any reason whatsoever any bidder withdraws his bid at any time prior to expiry of the validity period or after issue of the letter of award of contract/ Rate Contract, refuses to execute or furnish faithful performance of the contract within the stipulated time, the amount of E.M.D./S.D. (Security Deposit) is liable to be forfeited.
12. The successful tenderers will have to enter into a contract for "Tender for Providing Courier Service for Sending ILCP Blood Samples at 2-8⁰ C Temperature with Data Logger to Different Laboratories Across India" for which ACTREC will issue the award of Contract to successful bidder.
13. Vendors must fulfill the tender documents giving all the requisite details (including NEFT details), and submit all required valid documents mentioned and return back duly signed.
14. The Director, ACTREC reserves the right to reject any or all of the tenders without assigning any reason at any stage.

15. The Director, ACTREC also reserves the right to extend the validity of the award of contract/Rate Contract for more than one year as mutually agreed upon.
16. The Director, ACTREC reserves the right to reject, add, reduce, or differ the services without assigning any reason at any stage thereof and claim in this behalf in any way shall not be tenable for compensation in one way or the other. In such case the bidder will be refunded with the earnest money deposit without any payment of interest. The Director, ACTREC on enquiry will disclose the reasons for rejecting a tender or non-issuing a tender document.
17. All vendors must disclose the names of their partners, if any. Firms with common Proprietor/Partner or connected with one another either financially or as principal and agent or as master and servant or with proprietor/partners closely related to each other such as husband/wife, father/mother, son/daughter and minor son/daughter and brother/sister and minor brother/sister, shall not tender separately under different names for the same contract. If so found, all such bid(s) shall stand rejected and tender deposit of each firm/establishment shall be forfeited. If it is Private/Public Ltd. Company the names and addresses of the Director, along with their DIN should be submitted.
18. The Tenderer shall quote firm offers. Conditional offers shall not be considered.
19. Validity: The tenders must be valid for acceptance for a period of **06 months / 180 days** from the date of opening of tender.
20. The tender should be duly filled in all respects and signed. The tenderer should quote in figures the amount quoted by him. Alteration, if any, should be attested by the tenderer with his full signature, otherwise the tender shall be treated as invalid tender. The tenderer should duly sign the entire tender documents personally.
21. If none of the Proprietors/ Partners/Directors of the firm as may be applicable under any law was convicted of any offence involving moral turpitude and sentenced to imprisonment / fees, during the last 5 years, and that no dispute/ case is pending before any court of Law/ Government authorities.
22. **The Tenders must be accompanied by the following documents wherever necessary and it is the vendor's responsibility to submit all the above required documents. The offer shall be technically evaluated only if all the documents required are in order, failing which ACTREC reserves the right to reject the offer. (Technical criteria)**

1	Registration No. under Shops and Est. Act, Society Act, Companies Act or Public Trust Act., Udyam Registration Certificate Tender received without Earnest Money Deposit (EMD) will be summarily rejected. Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSE, Govt. of India are entitled for exemption from payment of earnest money. (Bidder must enclose copy and proof thereof)
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2	Goods & Service Tax Registration Certificate
3	Income Tax PAN Number
4	Copy of Last Three Years IT return and Balance Sheet with average annual financial turn over (gross) of Rs. 12,00,000/- (Last three consecutive financial year ending on 31 st March, 2025) or latest audited financial year certified by C.A.
5	Continuous 03 years of (Preceding to last 7 years from the date of closure of the bid submission) relevant experience in the profession of providing courier Service Contract to the Government organizations/ Educational Institutions or any other commercial organizations. Proof of the contract /work order/certificates etc. must be submitted with the tender.
6	The bidder should be able to submit the Solvency Certificate of Rs. 4,80,000/- (Rupees Four Lakhs Eighty Thousand Only) value from the any authorized Scheduled / Nationalized banks.
7	An undertaking (self-certificate) on stamp paper that the bidder hasn't been blacklisted by a central / any state government institution and there has been no litigation with any government department on account of similar services is to be submitted.

23. The Rates for Providing Courier Services for Sending ILCP Blood Samples At 2-8⁰ C Temperature with Data Logger to Different Laboratories Across India against the destinations are to be quoted in the enclosed proforma (Annexure- I –Financial Bid)
24. Vendor should quote the rates in Indian Rupees inclusive of Goods and Services Tax (GST) as per rules of the Govt. and all other charges as applicable.
25. In the event of the tender being accepted the contract must be signed by authorized signatory of the firm. The authorized signatory will provide a suitable letter of authority from the firm authorizing him to enter into a contract on behalf of the firm.
26. The firm shall be bound to provide services on the rates quoted / approved rates in the tender and will be valid for two years of contract period.
27. The contract entrusted to the successful vendors will be subject to "Force Majeure" clause as per section 56 of the Indian Contract Act.
28. Contractor shall carry out the work in close co-ordination with the department. If any dispute arises in this regard the decision of the In-charge of work shall be final and binding on contractor.
29. The contractor shall not have any claim for compensation by reason of any alteration having been made in the original scope of work which shall involve any curtailment of the work as originally contemplated.
30. Tenderers must distinctly understand: -
 - a. That they will strictly be required to confirm of the contract as contained in each of its clauses & that the plea of 'CUSTOM PREVAILING" will not on any accounts be admitted as an excuse on their infringement of any of the conditions.

- b. That the full Contract/Security Deposit must be paid within the time specified & the Contract must be signed on or before the date fixed & intimated in writing to the successful tender.
 - c. The contractor shall issue identity cards (ID Card) to his staff, after approving from the Chief Administrative Officer, for the employees engaged by him and their name plates should be exhibited on the uniform.
31. Courier Services For Sending ILCP Blood Samples At 2-8⁰ C Temperature With Data Logger To Different Laboratories Across India in working days from ACTREC, Kharghar and to be couriered to different laboratories all over India for 3 – 4 times in a year. Proof of Delivery (POD) should be given promptly. Schedule of Delivery time shall commence from the date and time of packed consignment which is handed over to the representative of Courier Agency.
 32. In the event of loss incurred by the Agency as a result of non-compliance, negligence, mishandling or failure to deliver the sample to any address/es, the penalty based on the importance of the sample as well as information/ material contained in the lost/ undelivered sample from the bill. The liability amount for loss of sample shall be equal to quoted amount per location and vendor should redeliver the sample in the free of cost.
 33. Centre reserves the right to increase or decrease the Point of delivery (Labs/Institutes) as per the requirement. New addition in the Point of delivery (Labs/Institutes), charges levied will be same as per the quoted amount in the schedule of quantity (BOQ).
 34. The courier services shall ensure that the couriered packets / parcels are delivered at the proper place of addressee/consignee only against full signatures, designations and stamp with telephone numbers of the authorized representative of the addressee/consignee and obtain proof of delivery (POD) within specified time limit.
 35. The contractor shall be responsible for the proper conduct of their employees who would be employed by them on execution of work. In case, it is noticed that any of their staff indulges in bad behavior or commit theft or tampers with any of the properties of the Centre, the contractor shall remove the concerned employee and also make good the loss forthwith on receipt of complaint at no cost to ACTREC.
 36. Agency shall follow all safety rules and security procedure in vogue and as applicable during execution of work.
 37. The contract shall be renewable at the end of the year on the basis of willingness received from the agency with the acceptance of same rates, terms & conditions of the existing tender for the successive one year.
 38. The contractor shall ensure that the staff and workmen deployed in the premise of ACTREC are competent and well disciplined. He should behave properly with officials, and should not report for collecting the parcels under influence of alcohol or any narcotics.

39. No person engaged or involved in this contract should disclose any matter pertaining to the Department to any third party in particular any information identified as proprietary in name that be kept strictly confidential and shall not be disclosed to any third party without written consent the original disclosing party.
40. The Contractor or the employee engaged by the contractor shall not use ACTREC's name for any publicity purpose through any public media like Press, Radio, Television or Internet, without the prior approval of Director, ACTREC.
41. **The contractor shall not sublet, transfer or assign the contract to any other party.**
42. If your work is not found satisfactory, ACTREC reserves the right to terminate the contract without giving any notice and the work will be got completed at your risk and cost.
43. If the work is not started/ completed within stipulated period as mentioned in the work order the same will be got done through other agencies at your risk and cost.
44. Till such time the formal agreement is signed, the work order together with the documents/ correspondence referred to above shall form a binding contract between us.
45. Please note that this work order together with document and other correspondence leading to award of this work, will form a binding contract between both the parties.
46. In case of exigency/necessity, the contractor should attend the calls and collect the samples to be couriered as per the instructions and for which the contractor shall not be paid anything extra.
47. The amount(s) Liquidity Damage/Penalty debited to the vendor's account shall be recovered from the EMD/Security Deposit/ pending bills/ future bills of the vendor. This is without prejudice to any other legal remedies that the Centre may resort to against the Service Provider.
48. In case of failure to provide services during the contractual period the Centre also reserves the right to enforce forfeiture of the entire security deposit. This is without prejudice to any other legal remedies that the Centre may resort to against the supplier.

Payment Terms:

49. Contractor will submit the pre-receipted bills with proof of delivery in duplicate along with duly signed by the respective Head of Department or any other concerned signatory after the completion of work. The officer on the receipt of the bill along with certificates will check the work record and thereafter process the bill for payment.
50. All bills should be affixed with revenue stamp as per Govt. norms and should be submitted on printed forms, duly signed and pre-receipted. Permissible taxes such as Income Tax or GST if applicable will be deducted from the bills and certificate will be issued by the Centre. No condition / clause with regard to interest etc. shall be entertained.

51. In case of exigency/necessity, the contractor should attend the calls and collect the samples to be couriered as per the instructions and for which the contractor shall not be paid anything extra.
52. **Renewal of Contract:** The contract will be renewed at the end of the current year with same rates, terms & conditions for a successive one year, unless either party gives a written notice of its intention not to renew two months before expiration of the current term.
53. Any expenditure incurred by ACTREC to face the situation arising out of the negligence on the part of the contractors or on the part of their laborers shall be to the contractor's accounts and recovered from the contractor's dues/monthly bills.
54. **Arbitration** If any dispute arises out of the transaction in any manner that shall be resolved by the sole arbitrator to be appointed by the Director, ACTREC and the contractor/vendor undertakes that he shall accept such appointment even if the sole arbitrator shall be an employee of ACTREC. In case such person is not acceptable to the Contractor/Vendor, Director, ACTREC shall be the final and sole arbitrator and award given by him shall be final and binding on the parties.
55. **Governing Law:** The Law in force in India, from time to time shall only have application, and the courts in Mumbai shall have exclusive Jurisdiction to adjudicate the disputes/differences arising out of this contract.
56. The bidder would also comply with all the Labour Laws as well as follows all statutory Norms for carrying out the above work.
57. In case the performance of the courier agency is not satisfactory. The ACTREC reserves the right to terminate the contract without assigning any reason by giving a notice of one month. This decision will not be challengeable in any court of law. The Contractor will have to give a notice of 3 months, if he wishes to discontinue the contract.
58. Failure to fulfill any of the conditions given above shall render the tender for rejection

ACCEPTANCE

I/We have read the General and Special Terms and Conditions of the contract given above. I /We agree to abide by them.

Signature of the bidder and seal

Name of Authorized Person

Address for Correspondence

Tel/ Mobile No.

**APPLICATION FORM FOR DEPOSITING PAYMENT AGAINST BILLS
IN BANK ACCOUNT BY ELECTRONIC CLEARING SERVICE/NEFT**

1. Name of the vendor :
2. Vendor Address & Other particulars :
- a) PAN NO. :
- b) Good & Service Tax No. :
- c) Mobile No :
- d) E-mail Id :
3. Account Holder's Name
(Title of the Account) :
4. Bank Account No :
5. Bank Name, Branch & Address :
6. 9- Digit MICR code of the bank :
7. Account type (SB / CURRENT) :
8. IFSC Code :
(Attach xerox copy of cheque)

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete information, I would not hold the user institution responsible. I agree to discharge the responsibilities as a participant under the scheme.

(_____)

Signature of the Vendor with seal

Certified that the particulars furnished above are correct as per our records.

(_____)

Signature of the authorized official from the
bank

Bank's stamp :

Date :

Note: Xerox copy of cheque may be attached, without which the form will not be accepted.

Form of Bank Guarantee for Earnest Money Deposit/Performance Guarantee/Security Deposit/Mobilization Advance On non-judicial stamp paper of minimum Rs. 100

(Guarantee offered by Bank to ACTREC/TMC in connection with the execution of contracts)

1. Whereas the (Designation of concerned official) (name of division), ACTREC/TMC on behalf of the DIRECTOR ACTREC (hereinafter called "The Government") has invited bids under(NIT number) dated..... for..... (Name of Work.) The Government has further agreed to accept irrevocable Bank Guarantee for Rs. (Rupeesonly) valid upto (date)*..... as Earnest Money Deposit from (name and address of contractor), (hereinafter called "the contractor") for compliance of his obligations in accordance with the terms and conditions of the said NIT.

OR**

Whereas the (Designation of concerned official) (Name of Division), ACTREC/TMC on behalf of the DIRECTOR ACTREC (hereinafter called "The Government") has entered into an agreement bearing Number with.....(name and address of the contractor) (hereinafter called "the Contractor") for execution of work..... (name of work) The Government has further agreed to accept an irrevocable Bank Guarantee for Rs. (Rupees only) valid upto..... (date). as **Performance Guarantee/ Security Deposit/Mobilization Advance** from the said Contractor for compliance of his obligations in accordance with the terms and conditions of the agreement.

2. We, (indicate the name of the bank) (herein after referred to as "the Bank"), hereby undertake to pay to the Government an amount not exceeding Rs..... (Rupees only) on demand by the Government within 10 days of the demand.
3. We, (indicate the name of the Bank) do here by undertake to pay the amount due and payable under this guarantee without any demur, merely on ademand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. (Rupees only)
4. We, (indicate the name of the Bank), further undertake to pay the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor in any suit or proceeding pending before any court or Tribunal, our liability under this Bank Guarantee being absolute and unequivocal. The payment so made by us under this Bank Guarantee shall be a valid discharge of our liability for payment there under and the Contractor shall have no claim against us for making such payment.
5. We, (indicate the name of the Bank) further agree that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligation here under to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor or for any forbearance, act of omission on the part of the Government or any indulgence by the Government to the said contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
1. We, (indicate the name of the Bank)....., further agree that the Government at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor at the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee the Government may have in relation to the Contractor's liabilities.

2. This guarantee will not be discharged due to the change in constitution of the Bank or the Contractor.
3. We, (indicate the name of the Bank), undertake not to revoke. This guarantee except with the consent of the Government in writing.
4. This Bank Guarantee shall be valid up to unless extended on demand by the Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees..... only) and unless a claim in writing is lodged with us within the date of expiry or extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Date

Witness:

1. Signature..... Authorized
signatory Name and address
Name
Designation
Staff Code No. Bank Seal

2. Signature.....
Name and address

* Date to be worked out on the basis of validity period from the date of submission of tender.** In paragraph 1, strike out the portion not applicable. Bank Guarantee will be made either for earnest money or for performance guarantee/ security deposit/ mobilization advance, as the case may be.

**FORMAT OF NOTARY AFFIDAVIT ON NON- JUDICIAL STAMP PAPER OF
RS.100/- STATING THEIR IN AS UNDER: -**

1. Confirming that no case pending against them in court of law, or that no time they were penalized by any court of Law or Regulatory Authority.
2. That the firm is never being blacklisted /penalized /defaulted by any government Institution / Hospitals with in last 5 years.
3. That the firm has deposited up to date all the statutory taxes levied as per the law of land. (Upload scanned copy of clearance / Return certificate).

**Signature Name of Authorized Person
For Bidder with Seal**

SOLVENCY CERTIFICATE

This is to certify that M/s. _____ is a firm of Proprietorship / Partnership / body corporate (give legal entity) duly registered under the provisions of Act (give the name of Statutory Act) for which we are the authorized bankers and having bank transactions for their business through us and have good reputation.

Based on their financial transactions, we certify that financial position of the above named organization is sound and the solvency to the extent of amount Rs. _____ may be admitted.

Signature of Manager

Name of the Bank with seal

Date:

(To be executed on general Stamp Paper of Rs. 100)

AGREEMENT

Memorandum of agreement made on this _____ day of _____ between ACTREC-TMC and _____ having its registered office at _____ which expression shall include its successors / assignees hereinafter called the supplier of the one part. The ACTREC of Tata Memorial Centre (A Grant –in-Aid Institute Under the dept. of Atomic Energy, Govt. of India) which is a society incorporated under the Societies Registration Act 1860 having its registered office _____ represented by _____ on the authority of the Society on the second part.

WHEREAS the second party who has published notice inviting tenders for **PROVIDING COURIER SERVICES FOR SENDING ILCP BLOOD SAMPLES AT 2-8°C TEMPERATURE WITH DATA LOGGER TO DIFFERENT LABORATORIES ACROSS INDIA**; AND whereas, the first party applied / offered its offer in response of the notice invitation for tender and the offer whereas found acceptable by the second party who has issued Letter of acceptance / Letter of Intent to the supplier;

WHEREAS, the terms & conditions duly stipulated in the tender form under the Schedule of terms & conditions (general as well as special) have been found acceptable by the first party to abide by them and the second party has found the first party competent and capable supplier and letter of intent has been issued by the second party;

Now it is therefore, parties here un-to have agreed mutually to abide by the terms and conditions of the work order and now this deed WITNESSETH that:

1. The first party shall abide by the general terms and conditions as well as the special terms and conditions as have been stipulated in the tender for **PROVIDING COURIER SERVICES FOR SENDING ILCP BLOOD SAMPLES AT 2-8°C TEMPERATURE WITH DATA LOGGER TO DIFFERENT LABORATORIES ACROSS INDIA** as awarded with effect from the given date and time.
2. That the price variation will not be acceptable to the second party whereas the first party will be under the liability to revise the price downward if it happens due to reduction of taxes leviable by the Central / State Government.
3. That the notice inviting tender, tender form, technical bid, commercial bid together with schedule of quantity and specifications including general terms and conditions and special terms & conditions schedule shall be construed as the part of this agreement.
4. That the mode of payment & currency for the supplies shall not be changed unless otherwise mutually agreed by the parties and if found permissible under the Law of the land.
5. The second party will be free to recover penalty charges damages as may be determined in the terms of the work order conditions from the due amount of supplies or EMD or Performance Deposits / Guarantee including Bank Guarantee.

6. That the first party / contractor shall be responsible to provide alternate manpower in case of any the workmen or group of workmen remain absent from the work on account of one reason or the other or refuse to execute the work or adopt delay tactics by one way or the other or any other unforeseen circumstances occurred or created on account of actions of the personnel of the contractor deployed at ACTREC. Failure of the contractor shall render him liable for all consequences as may be occurred to save life of patients in the hospital.

IN WITNESS whereof, the first party contractor and the through its authorized representative has hereinto set his hands and Shri. _____, _____ for in and on behalf of the second party has hereinto set his hands, executed and signed this deed in presence of.

First Party

Second Party

Witness: 1. _____

Witness: 1. _____

2. _____

2. _____

FORMAT OF INDEMNITY BOND FOR GUARANTEED PERFORMANCE
(To be furnished in Stamp paper as per Stamp Act)
(At present not less than Rs. 100/- stamp paper)

This deed of Indemnity executed by hereinafter referred to as 'Indemnifier' or 'Contractor' which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, representative and assignees in favour of Tata Memorial Centre, hereinafter referred to as the 'Indemnified' or 'Purchaser' which expression shall unless repugnant to the context of meaning thereof, include its administrators, successors and assignees.

Witness as to:

Whereas the Purchaser herein has been awarded contract to the **PROVIDING COURIER SERVICES FOR SENDING ILCP BLOOD SAMPLES AT 2-8°C TEMPERATURE WITH DATA LOGGER TO DIFFERENT LABORATORIES ACROSS INDIA** at **Advanced Centre for Treatment Research & Education In Cancer (ACTREC)** (Tata Memorial Centre), Sector-22, Kharghar, Navi Mumbai-410210, on terms and conditions set out inter alia in the Purchaser's contract/Award no for a contract valued at Rs..... (Rupees only) and whereas, clause of the above mentioned contract/Award provides for an indemnity bond to be given to the indemnified.

The indemnifier hereby irrevocably agrees to indemnify the indemnified against all or any liability and/or penalty by whatever name it may be called arising out of any demand for or on behalf of the employees of the contractor, or on account of any demand by any statutory authorities. This indemnity shall be in force for a period of five years after the end of the date of the contract period or one year after the end of the date of the contract period or one year after the end of any litigation arising out of this contract whichever is later.

Name the Indemnifier:

Designation:

Name and address of the contractor:

WITNESSES

1.

2.

Financial Bid / BOQ

Annexure- I

PRICE SCHEDULE								
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)								
Name of Work:	CONTRACT FOR PROVIDING COURIER SERVICES FOR SENDING ILCP BLOOD SAMPLES AT 2-80C TEMPERATURE WITH DATA LOGGER TO DIFFERENT LABORATORIES ACROSS INDIA							
Contract No:	TMC/ACTREC/Courier-ILCP/Admin/7071/2025 Date:12/09/2025							
Name of the Bidder/ Bidding Firm / Company :								
Sl. No.	Item Description	One Trip	Units	Quoted Currency in INR	BASIC RATE inclusive of all charges In Figures To be entered by the Bidder per trip Rs.	(GST in %)	TOTAL AMOUNT PER TRIP (Inclusive GST)	TOTAL AMOUNT THREE TRIPS (Inclusive GST)
LABORATORIES/CENTER WITH LOCATION								
1	Unipath Specialty Laboratory Pvt. Ltd. - Ahmedabad	1	No.	INR			0	0
2	Triesta Sciences-A Unit of Healthcare Global Enterprises Limited - Bangalore	1	No.	INR			0	0
3	Sehgal Path Lab - Mumbai	1	No.	INR			0	0
4	Kokilaben Dhirubhai Ambani Hospital - Mumbai	1	No.	INR			0	0
5	Advanced Center For Blood Diseases & Blood Cancer, Sri Ramakrishna Hospital - Coimbatore	1	No.	INR			0	0
6	Flow Cytometry & Transplant Immunology Lab, Mahatma Gandhi Medical University Of Medical Sciences & Technology Jaipur - Rajasthan	1	No.	INR			0	0
7	Toprani Advanced Lab System - Vadodara	1	No.	INR			0	0
8	Meenakshi Labs - Madurai	1	No.	INR			0	0
9	Kastuba Hospital Laboratory Services, Manipal – Karnataka	1	No.	INR			0	0
10	Neuberg Anand Reference Laboratory – Karnataka	1	No.	INR			0	0

11	Bhagwan Mahaveer Cancer Hospital & Research Center – Rajasthan	1	No.	INR			0	0
12	Department Of Oncopathology, Cancer Institute – Chennai	1	No.	INR			0	0
13	Jaslok Hospital And Research Centre – Mumbai	1	No.	INR			0	0
14	Flow Cytometry Lab Department Of Hemeatorglogy – Tamil Nadu	1	No.	INR			0	0
15	VMMC & SJH – New Delhi	1	No.	INR			0	0
16	Department Of Hematology, Postgraduate Institute Of Medical Education And Research (PGIMER) – Chandigarh	1	No.	INR			0	0
17	Tata Medical Center Kolkata – Kolkata	1	No.	INR			0	0
18	Sri Shankara Cancer Hospital And Research Center – Bangalore	1	No.	INR			0	0
19	MEDGENOME LABS LTD. – Karnataka	1	No.	INR			0	0
20	Sri Ramchandra Hospital – Tamil Nadu	1	No.	INR			0	0
21	Dr. Dangs Lab LLP – New Delhi	1	No.	INR			0	0
22	Agilus Diagnostics Limited – Mumbai	1	No.	INR			0	0
23	American Institute of Pathology And Laboratory Sciences (AMPATH)-Telangana	1	No.	INR			0	0
24	Rajiv Gandhi Cancer Institute and Research Center (RGIRC) – New Delhi	1	No.	INR			0	0
25	METROPOLIS HEATH CARE LTD. - Mumbai	1	No.	INR			0	0
26	CORE Diagnostic Pvt. Ltd. – Haryana	1	No.	INR			0	0
27	Oncquest Laboratories Ltd. – Haryana	1	No.	INR			0	0
28	The Gujarat Cancer & Research Institute – Ahmedabad	1	No.	INR			0	0
29	Rajargiri Hospital – Kerala Kochi	1	No.	INR			0	0
30	Vijaya Diagnostic Centre – Telangana	1	No.	INR			0	0
31	Homi Bhabha Cancer Hospital – Varanasi	1	No.	INR			0	0
32	StemCyte India Hospital – Gujarat	1	No.	INR			0	0
33	Apollo Central Labs – Apollo Health City – Hyderabad	1	No.	INR			0	0

34	Yashoda Healthcare Services Pvt. Ltd.- Hyderabad	1	No.	INR			0	0
35	Manipal Hospital – Bengaluru	1	No.	INR			0	0
36	Central Laboratory, Shri Mahant Indiresht Hospital – Dehradun	1	No.	INR			0	0
37	Department Of Laboratory Medicine, Narayana Hrudayalaya Limited (NH Health City) – Bengaluru	1	No.	INR			0	0
38	Kasturba Medical College Laboratory Services – Karnataka	1	No.	INR			0	0
39	G. Kuppuswamy Naidu Memorial Hospital – Tamil Nadu	1	No.	INR			0	0
40	Bady Memorial Hospital Ltd. – Kerala	1	No.	INR			0	0
41	Surburban Diagnostics India Pvt. Ltd. – Mumbai	1	No.	INR			0	0
42	MIOT Hospital Pvt. Ltd. – Tamil Nadu	1	No.	INR			0	0
43	Amala Institute Of Medical Sciences –Kerala	1	No.	INR			0	0
44	Unipath Specialty Laboratory Pvt. Ltd. – Kolkata	1	No.	INR			0	0
45	Pathology Lab, MVR Cancer Centre And Research Institute- Kerala	1	No.	INR			0	0
46	Deenanath Mangeshkar Hospital – Pune	1	No.	INR			0	0
47	Modern Diagnostic And Research Centre – Haryana	1	No.	INR			0	0
48	RML Mehrotra Pathology Pvt. Ltd. - Lucknow	1	No.	INR			0	0
49	Agilus Diagnostics Limited – Fortis Gurgaon – Haryana	1	No.	INR			0	0
50	Sir H.N.Reliance Foundation Hospital - Gurgaon	1	No.	INR			0	0
51	St. Johns Medical College Hospital - Karnataka	1	No.	INR			0	0
52	Agilus Diagnostics Limited - Fortis Bannerghatta - Bangalore	1	No.	INR			0	0
53	Mahavir Cancer Sansthan & Research Institute – Bihar	1	No.	INR			0	0
54	Amrita Institute Of Medical Sciences And Research Centre – Faridabad	1	No.	INR			0	0
55	Asian Institute Of Gastroenterology Pvt. Ltd. – Telagana	1	No.	INR			0	0
56	Ramaiah Memorial Hospital – Karnataka	1	No.	INR			0	0
57	ASTER CLINICAL LAB- Karnataka	1	No.	INR			0	0

58	Jawaharlal Institute Of Postgraduate Medical Education And Research – Pondicherry	1	No.	INR			0	0
59	TENET MEDCROP Pvt. Ltd. – Telangana	1	No.	INR			0	0
60	Sterling Accuris Wellness Pvt. Ltd. – Gujarat	1	No.	INR			0	0
61	Neuberg Abha Laboratory – Surat	1	No.	INR			0	0
62	Haempath Diagnostics – Ahmedabad	1	No.	INR			0	0
63	AIIMS – Delhi	1	No.	INR			0	0
64	Igenetic Diagnostic Pvt. Ltd.- Mumbai	1	No.	INR			0	0
65	Amrita Vishwa Vidyapeetham – Kochi Ernakulam	1	No.	INR			0	0
66	Kailash Cancer Hospital And Research Center – Vadodara Gujarat	1	No.	INR			0	0
Total in Figures								0.00
Note:	Monthly charges inclusive of GST as per rules of the Govt. and all other charges as applicable.							