

ICMR – REGIONAL MEDICAL RESEARCH CENTRE, N.E. REGION
Post Box No 105, DIBRUGARH –786001, ASSAM, INDIA

No. RMRC/DIB/S&P- Advt.1(AMC _BSL 3)/2019-20/185

Date: 24/04/2019

Notice Inviting Sealed Tender:

Annual Maintenance contract (AMC), Calibration and repair work for Pre-Fabricated BSL-3 Laboratory & accessories.

Make of the pre-fabricated BSL-3 Laboratory at ICMR-RMRC, Dibrugarh: **Techcomp, Bio-Equipment LTD.** (Installed by Blue Star Limited)

Year of Installation: August 2008

Present Status: Non-functional.

Last functional: 2018.

Last AMC: 2013-14 undertaken by Techcomp India Pvt. Ltd.

For Preventive Maintenance, Calibration and repair works:

1. The Firm should provide four routine visits and unlimited emergency visits
2. Agency should submit Preventive Maintenance (PM)/ calibration/ Validation schedule
3. Agency has to carry out Preventive Maintenance and calibration visit as specified below:
 - a. Annual Preventive Maintenance and annual calibration should be carried out for all equipments specified.
 - b. For Pipettes and Centrifuges, PM and calibration should be done on six monthly basis
 - c. For Filters, Validation to be undertaken at least once every year (or 6 months)
4. During first preventive maintenance visit, agency should carry out initial inspection/ **necessary repairs** and finally undertake validation / calibration for the lab equipments.
5. Agency should carry out service and maintenance of each equipment in line with the standard operating procedures and in sync with the lab SOPs.
6. If any equipment is required to taken out for calibration or repairs, it should be taken with advance information where ~~ever~~ possible and preferably should be returned within 30 days to the lab and proper record should be maintained ~~regarding~~ the same.
7. Agency should submit the **Standard Operating Procedures** for Preventive Maintenance / calibration of equipment to ICMR-RMRC, Dibrugarh within 6 weeks of the completion of the repairs.
8. Agency should carry out calibration of the parameters wherever specified to meeting the **prescribed** National/ International Standards as per manufacturer's directions.
9. Agency should submit Preventive Maintenance report along with checklist (standard as annexed) suggesting activities carried out for the equipment during visit, calibration report with traceability certificates of standards used for each equipment.
10. Preventive Maintenance report-checklist would be signed and stamped by Nodal Scientist, preferably within a week of the completion of Preventive Maintenance activities onsite or repairs.
11. Any break-down/malfunction equipment noticed during the Preventive Maintenance visit should be reported to ICMR-RMRC, Dibrugarh along with service report by agency and corrective action may be taken during Preventive Maintenance visit only, if possible. Else a specific schedule to be informed for the future and works planned accordingly.
12. ICMR-RMRC, Dibrugarh would initially provide sensitization to the technical agency attending the preventive maintenance and breakdown calls for handling particular equipment, after which, the technicians can be handling the equipment's by themselves for further works.
13. The Preventive Maintenance or service report should flag any irreparable equipment available in lab and justification for same should be submitted.
14. The approval for extending the timelines/ approved Preventive Maintenance schedule will be required to be taken from the nodal official/competent authority at ICMR-RMRC, Dibrugarh. Any

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change in spare parts needs to be intimated to stores and part replaced to be kept for record by user dept./with detail part number.

15. Equipment must be attended within 72 hours of complaint.
16. A penalty of Rs.1000/- per day will be imposed, if equipment remains non-functional for more than 72 hours.
17. In case equipment remains non-functional for more than four weeks AMC will be extended Proportionately.
18. Payment will be made on half yearly basis after receiving satisfactory report from the UserDepartment.

Terms of AMC Contract

Duration

The duration of the assignment/contract will be for three years (or one year initially which may be extended annually upto three years or as per the project needs based on satisfactory performance of the agency.

Equipment's

- List of equipments to be covered under the AMC
 - 1) The Pre-Fabricated BSL-3 Lab with its AHUs, Filters, Air Conditioners, Horizontal autoclave, Chemical Tank, BMS/computers, Showers.
 - 2) High Speed refrigerated Centrifuge (one)
 - 3) Bio-safety cabinet Type IIB (one)
 - 4) Co2 Incubator (one)
 - 5) Deep Freezer (-80 C)
 - 6) ELISA Reader and Washer
- The equipment's which are in the above list shall be added under AMC Contract for which servicing and troubleshooting needs to be done as required. Spares or consumables as required will be provided by RMRC separately at the time of specific requirements.

Deliverables/ Reporting

- The agency shall issue Service/ Preventive Maintenance/ Calibration Reports, immediately within 6 weeks after the completion of activities, to the Nodal Scientist in charge of the Laboratory.
- Agency shall periodic reports on the health of the facility in the standard format including the status of Preventive Maintenance/ Calibration activities.
- One-time Validation / Calibration of the equipment's and facility should be included for free with in the AMC costs. Additional services will be on payable basis to be invoiced separately to RMRC.

Schedule for completion of tasks:

- The agency will have to initiate the services within 30 days of receiving of Work contract.
- The agency will have to complete the annual PM/ calibration visit within first 3 months of the issue of work or post completion of the repairs, whichever is applicable.

The Preventive Maintenance visits should be at least 4 in every year and unlimited emergency visit/should be attended promptly and repair works closed as per timelines given for the specific works by the institution.

Other Terms & Condition:

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1. ICMR – RMRC, Dibrugarh reserves the right to accept or reject any or all tenders without assigning any reason.
2. Earnest Money @ 2% of the Quoted Price (EMD) to be submitted against each item along with tender "Technical Bid" (Not to be submitted with Financial Bid) by demand draft in **favour of The Director, ICMR – Regional Medical Research Centre, N.E. Region, Dibrugarh** in the form of Bank Guarantee.
 - a. **Performance warranty:** An amount of equal to 10% of the total cost of the item as Bank Performance Warranty (should be covered the warranty period) in case of accepted tender in form of Bank draft in favour of the Director, Regional Medical Research Centre, N.E. Region (ICMR), Dibrugarh, or bank guarantee should be submitted within 21 days from the date of issue of the order.
3. Non-refundable Tender Fee (for whole tender paper) of Rs. 200/- (Rupees two hundred only) in the form of demand draft in favour of Director, Regional Medical Research Centre, N.E. Region (ICMR), Dibrugarh must be enclosed with the tender (Technical Bid). Otherwise the tender will not be considered.
4. The last date of submission of tender/quotation: 22nd May 2019.


Purchase Officer I/c