



# **SOUTH ASIAN UNIVERSITY**

**(An International University Established by  
the Governments of SAARC Nations in 2008)**

**Rajpur Road, Maidan Garhi**

**New Delhi – 110 068**

**Phone: +91 -11-35656615 [www.sau.int](http://www.sau.int)**

The South Asian University (SAU) is an International University Established by the Governments of eight member countries of the South Asian Association for Regional Cooperation (SAARC) viz. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

## **BID DOCUMENT FOR PROVIDING PATHOLOGY LAB SERVICES**

**Tender No.: SAU/S&P/PLS/2026/01**

**Dated: 10.02.2026**

Last Date for Submission of Technical & Financial Bid	20.02.2026 at 3.00 PM
Opening of Technical Bids	23.02.2026 at 3.30 PM
Opening of Financial Bid of technically qualified bidders	27.02.2026 at 3.30 PM

**This document is meant for the exclusive purpose of Bidding as per the Specification Terms, Condition and Scope indicated and shall not be transferred, reproduced or otherwise used for purpose other than for which it is specifically issued**



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## Invitation to Bidders

Sealed Bids are invited for hiring for providing Pathology Lab Services for South Asian University (SAU) addressed to Assistant Registrar (S&P), 4<sup>th</sup> Floor, Admin Building, South Asian University, Rajpur Road, Maidan Garhi, New Delhi-110068 before the proposal due date specified below:

## General Terms:

- 1. Earnest Money Deposit:** The bidder is required to make an Earnest Money Deposit (EMD) of Rs.25,000/- refundable (without interest), accompanied with bid in the form of Bank Guarantee/DD/Pay Order/FDR from any of the schedule banks drawn in favour of the “South Asian University” New Delhi. The bidder can also deposit the EMD directly into the following bank account of the University via bank transfer and attach a copy of the EMD deposit slip along with the BID document.

- Account Holder’s Name: South Asian University
- Account Holder Address: Rajpur Road, Maidan Garhi, Delhi – 110 068
- Bank Name: State Bank of India,
- Bank Address: New Mehrauli Road, Delhi – 110067
- Account Number: 30796569318
- IFSCCode: SBIN0001624
- Branch Code: 01624

EMD will be returned to unsuccessful bidders after tender finalization, and to successful bidder after they fulfil contract terms. Bids not accompanied by earnest money of the requisite amount will be summarily rejected. No exemption certificate will be entertained.

- 2. Proposal Due Date:** Bids should reach the undersigned on or before 3:00 PM on 13.02.2026. All received bids on due date & time will be opened at 3:30 PM on the same day.
- 3. Bid Validity:** The bids shall remain valid for a period of 90 days from the last date of bid submission.
- 4. Award of work:** The University will accept the bid of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued - the “successful bidder”. The notification of award & acceptance thereof by the successful bidder will constitute the formation of a contract. To being with, the contract will be for one year and may be extended on yearly basis if performance/service is found satisfactory. The contract so awarded can be terminated at any time if the service of vendor is not found to be satisfactory.



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## Eligibility:

5. South Asian University invites sealed quotations from NABL-accredited Pathology Labs for empanelment of providing pathological services. Pathology labs must be NABL-accredited continuously for the last three years as on the last date of the bid submission in the departments; Pathology, Microbiology, Serology, Bio-chemistry (Clinical biochemistry), Haematology etc.
6. The Pathology Lab shall have good quality lab facility in the NCR region.
7. CGHS rates should be offered for the lab investigations/tests listed on CGHS.
8. For the lab investigations/tests **not listed** on CGHS, lowest rates (highest discount) should be offered by the bidder.

## Criteria for Selection

9. (a) The bidder who offers the highest discount on CGHS rates will be considered for empanelment.  
  
(b) If the discounts offered by two or more firms are same, the firm having highest average turnover during the last three years as on the last date of bid submission will be selected for empanelment.  
  
(c) Every bidder will be required to provide list of tests which are not included in CGHS list and negotiation may be held with the selected vendor for un-listed tests.
10. Technical Staff: The Lab should have experienced Doctors/Pathologists and other Para Medical Staffs. One qualified Para-Medical staff (Lab Technician) shall be deputed at the Health Centre from 9.00 AM to 2 PM for sample collection in the University premises on daily basis from Monday to Saturday.
11. Submission of Reports: Minimum time for submission of reports will be on the same day or latest by next day.
12. Monthly invoices should be submitted within 10 days of next month.

**Technical Bid:** This should include the following:

13. All pages of Bid document duly signed by the bidder along with seal.
14. List of Doctors/Medical-Para Medical Staffs available in Lab on regular basis.
15. The bidder quoting for empanelment should submit a copy of certificate of registration, a copy of NABL accreditation, PAN No., GST Registration certificate, etc.



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16. An undertaking/certificate should be provided reliability and authenticity of the lab tests.
17. CA certified copy of annual turnover of the firm for the last three financial years (2022-23, 2023-24 & 2024-25) as on 31.01.2025.
18. An undertaking should be enclosed with the bid document that the firm is not charging higher the rates for non-listed investigations/tests at CGHS than the quoted rate for any other Govt. Organizations/Institutions/University, etc.
19. An undertaking should be enclosed with the bid document that the firm is not de-empanelled/blacklisted by any other Govt. Institution/Organization/University etc. during last three years.

## **Financial Bid: It should comprise of the following:**

20. Duly filled in Price schedule (annexure 1) of the bid document on the letter head of the firm.

## **Collection of Samples**

21. The successful bidder shall make his own arrangement at his cost to get the samples collected from the Health Centre of South Asian University everyday under ideal conditions specific for the sample. Routine samples must be collected between 9:00 AM to 2:00 PM every day and in case of any emergency investigations, the sample must be collected as and when informed telephonically. The contact number of the empanelled bidder for this purpose shall have to be furnished in his bid. He/she shall have to provide containers, samples collection device (vacutainers), and related materials for collection all samples.

The samples are to be received along with the requisite slips. It will be the responsibility of the empanelled lab to ensure the right type of samples should be taken by them as per the requisite investigation; no complaint regarding (e.g., Adequacy, Haemolysis or wrongly collected samples) will be entertained thereafter. If any specific information is required for reporting line downs screening, the same can be provided so that it is sent with the requisition form.

In case of inability to collect samples from the SAU's Health Centre as per the requirement of the SAU or not furnishing test reports within stipulated time, the University may be imposed



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penalty on the empanelled vendor. Any extra cost incurred whatsoever by the SAU on analysis of samples from the open market shall be recovered from the empanelment vendor.

The facility of home collection should be made available and reports delivered at home if needed. The reports can also be sent in soft copies for home collected samples to respective people / clients.

## **Submission of Reports**

- 22.** Timely delivery, latest technology/methodology and quality in result would be the essence of the contract. The approved bidder shall have to make necessary arrangement at his cost to deliver the reports or investigations of samples collected duly signed by the competent authority within the minimum possible time to the SAU Health Centre. In emergency cases, reports may also be asked/communicated telephonically/emailed to the Medical Officer, followed by submission of reports on next working day. The reports shall have to be prepared and copy shall be enclosed along with the bills. If a test is not performed in the lab due to any reason related to sampling, requisition or any other issues (eg. Haemolysed sample) such reports shall be sent to the Health Centre no later than the next working day with the reason why the test was not done. All copies of the investigations submitted, must be signed by the reporting pathologist/doctor in-charge with stamp. The reports which are submitted after the stipulated time must be clearly marked in the list. In case of wrong diagnosis resulting out of incorrect reporting of samples, the legal liability arising out of it, if any, shall entirely rest with the empanelled vendor with cost and damages applicable.

## **Duties and Responsibilities of empanelled Lab/Diagnostic Centre**

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

## **Integrity and obligations during agreement period**

- 24.** The empanelled Lab is responsible for and obliged to provide all facilities in accordance with the agreement using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the agreement. The Lab is responsible for managing the activities of its personnel and will hold itself responsible for their violation, negligence, misconduct or deficiency in services, if any.



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## Termination of contract

- a. The President of the University may, without prejudice to any other remedy and for breach of agreement in whole or part, may terminate the contract.
- b. The second party will not terminate the agreement without giving notice of three months. If they do so security money will be forfeited.
- c. The Lab shall be de-empanelled:
  - (i) If the Lab fails to provide any or all of the services for which it has been recognized within the period(s) specified in the agreement, or within any extension period thereof if granted by the University pursuant to condition of agreement **or**
  - (ii) If the Lab in the judgement of the University is engaged in corrupt or fraudulent practices in competing for or in executing the agreement. **or**
  - (iii) If the Lab fails to follow instruction, guidelines, repeated submission of bills and repeated deficiencies, etc. the University shall be de-empanelled without giving any opportunity
  - (iv) If the lab is found to be involved in or associated with any unethical illegal or unlawful activities, the agreement will be summarily suspended by the University without any notice and thereafter may terminate the agreement, after giving a show cause notice and considering its reply, if any, received within 10 days of the receipt of show cause notice.

**25.** Matters regarding any dispute shall be referred for arbitration to any Officer appointed by the President of SAU, whose decision shall be binding and final.

**26.** While submitting the EOI, the bid document must be signed and stamped and to be submitted along with the Technical Bid as a token of acceptance of all terms and conditions.

**27.** The bid shall be submitted in two parts in a sealed cover. Technical bid to be super scribed as *"Technical bid for empanelment of Pathology Lab"* to be packed in one envelope. And financial/price bid super scribed as *"Financial bid for empanelment of Pathology Lab"* to be packed in another envelope.

**(Above two proposals may be put in a larger envelope super scribing on the envelope as "Bid for empanelment of Pathology Lab at South Asian University")**

**28.** The Bids are to be submitted through courier/registered post or can be hand delivered so as to reach the undersigned by 13.02.2026 till 3:00 PM at the following address:

Assistant Registrar (S&P)  
South Asian University,  
4<sup>th</sup> Floor, Admin Block,  
Rajpur Road, Maidan Garhi



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- 29.** The request for Proposal (RFP) received after the due date and time of submission is liable to be rejected.
- 30.** The financial bid of only those bidders whose technical bids are fully complied & accepted by the University shall be opened.
- 31.** In case the agency/firm fails to execute the job after entering into the contract or terminate the contract before completion of period of contract at their own, the South Asian University shall have the right to forfeit the security money deposited by the firm.

Signature of Authorized Representative & Seal of the firm



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## **General Terms and Conditions**

1. The bidder quoting for empanelment should submit a copy of certificate of registration, NABL accreditation, PAN & GSTIN registration, etc.
2. The bidder must have necessary in house facilities in respect of latest technology & technical knowhow to carry out the pathological investigations round the clock for which rates are being quoted.
3. In case the firm, to whom the contract awarded, fails to accept the offer, SAU shall have the right to forfeit the security deposit of Rs. 25,000.00 deposited by the firm. No further correspondence in this regard will be entertained.
4. The bidder shall have to mention his name and address (along with the telephone, fax, mobile No., email address) for all future communications and shall be the sole signatory of the quotation.
5. All investigations/tests not listed on CGHS must be quoted separately even when a test is part of the package of two or more tests. All components of the package are to be quoted separately also along with quoting the package rate separately.
6. In case of cultures, the bidder should quote both rates (eg. with antibiotic sensitivity and without antibiotic sensitivity).

## **Performance Security**

7. Performance security of **Rs.25,000.00** shall be deposited by the successful empanelled vendor. The same will be released beyond 60 days after satisfactorily completion of the contract period. No interest shall be payable on the said deposit in any circumstances.

## **Payment Schedule**

8. The bills must be submitted along with copies of report(s). The payment may be made on monthly cumulative bill amount.

## **Duration of empanelment**

9. The contract will remain in force for a period of one year. However, it may be extended for another year subject to the satisfactory performance and fulfilment of all terms and conditions of this agreement.





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## **Liquidated Damage**

10. The empanelled Lab shall provide the services as specified under terms & conditions of agreement. In case of violation of the provisions of the agreement by the empanelled Lab, there will be forfeiture of security deposit.



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ANNEXURE-I

Financial Bid

## PRICE SCHEDULE

(To be submitted on letterhead of the firm/company)

**For lab investigations/tests listed on CGHS:**

Particulars	% of total cumulative bill amount per month
Discount on CGHS (if any)	

**For lab investigations/tests NOT LISTED on CGHS:**

S.No.	Name of the Investigation/test	Rate per test excluding tax (in Rs.)

Dated.....

Place.....

**Name & Address of Firm**

**Signature of Authorized Representative & Seal of the firm**