



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY MATERIALS MANAGEMENT DIVISION

Indian Institute of Technology Bombay invites competitive bids from interested bidders through e- procurement portal. To participate, bidders needs to register themselves to get user ID & password from the portal <https://portal.iitb.ac.in/vrp/index.jsp>. Registered bidders needs to contact Tender Section, Materials Management Division, IIT Bombay, Powai, Mumbai - 400 076 for participation in the tender through email : drmm@iitb.ac.in

SECTION 1 – INVITATION FOR BIDS

i)	RFx No.	6100000000
ii)	RFx Date	10 th July 2018
iii)	Advt. No.	D-12/18-19
iv)	Item Description	Outsourcing of Radiology Services for IIT Bombay Hospital
v)	Tender Type	Open (Advt.)
vi)	Number of Covers	Two Bid System
vii)	Pre- Bid Meeting Date & Time	20 th July, 2018 at 03.00 pm
viii)	Pre-Bid Meeting Place	Materials Management Division Conference Room, Gr. Floor, Main Building, IIT Bombay, Powai, Mumbai - 400 076.
ix)	Bid Submission End Date & Time	As mentioned in the On-line Tender
x)	Bid Opening End Date & Time	As mentioned in the On-line Tender
xi)	Bid Opening Place	Materials Management Division, Gr. Floor, Main Building, IIT Bombay, Powai, Mumbai - 400 076.
xii)	Period of Work/Delivery Period (in Days)	365 days
xiii)	Contract Type	Rate Contract
xiv)	Delivery Location	IIT Bombay Hospital
xv)	Earnest Money Deposit	Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rs. One lakh Only) in the



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		<p>form of Demand Draft in the favour of 'The Registrar, IIT Bombay' payable at Mumbai to be submitted in sealed envelope superscribing with Rfx No. & due date at Materials Management Division, Gr. Floor, Main building, IIT Bombay, Powai, Mumbai-76 and should reach on or before 27th June 2018.</p>
xvi)	Tender Document Details	<p>Notice Inviting Tender includes the following documents :-</p> <ol style="list-style-type: none">1) NIT Document.2) Annexures3) Eligibility Criteria4) Scope of Work
xvii)	Bidder's Document Details	<p>Bidder needs to upload duly filled, stamped and signed following documents to the notes and attachments option in the cFolder option which is located under "Rfx Information" tab.</p> <ol style="list-style-type: none">1) NIT Document. (mandatory)2) Scope of Work (mandatory)3) Annexures (mandatory)4) Eligibility Criteria Responses, (mandatory)5) EMD Proof (mandatory)
xviii)	Technical Clarification	<p>Name : Dr. Nisha Shah, CMO Dept : IIT Bombay Hospital Email : nishas@iitb.ac.in Contact No. : 022-2576 7050</p>
xix)	Any Clarification	<p>Name : Joint Registrar (MM) Dept : Materials Management Division Email : drmm@iitb.ac.in Contact No. : 022-2576 8800</p>
xx)	Signing Authority	



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Joint Registrar (MM)

SECTION -2

INSTRUCTIONS TO BIDDERS



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1 Preparation and Submission of Offer:

1.1 Language of Bids: The bid as well as all the correspondence and documents relating to bid, the bid exchanged between the bidder and IIT Bombay shall be in English Language.

1.2 Bids are invited through Supplier Relationship Management (SRM) system. Response to the tenders is to be submitted electronically through system only. No physical papers / print need to be submitted except EMD. Bidders need to have user ID & password. If a bidder who wish to participate is not presently enlisted with IIT Bombay or not having User ID password can obtain the same through Registration of supplier system by providing required details before the RFX submission deadline. Vendor Registration Portal :- <https://portal.iitb.ac.in/vrp/index.jsp>. Registration is free of cost. Registered bidders needs to contact Tender Section, Materials Management Division, IIT Bombay- 400 076 for participation in the tender through email : drmm@iitb.ac.in

1.3 Bidders are requested to refer instructions in the User Manual for Online bidding.

1.4 The bidder should read carefully & understand the tender document, procedure for e-tendering etc. completely before participating in the e-tender procedure. Participation in the e-tendering, presumes that the bidder (s) has/have read all the terms & conditions of contract etc. and agree/abide by them.

1.5 Fax/E-mail/Telephonic offers will not be accepted.

1.6 Digital Signature

1.6.1 The intending bidder must have valid class-III digital signature to submit the bid. The bid submitted online should be signed electronically with a class-III digital certificate to establish the identity of the bidder submitting the bid online. The bidders may obtain class III digital certificate issued by an approved certifying Authority authorised by the Controller of Certifying Authorities of India.

1.6.2. The Authenticity of above digital signature shall be verified through authorised CA after bid opening. If the digital signature used for signing is not of "Class-III" with organisations name, the bid will be rejected.

1.6.3. Bidder is responsible for ensuring the validity of digital signature and it's proper usage by their employee.

1.6.4. The bid including all uploaded documents shall be digitally signed by duly authorised representative of the bidding company.



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1.7 The bidder should read carefully & understand the tender document, procedure for e-tendering etc. completely before participating in the e-tender procedure. Participation in the e-tendering, presumes that the bidder (s) has/have read all the terms & conditions of contract etc. and agree/abide by them.

1.8 Bidder can upload documents in the form of PDF format.

1.9 No physical papers / print need to be submitted except Earnest Money Deposit.

2. Cost of Bidding

2.1. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs regardless of the conduct or outcome of the bidding process.

3. Validity of the offer :

3.1. 180 Days from the date of opening of the Technical bid .

4. Amendment of Bidding Documents

4.1. At any time prior to the deadline for submission of bids, IIT Bombay may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDERS may modify the bid document.

4.2. All prospective BIDDERS who have downloaded the bidding document may visit IIT Bombay, website for amendments / modifications which will be binding on them.

5. RFX Opening Process:

5.1. Technical RFX responses are opened at first instance in the system electronically in case of Two Bid System.

5.2 System allows opening of Rfx response only after the specified due date and time. Authorized technical opening officers shall open the Rfx responses in the system.

5.3 Price Rfx responses will be opened whose bids are found technically qualified at later stage on intimation to qualified bidders.

5.4 In case of any unscheduled holiday/Bandh on the bid opening date, the bids will be



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opened on the next working day. Accordingly, bid closing date/time will get extended up to the next working day.

6. Modification of Bids :

6.1 Bidders to ensure that response submission is done before submission deadline date & time. RFX can be “withdrawn” and modified as long as submission deadline date and time is not over . RFX response cannot be modified once submission deadline is over.

7. Deadline for Submission of Bids :

7.1 Timely submission of the bids is the responsibility of the bidders. Bidders should submit their bid on-line before closing of the tender date & time.

8. Extension of Bid Submission Date:

8.1 Normally no request for extension of bid closing date will be entertained. However, in case of any changes in the specifications, inadequate response or for any other reasons, IITB may at its discretion, extend the bid closing date and/or time.

9. Evaluation :

9.1 All the Rfx shall be evaluated on the basis of landed cost which includes all taxes ,duties and other charges of technically qualified bidders.

10. Price Bid (For Indigenous Supplies)

10.1 Price quoted should be in Indian Rupees, free delivery at IIT Bombay Campus at site.

10.2 The quantity mentioned in the tender can be increased or decreased to any extent depending upon the actual requirement.

10.3 Prices should be quoted net of discount by the bidders.

11. Cancellation of tender:

11.1. Notwithstanding anything specified in this bidding document, Purchaser / IIT Bombay in his sole discretion, unconditionally and without assigning any reason, reserves the rights:

11.1.1 To accept OR reject lowest bid or any other bid or all the bids.

11.1.2 To accept any bid in full or in part.

11.1.3 To reject the bid offer not confirming to the tenders terms.

11.1.4 To give purchase preference to Public Sector undertakings when applicable as



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per Govt. Policy/ Guidelines.

11.2. The conditional bid will be summarily rejected.

12. EARNEST MONEY DEPOSIT (EMD) GFR 2017 Rule 170:

- 12.1** Earnest Money Deposit is mandatory to be submitted at Materials Management Division on or before mentioned date.
- 12.2** While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the IIT Bombay through the Demand draft only.
- 12.3** No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.
- 12.4** If successful bidder fails to submit the Performance Guarantee Bond within 15 days from the date of placing of Purchase Order/contract then purchase order/contract will be canceled and EMD will be forfeited.
- 12.5** For unsuccessful bidder, EMD will be returned within 60 days from the date of placing the Purchase Order/ Contract.
- 12.6** The bidders has to upload scanned copy of Earnest Money Deposit instrument along with the reference details in the relevant field during online bidding.
- 12.7** Only those physical BG instruments found matching with the copy submitted in the e-portal shall be considered as valid.

13. Exemption from submission of EMD

13.1 Bidders registered with any of the following agencies/ bodies as per Public procurement policy for Micro & Small Enterprises (MSE) order 2012 are exempted categories from payment of EMD provided that the registration certificate issued by any one of these below mentioned agencies must be valid as on close date of tender. Micro small or medium enterprises who have applied for registration or renewal of registration with any of these agencies/bodies but have not obtained the valid certificate as on close date of tender are not eligible for exemption.

- i) Khadi and Village Industries Commission (KVIC)
- ii) National Small Industries Corporation (NSIC)
- iii) Any other body specified by Ministry of MSME/GOI

14. Performance Guarantee (GFR 2017 Rule 171):

- i. For successful service provider, EMD will be converted to security Deposit and will be retained with IIT Bombay till the expiry / termination of rate contract without interest.
- ii. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.



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- iii. In case there is loss or damage to the material or unsatisfactory services provided to IIT Bombay by the service provider then such losses will be adjusted from the Security deposit.
- iv. If the quality of product and service provided is not found satisfactory, IIT Bombay reserves the right to cancel or amend the contract.

15. Furnishing Fraudulent Information/Document:

15.1 If it is found that a bidder has furnished fraudulent document/information, the bid security/performance security (wherever applicable) shall be forfeited and the party will be debarred for a period of 3 (three) years from date of detection of such fraudulent act, besides the legal action. In case of major and serious fraud, period of debarment may be enhanced.

16. Confidential Information:

16.1. The bidder/seller shall treat as confidential all designs, drawings, data or information written or verbal, supplied by IITB and shall use its best endeavors to ensure that such design, drawings, data or information is not divulged to any third party except with the consent of IITB where necessary for the purpose of performance of its obligation hereunder and subject to similar undertakings being obtained from such third parties to treat such design, drawings, data or information in like confidence other than designs, drawings, data or information which at the time of proposed disclosure are within the public knowledge or in the bidder's/seller's possession.



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SECTION 3 : CONDITIONS OF CONTRACT

1. **Award of Contract :**

1.1 IIT Bombay shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated commercial bid.

1.2 Only one L1 bidder shall be selected for rate contract.

1.3 The Empaneled bidder will be abide by all the Terms & Conditions of the Tender Document.

1.4 The qualified bidder will be empaneled initially for the period of one year and maybe extended further for two years subject to annual revision, if their performance found satisfactory.

1.5 The services of the empaneled bidder's will be reviewed by committee during contract period and IITB reserve right to add or delete service providers in rate contract based on performance if necessary without intimation.

2. **Prices :** As per quoted in the bidding engine.

2.2 For Indigenous Supplies - The supplier shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Purchaser in the contract.

3. **Terms of Payment :**

3.1 Bill will be generated against doctor's requisition authenticated by the a patient which will be retained by the bidder. Payment can be claimed weekly.

3.2 Payment within 30 days from the date of delivery, installation and Acceptance Certificate of concerned Department / Section / Materials Management Division, IIT Bombay.

3.3 Payment shall be made by Cheque or such other mode / electronic fund transfer offered by the Bank.

3.4 IIT Bombay do not pay advance payment to party. Any request of Advance payment will be summarily rejected.

4. **Legal Matter :**

4.1 All Domestic and International disputes are subject to Mumbai jurisdiction only.

5. **Transfer and Subletting :**

5.1 The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.



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6. Force majeure :

Force Majeure will be accepted on adequate proof thereof.

7. Penalty/ Liquidated Damages :

7.1 Timely delivery is essence of the contract and hence if any consignment be delayed, liquidated damages at the rate 0.5% of the price of the delayed consignment, for each week or part whereof shall be levied and recovered subject to maximum of 10% of total purchase order value.

7.2 IIT Bombay reserves the right to cancel the order in case the delay is more than 10 weeks. Penalties if any will be recovered by forfeiting PBG at vendor's cost and risks.