

# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY



## REQUEST FOR PROPOSAL OF OUTSOURCING OF RADIOLOGY SERVICES AT IIT BOMBAY HOSPITAL

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**SECTION 1 – INVITATION FOR BIDS**

RFP No.	MMD/RADIOLOGY/RC/2018-19
RFP Date	5 <sup>th</sup> October 2018
Advt. No.	MMD-08/18-19
Item Description	<b>Outsourcing of Radiology Services at IIT Bombay Hospital</b>
Pre- Bid Meeting Date & Time	23 <sup>rd</sup> October 2018 at 3.00 p.m.
Pre-Bid Meeting Place	Materials Management Division, Main Building, Ground Floor, IIT Bombay, Powai, Mumbai 400 076.
Last date & time of submission of Tender :	20 <sup>th</sup> November 2018 upto 01.00 pm
Place of Submission of Bids	Materials Management Division, Main Building, Ground Floor, IIT Bombay, Powai, Mumbai 400 076.
Submission of Bids	<b>Two Bid System</b> : The two bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as – Technical Bid and Price Bid. <b>Technical Bid</b> and <b>Price Bid</b> envelopes should be clearly marked as "Envelope No. 1 - <b>Technical Bid</b> " and "Envelope No. 2 - <b>Price Bid</b> " and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date and to be submitted to the concern department/section mentioned in tender document.
Opening Date & Time of tender	20 <sup>th</sup> November 2018 upto 03.00 pm
Place of Opening Tender	Materials Management Division, Main Building, Ground Floor, IIT Bombay, Powai, Mumbai 400 076.
Earnest Money Deposit	Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rs. One lakh Only) in the form of Demand Draft in the favour of 'The Registrar, IIT Bombay' payable at Mumbai to be submitted in <b>Technical Bid</b> "Envelop 1".
Any Clarification	Name : Joint Registrar (MM) Dept : Materials Management Division ,IIT Bombay Email : <a href="mailto:drmm@iitb.ac.in">drmm@iitb.ac.in</a> Contact No. : 022-2576 8800
Signinig Authority	Joint Registrar (MM)

**SECTION 2 - ELIGIBILITY CRITERIA**

1. The bidder's firm should be incorporated for at least 5 yrs in Mumbai. **Incorporation/ Registration of the firm to be submitted.**
2. Copy of the PAN CARD of the firm **(Copy to be submitted).**
3. Copy of the GST Registration Certificate of the firm, if applicable. **(Copy to be submitted)**
4. Bidder's Information. **Annexure -1**
5. The Bidder must **not be blacklisted/Suspended** or any service related dispute with any organization/Govt.Organizations/Semi Govt Org. in India or out side India. **Annexure-2.**
6. The Bidder should accept RFP Terms & Conditions- **Annexure 3.**
7. The Bidder should have Annual Business Turnover of 10 Lakhs and filed ITR for last two years i.e. F.Y. 2015-16 & F.Y. 2016-17. **Annexure-4. (Copy of filed Acknowledgments of ITR and copy of Audited Annual Accounts for the last two years to be submitted)**
8. Bidder should have atleast 2 radiology specialist having qualification of MD/DNB and should be practicing for atleast 5 years, registered with BMC to conduct sonography & report X rays at IITB Hospital. **Copy of qualification certificate of staff to be submitted. Copy of experience certificates also to be submitted.**

(All the above eligibility criteria responses to be submitted in technical bid)

### **SECTION 3 – INSTRUCTIONS TO BIDDERS**

#### **A) PREPARATION AND SUBMISSION OF BID :**

1. The Bid **MUST BE ENCLOSED IN A SEALED COVER** superscribing Tender number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the bid cover is not sealed, it will be rejected.
2. The Bid should be dropped in the tender box kept in the office of concerned Department / Section mentioned in the tender. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the bid will be accepted and opened on the next working day.
3. The bid can be submitted in person or through post/ courier (IIT Bombay shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.
4. The leaflets catalogue, etc. should be sent invariably so that a proper evaluation of the radiology services offered is possible.

#### **B) COST OF BIDDING :**

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.

#### **C) VALIDITY OF THE BID :** 180 Days from the date of submission of bid.

#### **D) AMENDMENT OF BIDDING DOCUMENTS :**

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 BIDDER may modify the bid document.
2. All prospective BIDDER's who have downloaded the bidding document may visit IIT Bombay, website for amendments / modifications which will be binding on them.

#### **E) DEADLINE FOR SUBMISSION OF BIDS :**

1. Bids must be received by IIT Bombay before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday for IIT Bombay the bid-closing deadline will stand extended to the next working day up to the same time.

#### **F) BID OPENING PROCESS:**

1. In two envelop/cover/bid system, The Technical Bid will be opened in the first instance in the presence of representatives of the bidders at IIT Bombay.
2. Financial bids of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the vendor's representatives subsequently at a later date for further evaluation.
3. One authorized representative of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids.
4. The authorized representative of bidders, present at the time of opening of the bids shall be required to

sign an attendance register as a proof of having attended the bid opening meetings.

**G) LATE BIDS :**

1. IIT Bombay will not be responsible:
  - (a) For delayed / late quotations submitted / sent by post / courier etc.
  - (b) For submission / delivery of quotations at wrong places other than the mentioned in the tender.
  - (c) Any bid inadvertently received by IIT Bombay after the deadline i.e. due date & time for submission of bids, will not be accepted and returned.
  - (d) Fax / E-mail / Telegraphic / Telex tenders will not be considered.

**H) SUPPLEMENTARY OFFER /MODIFICATION OF ORIGINAL BID:**

1. Tender submitted against Notice Inviting Tender (NIT) shall not be returned in case the tender opening date is extended/postponed. BIDDER desirous to modify their offer/terms may submit their revised / supplementary offer (s) within the extended Tender Opening Date (TOD) by clearly stating to the extent of updation done to the original bid. The purchaser reserves the right to open the original offer along with the revised bid.

**I) CONFIDENTIALITY :**

1. Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
2. Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.
3. Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

**J) DEVIATION, RESERVATIONS AND OMISSIONS:**

1. During the evaluation of Bids, the following definitions apply:
  - (a) "Deviation" is a departure from the requirements specified in the Bidding Documents;
  - (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and
  - (c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Documents.

**K) CORRECTION OF ARITHMETICAL ERRORS :**

1. Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:
  - (a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
  - (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

(c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

2. Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with the same, shall result in the rejection of the Bid.

**L) EVALUATION OF BID :**

1. IIT Bombay evaluate technical and commercial acceptable offers on landed net Price basis.
2. In case any BIDDER is silent on any clauses mentioned in this tender documents, IIT Bombay shall construe that the BIDDER has accepted the clauses as per the invitation to tender and no further claim will be entertained.
3. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

**M) PRICE BID :**

1. Quoting of Price (s) : Price quoted should be in Indian Rupees.
2. PRICE BID must be submitted in enclosed Price Bid Form only.
3. If the price is not quoted in Price Bid Form only provided in tender document then, IIT Bombay will reject bid.
4. Prices should be inclusive of all taxes & charges.
5. If supplier wish to give pricing details it may be attached in separate sheet.
6. Quoted rates should be valid for One year.

**N) CORRUPT & FRAUDULENT PRACTICES:**

1. IIT Bombay requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,  
(a) The terms set forth below are defined as follows:
  - (i) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or in directly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
  - (ii) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
  - (iii) "Collusive practice" means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, non- competitive levels; and
  - (iv) "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- (b) IIT Bombay will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

**O) TRANSFER AND SUBLETTING :**

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.

**P) CANCELLATION OF TENDER :**

1. Notwithstanding anything specified in this tender document, Purchaser / IIT Bombay in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:
  - a) To accept OR reject lowest tender or any other tender or all the tenders.
  - b) To accept any tender in full or in part.
  - c) To reject the tender offer not confirming to the tenders terms.
2. To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
3. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:
  - a) Non-submission of complete offers.
  - b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
  - c) Receipt of offers in open conditions.
4. Conditional Tenders and Unsigned Tenders will also be rejected.

**Q) TERMINATION:**

1. Termination of contract by either party by giving three months prior notice in writing

**R) INFRASTRUCTURE:**

1. Bidders should visit IIT Bombay Hospital for available infrastructure and additional if required will be arranged by the bidder only.
2. The space for X-ray and sonography and existing x-ray source will be provided.—rent and water-electricity bills will not be charged to the party.



#### **SECTION 4 - SCOPE OF WORK**

##### **A) Scope of Work of Sonography Service :**

- 1) Minimum requirement for ultrasound, machine: The machine should be new and should support good quality of investigation mentioned in the list. Latest version is desired. Machine should include probes for abdomen, chest Obstetric and gynecology.
- 2) Supporting equipments for report generation (Hard copy report with necessary printouts) are required.
- 3) Timings 8 am to 10 am and 4 pm to 6 pm on working days and 10 am to 12 noon on Saturdays.
- 4) Test to be done by qualified radiologist only.
- 5) On recommendation for urgent ultrasound; the technician should inform radiologist and make arrangement for Sonography.
- 6) Charges for different studies may be quoted separately.
- 7) All the existing rules will have to be adhered to Communication with BMC will be done by the outsource agency.
- 8) Medico-legal issues arising out of the service will be liability of the bidders .

##### **B) Scope of Work of X-ray Service :**

- 1) Equipment Except for the source of x-ray which is present at the hospital and can be used by the party, all equipment needed for computer X-ray will have to be established by the party.
- 2) X-Ray will be taken by the technicians and reported by the radiologist. The report will be handed over to the patient latest by next working day. Film will be provided to the patient on request by a doctor. (Charges for film may be included) The x-ray will be mailed to one e-mail address of patient's choice.
- 3) Timings 8 am to 6 pm on working days.
- 4) Full man power will be provided by the bidders.
- 5) Radiation safety protocols, communications with AERB, maintaining TLD badges will be responsibility of the bidders.

##### **C) General Scope of Work**

- 1) Bidder's should be able to appoint adequate staff to run the services if required.
- 2) **Successful bidder shall arrange to have adequate number of qualified personal available at IIT Bombay Hospital.**
- 3) Records will be maintained for 3 years and will be handed over to the CMO on discontinuation

of contract.

- 4) Maintenance of Machine: The source of X-ray (multiphos 15,300 ma fixed) will be handed over to the party in working condition. The maintenance during the tenure of radiology contract will be carried out by the party. The party on completion of the tenure will be hand over the source in working condition.
- 5) Please note that, IITB will not charge for Electricity, Water and available space provided for the same.
- 6) Total Ultra sonography in last year was 2458 ie. 205 average per month.
- 7) Total X-Rays in last year was 6742 ie. 563 average per month.

## SECTION 5 - TERMS & CONDITIONS OF CONTRACT

### A) AWARD OF CONTRACT :

1. IIT Bombay shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated commercial bid.
2. L1 will be calculated on the basis of Total amount of Price bid A & B and only one L1 bidder shall be selected for rate contract.
3. The Empaneled bidder will be abide by all the Terms & Conditions of the Tender Document.
4. The qualified bidder will be empaneled for initially three years subject to an annual revision of prices upto 10%, if the performance found to be satisfactory.
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.

### B) EARNEST MONEY DEPOSIT & PERFORMANCE BANK GUARANTEE (GFR 2017 RULE 171) :

1. Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rs. One Lakh Only) in the form of Demand Draft in the favour of 'The Registrar, IIT Bombay' payable at Mumbai to be submitted in Technical Bid. Failing which, submitted bid will be Rejected.
2. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
3. For successful bidder, EMD will be converted to security Deposit and will be retained with IIT Bombay till the expiry / termination of rate contract without interest.
4. 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.
5. If the quality of product and service provided is not found satisfactory, IIT Bombay reserves the right to cancel or amend the contract.

### C) EXEMPTION FROM SUBMISSION OF EMD :

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

### D) TERMS OF PAYMENT :

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.
2. Payment within 30 days from the date of delivery, installation and Acceptance Certificate of concerned Department / Section / Materials Management Division, IIT Bombay.
3. Payment shall be made by Cheque or such other mode / electronic fund transfer offered by the Bank.
4. IIT Bombay do not pay advance payment to party. Any request of Advance payment will be summarily rejected.

**E) PENALTY :**

1. Timely deliverables 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 5% of total contract value.
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.
3. In the event of inability to conduct any test sonography or X rays, the bidder will be responsible for timely investigation at nearby hospital, preferable at L.H.Hiranandani Hospital, Powai at no extra cost to the institute.

**F) FORCE MAJEURE :**

1. Force Majeure will be accepted on adequate proof thereof.

**G) LEGAL MATTER :**

1. In the event of any dispute over this contract, IIT Bombay's decision shall be final and binding.

**SECTION 6 - ANNEXURES****ANNEXURE 1 : BIDDER'S INFORMATION**

(On Company /firm Letterhead)

<b>Details of the bidders :</b>		
1	Name of the bidder	
2	Registered Office/Shop Address of the bidder	
3	Details of the Incorporation/Shop Establishment License of the Company	
		Registration No.
4	Details of Franchise (if applicable )	
5	Valid GST Registration No. (if applicable )	
6	Permanent Account No. (PAN)	
7	Name & Designation of the Contact person to whom all references shall be made regarding this tender.	
8	Address for Communication	
9	Email Address of the contact person	
10	Telephone No. (with STD Code)	
11	Fax No. (with STD Code)	

**ANNEXURE 2 – DECLARATION REGARDING CLEAN TRACK**  
(On Company / firm's Letterhead)

To,

Date :

Joint Registrar (MM)  
Materials Management Division  
Gr. floor, Main building, I.I.T. Bombay,  
Powai, Mumbai – 400 076.

Sir,

**Ref: RFP No. "MMD/RADIOLOGY/RC/2018-19 for Annual Rate Contract for Outsourcing of Radiology Services.**

I/we carefully gone through the Terms & Conditions contained in the above referred RFP. I/we hereby declare that my company / firm is not currently debarred / black listed/convicted by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

**Or**

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the bidder)

Printed Name

Designation

**ANNEXURE 3 : DECLARATION FOR ACCEPTANCE OF RFP TERMS AND CONDITIONS**  
(On Company / firm's Letterhead)

To,  
Joint Registrar (MM)  
Materials Management Division  
Gr. floor, Main building, I.I.T. Bombay,  
Powai, Mumbai – 400 076.

Date :

Sir,

**Ref: RFP No. "MMD/RADIOLOGY/RC/2018-19 for Annual Rate Contract for Outsourcing of Radiology Services.**

I/we carefully gone through the Terms & Conditions as mentioned in the above referred mentioned RFP. I/we declare that all the provisions of this RFP are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the bidder)  
Printed Name  
Designation  
Seal

Date :  
Business Address :

**ANNEXURE 4 : DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN**  
(On Company / / firm / Letterhead)

To,  
Joint Registrar (MM)  
Materials Management Division  
Gr. floor, Main building, I.I.T. Bombay,  
Powai, Mumbai – 400 076.

Date:

Sir,

**Ref: RFP No. "MMD/RADIOLOGY/RC/2018-19 for Annual Rate Contract for Outsourcing of Radiology Services.**

1) I/we hereby declare that, our firm's Annual Turnover and I/we have also supported an Audited Accounts for your references :

F. Y. 2015 – 16	F. Y. 2016 – 17

And,

2) I/we hereby declare that, our firm had filed Income Tax Returns for last two years i.e. F. Y. 2015-16 & F. Y. 2016-17. Supported by copy of ITR of two years.

Yours faithfully,

(Signature of the bidder)  
Printed Name  
Designation  
Seal

Date :  
Business Address :  
Encl : As above



**SECTION 7 – PRICE BID**

Sr. No.	Part of the body	Amount per Test (in Rs.)	Annual Quantity	GST % If applicable	Total Amount per Test (Inclusive of all)
1	<p><b>One X-ray film with report</b>            (Note:- Xray for Chest/Ribs, Hand /Fingers, Wrist, Forearm, Elbow, Shoulder, KUB/ Abdomen, Lumber Spine, Dorsal Spine, Cervical Spine, Skull, PNS/Nasal Bone, Knee, Knee Standing, Mandible TMU, Pelvis with Hips, Legs, Ankle, Foot, Heel, Femur / Thigh, Sacro Coccyx)            (Note:- Xray for Chest/Ribs, Hand /Fingers, Wrist, Forearm, Elbow, Shoulder, KUB/ Abdomen, Lumber Spine, Dorsal Spine, Cervical Spine, Skull, PNS/Nasal Bone, Knee, Knee Standing, Mandible TMU, Pelvis with Hips, Legs, Ankle, Foot, Heel, Femur / Thigh, Sacro Coccyx)</p>		6742 (563 per month)		
2	Full Abdomen/KUB		1299		
3	Pelvis		379		
4	Thyroid /Neck		103		
5	Breasts		50		
6	Scroturn		36		
7	Lymph nodes /lepoma/soft issue/muscle skeletal		153		
8	Chest for pleural effusion		8		

RFP for Outsourcing of Radiology Services

9	Obstetrics		120		
	<b>Total</b>		2148		

**Note :**

- Bidders should quote for all items.
- Prospecting outsourcing Party Details : The OPD expected to set up facilities center for Radiology activities at IITB Hospital. The existing Radiology equipment can be used for conducting Tests on IITB authorized patients only. Any new machines / Facilities installed may be brought as in prior approval of IITB Hospital authority in advance.
- **Annual Quantity is for indicative. It may increase or decrease.**

Place :

GST Registration No :  
(if applicable )

Date :

Signature :

Company Name :

Office Address :

Affix Rubber Stamp:

## SECTION 8 - CHECKLIST

**The following items must be checked before the Bid is submitted:**

**1. Envelope "1"**

- a) Demand Draft for Rs.1,00,000/- (Rs. One Lakh Only) towards Earnest Money Deposit.
- b) Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory)
- c) Copy of this RFP document duly sealed and signed by the authorized signatory on every pages.
- d) Annexure A1 : Bidder's Information
  - Annexure A2 : Declaration Regarding Clean Track by Bidder
  - Annexure A3 : Declaration for Acceptance of RFP Terms and Conditions
  - Annexure A4 : Declaration Of Annual Turnover and Income Tax Return

**2. Envelope "2"**

- a) Price Bid

Your quotation must be submitted in two envelopes **Technical Bid (Envelope 1)** and **Price Bid (Envelope 2)** superscribing on both the envelopes the RFP. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our **Tender No. & Due Date.**