NOTICE INVITING QUOTATIONS
IITD/KHOS(SP-4495)/2024

Dated: 11/01/2024

Subject: EMPANELMENT OF DIAGNOSTIC TESTING AGENCY (DTA)

1 Terms of Reference

1.1.1 The Indian Institute of Technology Delhi (abbreviated IIT Delhi or IITD) is an Institute of National Importance established by Government of India. IIT Delhi is located in Hauz Khas, South Delhi and has residential complexes.

1.1.2 The multifarious medical needs of the Campus population comprising the students, staff and members of their families are met by the Institute Hospital. The Hospital is headed by the Head (Hospital Services) with a team of full-time Medical Officers, Visiting Specialists and Para Medical staff.

1.1.3 During last year, the volume of pathological tests/investigations conducted to the tune of Rs. 60.00 lakhs (approx.).

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Indian Institute of Technology Delhi</th>
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<tbody>
<tr>
<td>Tender Type</td>
<td>Open</td>
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<tr>
<td>(Open/Limited/EOI/Auction/Single/Global)</td>
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<tr>
<td>Tender Category (Services/Goods/works)</td>
<td>Services</td>
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<tr>
<td>Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/Sell)</td>
<td>Empanelment</td>
</tr>
<tr>
<td>Product Category (Civil Works/Electrical Works/Fleet Management/Computer Systems)</td>
<td>Others</td>
</tr>
<tr>
<td>Currency</td>
<td>Indian Rupee (INR)</td>
</tr>
<tr>
<td>Date of Issue/Publishing</td>
<td>11/01/2024 (12:00 Hrs)</td>
</tr>
<tr>
<td>Document Download/Sale Start Date</td>
<td>11/01/2024 (12:00 Hrs)</td>
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<tr>
<td>Document Download/Sale End Date</td>
<td>31/01/2024 (10:00 Hrs)</td>
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<tr>
<td>Last Date and Time for Uploading of Bids</td>
<td>31/01/2024 (10:00 Hrs)</td>
</tr>
<tr>
<td>Date and Time of Opening of Technical Bids</td>
<td>01/02/2024 (10:00 Hrs)</td>
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<tr>
<td>EMD</td>
<td>Rs.<em>1,00,000</em>__/- (For Tender Fee)</td>
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<td></td>
<td>(To be paid through RTGS/NEFT. IIT Delhi Bank details are as under:</td>
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<tr>
<td></td>
<td>Name of the Bank A/C : IITD Revenue Account</td>
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<tr>
<td></td>
<td>SBI A/C No. : 10773572622</td>
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<tr>
<td></td>
<td>Name of the Bank : State Bank of India, IIT Delhi, Hauz Khas, New, Delhi 110016</td>
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<td>IFSC Code : SBIN0001077</td>
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</tbody>
</table>
1.2. **Schedule and Scope of Work**

1.2.1. The list of tests include tests under the following:
   a. Clinical Chemistry
   b. Clinical Haematology
   c. Clinical Microbiology
   d. Microscopy/Parasitology
   e. Serology
   f. Cytogenetics
   g. Molecular Diagnostics

1.2.2. Detailed list of tests to be conducted is placed at Annexure-VI.

1.2.3. The Diagnostic Testing Agency (DTA) shall provide the agreed upon services to IIT registered users referred by IITD medical officers or visiting specialist doctors only. The referred patients would be issued a job form consisting of the patient's details viz. name, age, sex, medical ID and relation with the employee. These forms will be duly signed by IITD medical officer or visiting specialist doctor or their representative.

1.2.4. The DTA shall not refuse any test listed above and must fill up Annexure-VI.

1.2.5. The DTA would not outsource the Institute cases further to other centres under normal circumstances. If it is very essential, prior intimation should be given to the Head, Hospital Services and the reliability of the test results would be the sole responsibility of empanelled DTA. Payment in such cases would also be restricted to approved rates only.

1.2.6. In the case, the investigations/tests carried out by the DTA are not found to be meeting the standards of quality as per norms in medical practice, the DTA will bear any liability towards costs of retesting of fresh/original sample and Institute will not have any liability financial or legal for the same.

1.2.7. Any liability arising out of or due to any default or negligence in provision or performance of the diagnostic services shall be borne exclusively by the DTA, who shall alone be responsible for the defect in rendering such services.

1.2.8. While carrying out tests/diagnostic procedures of Institute beneficiaries, the DTA shall not ask the Institute beneficiaries to purchase separately the medicine from outside, but bear the cost on its own.

1.2.9. The DTA will provide credit/cashless facility subsequently by raising the bill to the Institute. However, for students of the Institute, the testing/investigation will be on cash basis only.

1.2.10. The DTA should have facility for computational reporting / e-reporting.
1.2.11. The samples will be collected in the Hospital premises only. In exceptional cases, the DTA may send qualified technical person to the patient’s residence on campus to collect the test sample from patients. The DTA should take all precautions to preserve the sample while transporting it to the hospital or to the testing laboratory. IITD will not make any extra payment for such services.

1.2.12. Responsibility of collection of sample is of the outsourced agency:

Collection time during working days: 08:00 am – 2:00 pm. On holidays: 09:00 am – 12:00 noon. In emergency situations, the DTA may summon by the Head, Hospital Services to collect samples any time of the day or he/she may extend the sample collection duration.

1.2.13. Turn around time (TAT) between the collection of sample and reporting for routine test should be 8 hours, latest by 5 pm on the day of sample collected on normal working days, in emergency – within 2 hours, for cultures 48 hours to 7 days. Preliminary report may be demanded by the Head, Hospital Services in case of any emergency situation as early as possible.

1.2.14 One Diagnostic Testing Agency offering the lowest price will be empanelled.

1.2.15 Kindly fill up Annexure-V for Educational Qualification and Experience of Pathologist

1.2.16 Kindly fill up Annexure-VI for Educational Qualification and Experience of Technical Staff

1.2.17 Kindly fill up Annexure-VII for Infrastructure available with DTA.

1.3 Time Period

The selected DTA will be required to provide the desired services initially for a period of two years extendable for another one year. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of DTA in the event their services are evaluated as unsatisfactory at any time during the period and the test results are not reliable or not trust worthy.

1.4 Support and Inputs to the Diagnostic Testing Agency

The Institute shall provide necessary space to collect the sample from IIT Hospital premise.

1.5 Prequalification Criteria for Empanelment of DTA.

1.5.1 The DTA should be based in Delhi

1.5.2 The DTA should have registration with the Delhi State Government, Department of Health.

1.5.3 The DTA should have valid GST No (PAN based), PAN No,

1.5.4 The DTA should have valid DSIR Accreditation, to enable funding of Research projects by various institutions of Govt of India like DBT/ DSIR/ DST.

1.5.5 Diagnostic Testing Agency should own equipment to carry out all listed tests, at its main lab which should be located within 10 Km of IIT Delhi, and should meet the following conditions.

Lab should have:
(a) Qualified staff – pathologist MD/DNB (path) MD/DNB (Microbiology)/MD Phd (Biochemistry), Lab Technician (DMLT)

(b) The DTA should be NABL Accredited (with valid certification) for more than 10 years, including Clinical biochemistry, Clinical pathology, Cyto pathology, Serology, Haematology, Histo-Pathology and Microbiology Note: Certificates and copies of support documents with respect the above requirement shall be submitted along with the “Technical Bid”.
(c) The DTA should be having at least three Laboratories NABL Accredited (with valid certification) of its own.

(d) The DTA should have at least 50% of tests of Laboratory tests appearing in CGHS Delhi test list, in its current scope of NABL Accreditation.

1.5.6 Turnover:
(a) The DTA should have an Average annual turnover (through testing services only) of not less than Rs. 20.00 crore (Rupees Twenty crore only) for the last three consecutive years i.e. 2020-21, 2021-22 and 2022-23. (Annexure-II)

(b) The DTA should have Average Annual Test Turnover in the last three financial years i.e. 2020-21, 2021-22, 22-23 of not less than 10,00,000 tests per year (Annexure-V)

1.5.7 The DTA should have managed laboratory for at least three Government Departments during the last five years. (Annexure-III) and should have prior experience of getting NABL accreditation for any in-house PPP Lab for any institution of Govt of India or its subordinate organisation.

1.5.8 The DTA should not have been black listed / debarred by any State/Centre Government organizations or whose approval had been suspended or revoked partially or in full by Statutory Authority in last five years from the last date of submission of bids. (Annexure-I)

1.5.9 The DTA should not have been withdrawn from the list of DTA empanelled under CGHS Delhi, on the basis of the recommendations of the Ethics Committee of Medical Council of India in last five years from the last date of submission of bids. (Annexure-I)

1.6 Payment Terms: The payment shall be made against the services provided by DTA subject to the following terms and conditions:

1.6.1 The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected DTA or any other rate accepted by the DTA at the time of signing the MOU with the Institute. The test rates once agreed upon should not be revised during the period of contract.

1.6.2 The DTA will carry out the prescribed tests of IIT Delhi employees, their dependents, pensioners (their dependents-spouse), the students officially referred by IIT Doctors. IIT Hospital will issue the reference slip bearing the Name of the Employee, Medical Booklet No., Date of Reference, Test(s) to be carried out. The referred patient has to produce the medical booklet duly affixed with the attested photograph issued to him/her along-with Identity Card of the employee. The DTA staff will certify the identity of the employee/ their dependents/ students, from the I.Card/ Medical Booklets before carrying out the tests. Checking of the cards/ medical booklets, their validity and checking of identity is the sole responsibility of the DTA. There will be no reimbursement of the charges from IIT Delhi in case, where the patient is not concerned with IIT Delhi or the test carried out was not recommended by the IIT medical officers.

1.6.3 All the bills raised by DTA will be verified by IIT Delhi for reimbursement to DTA. All the bills due will be payable by IIT.

1.4 Evaluation Procedure

1.4.1 Evaluation will be done by the Purchase Finalization Committee (PFC), constituted by the Director, IIT Delhi. The QCBS process will be followed (70% in Technical and 30% in Financial).

1.4.2 The NIT submitted by the DTA will be evaluated in the following manner:

Step 1: Part A (basic eligibility) of the proposals of NIT shall be examined to confirm if all the eligibility criteria are met (based on Prequalification Criteria for Empanelment of DTA). The applicants who fail to
meet one or more of the stipulated eligibility criteria shall be declared as non-responsive and their technical and financial proposals shall not be considered for further evaluation at Part B and Part C.

Step 2: **Part B** of all applicants who hence crossed Step 1 successfully shall be opened next and evaluated on the parameters as indicated below:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Marks</th>
<th>Maximum Marks</th>
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<tbody>
<tr>
<td>1. Experience of Agency in managing DTA services</td>
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<td>Experience of 5 years or more but less than 10</td>
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<td>15</td>
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<tr>
<td>Experience of more than 10 years and less than 15 years</td>
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<td></td>
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<tr>
<td>Experience of more than 15 years</td>
<td>15</td>
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<td>2. Average Annual Test Turnover in the last three financial years i.e. 2020-21, 2021-22 and 22-23.</td>
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<td>Above 10,00,000 tests to 20,00,000 tests per year</td>
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<td>15</td>
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<tr>
<td>In the range of 20,00,000 tests to 30,00,000 tests per year</td>
<td>10</td>
<td></td>
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<tr>
<td>More than 30,00,000 tests per year</td>
<td>15</td>
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<td>3. No. of Govt. organizations/ Institutions which has empanelled the bidder in the last five years for the purpose of carrying out all the CGHS tests.</td>
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<td>For 5 to 7</td>
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<td>For 8 to 10</td>
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<tr>
<td>More than 10</td>
<td>15</td>
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<td>4. Geographical coverage of the agency network of diagnostic testing</td>
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<td>At Least 2 cities</td>
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<td>15</td>
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<td>3 to 5 cities</td>
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<tr>
<td>More than 5 cities</td>
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<td>5. % of tests on CGHS list of lab tests, in scope of NABL of DTA</td>
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<td>50 to 60%</td>
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<td>60 to 70%</td>
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<td>Above 70%</td>
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<td>6. Technical capability presentation before the committee</td>
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1.4.3 Bidders will be considered to be technically qualified if they achieve a score of 65 or greater in the criteria detailed above.

Step 3. **PART C: Financial Proposal**

1.4.4 This shall have a quote in terms of the % of CGHS Rate, after discount offered on CGHS rates, by respective DTA/ bidder. (Annexure-IV)

In QCBS, initially the quality of technical proposals is scored as per criteria announced in the RFP. Only those responsive proposals that have achieved at least minimum specified qualifying score; (which is 65/100) in quality of technical proposal shall be considered further.

i. The financial bid will be opened only after the bidder’s technical bid is qualified.

ii. Evaluation of financial bids will be done on the basis of the financial values quoted.

iii. The bidder with lowest qualifying financial bid (L1) will be awarded 100% score, Financial scores for other than L1 bidders will evaluated using the following formula to obtain the Normalized financial score of the bidder:
\[ Fn = \left( \frac{\text{financial bid of L1}}{\text{financial bid of the bidder}} \right) \times 100 \]

iv. The bidder will be finally evaluated on the basis of Quality Cost Based Selection method (QCBS); with the weight age of 30:70, wherein 30 is for the Technical Score and 70 for the Financial Score.

v. The bidder securing the highest composite bids score will be adjudicated as the most responsive bidder for the award of the project. The overall score will be calculated as follows:

\[ Os = 0.30 \times Tn + 0.70 \times Fn \]

Where \( Os \) = overall score of the bidder.
\( Tn \) = technical score of the bidder (out of maximum of 100 marks)
\( Fn \) = normalized financial score of the bidder.

vi. Contract will be awarded to the bidder securing the highest composite bids score (quality and cost), and whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

vii. The Bidder shall also furnish a detailed list of Non-CGHS tests being carried out by them along with their Rate List (as Annexure X). This is mandatory. Without which their bid will be disqualified. However, this may form part of the criteria for deciding the L1.

**Basic Terms & Conditions:**

<table>
<thead>
<tr>
<th>Srl</th>
<th>Specification</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>EMD of Rs. 1,00,000/-</strong>. The renderer should submit an EMD amount through RTGS/NEFT. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMI) Will be refunded without any interest to the unsuccessful bidders after the award of contract.</td>
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<tr>
<td>2</td>
<td><strong>Refund of EMD</strong>: The EMD will be returned to unsuccessful Tenderer only after the Tenders are finalized. In case or successful Tenderer, it will be retained till the successful setting up of sample collection facilities and equipment.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Opening of the tender</strong>: The online bid will be opened by a committee duly constituted for this purpose. Online bids (complete in all respect) received along with EMD (if any) will be opened as mentioned at &quot;Annexure: Schedule&quot;. Technical bid will be opened online first and it will be examined by a technical committee (as per specification and requirement). The financial offer/ bid will be opened only for the offer/bid which technically meets all requirements as per the specification, and will be opened in the presence of the vendor's representatives subsequently for further evaluation.</td>
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<td>4</td>
<td><strong>Performance Security</strong>: The supplier shall require to submit the performance security in the form of irrevocable bank guarantee issued by any Indian Nationalized Bank within 21 days from the date of receipt of the purchase order/LC and should be kept valid for a period of 60 days beyond the date of completion of warranty period. The successful bidder will be required to deposit Rs.5,00,000/- towards Performance Security in the form of Bank Guarantee.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Notices</strong>: For the purpose of all notices, the following shall be the address of the Purchaser and Supplier. Purchaser: Head Hospital, IIT Hospital Indian Institute of Technology, Hauz Khas, New Delhi - 110016. Supplier: (To be filled in by the supplier) (All supplier's should submit its supplies information as per Annexure: I).</td>
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<td>Resolution of Disputes: The dispute resolution mechanism to be applied pursuant shall be as follows:</td>
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<td>• In case of Dispute or difference arising between the Purchaser and a domestic supplier relating</td>
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<td>to any matter arising out of or connected with this agreement, such disputes or difference shall</td>
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<td>be settled in accordance with the Indian Arbitration &amp; Conciliation Act. 1996, the rules there</td>
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<td>under and any statutory modifications or re-enactments thereof shall apply to the arbitration</td>
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<td>proceedings. The dispute shall be referred to the Director, Indian Institute of Technology Delhi</td>
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<td>(IITD) and if he is unable or unwilling to act, to the sole arbitration of some other person</td>
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<td>appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall</td>
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<td></td>
<td>be final, conclusive and binding on all parties to this order.</td>
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<td>7</td>
<td>Applicable Law: The place of jurisdiction would be New Delhi (Delhi) INDIA.</td>
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</tbody>
</table>
We, _________________________________ hereby certify that we have gone through all the T&C of the IIT Delhi tender on DTA empanelment and we confirm that we fulfill all eligibility criteria as stated below to participate in the tender:

<table>
<thead>
<tr>
<th>Sr</th>
<th>Details of Compliance as stated in the Eligibility Column</th>
<th>Compliance (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The DTA is based in Delhi</td>
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<tr>
<td>2</td>
<td>DTA has its registration with the Delhi State Government, Department of Health.</td>
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<td>3</td>
<td>DTA has its valid GST No (PAN based), PAN No.</td>
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<td>DTA has its own equipment to carry out all listed tests, at its main lab which is located within 10 Km of IIT Delhi and it has:</td>
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<td></td>
<td>(a) Qualified staff – pathologist MD/DNB (path) MD/DNB (Microbiology)/MD PhD (Biochemistry), Lab Technician (DMLT)</td>
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<td>(b) The DTA has NABL Accredited (with valid certification) for more than 10 years, including Clinical biochemistry, Clinical pathology, Cyto pathology, Serology, Haematology, Histo-Pathology and Microbiology Note: Certificates and copies of support documents with respect the above requirement shall be submitted along with the “Technical Bid”. The DTA has at least three Laboratories NABL Accredited (with valid certification) of its own. The DTA has at least 50 % of tests of Laboratory tests appearing in CGHS Delhi test list, in its current scope of NABL Accreditation</td>
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<td>6</td>
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<td>The DTA has an Average Annual Test Turnover in the last three financial years i.e. 2020-21, 2021-22, 22-23 of not less than 10,00,000 tests per year</td>
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<tr>
<td>8</td>
<td>The DTA has managed laboratory for at least three Government Departments during the last five years. (Annexure-III) and should have prior experience of getting NABL accreditation for any in-house PPP Lab for any institution of Govt of India or its subordinate organization</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>The DTA has not been black listed / debarred by any State/Centre Government organizations or whose approval had been suspended or revoked partially or in full by Statutory Authority in last five years from the last date of submission of bids.</td>
<td></td>
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<tr>
<td>10</td>
<td>The DTA has not been withdrawn from the list of DTA empaneled under CGHS Delhi, on the basis of the recommendations of the Ethics Committee of Medical Council of India in last five years from the last date of submission of bids.</td>
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Signature of the Bidder

Name: ____________________________
Designation: _______________________
Organization: ______________________
Contact No.: _______________________
ANNEXURE-II
(In Reference to DTA Empanelment Tender of IIT Delhi)

<< Organization Letter Head >>
DECLARATION SHEET

We, _______________________________ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

We certify that our organization meets all the conditions of eligibility criteria laid down in this tender document. We have not been blacklisted by any Govt./PSU in last 3 years.

We have not been withdrawn from the list of DTA empanelled under CGHS Delhi – especially on the basis of the recommendations of Ethics Committee of Medical Council of India in last five years from the date of last date of submission of bids.

The prices quoted in the financial bids are subsidized due to academic discount given to IIT Delhi.

<table>
<thead>
<tr>
<th>We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.</th>
<th>NAME &amp; ADDRESS OF THE Vendor/ Manufacturer / Agent</th>
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<tbody>
<tr>
<td>1. Phone</td>
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<td>2. Fax</td>
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<td>3. E-mail</td>
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<td>4. Contact Person Name</td>
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<td>5. Mobile Number</td>
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<td>6. TIN Number</td>
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<td>7. PAN Number</td>
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<td>8. Registration No. with State Govt., Deptt. of Health.</td>
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<td>9. GST No.</td>
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Signature of the Bidder

Name: ____________________________
Designation: _____________________
Organization: ____________________
Contact No.: _____________________
**Annexure-III**  
(In Reference to DTA Empanelment Tender of IIT Delhi)

**Financial Turnover**

<table>
<thead>
<tr>
<th></th>
<th>2020-21</th>
<th>2021-22</th>
<th>2022-23</th>
<th>Average Annual Turnover</th>
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<tbody>
<tr>
<td>Annual Turnover of the Diagnostic Testing Agency (DTA) (Rupees in Lakhs)</td>
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**Signature of the Bidder**

Name: ____________________________  
Designation: ______________________  
Organization: _____________________  
Contact No.: _____________________
List of Govt. Organization/Deptt.

List of Government Organizations for whom the Bidder has managed laboratory during last five years (must be supported with work orders)

<table>
<thead>
<tr>
<th>Name of the organization</th>
<th>Name of Contact Person</th>
<th>Contact No.</th>
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Signature of the Bidder

Name: ____________________________
Designation: _____________________
Organization: ____________________
Contact No.: _____________________
### Format for Financial Bid

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<tr>
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<td>__________ Percent (in WORDS)</td>
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**Signature of the Bidder**

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Designation: ______________________  
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### Average Annual Test Turnover

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Name: ____________________________  
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Contact No.: ______________________
### Annexure-VI

(In Reference to DTA Empanelment Tender of IIT Delhi)

#### List of Tests

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**Signature of the Bidder**

Name: _________________________

Designation: _________________________

Organization: _________________________

Contact No.: _________________________
EDUCATIONAL QUALIFICATION AND EXPERIENCE OF employed PATHOLOGIST

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Signature of the Bidder

Name: ____________________________
Designation: _____________________
Organization: _____________________
Contact No.: _____________________
### EDUCATIONAL QUALIFICATION AND EXPERIENCE OF employed TECHNICAL STAFF

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**Signature of the Bidder**

Name: ____________________________

Designation: ______________________

Organization: ______________________

Contact No.: ______________________
### INFRASTRUCTURE of the DTA

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Other investigation facility available in Diagnostic Testing Agency (DTA), if any, may be enclosed separately. A work up on the manner in which the agency proposes to carry out the assignment.

**Signature of the Bidder**

Name: ____________________________  
Designation: ________________________  
Organization: ________________________  
Contact No.: ________________________
Annexure-XI
(In Reference to DTA Empanelment Tender of IIT Delhi)

List of Non-CGHS Tests

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Signature of the Bidder

Name: ______________________
Designation: ______________________
Organization: ______________________
Contact No.: ______________________
BID SUBMISSION

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in two Envelops as explained below:

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Envelope – 2

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(Note: -Comparison of prices will be done ONLY on the bids submitted for the Main Equipment and anything asked as 'Optional' in the specs is not to be included for overall comparison.) Bids for optional items are to be submitted in ‘sheet2_Quote for optional items’