

# INVITATION FOR EXPRESSION OF INTEREST (EOI)

for

**Appointment of Consultancy Firm for Procurement of Medical Equipment, Hospital Furniture & Accessories.**


|                            |  |
|----------------------------|--|
| Date of Pre-bid meeting    | : Till 03:30 pm of 17 <sup>th</sup> April 2017 |
| Submission of EOI proposal | : Till 12:30 pm of 05 <sup>th</sup> May 2017   |
| Opening of EOI Proposal    | : 03:00 pm, 05 <sup>th</sup> May 2017          |
| Presentation               | : 03:30 pm, 05 <sup>th</sup> May 2017          |



**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

**KHARAGPUR**

## PRESS ADVERTISEMENT

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|    | <b>INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR</b> |
| <p>IIT Kharagpur invites sealed Expression of Interest (EOI) for <i>Appointment of Consultancy Firm for Procurement of Medical Equipment, Hospital Furniture &amp; Accessories</i>. Complete document can be downloaded from <a href="http://www.iitkgp.ac.in">www.iitkgp.ac.in</a> (Link: Tenders), the same is also available on CPP Portal (<a href="https://eprocure.gov.in">https://eprocure.gov.in</a>). Any corrigendum shall only be published on the Institute Website and on CPP Portal. Submission Deadline: 05.05.2017, 12.30 pm.</p> |   |
| <p>No. IIT/BCRIMSR/EOI/2017 Dt. 05.04.2017 <span style="float: right;">Registrar</span></p>   |   |



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
Indian Institute of Technology  
Kharagpur

No. IIT/BCRIMSR/EOI/2017

Dated: 05 April, 2017

**Sub: Expression of Interest (EOI) for Appointment of Consultancy Firm for Procurement of Medical Equipment, Hospital Furniture & Accessories.**

Indian Institute of Technology Kharagpur is setting up Dr. B C Roy Institute of Medical Science & Research Centre which will be a 750 Bed Super specialty Hospital. In the first phase 400 bed Super Specialty Hospital will be set up along with Medical College and Advance Medical Research Facility. The proposed Hospital shall be set up as a "Connected Hospital". Dr. B C Roy Institute of Medical Science & Research Centre is being constructed on a site, located along the southern boundary of IIT campus, the site is a contiguous land of IIT Kharagpur.

The Institute is planning procurement of medical equipment, Hospital Furniture & Accessories and other hospital infrastructure facilities.

IIT Kharagpur invites sealed Expression of Interest (EOI) from reputed organization / firm having experience in the planning and procurement of medical equipment & facilities for large hospitals / medical colleges / medical research Centre.

The complete document can be downloaded from Institute website [www.iitkgp.ac.in](http://www.iitkgp.ac.in) (Link: Tenders) and the same is also available on CPP Portal (<https://eprocure.gov.in>). The EOI submission fee is Rs. 10,000/- [Rs. Ten thousand only] (non-refundable) and same must be submitted in the form of Demand Draft drawn in favour of "Indian Institute of Technology Kharagpur" payable at Kharagpur. Any corrigendum and addendum shall only be published on the Institute Website and CPP Portal.

**The Estimated Cost of the project is Rs. 150 crores (Rupees One hundred fifty crore only).**

Interested firms are requested to send their sealed EOI under a sealed envelope superscribed with "Expression of Interest (EOI) for Appointment of Consultancy Firm for Procurement of Medical Equipment, Hospital Furniture & Accessories." by post or handed over to the Office of the Registrar, IIT Kharagpur on or before 5<sup>th</sup> May 2017 by 12:30 pm.

The EOI Proposal will be opened on 5<sup>th</sup> May 2017 at 3:00 p.m. in the Committee Room, IIT Kharagpur in the presence of authorized representative of the firms.

Clarifications, if any, may be sought from the Superintending Engineer (Civil), Office of the CCM, IIT Kharagpur.

The Institute will examine the credentials of the firms, based on the submitted documents as per the eligibility criteria.

After evaluation of eligibility criteria, as part of short listing exercise, vendors will be required to make a focused presentation on company, expertise, experience and proposed solution for providing services to IIT Kharagpur not exceeding 15 minutes duration to the Technical Committee of IIT Kharagpur.

Based on the proposed acceptable solution RFP/Tenders may be issued, based on which the vendors are supposed to submit their two part (Part A: Technical and Part B: Commercial) offers as per Institute rules.

The Institute reserves the right to issue Request For Proposal (RFP)/Tenders to vendor if deems eligible and qualified based on the evaluation of the EOI submitted by the bidders, vendor presentations, etc. The decision of the Institute in this regard shall be final.

The Director, Indian Institute of Technology Kharagpur reserves the right to reject any or all the offers without assigning any reason. The Institute also reserves the right to amend the scope of the work at any point of time. Any attempt on the part of any firm to influence, negotiate directly or indirectly with the Institute will lead to exclusion from consideration.

**Please note: This is not a Request for Proposal (RFP) and commercials are not to be submitted with EOI.**

Registrar  
for Director, IIT Kharagpur

1. Institute Website
2. Newspaper
3. CPP Portal
4. Notice Board

## 1. INTRODUCTION & BACKGROUND

Indian Institute of Technology Kharagpur is setting up Dr. B C Roy Institute of Medical Science & Research Centre which will be a 750 Bed Super specialty Hospital. In the first phase 400 bed Super Specialty Hospital will be set up along with Medical College and Advance Medical Research Facility. The proposed Hospital shall be set up as a “Connected Hospital”. Dr. B C Roy Institute of Medical Science & Research Centre is being constructed on a site, located along the southern boundary of IIT campus, the site is a contiguous land of IIT Kharagpur.

The Institute is planning procurement of medical equipment, Hospital Furniture, Accessories and other hospital infrastructure facilities.

Presently, construction for the Main Hospital Building, a G+6 storied structure comprising of approximately 32,805 square metres (each floor being around 4600 square metres) has been started at site. The building with all supporting facilities like air-conditioning, fire-fighting, electrical works, public health engineering, gas manifold, etc. is expected to be completed by July, 2017. The building has been planned as per MCI norms for an initial intake of 50 students with a provision to increase the intake up to 150 students. The necessary supporting infra-structure like electrical sub-station, AC plant room, sewage treatment plant, gas manifold room have also been taken up which is also under finalisation. It is predicted that the Phase-I of the venture will be operational by end of 2017.

The floors of the Main Hospital Building has been broadly planned with the following departments/facilities:

- Ground Floor: Emergency & Casualty, Radiology, Dialysis, Immunology, 24x7 Diagnostic, ECG, EEG, TMT, CT Scan, MRI Scan, Registration, Pharmacy.
- First Floor: OPD Registration, OPD & OPD Diagnostic, Physiotherapy.
- Second Floor: Cardiology & Neuro OT, Catheterization Lab, Cardiac ICU, HDU, CTVS, OPD, Pathology Laboratory, Blood Bank, Hospital Admin. Area.
- Third Floor: OT Units with Post & Pre OTs, ICU and CSSD.
- Fourth Floor: Obstetrics & Gynaecology, ICU, NICU & PICU, Labour Complex with Labour OT, Septic Labour, Eclampsia, NICU Small Beds, PICU.
- Fifth & Sixth Floors: Ward Blocks/IPD.

It is planned that around 300 teaching beds and 166 critical care beds would be distributed over the seven floors in the facilities mentioned above.

The Medical College and extension of hospital to 750 beds is planned for Phase-II. It is also planned to develop a Research Block for Tissue Engineering, Stem Cells, Clinical Engineering, Bio-Medical Engineering, Tele-Medicine, Bio-Technology, Bio-Mechanics, Bio-Electronics, etc.

## 2. BRIEF SCOPE OF SERVICES FOR CONSULTANT

The Consultancy Firm/company will have to provide consultancy services for procurement of Medical Equipment, Hospital Furniture, Accessories and other hospital infrastructure facilities to IIT Kharagpur. The brief description of work is as follows:

- a. Facilitate overall planning of medical equipment for setting up of a connected hospital.
- b. Provide technical assistance and planning requirements like equipment space planning, equipment movement and installation considerations in design, internal design conditions, service connections and interior requirements for the required medical equipment.

- c. Submit detailed specification of the equipment, hospital furniture, accessories and other hospital infrastructure facilities and estimated expenditure for the same in the form of Project Report.
- d. Preparation of reports and documents required for obtaining approvals from various authorities at various tender stages and obtaining the requisite statutory approvals, where necessary.
- e. Work out the procurement schedule in line with Project schedule and requirements to enable IIT Kharagpur understand the timelines by which the orders need to be finally placed.
- f. Travelling to various offices/sites for study, survey, etc.
- g. Suggest for the requirement of Comprehensive AMC of the medical equipment.
- h. Provide detailed specification of medical Equipment, Hospital Furniture, Accessories and other hospital infrastructure facilities as per the best practices in the industry in a form suitable for competitive tendering which shall be approved by IIT Kharagpur.
- i. Preparation of Tender Document based on the approval and submitting it to IIT Kharagpur before floating.
- j. Assist IIT Kharagpur in holding pre-bid conferences and technical negotiations if required, to provide appropriate information to prospective bidders and prepare draft minutes of the meetings.
- k. Preparation of agreements if any and finalization of the same.
- l. Preparation of Corrigendum and Addendums, if any
- m. Pre-qualification of vendors, Bid response evaluation, preparation of Evaluation Reports.
- n. Provide and update Technical Comparative(s) during negotiation process and submit recommendations clearly highlighting the pros and cons and the reasons for selection of any specific vendor, equipment or technology.
- o. Assist in preparation of the Procurement Order to ensure conformity to the project requirements and highlight critical parameters or deviations.
- p. Interface with IIT Kharagpur for review and approval at various tender stages.
- q. Preparation of Management Information System Reports.
- r. Periodic (daily, weekly, monthly, etc.) reporting of work done.
- s. Any other related tasks assigned by IIT Kharagpur.

Note :

1. The above scope of services is not exhaustive but indicative.
2. The Institute reserves the right to modify the scope of services as per exigencies and also award all or any of the services mentioned above to an applicant.

### **3. BIDDERS WHO ARE INTERESTED TO PARTICIPATE SHOULD MEET THE FOLLOWING MINIMUM ELIGIBILITY CRITERIA:**

- (a) Bidder shall have a minimum 5 (five) years of experience of Consultancy for Procurement of Medical Equipment, Hospital Furniture, Accessories in a large hospital and medical college as on tender submission deadline. Name, address/contact details of the present and past satisfactory clients to be provided as per the prescribed format.
- (b) Experience of having successfully provided consultancy service for supply, install, test and commissioned of similar works at any large hospital and medical college or any Institute of National Importance in India during the last 05 (five) years as on 31/03/2017, as per the following details:
  - a. At least Three(3) similar completed works, each costing not less than the amount equal to Rs. 60 crore ; **OR**
  - b. At least Two(2) similar completed works, each costing not less than the amount equal to Rs. 75 crore ; **OR**
  - c. At least One(1) similar completed work of aggregated cost not less than the amount equal to Rs. 120 crore;

- (c) The bidder must have minimum annual average turnover of Rs. 150 crore during the three financial years 2013-14, 2014-15 and 2015-16. All bidders should submit copies of Audited Statement of Accounts for the last three years ending 31 March 2016 certified by a Chartered Accountant along with the EOI.
- (d) Solvency certificate minimum of Rs. 1 (One) crore in a prescribe format is required from any scheduled bank.
- (e) Proof of Registration of the bidder under relevant law, such as Companies Act, and / or Shops & Establishment Act or Trade License from appropriate authority etc.
- (f) All bidders should submit along with their EOI, copies of PAN Card, VAT Registration, Service Tax registration certificates.
- (g) A certificate (Affidavit) to be signed by MD / CEO of the company that they haven't been debarred or blacklisted for any services, supplies or products dealing in, by any organizations or educational Institute/ University or state/ central government and no criminal case is pending or contemplated against them.
- (h) The bidder must submit copies of acknowledgement of Income Tax return for the last three financial years 2013-14, 2014-15 and 2015-16.
- (i) Filled in declaration as per the format.
- (j) Copy of the complete EOI document with signature and seal in each page as a token of acceptance of all the terms & conditions of the EOI.

**Bidders must submit the documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking by the Bidder for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter head, to be submitted with the EOI proposal.**

#### **4. EOI SUBMISSION FEE**

The EOI submission fee is Rs. 10,000/- [Rs. Ten thousand only] (non-refundable) and same must be submitted in the form of Demand Draft drawn in favour of "Indian Institute of Technology Kharagpur" payable at Kharagpur.

#### **5. CORRESPONDENCE**

For any query pertaining to this document, correspondence may be made to:

Office of the Superintending Engineer (Civil),  
Civil Construction & Maintenance Section  
Indian Institute of Technology Kharagpur, Kharagpur-721302  
Phone: +91 3222 282582 / +91 9434968062  
Email: [arindam@adm.iitkgp.ernet.in](mailto:arindam@adm.iitkgp.ernet.in)

#### **6. EOI SUBMISSION ADDRESS**

Registrar  
Indian Institute of Technology Kharagpur  
Kharagpur-721 302, West Bengal, India

## DRAFT LETTER FOR SUBMISSION OF EOI

From: (The name & Address of the Company)

To,  
The Registrar  
Indian Institute of Technology Kharagpur  
P.O. Kharagpur Technology  
PIN – 721302,  
Dist. West Midnapore, West Bengal, India.  
Phone: 03222-282022; Fax: 03222-282020  
Email: [registrar@hijli.iitkgp.ernet.in](mailto:registrar@hijli.iitkgp.ernet.in)

**Sub : Submission of EOI for appointment of Consultant for planning and procurement of medical equipment, Hospital Furniture & Accessories and other hospital infrastructure facilities for Dr. Bidhan Chandra Roy Institute of Medical Science and Research Centre at IIT Kharagpur**

Sir,

Having examined the details given in Press Notice and EOI document for the above work. I/We hereby submit the EOI document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorise the Authority, to approach the Bank issuing the solvency certificate to confirm the correctness thereof.
4. I/We also authorise the Authority to approach individuals, employers, firms and corporation to verify our competence and general reputation.
5. I/We shall abide by the rules & regulations of the Institute in regard to the selection process of the agency and the final decision.

**(Signature of the applicant(s) with full address, date and office seal)**

**Annexure:**

1. Form A
2. Form B
3. Form C
4. Form D
5. Form E
6. Annexure I
7. Annexure II



## ORGANISATIONAL STRUCTURE

1) Name & Address of the applicant with Telephone No. / Fax No. / E mail

2) a) Year of Establishment

b) Year of commencement of business

3) Legal status of the applicant (attach copies of original document defining the legal status)

a) A proprietary firm

b) A firm in partnership

c) A limited company or Corporation

4) Particulars of registration with various Government bodies (attach attested photocopies)

Organization / Place of registration

Registration No.

i)

ii)

iii)

5) Names and Titles of directors' or partners and officers with Designation with organisation chart

6) Designation of individuals authorized to act on behalf of the organization.

7) Was the applicant required to suspend any project for a period more than six months continuously after commencement of planning? If so, give the name of the project and reasons of suspension of project.

Contd. To Pg - 2

- 8) Has the applicant or any constituent partner in case of-partnership firm, ever abandoned the awarded project before its completion? If-so, give name of the Project and reasons for abandonment.
  
- 9) Has the applicant or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any organization at any time? If so, give details.
  
- 10) Has the applicant or any constituent partner in case of partnership firms, ever been convicted by a court of law? If so, give details.
  
- 11) In which field does the applicant has specialization and interest?
  
- 12) Details of Professional tax registration & Income tax return, PAN, Cess details etc.
  
- 13) Any other information considered necessary but not included above.

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Signature of agency with seal

**DETAILS OF SIMILAR PROJECTS COMPLETED DURING LAST  
FIVE YEARS ENDING 31.03.2017**

| SL. No. | NAME OF PROJECT & LOCATION | DETAILS OF THE PROJECT | OWNER OR SPONSORING ORGANISATION | COST OF PROJECT (CRORES) | DATE OF COMMENCEMENT AS PER CONTRACT | STIPULATED DATE OF COMPLETION | ACTUAL DATE OF COMPLETION | NAME, ADDRESS & TELEPHONE NO. OF OFFICER TO WHOM REFERENCE MAY BE MADE | REMARKS |
|---------|----------------------------|------------------------|----------------------------------|--------------------------|--------------------------------------|-------------------------------|---------------------------|--|---------|
| (1)     | (2)                        |                        | (3)                              | (4)                      | (5)                                  | (6)                           | (7)                       | (8)  | (9)     |

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Signature of Agency with seal

**PROJECTS UNDER EXECUTION OR AWARDED**

| SL. NO. | NAME OF PROJECT & LOCATION | DETAILS OF THE PROJECT | OWNER OR SPONSORING ORGANISATION | COST OF PROJECT (CRORES) | DATE OF COMMENCEMENT AS PER CONTRACT | STIPULATED DATE OF COMPLETION | UPTO DATE PERCENTAGE OF PROGRESS OF PROJECT | SLOW PROGRESS IF ANY AND REASONS THEREOF | NAME, ADDRESS & TELEPHONE NO. OF OFFICER TO WHOM REFERENCE MAY BE MADE | REMARKS |
|---------|----------------------------|------------------------|----------------------------------|--------------------------|--------------------------------------|-------------------------------|---|--|--|---------|
| (1)     | (2)                        |                        | (3)                              | (4)                      | (5)                                  | (6)                           | (7)   | (8)                                      | (9)  | (10)    |
|         |                            |                        |                                  |                          |                                      |                               |   |  |  |         |

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 Signature of Agency with seal

**LIST OF MAJOR / IMPORTANT PROJECTS EXECUTED BY THE FIRM  
SINCE INCEPTION**

| SL. No. | NAME OF PROJECT & LOCATION | DETAILS OF THE PROJECT | OWNER OR SPONSORING ORGANISATION | COST OF PROJECT (CRORES) | DATE OF COMMENCEMENT AS PER CONTRACT | STIPULATED DATE OF COMPLETION | ACTUAL DATE OF COMPLETION | NAME, ADDRESS & TELEPHONE NO. OF OFFICER TO WHOM REFERENCE MAY BE MADE | REMARKS |
|---------|----------------------------|------------------------|----------------------------------|--------------------------|--------------------------------------|-------------------------------|---------------------------|--|---------|
| (1)     | (2)                        |                        | (3)                              | (4)                      | (5)                                  | (6)                           | (7)                       | (8)  | (9)     |

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Signature of Agency with seal

DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE  
DEPLOYED FOR THIS PROJECT

| SL. NO. | DESIGNATION | TOTAL NO. | NO. AVAILABLE FOR THIS PROJECT | NAME | QUALIFICATION | PROFESSIONAL EXPERIENCE & DETAILS OF PROJECTS CARRIED OUT | HOW WOULD THEY BE INVOLVED IN THE PROJECT | REMARKS |
|---------|-------------|-----------|--------------------------------|------|---------------|---|---|---------|
| (1)     | (2)         | (3)       | (4)                            | (5)  | (6)           | (7)   | (8)                                       | (9)     |

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Signature of Agency with seal

*To be provided on the stationary of the bank*

**Solvency Certificate**  
[Format for Solvency Certificate]

To  
The Registrar  
Indian Institute of Technology Kharagpur  
Kharagpur 721302  
West Bengal

Solvency Certificate

This is to certify that to the best of our knowledge and information, M/s..... (address) ..... a customer of our bank is respectable and be treated as good for an engagement up to a sum of Rs..... (Solvency amount) ..... only as on..... (Date of Certificate).

This Certificate has been issued without any risk and responsibility on the part of the Bank or any of its officers. This certificate is issued at the specific request of the customer.

Yours Sincerely,

For..... Bank

Signature of Bank Officer  
Designation  
(with seal)

**DECLARATION**

1. I, ----- Son /Daughter of Shri -----  
----- Proprietor/ Partner/ Director/ Authorised Signatory of M/s. -----  
----- am competent to sign this declaration and execute this EOI document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. I/ we/ am are agreed to enter into a Non-Disclosure Agreement with respect to the proposed EOI for Appointment of Consultancy Firm for Procurement of Medical Equipment, Hospital Furniture & Accessories at IIT Kharagpur and also ensure full Confidentiality in this regard.

Signature of the Authorised Person

Date: -----

Full Name -----

Place -----

Company Seal: -----

Note : The above declaration, duly signed and sealed by the authorised signatory of the firm/company, should be enclosed with the EOI document.