



**Annual Health check-up**

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**REQUEST FOR QUOTATION (RFQ)**

(29 July 2022)  
RFQ: ReBIT/CPO/2022-23/101/016

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**Reserve Bank Information Technology Pvt. Ltd.**  
**502, Building No 1, Mindspace Juinagar, Nerul, Navi Mumbai – 400706**

### Schedule of Events

Tender inviting authority	Reserve Bank Information Technology Pvt. Ltd. (ReBIT)
RFQ BID reference number	RFQ: ReBIT/CPO/2022-23/101/016
Purpose of RFQ	Annual Health check-up
Method of selection	Selection will be based on least cost method (L1)
Availability of RFQ documents	29 July 2022 RFQ document shall be e-mailed to hospitals/diagnostic centres
Last date and time for submission of pre-bid queries	2 August 2022, upto 16:00 Hrs
Pre-bid meeting	3 August 2022, 15.30 Hrs through video conferencing
Date of communication of responses to pre-bid queries and corrigendum, if any	5 August 2022
Last date and time for bid submission (on or before)	11 August 2022 upto 14:00 Hrs . Bids shall be submitted password protected document through email to <a href="mailto:procurement@rebit.org.in">procurement@rebit.org.in</a>
Commercial Bid opening	11 August 2022 at 15:00 Hrs through video conferencing.
Proposal validity	Proposals must remain valid up to 180 (One hundred and eighty) days from the last date of submission
Name and address for communication	The Chief Executive Officer Reserve Bank Information Technology Private Limited, 502, Building No 1, Mindspace Juinagar, Nerul, Navi Mumbai – 400706 Email: <a href="mailto:procurement@rebit.org.in">procurement@rebit.org.in</a> Procurement helpdesk: 022-5023-3139/141

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## 1. About ReBIT

Reserve Bank Information Technology Private Limited (ReBIT) has been set up by the Reserve Bank of India (RBI), to take care of the IT requirements, including the cyber security needs, of the Reserve Bank and its regulated entities. ReBIT will act as a catalyst for innovation, big systems and new ideas apart from having the capability to guide the regulated entities in the IT areas of their operations as also for ReBIT's IT related functions and initiatives. Given the need for interoperability and cross-institutional cooperation, ReBIT will effectively participate in setting up of standards to strengthen Reserve Bank's role as regulator. ReBIT is a wholly owned (100%) subsidiary of the RBI.

## 2. Objectives of the RFQ

ReBIT is looking for "Annual Health Checkup" for its employees

## 3. Invitation of Tender Bids

This RFQ is an invitation for responses from eligible bidders only. No contractual obligation on behalf of ReBIT whatsoever shall arise from the RFQ process unless and until a formal contract is signed & executed by duly authorized official of ReBIT and the successful Bidder. However, until a formal contract is executed, this RFQ together with ReBIT's written acceptance & notification of award shall constitute a binding contract with the successful Bidder.

Bidder(s) are expected to examine all instructions, forms, terms, specifications, and other information in the RFQ document. Failure to furnish any information required by the RFQ document or to submit a bid not substantially responsive to the RFQ document in every respect will be at the Bidder's risk and shall result in the rejection of their bid. The procedure and terms & conditions for submission of bid are enumerated in this RFQ.

All offers of bidders shall be unconditional and once accepted (with or without modifications) by ReBIT shall be binding between ReBIT and such Bidder.

## 4. Scope of Work

- Health check-up for employee +Spouse or anyone dependent family member of ReBIT;
- Period of contract August 1, 2022 (or from the date of issuance of PO) till March 31, 2023 ; may be extended till March 31, 2024 on mutual agreement and based on satisfactory performance and the service quality provided by the successful hospital/diagnostic centres;
- Number of persons to be covered- 330\*2;
- Standard breakfast shall be provided by the hospital/diagnostic center;
- Appointment should be given based on the preference given by the ReBIT employee (preferably on weekends / holidays); All tests shall be performed on same day;
- Location -Navi Mumbai, Thane, Mulund, Mumbai-Western Suburb, Bangalore, Hyderabad;
- All Test Reports, including X-Ray plates / Scan Plates etc. shall be provided;
- Doctor Consultation on full reports shall be provided by the service provider once all the reports are ready;
- The service provider should own the facilities required for all the tests to be covered and have a hygienically maintained premises, including following of COVID protocols;

## Test List for Male & Female:

Test List for Female	Test List for Male
Complete blood count with Hb	Complete blood count with Hb
BP, Pulse, Height, Weight	BP, Pulse, Height, Weight
ESR	ESR
Diabetic Profile (HbA1c)	Diabetic Profile (HbA1c)
Urine Routine (Physical, Chemical & Microscopic examination)	Urine Routine (Physical, Chemical & Microscopic examination)
Stool Test	Stool Test
Lipid Profile (Total Cholesterol, LDL, HDL, Triglycerides, Cholesterol : HDL Ratio)	Lipid Profile (Total Cholesterol, LDL, HDL, Triglycerides, Cholesterol : HDL Ratio)
Renal Profile (Uric Acid, BUN : Blood Urea Nitrogen, Serum Creatinine)	Renal Profile (Uric Acid, BUN : Blood Urea Nitrogen, Serum Creatinine)
Liver Profile (Total Bilirubin, Direct - Indirect, SGOT, SGPT, Total proteins, Alkaline Phosphate, GGT)	Liver Profile (Total Bilirubin, Direct - Indirect, SGOT, SGPT, Total proteins, Alkaline Phosphate, GGT)
X Ray Chest (PA)	X Ray Chest (PA)
Tread Mill Test (TMT)/ 2D Echo (*)	Tread Mill Test (TMT)/ 2D Echo (*)
Thyroid Stimulating Hormone (TSH)	Thyroid Stimulating Hormone (TSH)
USG - Whole Abdomen & Pelvis	USG - Whole Abdomen
Vitamin B12	Vitamin B12
Vitamin D	Vitamin D
ECG	ECG
	Prostate Specific Antigen
	BMD DEXA Scan

## 5. Selection Process

1. ReBIT will first select, to its satisfaction, the successful bidder based on the most responsive Commercial Bid Offered and other terms and conditions (L1 bidder);
2. Other bidders will then be offered to work at the L1 price; all other bidders who are ready to offer their services at the L1 price would be empanelled.
3. The final decision on selection of hospital/diagnostic centre will be resting with ReBIT;
4. Any misrepresentation of facts may lead to outright rejection of the Bid.
5. The selected organisations shall have to enter into a contact with ReBIT after finalisation of selection.

## 6. Instructions for Bid Submission with Checklist of documents

1. This RFQ process shall be administered through e-mail specified in Schedule of Events.
2. The bid document along with all the necessary documents requested for in the RFQ shall be submitted through email (password protected) to [procurement@rebit.org.in](mailto:procurement@rebit.org.in) as per the Schedule of Events :
  - **Copy of the RFQ document along with all necessary documents, duly stamped and signed on all the pages of the document for having noted the contents and testifying conformance to the terms and conditions set out therein.**
  - **Copy of GST Certificate**
  - **Declaration that the Bidder is not currently blacklisted from any of the government, semi government institutions, public/ private companies etc. in India and abroad & there is no court case or insolvency proceedings pending against the bidder – Annexure B declaration is required on bidder's letter head with Authorized signed & stamped.**
  - **Annexure A – Commercial Bid duly signed by an authorized signatory.**
  - **Please share list of locations where Hospitals/diagnostic centres are located.**
3. The authorised signatory representing the Bidder shall digitally/Manually sign all proposal documents emailed to ReBIT.
4. ReBIT reserves the right to resort to re-tendering without providing any reason whatsoever. ReBIT shall not incur any liability on account of such rejection.
5. ReBIT further reserves the right to reject any or all offers based on its own evaluation of the offers received, or based on stability, capabilities, track records, reputation among users and other similar features of a Bidder.
6. ReBIT reserves the right to modify any terms, conditions or specifications of RFQ before date and time of submission of bids. Bidder must submit bid documents as per the changes/modifications while submitting the bid. Notification of amendments/corrigendum will be mailed to eligible bidders and will be binding on all Bidders and no separate communication will be issued.
7. ReBIT, at its discretion, may extend the deadline for a reasonable period as decided by ReBIT for the submission of bids.
8. Bids received after cut-off date and time will not be considered.

## 7. Bid Opening and Evaluation Process

1. All Bidders will be notified to participate in the bid opening process (through Webex).
2. The price bids shall be opened on the notified date and time and reviewed to determine whether the price bids are substantially responsive.
3. The Bidders will have to submit the Commercial bid in the attached format - Annexure A. The Bidder is expected to submit the Commercial bid exclusive of the applicable taxes (GST). Taxes and levies as applicable must be indicated in detail separately.
4. All the prices quoted shall be in Indian Rupees (₹). The quote shall not be subject to any price escalation subsequently.
5. Commercial bid valuation shall be considered as below in case of any kind of discrepancy:
  - a. If there is a discrepancy between words and figures, the amount in words shall prevail
  - b. Where there is a discrepancy between the part-wise quoted amounts and the total quoted amount, the part-wise rate will govern.
  - c. If there is a discrepancy between percentage and amount, the amount calculated as per the stipulated percentage basis shall prevail
  - d. If there is discrepancy between unit price and total price, the unit price shall prevail
  - e. If there is a discrepancy in the total, the correct total shall be arrived at by ReBIT.
6. **Commercial Bid shall be evaluated.** Bidder with the **Lowest Commercial Bid** will be selected

as successful bidder

7. Other bidders will then be offered to work at the L1 price; all other bidders who are ready to offer their services at the L1 price would be empanelled
8. If a Bidder submits any conditional quoted, the bid shall be treated as unresponsive and will not be considered.

## 8. Price Bid

The Price Bid should include the cost of all the items offered. The suggested directive for Commercial offer is as follows:

1. The Price Bid should be submitted as per **Annexure A** by way of entering the values in the format (not in hand written). This must contain all price information, prices should be exclusive of GST & Tax (for all products, services, implementation, certificates etc.). However, all the Tax details to arrive the final payable to vendor should be mentioned in Price Bid.
2. The Bidders should not offer any options or any conditional offers to the ReBIT while giving the price information. The offer should strictly be in conformity with the items as specified by ReBIT. No additions or deletions to the **Annexure A** is allowed. Any deviations may lead to disqualification of the bid.

## 9. Payment Terms

1. Invoices would be raised by the hospitals/diagnostic centres on a monthly basis post availing of health check-up services;
2. Payments would be released by ReBIT within 45 days of receipt of correct invoice;

## Annexure A – Commercial Bid

(On letterhead of the Bidder)

1	2	3	4	5
Description	Annual Health Check Up	Unit Rate	Tax	Total (3+4)
Cost of health check-up (for the tests listed in SOW) for employee + Spouse / anyone dependent family member (1+1)  Qty -660 (Tentative)	Female			
	Male			
	Grand Total (5)			

Note:

The fees payable by REBIT to Bidder shall be inclusive of all costs such as insurance, taxes (GST, as per the rates applicable), and REBIT shall pay the fees due under this RFQ and subsequent agreement after deducting any tax deductible at source ("TDS"), as applicable. Any variation in Government levies/ GST/ VAT/ cess/ excise/ custom duty etc. which has been included as part of the price will be borne by the Bidder.

Authorised Signature

## Annexure B: Undertaking by Bidder

(To be submitted by all Bidders' on their letter head)

Place:  
Date:

To,

The CEO,  
Reserve Bank Information Technology Pvt. Ltd.  
502, Building No 1, Mindspace Juinagar, Nerul, Navi Mumbai – 400706

We \_\_\_\_\_ (bidder name), hereby undertake that

1. As on date of submission of tender, we are not blacklisted by the Central Government / any of the State Governments / PSUs in India or any Financial Institution etc in India.
2. We also undertake that we are not involved in any legal case case or insolvency proceedings pending against us.

Yours faithfully,

Authorized Signatories (Name, Designation and Seal of the Company)

Date:

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