Birla Institute of Management Technology

Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306
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REQUEST FOR QUOTATIONS

FOR PROVIDING GROUP HEALTH CHECK-UP / ANNUAL HEALTH SCREENING SERVICES

M/s ……. ……. …….	TENDER NO. BIMTECH/Purchase/ Health Checkup Date 13.10.2026

IMPORTANT DETAILS	
Name of Services	PROVIDING GROUP HEALTH CHECK-UP / ANNUAL HEALTH SCREENING SERVICES
Date of issue of tender document	13/10/2026
Last date and time for submission of tender	26/10/2026 till 5:00 PM
Venue	Birla Institute of Management Technology (BIMTECH) Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306

1. NOTICE INVITING TENDER

Birla Institute of Management Technology (BIMTECH) invites sealed quotations from reputed, experienced and financially sound Hospital, Laboratories from Healthians/SRL/Lal path labs/ Yatharth Hospital/ Kailash Hospital/ Fortis Hospital/ Max Hospital and Apollo Hospital for providing Group Health Check-up / Annual Health Screening Services for the employee's beneficiaries of the Institute.

The health check-up services shall be conducted at the Institute's premises. Interested eligible bidders may submit their Technical Bid and Financial Bid in accordance with the terms and conditions specified in this tender document.

2. IMPORTANT TENDER INFORMATION

Particular	**Details**
Name of Work	Group Health Check-up / Annual Health Screening Services
Estimated Number of Beneficiaries	Approximately 275 persons
Location of Service	Birla Institute of Management Technology (BIMTECH) Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306
Tender Rate Validity	30 days
Camp to be installed	Tentative 15th November 2026

3. SUBMISSION OF TENDER

The tender shall be submitted in two parts:

- Part-I: Technical Bid – eligibility documents, technical details, experience, accreditation, infrastructure and other required documents.
- Part-II: Financial Bid – price/financial quotation in the prescribed format.

Copy of certificate of work experience and other documents as specified shall be deposited in a sealed Envelope 1 marked as **" Technical Bid".**

Financial Bids are duly filled and compiled with rates, amounts,
totals and signed by authorized signatory shall be placed separately in a sealed Envelope 2. Envelope 2 shall be super scribed as **"Financial Bid**" and opened only after tenderer's eligibility to participate in the
tender is successfully established and accepted by BIMTECH.

All the envelopes shall be placed in a large, sealed envelope marked as **"Group Health Check-up / Annual Health Screening Services"**. The large sealed envelope shall be submitted to the BIMTECH Security Gate before the last date/time.

Addressed to:

To,
Registrar
Birla Institute of Management Technology (BIMTECH)
Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306

At the bottom:

From: (Organization's Name, Address, and Details)

4. SCOPE OF WORK

The selected agency shall provide comprehensive Group Health Check-up/Annual Health Screening services for approximately 275 beneficiaries.

- Registration and identification of beneficiaries.
- Collection of medical history and basic health information.
- Measurement of height, weight and Body Mass Index (BMI).
- Measurement of blood pressure and pulse rate.
- General physical examination by a qualified Medical Officer/Physician.
- Collection and testing of blood and urine samples.
- Conduct of ECG and other diagnostic investigations, wherever applicable.
- Eye/vision examination and dental examination, wherever included.
- Preparation and submission of individual health reports.
- Identification of abnormal findings and provision of appropriate medical advice.
- Health counselling regarding preventive healthcare, lifestyle and diet.
- Submission of a consolidated summary report without compromising individual medical confidentiality.
- Deployment of qualified doctors, paramedical staff, laboratory technicians and other required personnel.
- Arrangement of medical equipment, consumables, sample collection materials and PPE.
- Safe transportation and handling of samples, where applicable.
- Any other activity reasonably required for completion of the programme.

- If the contract is awarded to any hospital, the hospital shall provide a minimum discount of 20% on OPD consultation charges to the employees and other eligible beneficiaries throughout the year.
- If the Home collection is required the additional home charges shall be borne by the individua
- The validity of the health check-up card shall be one month from the date of issue. The beneficiaries must undergo the prescribed health check-up within this validity period at any center operated by the selected bidder or through a home sample collection facility, as offered by the selected bidder.

5. PROPOSED HEALTH CHECK-UP PACKAGE

Test Name	Below 35-45 Yrs	35-45 Yrs Male	35-45 Yrs Female	Above 45 Yrs Male	Above 45 Yrs Female
Complete Hemogram	Yes	Yes	Yes	Yes	Yes
Lipid Profile	Yes	Yes	Yes	Yes	Yes
Liver Function Test	Yes	Yes	Yes	Yes	Yes
Kidney Function Test	Yes	Yes	Yes	Yes	Yes
Thyroid Profile-Total (T3, T4 & TSH Ultra-sensitive)	Yes	Yes	Yes	Yes	Yes
HbA1c	Yes	Yes	Yes	Yes	Yes
Blood Glucose Fasting	Yes	Yes	Yes	Yes	Yes
Urine Routine & Microscopy Extended	Yes	Yes	Yes	Yes	Yes
Vitamin B12 Cyanocobalamin	Yes	Yes	Yes	Yes	Yes
Vitamin D Total-25 Hydroxy	-	Yes	-	Yes	-
HIV 1 & 2 Antibodies	Yes	-	Yes	-	-
HBSAG- Surface Screeniing Antigen	Yes	-	-	-	-
Testosterone Total	-	Yes	-	Yes	-
Iron Studies With Ferritin	-	Yes	Yes	Yes	Yes
CRP (C Reactive Protein) Quantitative, Serum	-	Yes	Yes	Yes	Yes
FSH-Follicle Stimulating Hormone	-	-	Yes	-	Yes
LH-Luteinizing Hormone	-	-	Yes	-	Yes
Homocysteine	-	-	-	Yes	Yes
PSA-total Prostate Specific Antigen, Total	-	-	-	Yes	-
CA-19.9, Serum	-	-	-	Yes	Yes
CEA Carcino Embryonic Antigen Serum	-	-	-	Yes	Yes
CA-125, Serum	-	-	-	Yes	-
HCG Beta Subunit	-	-	-	Yes	-
Home/Onsite Sample Collection	Yes	Yes	Yes	Yes	Yes
Smart Report	Yes	Yes	Yes	Yes	Yes
Doctor Consultation	Yes	Yes	Yes	Yes	Yes

Note: The Institute reserves the right to modify, add or delete any investigation/service depending upon its requirements.

The actual quantity age wise will share the in the final work order.

6. FACILITIES AND MANPOWER

- Qualified MBBS/MD physician(s), as applicable.
- Qualified laboratory technicians and nurses/paramedical staff.
- ECG technician and radiology technician, where applicable.
- Registration/data-entry personnel.
- Adequate medical equipment and consumables.
- Appropriate biomedical waste disposal arrangements.
- Adequate manpower to complete the programme within the scheduled period.

All personnel deployed shall be properly trained, qualified and suitably experienced.

7. ELIGIBILITY CRITERIA

- The bidder shall be a legally registered Hospital, Diagnostic Centre, Pathology Laboratory, Healthcare Service Provider, Company/Firm/Agency authorized to provide such services.
- The bidder should have successfully provided similar health check-up/health screening/diagnostic services to at least 02/03 organizations/institutions during the last 03 years.
- The laboratory/diagnostic facility should preferably be NABL accredited for relevant tests, wherever applicable.
- The bidder shall possess PAN, GST Registration and all applicable healthcare/laboratory licences and statutory registrations.
- The bidder shall submit a non-blacklisting undertaking.

8. DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID

- Certificate of Registration/Incorporation.
- PAN Card and GST Registration Certificate.
- NABL accreditation certificate, wherever applicable.
- Applicable licences/registrations.
- Details of hospital/diagnostic centre/laboratory infrastructure.
- List of qualified doctors and technical personnel.
- Details and documentary proof of similar works executed during the last 03 years.
- Non-blacklisting undertaking.
- Acceptance of tender terms and conditions.

9. TECHNICAL EVALUATION

The Technical Bid shall be evaluated on the basis of compliance with eligibility requirements, relevant experience, accreditation and quality standards, infrastructure, qualification and experience of medical/technical manpower, equipment, experience in institutional/group health camps and quality assurance arrangements. Only technically qualified bidders shall be considered for opening/evaluation of the Financial Bid.

10. CONDUCT OF HEALTH CHECK-UP CAMP

- The camp shall be conducted on dates mutually decided by the Institute and selected agency.
- Deploy adequate manpower and ensure efficient registration and minimum waiting time.
- Maintain proper identification, collection and handling of samples.
- Follow infection-control and safety procedures.
- Ensure accuracy and reliability of test results.
- Provide reports within the agreed timeline.

11. REPORTING

The bidder shall provide an individual health report for each beneficiary containing personal identification details, test results with reference ranges, doctor's observations, abnormal findings, medical advice and follow-up recommendations. Reports shall preferably be provided in electronic and hard-copy format, as required.

Complete reports shall be submitted within 07/10 working days from completion of the health check-up.

12. CONFIDENTIALITY AND DATA PROTECTION

The selected bidder shall maintain strict confidentiality of all medical records, laboratory reports and personal information. No medical information shall be disclosed, published, shared or otherwise used for purposes other than execution of the contract without appropriate authorization. Records shall be handled in accordance with applicable laws and institutional requirements.

13. QUALITY ASSURANCE

- Tests shall be conducted using appropriate standard procedures.
- Equipment shall be properly maintained and calibrated.
- Reagents and consumables shall be of appropriate quality.
- Samples shall be properly labelled and handled.
- Reports shall be reviewed by qualified personnel.
- Errors attributable to the bidder shall be corrected without additional cost.

14. PAYMENT TERMS

- Payment shall be released after satisfactory completion of services and submission of invoice, beneficiary-wise service record/attendance, health reports and completion/service report.
- Payment shall be made within 2-3 weeks after receipt and verification of the complete invoice and supporting documents.
- The payment will be released on actual basis test done. The bidders have no claim in this regard.
- No advance payment shall be made.

15. REJECTION OF BIDS

- The bidder does not meet the eligibility criteria.
- Required documents are not submitted.
- Information furnished is false or misleading.
- The bid is incomplete or conditional.
- The bidder has been blacklisted/debarred.
- The quoted rates are not submitted in the prescribed format.
- Any condition is imposed contrary to tender requirements.

16. RIGHT OF THE INSTITUTE

- Accept or reject any or all bids.
- Cancel the tender process at any stage.
- Increase or decrease the number of beneficiaries.
- Add or delete investigations from the health package.
- Seek clarification from bidders.
- Negotiate, if rate is not justified
- Award the work wholly or partially.
- Modify the schedule of the health camp.

No bidder shall have any claim for compensation on account of cancellation or modification of the tender process.

17. GENERAL TERMS AND CONDITIONS

- The bidder shall be responsible for all arrangements necessary for providing the services.
- All medical and technical personnel deployed shall possess the required qualifications.
- The bidder shall comply with all applicable laws, rules and regulations.
- The bidder shall comply with biomedical waste management requirements, wherever applicable.
- The bidder shall maintain proper records of all services provided.
- The bidder shall not subcontract the work without prior written permission of the Institute.
- The Institute shall not be responsible for negligence or misconduct of the bidder's personnel.
- The bidder shall maintain professional conduct at the Institute premises.
- The bidder shall comply with reasonable instructions issued by the authorized representative of the Institute.
- Any dispute arising out of the contract shall be subject to the jurisdiction specified by the Institute.

18. DECLARATION BY THE BIDDER

We hereby certify that we have carefully read and understood all the terms and conditions of the tender document and agree to abide by them. We further certify that the information and documents submitted by us are true and correct to the best of our knowledge and belief. We undertake to provide Group Health Check-up/Annual Health Screening Services as per the prescribed scope, specifications and terms of the tender.

Particular	Details
Name of Authorized Signatory	_____
Designation	_____
Name of Firm/Hospital/Agency	_____
Signature	_____
Seal	_____
Date	_____

19.TECHNICAL COMPLIANCE SHEET

Sr. No.	Requirement	Compliance (Yes/No)	Remarks
1	Registration/Legal Status		
2	GST Registration		
3	PAN		
4	NABL Accreditation, wherever applicable		
5	Required Licences		
6	Relevant Experience		
7	Minimum Turnover		
8	Qualified Doctors		
9	Qualified Technical Staff		
10	Required Equipment		
11	Health Check-up Package		
12	Individual Health Reports		
13	Consolidated Report		
14	Confidentiality/Data Protection		
15	Non-Blacklisting Undertaking		

20.EXPERIENCE DETAILS

Sr. No.	Client/Organization	Nature of Work	No. of Beneficiaries	Contract Value	Period	Proof
1						
2						

3						

21.MEDICAL AND TECHNICAL MANPOWER

Sr. No.	Name	Qualification	Designation/Role	Experience	Proposed for Camp
1			Physician		
2			Laboratory Technician		
3			Nurse/Paramedic		
4			ECG Technician		
5			Other		

22.FINANCIAL BID

The bidder shall quote rates for the complete health check-up package on a per-person basis. The quoted rate shall include consultation, laboratory investigations, diagnostics, staff, equipment, consumables, sample collection/transportation, reports, counselling and all incidental expenses. Applicable GST and other statutory taxes shall be clearly indicated separately.

The bidder shall not charge any amount directly from beneficiaries for services covered under the approved package.

FINANCIAL BID

Sr. No.	Description	Unit	Rate Below 35-45 Yrs (Male/Female)	Rate 35-45 Yrs (Male)	Rate 35-45 Yrs (Female)	Rate Above 45 Yrs (Male)	Rate Above 45 Yrs (Female)	GST (%)	GST (Rs)	Total (Rs)
1	Complete Group Health Check-up Package	Per Person								
	GRAND TOTAL									

Amount in Words: Rs_____

Authorized Signatory: _____
Name: _____
Designation: _____
Seal: _____
Date: _____

23.NON-BLACKLISTING UNDERTAKING

I/We hereby certify that M/s _____ has not been blacklisted, debarred or declared ineligible by any Central Government Department, State Government Department, Government Organization, PSU, autonomous body or Private educational institution and University as on the date of submission of this tender. I/We further certify that no information furnished by us in the tender is false or misleading.

Authorized Signatory: _____
Name: _____
Designation: _____
Signature & Seal: _____
Date: _____