



भारतीय प्रौद्योगिकी संस्थान इंदौर  
सिमरोल, खंडवा रोड, इंदौर- 453552  
Indian Institute of Technology Indore  
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RFP No. IITI(MM)/RFP/Vaccination-Drive/2021-22/01

May 24, 2021

**Request for Rolling Proposal (RFP)**  
**for**  
**Vaccination Drive at IIT Indore**

Indian Institute of Technology Indore (IITI) is one of the premier institutions of science & technical education and an Institute of National Importance under Ministry of Education, Government of India.

The COVID-19 pandemic had massive global health and economic repercussions and continues to impact countries worldwide. Getting a COVID-19 vaccine is an important step to prevent getting sick with COVID-19 disease. To speed up the vaccination drive throughout the country, the Union Health Ministry has allowed vaccination sessions at both public and private workplaces.

The institute is inviting the proposal for organizing the camps in our campus to vaccinate all community members including Students, Faculty and Staff members, dependent family members and also the frontline workers who are exposed to high level of risk because of their nature of work such as Security, Housekeeping staff, Gardeners, Dining and Hostel workers etc.

The institute is ready to have vaccination drive in the premises following the COVID Appropriate Behavior (CAB). Keeping in view that the vaccines will be available initially in the limited stocks the institute will have vaccination drive phase wise based on age groups that is above 45 years and 18 to 45 years.

**Request for Proposal (RFP) for Vaccine drive is invited from Hospitals, NGOs, Health care service providers to quote their service charge with GST. The approximate numbers may be 1700 and the Services shall be provided in IITI campus and shall be exclusive to the institute.**

However, the proposal for vaccination drive in part or bulk vaccines will be considered to fulfill the requirement to accomplish the drive.

**Terms & Conditions of RFP:**

- i. The health care service provider should be authorized by state or central government agency for Covid vaccination program.
- ii. The doctor / Medical Officer in the team should be a registered medical practitioner as per guidelines of MoH & FW for Covid vaccination
- iii. The nursing staff should be registered with state or central Nursing Council. Other staff should also have requisite qualification and experience for Covid vaccination program as per norms.
- iv. The health care service provider should have experience of carrying out Vaccination drive at hospital, school, college, corporate office etc.
- v. The health care service provider should submit the PAN and GST copy.

**Scope of Work:**

1. Ensure safe storage, transportation, and delivery of vaccine doses and ensure that there are no leakages in the delivery system.



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2. Monitor progress of database of beneficiaries and planning of vaccine phase wise in coordination with IITI.
3. Mapping requirement of doctor, nursing staff and other staff as per Covid vaccination program
4. Abiding by the covid appropriate behavior
5. The staff administering the vaccine should maintain the safety norms and adhere to COVID protocols i.e. wearing face mask, gloves etc.
6. Administering the vaccine and proper recording of the same.
7. Providing medicines if required after vaccination and also tracking the side effects of the vaccination, if any and have preparedness for any acute adverse reaction following vaccination.
8. Ensure set up for beneficiaries to monitor health condition and if required further course of treatment and availability of medicines.
9. Maintain track record of due second dose and administering of the same.

IITI reserves the right to: a) reject/modify/change the scope of business of any or all the proposals without assigning any specific reason whatsoever; b) not bind it to accept the lowest or any proposal; and c) accept the whole or any part of the proposal and the firm shall be bound to perform the same at the rates quoted. Canvassing in connection with tender/quotation is strictly prohibited.

\*The health service provider should submit the proposal in the PRO-FORMA at page no. 3. The rates/charges should be quoted at page no. 4.

The proposals may be submitted through email on [aomms@iiti.ac.in](mailto:aomms@iiti.ac.in) and [pooja@iiti.ac.in](mailto:pooja@iiti.ac.in) in view of the lockdown situation due to the ongoing pandemic.

The RFP is a rolling proposal to get maximum response from the interested health service providers and will be opened till completion of the vaccination drive for entire IIT Indore community. The proposal will be considered on first cum first serve basis.

For any other clarification/detail, you may feel free to interact on email: [pooja@iiti.ac.in](mailto:pooja@iiti.ac.in) or [mms@iiti.ac.in](mailto:mms@iiti.ac.in)  
Contact No.: 9685642471

Administrative Officer (MM)



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**Pro-forma of Submission of Proposal**

| Sl. No. | Criteria   | Response |
|---------|--|----------|
| 1.      | Details of Vaccine along with source of availability and number of vaccine available   |          |
| 2.      | Health care service provider should submit the registration/ authorization copy from appropriate agency as mentioned in RFP  |          |
| 3.      | Details of doctor and medical staff to be enclosed   |          |
| 4.      | Address of registered office & Contact No. & Email id of the firm  |          |
| 5.      | The doctor should be registered as Medical Practitioner. Copy of the same to be attached.  |          |
| 6.      | The nursing staff should be registered from State or Central Nursing Council. Copy of the same to be attached  |          |
| 7.      | The health care service provider should have experience of carrying out vaccination drive at hospital, school, college, corporate office etc.<br>Copy of experience to carry out the vaccination drive |          |
| 8.      | The health care service provider should be registered with concerned taxation authorities such as GST (Copy of the certificate should be attached)   |          |
| 9.      | Copy of PAN Card   |          |
| 10.     | Income Tax Return of last three F.Y. to be attached  |          |
| 11.     | Detail of support required on site by IITI   |          |
| 15.     | Any other add on services/information may be attached for consideration  |          |

The institute may ask for any additional information while considering the proposal.

Date:

Name of the Service Provider:  
Seal & Sign of the Firm/Service Provider



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Price Quote/Bid

The interested Hospitals, NGOs, Health care service providers should quote separately for:

- Drive in vaccine facility: YES/NO
- Desk vaccine facility : YES/NO
- Willing for Bulk Vaccination of all Members : YES /NO
- Willing for Partial Vaccination : YES / NO
- Vaccination Capacity for number of persons (in case of Part Drive) :

| Sl. No.   | Details                            | Price/Rate/Response |
|-----------|------------------------------------|---------------------|
| <u>1.</u> | Rate of vaccine per Dose           |                     |
| <u>2.</u> | Administering charge per Injection |                     |
| <u>3.</u> | Follow up treatment charge         |                     |
| <u>4.</u> | Medicine charges/Unit              |                     |
| <u>5.</u> | Any other charges, applicable      |                     |
| <u>6.</u> | Taxes at actuals                   |                     |

**# Please indicate your specific response against each item. Separate Sheets may be attached.**

Rates should be quoted separately.

Note:

The proposal for part or bulk vaccines both will be considered to fulfill the requirement to accomplish the drive. In case, willing for partial vaccination drive, the number of persons to be vaccinated and days to be intimated in the proposal.

Seal & Sign of the Health Service Provider



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