

Invitation
For
Expression of Interest

**Robotics and Automation Specialized Equipment/ System for
Education and Training**

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**I-Hub Foundation for Cobotics
Indian Institute of Technology
Hauz Khas, New Delhi-110 016
Contact: 011-2654 8493**

Confidential

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1. ABOUT EOI

I-Hub Foundation for Cobotics (IHFC), Technology Innovation Hub (TIH) of Indian Institute of Technology Delhi invites online EoI (Expression of Interest) for Collaborator, Partners, Vendors and Supplier for “Robotics and Automation Specialized Equipment/Systems for Education and Training” from eligible and experienced OEM (Original Equipment Manufacturer) or OEM Authorized Dealer for co-development, supply, installation & integration and service support with warranty.

The primary objective of this EoI is to bring major players on to a common platform for collaboration, co-development, deliver the equipment and systems for skilling via education and training.

2. OBJECTIVE

Focused education and training in the field of Robotics and Automation requires innovative and state-of-the-art equipment / systems. IHFC is inviting industry (individual or consortium) to express their interest with substantial inputs on various aspects associated. The purpose of the exercise is to learn from the available industry expertise in line with the scope of the work, and budgetary assessment for subsequent selection of interested and worthy industry vendors for its execution.

3. COMPANY PROFILE

I-Hub Foundation for Cobotics (IHFC), Technology Innovation Hub (TIH) of IIT Delhi,

IHFC is a Section 8 company, registered under The Companies Act, 2013 having registered office at MZ-122 IIT Room No. Hauz Khas, Delhi, India-110016, established under the mandate of the Govt. of India through the Department of Science and Technology (Ministry of Science and Technology), under its NM-ICPS (National Mission on Interdisciplinary Cyber-Physical Systems) mission for promoting research and development, incubating/promoting individuals/start-ups, entrepreneurs, organizations and corporations individually or in collaboration with faculty and other parties for harnessing the new wave of technological innovation in India.

IHFC’s Education and Training vertical engage in skilling and capacity building in robotics, cobotics and allied domains.

4. DEFINITIONS

“**PARTICIPANT**” is a company that is participating in the IHFC EOI exercise and is willing to express its interest in offering its services for the prescribed requirements. In case, one individual company does not meet all the qualification criteria described below, it can associate with other companies to form a consortium to gain eligibility collectively and meet specific expertise requirements to be able to execute the required work efficiently. A company, if a member of a consortium cannot participate as an individual company and cannot be a member of another consortium for the same EOI.

5. QUALIFICATION CRITERIA

A. INCORPORATION

- i) PARTICIPANT (incl. all members of the consortium, if any) should be registered under the Indian Companies Act 2013.
- ii) PARTICIPANT needs to submit their certificate of incorporation.
- iii) PARTICIPANT should be in active business in a related field for at least one (1) year.
- iv) Startups recognized by DPIIT and MSMEs aligned to Atma Nirbhar Bharat are encouraged to participate.

B. EXPERIENCE

- i) PARTICIPANT should have substantial experience and expertise in the supply and commissioning of such equipment and systems.
- ii) PARTICIPANT should have a demonstratable track record of successful execution of similar projects in India. Necessary proof of the project execution needs to be submitted to establish that the company/consortium is actively contributing to the development of the Indian ecosystem of indigenous product development and research.
- iii) PARTICIPANT should describe expertise available with their organization/consortium with specific experience of related exercise as mentioned in “Scope of Work” Section.

C. FINANCIAL CAPACITY

- i) PARTICIPANT should submit technical and financial details of (up to) the **best 3 related projects already executed.**
- ii) The information should include the project descriptions, values of the project, size of the project, duration, and the successful project execution certificate/proof.
- iii) Pre-qualification of the PARTICIPANT companies will be done based on the submitted documents to substantiate the qualification criteria mentioned in this section.

6. SCOPE OF WORK

With regards to Robotics and Automation Education and Training, the activities listed hereby,

1. Co-development,
2. Supply, installation & integration
3. Service support with warranty
4. Specialized equipment/system are solicited as per the format in Appendix A

7. **SCHEDULE**

Name of Organization	I-Hub Foundation for Cobotics, New Delhi
Tender Type (Open/Limited/EOI/Auction/Single/Global)	EOI
Tender Category (Services/Goods/works)	Goods and Services
Type/Form of Contract (Work/Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Goods and Services
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Others
Date of Issue/Publishing	05/01/2023 (11:00 Hrs.)
Document Download Start Date	28/12/2022 (11:00 Hrs.)
Document Download End Date	Rolling EoI
Last Date and Time for Uploading of Bids	30/06/2023 (15:00 Hrs.)
Date and Time of Opening of Technical Bids	11/01/2023 (First Review, tentatively) 10 th day and 20 th day of every month for subsequent submissions.
Bid Validity days (180/120/90/60/30)	60 days (from the last date of opening of bids)
Address for Communication	IHFC, 2 nd Floor, R&I Park, IIT Delhi, Hauz Khas, New Delhi 110016, India Or IHFC, MZ-122, IIT Delhi, Hauz Khas, New Delhi 110016, India
Contact No.	(91)-11-2654-8493
EOI offer availability for download	www.ihfc.co.in
Email Address	contact@ihfc.co.in

Note:

- PARTICIPANTS are advised to seek clarifications over the email at <contact@ihfc.co.in> within three (3) days after issuance of the Invitation for EOI with subject line “EoI for Robotics and Automation Equipment/Systems”.
- All questions received will be clarified over email or in an online meeting with the PARTICIPANT.
- All valid questions received, and their responses will become part of the Invitation for the EOI document.
- After reviewing all the EOI responses, shortlisted PARTICIPANTS will be communicated to make presentations on their offer in the next 2-3 days.

Important dates are summarized as:

i) Issue of EOI	:	T0
ii) Submission of written queries	:	T0 + 3days
iii) Email/Online meeting for clarifying questions	:	T0 + 7days
iv) Submission of EOI	:	T0 + 6 Months,
v) Presentation of EOI Proposal	:	After shortlisting
vi) Selective Subsequent Interactions if required:	:	During further evaluation
vii) Completion of Evaluation	:	As required

8. EOI SUBMISSION AND OPENING

As per the schedule mentioned above

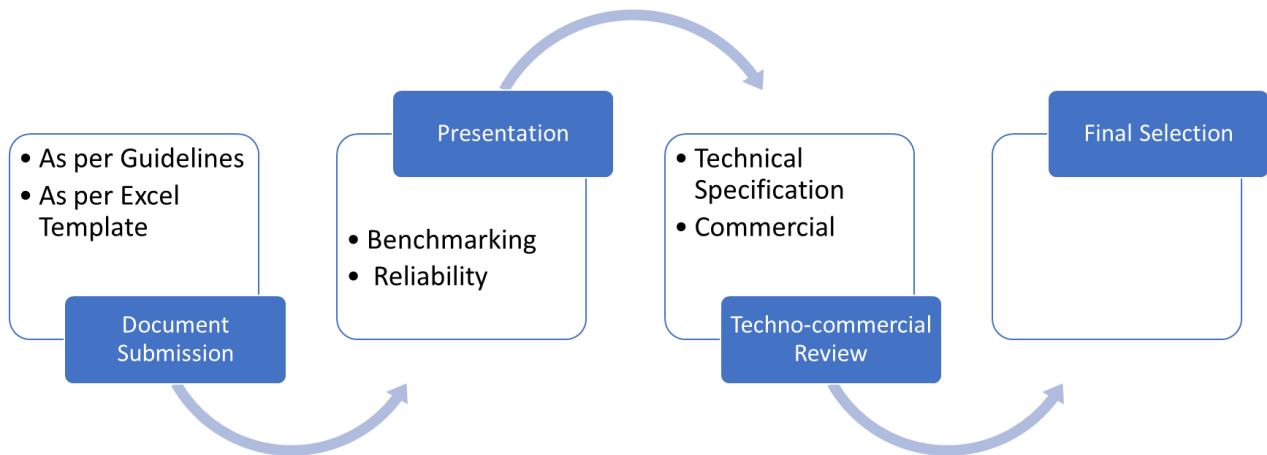
9. CONTACT DETAILS

- Any clarification on the EOI process:
Position: Head-Education Research and Training, IHFC
Email: contact@ihfc.co.in
Phone: (91)-7982-6555-93 (Monday – Friday 10 am – 5 pm) (*Not for EOI clarification*)
All queries will be entertained by email.
- All PARTICIPANTS should mention the contact details of their representatives.

10. EVALUATION PROCESS

- Screening of EOIs will be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- EOI will be further evaluated based on the submitted response on the aspects of:
 - Relevant technical expertise of the team.
 - Relevant compliance of requirements in the product offered in EOI by the PARTICIPANT.
 - Related projects successfully accomplished in the past.

- d. Degree of interest shown in submitting a response on various aspects defined under section scope of work.
 - e. Strategic contribution potential that vendor can offer to make this project successful.
 - f. Relevant budgetary assessment.
- iii) All the PARTICIPANTS will be asked to make a presentation of their offer immediately after the EOI closure date.
 - iv) Subsequent interactions with select participants to get further clarification on their offer may be required.
 - v) The qualified PARTICIPANTS as per the selection criteria will be communicated for further process. EOI exercise will be terminated if none of the EOI responses are found suitable.



Note: Participation in / Submission of the EOI Proposal does not indicate selection / association unless otherwise such proposals are selected/qualified and recommended by the committee and the competent authority of IHFC.

11. CONFLICT OF INTEREST

- i. Where there is any indication that a conflict of interest exists or may arise, it will be the responsibility of the PARTICIPANT to inform in the email to the designated IHFC contact point. The details of the visualized conflict should also be attached to the EOI. Response as Appendix-B.
- ii. IHFC will be the final arbiter in cases of potential conflicts of interest. Failure to notify IHFC of any potential conflict of interest will invalidate any verbal or written agreement.
- iii. A conflict of interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular PARTICIPANT is successful. Actual and potential conflicts of interest must be declared by a person involved in an EOI process.

12. ADDITIONAL TERMS & CONDITIONS

- i) PARTICIPANT should clearly define the IPR generation, sharing, and usage policies along with the associated monetary implications.
- ii) Indian companies should be compliant with the prescribed norms of the Government of India.
- iii) Appropriate penalty clauses will be imposed to ensure that the claimed objectives are executed in time without compromising on the quality.
- iv) This inquiry is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. The buyer also reserves the right to withdraw the inquiry, should it become necessary at any stage without assigning the reasons whatsoever.
- v) Late offers will not be considered. No responsibility will be taken for non-delivery non-receipt of EOI Response documents.
- vi) Pointwise Compliance statement addressing every functional requirement/Specification mentioned will be submitted. Non-compliance if any will be clearly marked with reasons.
- vii) PARTICIPANT is required to furnish the complete details for both technical as well as commercial aspects as per Appendix A.
- viii) Incomplete, ambiguous, conditional submissions are liable to be rejected by IHFC. Also nonresponse to clarifications sought by IHFC will make the PARTICIPANT non-compliant.
- ix) Pointwise compliance statement addressing each aspect mentioned in this document (i.e., Invitation to EOI) shall be submitted.
- x) The offer should remain valid for 60 days from the opening date of EOI

Appendix-A

S.No.	CIN of the company	Website	Mobile Number	Email Address	Name of Person of Contact	Address of the Supplier Entity	Name of the Supplier Entity
Equipment Name							
Expected Working of the Equipment							
Equipment Description by Vendor							
Product type number: 1) Demonstration 2) DIY							
Product OS Compatibility: 1) MS Windows							
Possible number of lab Experiments							
Instruction manual Y/N							
Video link of working demonstration of the equipment							
Prerequisite Softwares							
Prerequisite Hardwares							
Licenses, if any							
Product certifications, if any provide details							
Percentage of local content							
Is it an Import item? Y/N							
Is it available on GeM portal? if yes, provide the link							
Warranty, Years							
Extended Warranty & AMC, if yes, provide details							
Cost for Extended Warranty & AMC for applicable items							
Quantity in stock as on today							
Delivery time							
Unit Cost (INR)							

Please download the excel template from the embedded PDF and Excel Sheet –



IHFC_E&T_EoI_BoQ_II Illustrative.pdf



IHFC_E&T_EoI_BoQ.xl
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APPENDIX-B
CONFLICT OF INTEREST

FROM:

CONFLICT OF INTEREST IDENTIFIED: YES/NO

IF YES, CONFLICT DESCRIPTION:

APPENDIX-C
FORMATS FOR SUBMISSION
PARTICIPANT's EOI: Format-1

To,

Sub: Submission of Expression of Interest to undertake work as specified in Invitation of EOI

Dear

In response to the Invitation for Expressions of Interest (EOI) published _____, 2022 for the above purpose, we would like to express interest to carry out the above-proposed task. As instructed, we are submitting the following documents as our response:

S. No.	Required Document	Submitted (Yes/No)
1.	Incorporation Certificate of all members of the consortium	
2.	Organization Details as per Format-2	
3.	Experience of the Organization as per Format-3	
4.	Profile of two (02) experts proposed to lead the execution exercise as per Format-4.	
5.	Related projects successfully executed by the PARTICIPANT as per Format-5.	
6.	Pointwise compliance of EOI Document as per Format-6.	

Authorised signatory on behalf of Company/Consortium

Name:

Company:

Signature:

Stamp and date:

Note: This is to be furnished on the letterhead of the organization.

B. FORMAT-2: ORGANIZATION DETAILS:

CONTACT INFORMATION	
<i>Contact details of important member of the company are to be furnished here</i>	
Member-1	
Name	
Designation	
Phone	
Email	
Member-2	
Name	
Designation	
Phone	
Email	
ORGANIZATION DESCRIPTION (SPECIFIC VALUE PROPOSITION BY DIFFERENT MEMBER COMPANIES)	
AUTHORISED SIGNATORY OF THE COMPANY	
Signature	
Name	
Company	
Stamp & Date	

C. FORMAT-3: EXPERIENCE OF THE ORGANISATION

Relevant experience of the organization is to be submitted in any format but clearly addressing all the requirements mentioned in the experience part of qualification criteria and the specific requirements as mentioned in the Scope of Work section of the document. To be signed by the authorized signatory of the company/consortium on the organization's letter head.

D. FORMAT-4 RELEVANT PROJECTS SUCCESSFULLY EXECUTED BY PARTICIPANT:

Description of projects already executed by Company (individual or collectively) in last 2 years :

DETAILS OF SUCCESSFULLY EXECUTED BEST 3 PROJECTS in last 2 years		
S.NO.	PROJECT DETAILS	
1	DESCRIPTION	
	VALUE (INR)	
	SIZE (MAN-MONTHS)	
	CLIENT COMPNAY	
	PROJECT EXECUTION COMPNAY	
	PROOF OF COMPLETION	
	PROJECT DURATION	
2	DESCRIPTION	
	VALUE (INR)	
	SIZE (MAN-MONTHS)	
	CLIENT COMPNAY	
	PROJECT EXECUTION COMPNAY	
	PROOF OF COMPLETION	
	PROJECT DURATION	
3	DESCRIPTION	
	VALUE (INR)	
	SIZE (MAN-MONTHS)	
	CLIENT COMPNAY	
	PROJECT EXECUTION COMPNAY	
	PROOF OF COMPLETION	
	PROJECT DURATION	

To be signed by an authorised signatory of the company

E. FORMAT-5

POINTWISE COMPLIANCE OF EOI DOCUMENT:

SECTION	CLAUSE NO	REQUIREMENT DESCRIPTION	COMPLIANCE	EXPLANATORY REMARK

To be signed by an authorized signatory of the consortium company/consortium

BID SUBMISSION

Online Bid Submission:

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

S No.	Details	File Types
1.	Budgetary assessment as per Appendix-A	.PDF
2.	Conflict of Interest as per Appendix-B	.PDF
3.	Formats submission are in Appendix-C , PARTICIPANT EOI as per Format-1	.PDF
4.	Organizational/Consortium Details as per Format-2	.PDF
5.	Experience of the organization as per Format-3	.PDF
8.	Related Projects Successful executed as per Format-4	.PDF
9.	Pointwise compliance as per Format-5	.PDF