

Ministry of Home Affairs (MHA), GOI

Central Armed Police Forces Institute of Medical Sciences ("CAPFIMS")

Expression of Interest (EOI)

Appointment of Project Development Consultant (PDC)

"Consultancy Services for Development of Strategy / Models for Operation, Management and Running of Medical Institute with Research & Referral Hospital

(500 Bedded General Specialty Hospital) &

(300 Bedded Super Specialty Hospital), along with

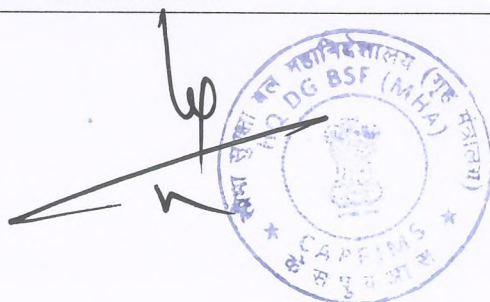
College of Nursing & School of Paramedics

Maidangarhi, South Delhi, New Delhi.110068



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Section-I

O/o Addl. DG (Logistics) BSF/Project Director "CAPFIMS"
Central Armed Police Forces Institute of Medical Science "CAPFIMS"
FHQ BSF, Project "CAPFIMS"
Ministry of Home Affairs, New Delhi 110003

INVITATION OF EXPRESSION OF INTEREST

Project Director "CAPFIMS" on behalf of Ministry of Home Affairs (MHA), GOI invites sealed Expression of Interest (EOI) from Indian Consulting agencies/ Consultants to provide the Consultancy Service as Project Development Consultant (PDC).

2. The EOI document containing the details of Qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website www.eprocure.gov.in/ www.mha.gov.in/ [www.gem.gov.in.](http://www.gem.gov.in/)
3. Further details, if any, may be obtained from O/o Project Director "CAPFIMS", Room No. 301, 3rd Floor, FHQ BSF, No.11 CGO Complex, Lodhi Road, New Delhi.110003 during working hours.
4. Last date of submission of EOI is 12.03.2021 upto 1400 hours. Sealed envelope marked to the captioned address, containing EOI may be submitted mentioning "EOI for appointment of Consultant for Project "CAPFIMS" on the top of the cover:

ADG (Logistics) BSF/ Project Director "CAPFIMS"
 Project "CAPFIMS"
 FHQ BSF, No.11 CGO Complex,
 Lodhi Road, New Delhi.110003

5. Applicants meeting the qualification criteria may be invited for presentation/ proposal before the Consultancy Evaluation Committee (CEC) comprising of 03 members nominated for this purpose. Further based on the scoring pattern, marking pattern, the Bid documents will be subsequently issued to the short listed applicant only.

ADG (Logistics) BSF/ Project Director
 Project "CAPFIMS"

Note: Project Director "CAPFIMS" or any of its designates reserves the right to cancel this request for EOI and/ or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and Project Director "CAPFIMS" reserves the right to amend /add further details in the EOI.



LETTER OF INVITATION

No. 114/18/CAPFIMS-PSU/BSF/2021

O/o Addl. DG (Logistics) BSF/Project Director "CAPFIMS"
 Central Armed Police Forces Institute of Medical Science "CAPFIMS"
 FHQ BSF, Project "CAPFIMS"
 Ministry of Home Affairs, New Delhi 110003

Dated: 12 Feb, 2021

Dear Sir/Madam,

Project Director "CAPFIMS", Ministry of Home Affairs invites sealed Expression of Interest (EOI) from Indian Consulting agencies for undertaking consultancy services as Project Development Consultant (PDC) for development of Strategy/ Models for Operation, Management and Running of Medical Institute with Research & Referral Hospital, along with College of Nursing & School of Paramedics for Project "CAPFIMS".

2. The EOI document containing the details of Qualification criteria, submission requirement, brief objective & scope of work and method of evaluation is enclosed.

3. The EOI document is also available on the website: www.eprocure.gov.in/
www.mha.gov.in/ / [www.gem.gov.in.](http://www.gem.gov.in/)

4. It is therefore requested to submit responses in sealed envelopes in prescribed format to the undersigned latest by 12.03.2021. Further queries if any, may be referred in writing to the following address:

ADG (Logistics) BSF/ Project Director "CAPFIMS"
 Project "CAPFIMS"
 FHQ BSF, No.11 CGO Complex,
 Lodhi Road, New Delhi.110003

S.No.	Critical Dates	Date	Time.
1.	Publishing Date	15.02.2021	1800 Hrs
2.	Document Download Start Date	15.02.2021	1830 Hrs
3.	Document Download End Date	17.02.2021	12.00 Hrs.
4.	Bid Submission Start Date	07.03.2021	10.00 Hrs
5.	Bid Submission End Date	12.03.2021	14.00 Hrs
6.	Bid Opening Date	15.03.2021	15.00 Hrs.

(Enclosure: EOI Document)

Yours Sincerely

ADG (Logistics) BSF/ Project Director
 Project "CAPFIMS"



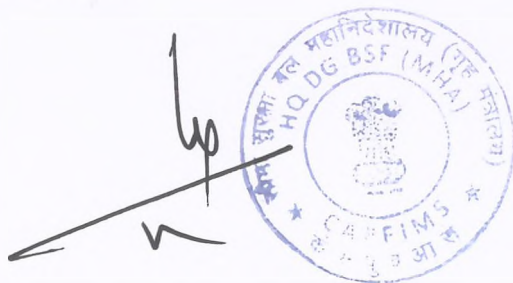
Section-II

Terms of Reference for appointment of Project Development Consultant (PDC):

To evolve & develop models/methodology for Operation, Management and Running of Medical Institute with Research & Referral Hospital (500 Bedded General Specialty Hospital) & (300 Bedded Super Specialty Hospital), along with College of Nursing & School of Paramedics of Central Armed Police Forces Institute of Medical Sciences ("CAPFIMS"), at Maidangarhi, South Delhi, New Delhi.

1. Background

- 1.1. Ministry of Home Affairs (MHA), GOI, in October 2013, has conveyed the approval of the Union Cabinet for Establishment of Central Armed Police Forces Institute of Medical Sciences ("CAPFIMS"), a Medical Institute, a Referral & Research Hospital (500 Bed General Specialty & 300 Bed Super Specialty Hospital), a College of Nursing and a School of Paramedics, at Maidangarhi, South Delhi, New Delhi for the health care beneficiaries of Central Armed Police Forces (CAPFs). "CAPFIMS" is registered as a society under the Societies Registration Act 1860 on 17th Feb.2014.
- 1.2. The establishment of "CAPFIMS" is envisaged to provide:-
 - i) State of art quality tertiary health care services to the **62 lakhs** beneficiaries including personnel, families, dependants & retirees of the Central Armed Police Forces.
 - ii) To produce & provide quality health care professionals (Doctors, Nurses and Paramedical Staff) who are duly trained in the ethos, culture and unique requirements/needs of these forces/ CAPFs.
 - iii) To address the shortage of Medical, Nursing & Paramedics in the CAPFs.
 - iv) To provide continued research in field of medical sciences, technological advancements in the field of medicine & health education.
 - v) The students would be taken as cadets and on completion of their courses would serve the CAPFs on similar analogy of Armed Forces Medical College, Pune.



- 1.3. "CAPFIMS" is in possession of 51.4 acres of land at Maidangarhi, South Delhi (5km from landmark Chattarpur Temple), New Delhi. CPWD is the Project Implementing Agency and M/s L&T is the construction agency of the said project. All the required statutory clearances have been obtained. The work at the site has already commenced in June 2017 (on 33.65 acres). The work at the site is in progress.

1.4. **Academic Structure.**

S/No.	Courses	No. of Seats
I	<u>UNDER GRADUATE</u>	
	MBBS	100
II	<u>PG COURSES</u>	
a)	PG Degree	40
b)	PG Diploma/ DNB	20
III	<u>Post Doctoral Courses</u>	
	DM & MCH	10
III	<u>Nursing</u>	
	B. Sc Nursing	60
IV	<u>Paramedical</u>	
	Paramedics	300

- 1.5 "CAPFIMS" has set a target to commission the 800 Beds Research & Referral Hospital (500 General Specialty & 300 Beds Super Specialty) Hospital would be undertaken initially, on completion of ongoing Infrastructure works.
- 1.6 "CAPFIMS" needs to apply for recognition from Indraprastha University, New Delhi 06 months prior to completion of Infrastructure works, timed with furnishing & equipping and placement of Faculty/ Manpower.
- 1.7 The process of applying to MCI/ now National Medical Council (NMC) to accord recognition for Undergraduate & Post Graduate courses, besides its stages of renewal. NOC for issue of essentiality certificate from State Govt.
- 1.8 The process of affiliation to Nursing Council of India for conduct of graduate Nursing Courses & Paramedical Council of India for Paramedical courses as per academic intake proposed at 1.4 of this section.



Section -III

2. Aims & Objectives

- i. To appoint a Project Development Consultant (PDC) to study the existing project system and suggest a viable solution best suited for operationalization, management and seamless day to day functioning of Referral & Research Hospital with its Allied Institutions of CAPFIMS.
- ii. To suggest a viable model of either a Society, Autonomous, PPP Mode or any other model of functioning which can be conducive for establishment and management of "CAPFIMS" and its allied Institutions.
- iii. To assess the progress made by CAPFIMS with respect to proposed Referral & Research Hospital with its Allied Institutions of CAPFIMS, with specific focus on available physical infrastructure, human resource requirement, medical equipment, revenue models and financial viability conforming to Medical Council of India's (MCI)/ now National Medical Council (NMC) requirements, Nursing Council of India and Paramedical Council of India.
- iv. The detailed scope of work and specific deliverables are mentioned in the sections below.

3. Scope of Work.

- i. The Project Development Consultant (PDC) is required to study the existing Project components and its requirements, by visiting the site.
- ii. Based on such study and elaborate analysis, the PDC would work out different operational models duly evaluating their relative merits, including the options of self managed Society, Company, Trust or any form of PPP but not limited to them. PDC, based on national and international best practices may suggest any other more appropriate model and recommend the most suitable one for consideration.
- iii. PDC may conduct such study and analysis and provide such data as deemed necessary by the client to take an informed decision in selection of most appropriate model. PDC would also organize suitable exposure to the client through field visits and organizing interactions with concerned entities.
- iv. The Project Development Consultant will also propose financial implications based on appropriate financial modeling for each model proposed indicating clearly the contribution required from the Government with details of expenditure and revenue components.



- v. PDC shall indicate the intake capacity for various Post graduate courses in Non-Clinical & Clinical subjects, on the basis of bed strength and considering the MCI/ now National Medical Council (NMC).
- vi. To facilitate in working out appropriate steps & stages for affiliation to IP University for recognition of Undergraduate & Postgraduate Courses, MCI/ now National Medical Council (NMC) besides affiliation to Nursing Council of India and Paramedical Council of India.
- vii. PDC to facilitate & advice steps for Accreditation of Hospital, various licensing procedures involved in Imaging/Radiological/ Laboratory setup as per domain specific requirements.
- viii. PDC to frame the requirement of manpower strength (Faculty, Technical, Nursing & Support staff) for successful functioning of CAPFIMS as per norms set by MCI/ now National Medical Council (NMC)/NCI /PMC commensurate to the various models of functioning of the Institute.
- ix. PDC, consequent to acceptance of appropriate model, will continue to assist in further processes of execution including documentations viz. registration, bid documents, developing technical specifications etc as necessary, conduct evaluations and produce required analytics.
- x. The Project Development Consultant while proposing the various models will ensure compliance to the various statutory State and National level mandatory requirements/norms, besides conforming to standards prescribed by the Medical Council of India/ now National Medical Council (NMC), Nursing Council & Paramedical Council of India.
- xi. The role of the PDC would be inclusive of all requirements mentioned herein but not limited to them and would be expected to be of assistance to the client throughout the process till finalization of appropriate model and mobilization of proposed and accepted institutional structure(s) till date of commissioning.
- xii. PDC would continue their assistance through monitoring of implemented mechanism for a period of one year after its successful commissioning and render such reports as required by the client.



4. Eligibility

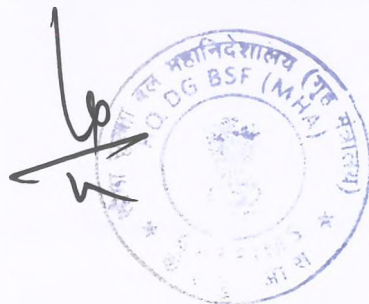
- (i) Project Development Consultant should have the expertise of having rendered consultancy services for setting up of Govt. Medical College, Nursing College & Paramedical School, and engaged in Consulting /Consultation business continuously in the last 5 years.
- (ii) Project Development Consultant should have experience in the field of consultancy and having provided services to successfully set up Medical College with 100 Admissions, with PG Degree/Diploma , DM & MCH courses & setting up of Nursing College of minimum 60 Admission for graduate & Post Graduate Nursing Courses and setting up of Para Medical College/School for Diploma Courses and must have successfully completed at least 02 comparable projects:-
 - a. One integrated multispecialty state of the art hospital project of minimum 500 bed capacity (where bed count includes only inpatient ward beds and ICU beds) and
 - b. Medical college with 100 MBBS Admissions with PG Degree/Diploma & DM & MCH Courses, setting up of Nursing College of minimum 60 admissions for graduate & Post Graduate Nursing Courses and setting up of Para Medical College/School for Diploma Courses Commissioned in last 5 years.
 - c. Only Indian experience shall be taken into account.

Supporting documents with relevant experiences in Academic
Commissioning of such projects to be provided

- (iii) PDC should have experience with Supportive documents in dealing with statutory bodies like University for affiliation, recognition of Undergraduate, Post Graduate and Super PG Courses, Experience in dealing with state Government for obtaining Essentiality Certificate, Experience in dealing with MCI/NMC guidelines for award of recognition & renewals of recognition, for undergraduate, Post Graduate and Super PG Courses with Letter of Permission from MCI/NMC. Experience in dealing with Nursing Council of India for recognition of Graduate & PG Nursing Courses, affiliation with Nursing Council of India. Experience in dealing with Paramedical Council of India for recognition of Diploma Courses in Paramedical Courses and affiliation with Paramedical Council of India. Supporting Documents of experience be provided.
- (iv) For the purpose of all eligibility criteria and other provisions of the EOI, the term "comparable experience" shall primarily mean the following, but client reserves the right to interpret the same as per needs of the project,



- a. One integrated multispecialty state of the art hospital project of minimum 500 bed capacity (where bed count includes only inpatient ward beds and ICU beds) and
 - b. Medical college with 100 MBBS Admissions with PG Degree/Diploma & DM & MCH Courses, setting up of Nursing College of minimum 60 admissions for graduate & Post Graduate Nursing Courses and setting up of Para Medical College/School for Diploma Courses Commissioned in last 5 years.
 - c. Only Indian experience shall be taken into account.
- v) Potential PDC shall be a firm registered in India. The PDC may associate with each other to form a consortium to complement their respective areas of expertise, to enhance the technical responsiveness.
 - vi) The consortium may take the form of Joint Venture (JV) or a sub consultancy. In case of JV, all members of the JV shall sign the contract and shall be jointly and severally liable for the entire assignment.
 - vii) After the shortlist is finalised and the Request for Proposal (RFP) is issued, any association in the form of JV or sub consultancy among the shortlisted firms shall be permissible in accordance with the provisions stated in the RFP. One shortlisted PDC will become the lead member of the consortium. "CAPFIMS" will deal with the lead member of the consortium for all purposes. The maximum number of partners in JV shall be limited to **Three (03)**.
 - viii) In case of JV, the experience in consultancy, financial soundness of each partner will be taken into account for consideration. Each partner should meet at least 25% (and the lead partner at least 50%) out of the qualifying limit of experience of consultancy and financial turnover.
 - ix) A firm shall submit only one proposal, either individually or as JV partner in another proposal. If a firm, including a JV partner submits or participates in more than one proposal; all such proposals shall be disqualified.
 - x) Potential PDCs must have a turnover of average of INR 50 Crores and should consistently be in profit in past 3 FYs (Balance sheet, profit statement, experience related to past contract agreements to be produced).
 - xi) Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.



S/No.	Pre-Qualification Criteria	Supporting document for compliance.
1.	The Consultant shall be a firm registered in India / Joint Venture (JV) is registered in India under the Indian Companies Act 1932 and not exceeding three partners including the lead partner	Copy of Certificate of incorporation and partnership deed, if any.
2.	The firm should be in the business of providing similar consultancy services for at least 5 years in the field of consultancy for rendering services to setup Medical College, Nursing College and Paramedical College and its operations. Must have successfully completed at least 2 comparable projects.	Certificate by Company Secretary of the bidder's organization.
3.	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2017-18, 2018-19, 2019-20) from only consultancy services in India.	Certified by Statutory Body like Chartered Accountant or Independent Auditors recognized by the State Concerned.
4.	The Bidder should have an annual turnover of Rs. 50 Crores in each of the last 3 consecutive Financial years (FY 2017-18, 2018-19, 2019-20) from only consultancy services in India.	CA certified document with name of CA registration number, signature and stamp.
5.	The Bidder shall have experience of providing: i) Expertise of rendering consultancy to setup Medical College/Hospital Consulting business in last 5 years. ii) Shall have 10 years of experience in the field and have successfully completed at least 02 comparable projects. iii) Should have experience in dealing with statutory bodies like MCI/ now Nation Medical Council (NMC), State Govt. and Central Govt. iv) One Integrated Multispecialty state of art Hospital project of minimum 500 beds capacity/ Medical College of 100 admissions commissioned in last 05 years in India only.	Copy of work order/ contract.
6.	The firm should not be blacklisted by Central Govt./State Govt./ PSU/ Govt. Bodies	Certificate issued by Authorized Signatory.
7.	PAN No./Service Tax Registration Certificate	Copy of certificate to be enclosed.
8.	Preference will be given to firm having prior experience in Centrally Sponsored schemes for any Central/ Sate Govt./ Govt. Autonomous Bodies.	
9.	The Bidder must have an office in Delhi/NCR	Details of branch offices in State/UTs other than Delhi/ NCR area, if any, may be submitted.



5. Desirability:

PDC possessing relevant experience in handling Govt. sector projects of similar nature would be an added qualification.

6. Venue & Deadline for submission of proposal

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to Project Director 'CAPFIMS' at the address specified herein earlier. In exceptional circumstances and at its discretion, Project Director may extend the deadline for submission of proposals by issuing an amendment to be made available on the MHA website, in which case all rights and obligations of Project "CAPFIMS" and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

7. Validity of offer

The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further if required by Project Director "CAPFIMS".

8. Qualification Criteria

The Expression of Interest (EOI) is to be submitted in the manner prescribed. All information as detailed is to be submitted in two hard copies in separately sealed envelopes and one soft copy in CD/ USB Drive.

9. Deliverables

The shortlisted PDC is required to study the existing requirements of the client and shall provide the following:-

S/No.	Deliverables	Time Frame	Remarks
i)	Develop various operational models (Trust/ Society / PPP Mode) for functioning of CAPFIMS and its Allied Institutes with description of merits & demerits for each model akin to National & International prevailing best practices within the ambit of statutory regulations of MCI, NCI & Paramedical Council of India.	Draft Inception report for appraisal to be prepared and submitted within 03 months based on analysis.	
ii)	To delineate financial implications for each model of functioning (Trust/ Society/PPP Mode) with emphasis on contribution from Govt., running expenditure & source of revenue generation.	Final report within 05 months from the date of	



iii)	Identify/Quantify the man power requirement (Faculty, Technical, Nursing, Support Staff, Outsourcing etc.) with pay structure as per 7 th CPC, while adhering to norms stipulated by MCI/ now Nation Medical Council (NMC), NCI & PMC of India.	signing of the agreement with periodic monthly progress report.	
iv)	Preparation of sequential stages for affiliation with University for recognition of UG & PG Courses, NOC for Essentiality Certificate from State Govt., affiliation with Nursing Council and Paramedical Council of India, besides various mandatory Statutory approvals for commissioning and start of Academics.		
v)	Preparation of proposal for commencement of UG & PG Courses simultaneously as per MCI/ now Nation Medical Council (NMC).		
vi)	Preparation of proposal for Nursing Academic Courses as per Nursing Council of India		
vii)	Preparation of proposal for Paramedical Academic Courses as per Paramedical Council of India		



Section-IV:

Instructions for submission of Expression of Interest (EOI).

1. Consultant shall go through the guidelines provided under section III and IV before preparing EOI proposal.
2. Consultant who meets the short listing criteria given in section IV shall prepare EOI as per the guidelines given in section III. If the Consultant feels to submit certain information not covered in the guidelines would be in his interest, he may submit such information.
3. Accomplished Expression of Interest (Application) must be submitted together with a Letter of Intent not later than **14:00 hours (IST) on 12.03.2021**. Documents in support of all qualification information shall be submitted with application. Proposal of EOI with qualification information shall be furnished on/before the due date of submission at the address shown under para -14 here below.
4. The Application shall be basis of drawing up a shortlist of eligible consultants who will be invited to submit proposal for services required.
5. All Applications shall be submitted in English.
6. Power of attorney (on stamp paper duly notarized) of the person submitting the Expression of Interest on behalf of the Applicant shall be attached. Joint Venture (JV) shall not have more than three members. One of the members should be a Lead Member.
7. A firm shall submit only one proposal, either individually or as JV partner in another proposal. If a firm, including a JV partner submits or participates in more than one proposal; all such proposals shall be disqualified.
8. The consultants are allowed to send their comments on the objectives and scope of work or services indicated in the EOI.
9. The Application and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by Applicant with the Application may be in any other language provided that they are accompanied with translations in the English language. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.



10. Project Director "CAPFIMS", reserves the right to reject any Applications, without assigning any reasons thereof.
11. The Applicant shall provide all the information sought under this Qualification Document. Project Director "CAPFIMS", would evaluate only those Applications that are received in the required format and complete in all respects. Incomplete and / or conditional Applications shall be liable for rejection.
12. Detailed TOR will be available on website of MHA.
13. No claims whatsoever will be entertained if submission is not received by due date and time.
14. Any submission must be addressed to the following:
Addl. DG BSF (Logistics) / Project Director CAPFIMS
FHQ BSF No. 10 CGO Complex,
Lodhi Road, New Delhi.110003
15. The Proposal of EOI must be submitted no later than:

Date:12.03.2021, Time: 14:00 hours (IST)

16. Opening of the EOI Proposal:-

Procedure of opening shall be:-

EOIs will be opened by CEC on pre-decided date and time specified in presence of members of opening committee and consultant or their authorized representative who have offered the EOI proposal may choose to remain present.

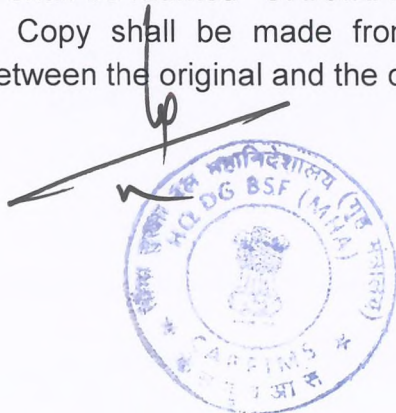
The opening shall take place at:

Addl. DG BSF (Logistics) / Project Director CAPFIMS
FHQ BSF No. 10 CGO Complex,
Lodhi Road, New Delhi.110003

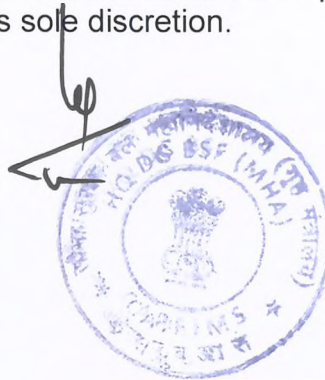
Date: 15.03.2021

Time: 15:00 hours (IST)

17. The Consultant shall submit a signed and complete EOI comprising the documents and forms in accordance with EOI documents.
18. An authorized representative of the Consultant shall sign the original submission letters in the required format for EOI submission and shall initial all pages. The authorization shall be in the form of a written power of attorney attached to the EOI Proposal.
19. The signed EOI shall be marked "ORIGINAL", and its one copy marked "COPY" as appropriate. Copy shall be made from the signed original. If there are discrepancies between the original and the copy, the original shall prevail.



20. The original and the copy of the EOI submission shall be placed inside of a sealed envelope clearly marked "EOI PROPOSAL", "For appointment of a Consultant for Project "CAPFIMS" BID Documents," reference number, name and address of the Consultant, and with a heading "DO NOT OPEN UNTIL 15.03.2021, 15:00 HOURS (IST)."
21. If the envelopes and packages with the EOI are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the EOI.
22. Any submission must be addressed to the following:
- Addl. DG BSF (Logistics) / Project Director CAPFIMS
FHQ BSF No. 10 CGO Complex,
Lodhi Road, New Delhi. 110003
23. The applicant is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in preparation of proposal, participation in meetings/ discussions. "CAPFIMS" in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the EOI process.
24. All materials submitted by the applicants will become the property of CAPFIMS and may be returned completely at its sole discretion.



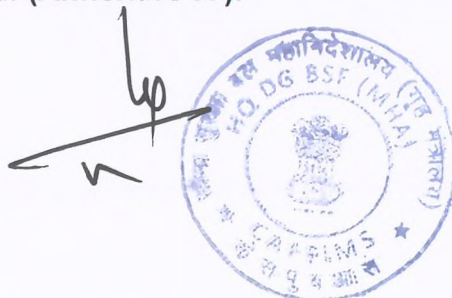
Section - V

Guidelines for Preparation of Expression of Interest

Following information shall be submitted using given formats and where no formats are specified, free format can be used.

1. Complete name of firm, date of establishment and type of organization whether individual, proprietorship, partnership, private limited company, public limited company etc. Exact and complete corporate/registered/home office address, business address, telephone numbers, fax numbers, E-mail and cable address. Information is to be furnished by sole applicant or members of JV individually (**Annexure I**).
2. If present firm is the successor to or outgrowth of one or more predecessor firms, fresh name(s) of former entity (ties) and year(s) of their original establishment with details in aforesaid manner. Information is to be furnished by sole applicant or members of JV individually (**Annexure I**).
3. Present a brief narrative description of the firms. Information is to be furnished by sole applicant or members of JV individually (**Annexure I**).
4. List of not more than two (2) principals who may be contacted by this Office. Listed principals must be empowered to speak for him or for the firm on policy and contractual matters. Information is to be furnished by sole applicant or members of JV individually. (**Annexure I**)
5. Under this item, indicate financial figures from consultancy business for past 5 (five) financial years. (**Annexure II**)
6. Organizational strength of consultant and its constituents in case of a JV shall be given. (**Annexure III**) .
7. Consultant's experience shall be given under Four categories.
 - a) Various mode of functioning,
 - b) Engagement of Manpower resources & Out sourcing and Management,
 - c) Financial Implications in terms of Expenditure projection and Revenue generation.
 - d) Running of Tertiary Care Hospital, medical Institute and its Day to day functioning.

Note: Experience in above categories would be reported for similar nature of works and other works. In case of JV applicant, each member has to likewise give above information. Only those works which are done as prime consultant need to be reported. (**Annexure IV**).



10. The check list for the Bidders:

S/No	Documents to be submitted	Documents submitted	
		Y/N	Page No. at which document attached
1	All pages of this EOI document, duly signed by authorized signatory in token of acceptance of all terms & conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory.		
2.	Incorporation/ Ownership Certificate		
3	Details of Service Tax Registration		
4	Attested copy of PAN/GIR Number.		
5.	Latest Income Tax Return		
6	Experience as BIS Outsourced Agency/ or any other inspection/ sample		
7	Written Statement about suitability of the job.		

- iv). No overwriting / changes is allowed in EOI documents submitted.



Section – VI

Short Listing Criteria

I. Annual Turn over

Potential PDCs must have a turnover of at least INR 50 Crores and should consistently be in profit in past 3 FYs (Balance sheet, profit statement, experience related to past contract agreements to be produced).

II. Selection Process:

- a) The selection process of the consultant will be two stages i.e. EOI stage and NIT stage.
- b) All bidders are required to make a presentation before the committee decided/designated/constituted by Project Director "CAPFIMS", for short listing of Individual/Joint Venture firms for floating of RFP.
- c) The qualification and evaluation criteria and the process of selection in the instant EOI are indicative and provisional. Project Director "CAPFIMS", may modify the criteria based on the discussion/presentation at EOI and final criteria will be published at NIT stage.

III. Evaluation Criteria & Method of Evaluation

- i) Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- ii) EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of projects, financial strength of firm and presentation/ proposal to the selection committee whose decision will be final.
- iii) Firms who qualify as per the eligibility conditions will be provided a brief of the Project. The firms will be required to make a presentation before Consultancy Evaluation Committee (CEC) of three members with one Financial Advisor for the first stage of evaluation of term of reference of responsiveness and Technical proposal submitted by bidders, before a selection committee show-casing their proposals.
- iv) Project Director "CAPFIMS", will take up references and reserves the right to pay due heed to the Bidders performance elsewhere and any past experience.
- v) Short listed firms will be issued Bid Documents and asked to submit their price proposal in a sealed envelope.



VI Response

Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of service projected in the enquiry may also be submitted along with the offer.

VII Conflict of Interest

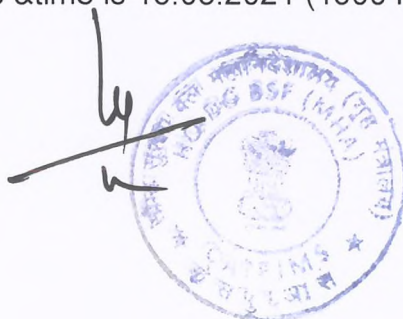
- i) The consultant is required to provide professional, objective and impartial advice, at all times holding the Procuring Entity's interests paramount, strictly avoiding conflicts with other assignments or his/its own corporate interests and acting without any consideration for future work.
- ii) The consultant shall be under obligation to disclose to the Procuring Entity any situation of actual or potential conflict that impacts its/his capacity to serve the best interest of its client/ Procuring Entity. Failure to disclose such situations may lead to the disqualification of the consultant or termination of its/his contract during execution of the assignment.
- iii) Where there is any indication of conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform the Project Director CAPFIMS, detailing the conflict in writing as an attachment to this Bid.
- iv) A Conflict of Interest is where a firm involved in the proposal has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a firm involved in a Bid process.
- v) Project Director "CAPFIMS" shall be the final arbiter in case of potential conflict of interest. Failure to notify Project Director CAPFIMS of any potential conflict of interest will invalidate any verbal or written agreement.

VIII. Condition under which EOI is issued

The EOI is not an offer and is issued with no commitment. MHA reserves the right to withdraw EOI and or vary any part thereof at any stage. MHA further reserves the right to disqualify any Bidder, should it be so necessary at any stage.

IX. Last Date of submission of EOI.

The last date of submission of EOI is 12.03.2021 (1200 Hrs)
Bid opening date & time is 15.03.2021 (1500 Hrs).



Annexure-I**Expression of Interest Form for Consulting Firm or Joint Venture**
(To be filled up by each of the constituent in case of a Joint Venture)

Consultant	Date of Establishment	Country	Type of Organization			
			Individual	Partnership	Corporation	Others
Name						

1. Corporate/registered Office / Business Address / Telephone Nos. / Cable Address/Email address of consultant and its branch offices for Consultant (including members in case of JV)
2. Consultant's former name and year of establishment (including that of members in case of JV), if any
3. Narrative description of Consultant firms (Use other sheet, if necessary)
4. Name(s) of, not more than two (2) principals who may be contacted with title, telephone number/ fax number, E mail address.



Annexure II**Financial Statement of the last Five Financial Years**

S/No	Particulars		2015-16	2016-17	2017-18	2018-19	2019-20
1	Annual Turnover from consulting business	Lead Member					
		Other Member (1)					
		Other Member (2)					
2	Annual Turnover in case of Individual consultant						

Notes:

- Values should be duly certified by statutory body like Chartered Accountant or Independent Auditors who are competent to do so as recognized by the State concerned.
- The amount shall be stated in Indian Rupees (INR).



Annexure III**Organizational strength:**

S/no	Total Strength	Professionals and Institutional experts on payroll and having over 10 years experience	Professionals and Institutional experts continuously on payroll for over 5 years	Professionals and institutional expert working only in Consultancy Services.



[Handwritten signature]

Annexure IVDetails of Experience

Sr. No	Projects Name / Year	Number of assignments during last 5 years	Order value of each assignments in Rs (Enclose copy of order)	Mention the name of the client/ organization (Enclose Completion Certificate)	Fee in INR (Applicant's share in case of JV)	Duration in months
1	2	3	4	5	6	7
a)	Experience of assignments of similar nature as Sole Consultant or for each of the members in case of JV					
b)	Experience in carrying out similar assignments in Govt.					
c)	Experience in carrying out similar assignments in Public Sector					

Note:

- Only those assignments shall be considered for which consultant has provided services as lead member in case that work is done by a JV.
- Each assignment shall be supported by following details:
 - Name of Overall assignment: _____
 - Location of Overall assignment: _____
 - Owner's Name and Address: _____
 - Completion (Actual/Estimated vis-à-vis Stipulated): _____
 - Description of assignment: _____
 - Description of Services provided by the firm: _____
- Decision of Evaluation committee in ascertaining "similar nature" and "similar assignment" will be final.



Authorized Signatory
Name of Client

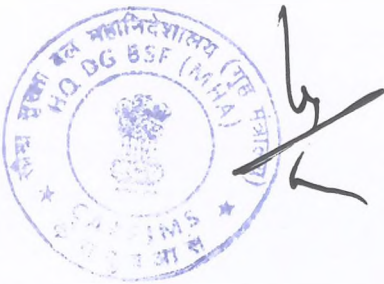
Annexure-VEmployer's references

1. _____

2. _____

3. _____

4. _____



Annexure VI**Declaration**

1. I certify that the information in the above Expression of Interest forms is true to the best of my knowledge.
2. I also understand that any misleading or wrong information will disqualify this application straightaway.

(Note: Declaration is to be submitted on the letter head of the Firm).

Authorized Signatory
(Applicant)

