

ASSAM CANCER CARE FOUNDATION (ACCF)

3rd floor, V.K. Trade Centre, G.S. Road, Opp. Down-town Hospital,
Guwahati – 781022, Assam
E: procurement@accf.in | W: www.assamcancercarefoundation.org

Ref No. ACCF/Nursing/2022-23/58

Dated: 17.11.2022

SELECTION OF CONSULTANCY AGENCY FOR SETTING UP NURSING COLLEGES FOR ACCF

Notice Inviting Quotations

1. NOTICE INVITING QUOTATIONS: -

Assam Cancer Care Foundation (ACCF) invites quotations from eligible consultancy service providers for setting up of seven numbers of nursing colleges at various districts in Assam.

2. CALENDER OF EVENTS & KEY INFORMATION: -

S No.	Description	Details
I.	Method of selection	Least Cost Based System Selection (LCBS)
II.	Date of issue of Notice	17.11.22
III.	Clarification cum pre bid meeting	24.11.22 @ 2:00 PM
IV.	Last date & Time of Physical submission	10.12.22 @ 5:00 PM
V.	Validity of proposal	180 days from last date of submission.
VI.	Name and address where queries /correspondence concerning this request for quotation is to be sent	Email: procurement@accf.in Phone no: +91-9998515371 (AGM Procurement) Phone no: +91-9864215225 (Consultant Procurement)
VII.	Address where Bidders must submit physical proposal	Assam Cancer Care Foundation, 3rd floor, V.K. Trade Centre, G.S. Road, Opp. Down-town Hospital, Guwahati – 781022, Assam
VIII.	Proposed Locations	<u>L2 Centres-</u> 1. Dibrugarh Cancer Care Centre (150 beds) 2. Barpeta Cancer Care Centre (140 beds). <u>L3 Centres-</u> (40 beds each). 1. Darrang Cancer Care Centre 2. Tezpur Cancer Care Centre 3. Jorhat Cancer Care Centre 4. Lakhimpur Cancer Care Centre 5. Kokrajhar Cancer Care Centre

3. BRIEF ABOUT THE ORGANISATION & PROJECT

- 3.1. Assam Cancer Care Foundation is a Joint venture Section 8 company between Government of Assam and The Tata Trusts for provision of affordable cancer treatment closest to people's homes in the state of Assam.
- 3.2. A total of 17 Cancer Hospitals have been planned in the state distributed across the state in a manner that no patients requires to travel more than three to four hours to access quality cancer care.
- 3.3. The facilities are structured into three levels.
- 3.3.1. **Level -1.** Is the 350 bedded Apex cancer center at State Cancer Institute Guwahati which shall have best in line facility in Oncology diagnostics and treatment along with capabilities in teaching, training and research.
- 3.3.2. **Level-2.** These facilities have been planned at Dibrugarh, Barpeta (Both operational) Silchar (To start in May 23) Diphu (to start in May 24) and Dhubri (Construction to commence within November 22). These facilities will have 160-180 beds with complete range of diagnostics, critical care, operation theaters, and Radiation Therapy.
- 3.3.3. **Level-3.** These operational facilities are at Jorhat, Lakhimpur, Darrang, Kokrajhar, and Tezpur (Operational). And Golaghat, Goalpara, Sibsagar, Tinsukia and Nalbari (Construction to start in late December). These are 45 bedded facilities where all diagnostics and day care chemotherapy and Radiation Therapy shall be provided. They do not have surgical capabilities.
- 3.4. These hospitals have modern infrastructure and are governed under a corporate system thereby opening many possibilities to utilize these assets for human capital development in health care.
- 3.5. Recently the Board of Directors of Assam Cancer Care Foundation decided to set up Nursing colleges (B.Sc. Nursing) under ACCF so that quality Nursing education is imparted to the pupils to prepare them for roles in super specialty segment as well as prepare them for overseas employment. As such soft skills, language training, and personality development & grooming will also be integrated with the courses. The idea is to cater to a segment which can afford Premium Nursing Education to build a brilliant career in the profession for pan India or global roles and also many who are absorbed locally would be able to mentor the nursing professionals already working in state with GNM/B.,Sc Nursing from other institution.

3.6. In order to roll out the process in terms of feasibility, statutory needs, and budgeting a project report is the starting point on which the ACCF authorities will rely upon to take the proposal to Board of Directors for approvals and sanctions.

4. QUALIFICATION CRITERIA:

Sl No.	Eligibility Criteria	Supportive Documents
I.	Bidder must be a Company registered under Indian Companies Act, 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Proprietorship or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008	Certificate of Incorporation/ Partnership deed/Registration certificate issued by competent authority.
II.	The bidder should have been in the consulting business for more than 5 (Five) years from the date of Incorporation on the last date of submission of the proposal.	Certificate to be provided from CA.
III.	GST Registration	Certificate to be provided
IV.	Bidder must have successfully completed at least five assignment of similar nature . as per proposed project, (Similar project means setting up Nursing College) in any sector under Private/Central / State Govt. /Autonomous bodies during the last five Years (after 1.1.2017).	1. Copy of Work Orders / Contract Documents 2. Completion/Satisfactory Certificate from the clients.
V.	Should be able to showcase end to hand handholding support provided for setting up at least two Nursing colleges in past five years. These two could be out of five assignments as mentioned above.	1. Copy of Work Orders / Contract Documents 2. Completion/Satisfactory Certificate from the clients.
VI.	The average financial turnover must be Rs. 15.00 Lacs . From consulting business only during the last 03 (Three) financial years.	Statement duly sealed and certified by the CA and the authorized representative of the bidder consultants. (Annexure-3)
VII.	The bidder shall not, have been banned /de-listed / black listed / debarred from business by any PSU or Government Department during the last five years ending on the date on which this NIQ is issued.	Self declaration on Company's Letter head in this regard should be provided. (Annexure-1)
VIII.	Original Power of Attorney Document	As per (Annexure-2)

5. PAYMENT TERMS: -

The Assignment is short term and consultants should be able to deliver the final report within Six weeks from the date of issue of work order.

- a. 20% Payment will be released on receipt of inception report with first draft after 3 weeks. Agency need to produce bill of 30% amount.
- b. 40% payment will be released post submission of the final draft report.
- c. Balance 40% payment will be release post acceptance of the final report.

6. PERFORMANCE SECURITY: -

Bidders are required to submit interest free **5% performance security** at the time of issue of **LOI/WO**, valid for **12 months** from date of issue of LOI. Performance Security can be deposited through NEFT/RTGS/BG/DD/FDR/TDR. NEFT/RTGS can be made in favour of "Assam Cancer Care Foundation" Account No. 37754113832, IFSC: SBIN0003030. The same shall be returned to the Agency upon successful completion of the assignment.

7. FINANCIAL PROPOSAL FORMAT: -

Financial proposal should be submitted as per annexure 5, as mentioned below in separate cover stating Financial bid for **ACCF/Nursing/2022-23/58**.

8. EVALUATION OF THE PROPOSAL: -

The quotation inviting authority shall evaluate the proposals of only those bidders who fulfill the eligibility criteria. The decision of ACCF in this regard shall be final and binding on all bidders. ACCF shall be at liberty to ask historical documents/clarification(s) during the eligibility criteria evaluation. Bidder(s) need to provide the same. Failing to provide the same may lead to disqualification of the bid.

9. SUBMISSION OF PROPOSAL:

Bidder shall prepare two cover one for technical and second for Financial bid with clear demarcation on cover as technical cover and financial cover.

Technical cover shall contain documents required to prove qualification as per above Clause no. 4 annexure 1 to annexure 4.

Financial cover shall contain only financial bid as per annexure 5.

These two cover shall be inserted in big cover with heading of "*SELECTION OF CONSULTANCY AGENCY FOR SETTING UP NURSING COLLEGES FOR ACCF for ACCF/Nursing/2022-23/58 from _____ (Name of Bidder).*"

10. Other Terms

- 10.1. Consultant team shall be provided two SPOCS for constant interaction and providing inputs. A biweekly call with clients SPOC on progress and doubt clearance session shall be able to assist the consultants to deliver on time.
- 10.2. It is not mandatory to pay visits to site(s). However, if felt by consultant that visits are required to get an understanding, expenditure for the same to be included in the quoted consultancy fees. No extra payment shall be made other than ordered one.
- 10.3. After submission of draft report by the consultant, ACCF shall give its comments on the submitted report and Consultant need to amend/incorporate the suggestions in the Final Project Report.
- 10.4. If consultant fail to submit the final draft report within the stipulated time, then 1% per week penalty shall be imposed.
- 10.5. Final Project Report shall be submitted in three hard copies and one pen drive.

11. Scope of services:

11.1. Situational Analysis.

- (a) This involves desk top research of current landscape of Nursing education in Assam, demand supply gap, specific needs on the state and what are the global demands. Where the maximum Nurses are being employed in foreign countries, what are the pore requisites and what are the salaries being given.
- (b) Study of the topography and land parcels (basis the maps provided) and select the sites where institutions can be considered. Currently we have seven running hospitals where the institutions can be started. However, Jorhat and Barpeta do not have adjacent land parcels for setting up Academic blocks. However, Government may provide alternative sites as well near the hospital as the same is permissible. Basis this feasibility of each location to be studied and reported.
- (c) Identification of affiliated institutes for public health nursing, mental health nursing etc. also will be required to be done.

11.2. Parent Hospital Affiliations.

- (a) Assam being a NE state is permitted to have hospitals away from academic blocks. In present case the government of Assam is the partner in ACCF and is the owner of various Medical college hospitals and District Hospitals and thus can offer them as parent hospitals. Many of them are running GNM courses. Consultants are

expected to report whether the DH/Medical college hospitals nearby can be considered for being the parent hospitals for clinical training.

- (b) The arrangement to be made, fee to be paid to the Medical college/DH for affiliation by the company (ACCF) in case of starting Nursing colleges is to be worked out.
- (c) The Site at Dhubri is 15 Acres and can be a quick started since Medical college of Dhubri doesn't have a Nursing college and can be considered for starting the same.
- (d) Is there absolute necessity for construction of academic blocks or hospitals or we can hire some building in beginning and then move to own properties in all suggested locations.
- (e) ACCF will provide land availability for the forthcoming cancer hospitals also so that two phased projections can be made. One on current operating hospitals site for immediate implementation as desired by Board and second futuristic so that colleges start along with upcoming medical college hospitals.

11.3. Financial Projections

- (a) The Consultants have to provide a budget for starting 30 student and one 60 student institution in terms of capital expenses. Options for rented buildings followed by own buildings should be separately projected.
- (b) Five years annual operational expenditure to be provided with dummy P&L statements.

11.4. Statutory Compliances.

- (a) Consultant will provide list of compliances needed for the purpose of starting the process and later at various stages and examine material available already and suggested changes so that these requirements are faithfully met.
- (b) The Governance structure considering the current structure of ACCF.

11.5. Summary.

It may please be noted that this exercise is preliminary in nature to present a holistic conceptual plan to higher management. As such basis above inputs a summary and presentation along with a road map is expected from consultants for assisting the management to make considered decisions.

11.6. Time line

The Assignment is short term and consultants should be able to deliver the final report within Six weeks from the issue of work order.

ANNEXURE-1: Declaration by the Applicant (On letter pad): -

(To be typed in a non-judicial stamp paper and duly attested by Notary Public)

I, Proprietor/ Partner /Director/Authorised Signatory of M/s..... hereby declare that the information given, and documents furnished as part of this proposal in response to the Notice inviting Quotation (NIQ) (Ref No. xxxxxxx) is true and correct to the best of my knowledge & belief.

I, _____ hereby certify on behalf of _____ that our offer no..... dtd.....against NIQ specification No any applicable guidelines. I further confirm that in the event of disclosure at a later stage that the same is in breach and ACCF is put to any disadvantage, the whole liabilities arising out of this shall lie wholly on us and we shall bear all consequences thereof.

I, further certify that I am the duly authorized representative of M/s..... and competent to agree as above and a valid power of attorney to this effect is enclosed.

The price offered by us in the financial proposal shall remain valid for a period of 180 days from the due of submission of the proposal. In case we withdraw our proposal or bid any time before its validity then ACCF reserves the right to blacklist us for a minimum period of 3 years.

I/We have not been black-listed or debarred by the ACCF or by any government (State/Central) agencies/bodies, form participating in NIQ, which is in effect at the time of bid submission.

I/we agree that ACCF can blacklist us for a minimum period of 3 years, if any information furnished by us proved to be false at the time of evaluation or at a subsequent date by the Client during the currency of the contract; or in case of non-performance. This action would be in addition to other legal recourses available to the Client under the law of the land. I offer to provide the service as per the prescribed terms and conditions and at the rates as quoted by us in the price bid (Quotation) if the contract is awarded to us.

I/we agree that the courts at Guwahati will have exclusive jurisdiction in respect of all matters arising out of this Notice Inviting Quotation (NIQ).

I/we agree that all decisions made by ACCF in matters related to this NIQ shall be final and binding on us.

Name & Signature

Proprietor/Partner/Director/Authorised Signatory

Name of the bidder:

Date:

ANNEXURE-2: Power of Attorney format or Board resolution for authorized signatory

Format for Power of Attorney to sign the Proposal on behalf of the Applicant (On a Stamp Paper of Rs 100/-)

Power of Attorney

We, (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms. (name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or

incidental to our response to the NIQ for “SELECTION OF CONSULTANCY AGENCY FOR SETTING UP NURSING COLLEGES FOR ACCF” including signing and submission of all documents and providing information to the Client (i.e., ACCF, Guwahati) and its officials or representatives, representing us in all matters before Client, and generally dealing with Client in all matters in connection with our RFP response. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us. Dated this the day of 2022

For

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date :

Note:

- i. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, as laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- ii. In case an authorized Director or key officials of the Applicant signs the Application, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*
- iii. In case the Application is executed outside India, the Applicant has to get necessary authorization from the Consulate of India. The Applicant shall be required to pay the necessary registration fees at the office of Inspector General of Stamps.*

iv. Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a resolution / Power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executant(s).

ANNEXURE-3: TURNOVER CERTIFICATE BY CA: -

Annual Turnover Certificate

(In the letterhead of the CA Firm)

The Annual Turnover of M/s for the past three financial years are given below and certified that the figures as given below are in conformity with the audited statement of accounts and other statutory returns (i.e. Income Tax & GST) and are true and correct.

Sl. No	Financial Year	Annual turnover from similar business (Rs. In lakhs)
1	FY 2019-20	
2	FY 2020-21	
3	FY 2021-22	
Average Annual Turnover		

The Average Annual Turnover in last three financial years is Rs.....Lakhs(in words)
We also certify that M/sis in business of Consultancy services for last.....
..... years.

Date: Signature of Auditor/Chartered Accountant

Place: (with Official Seal)

FRN.:

UDIN: xxxxxxxxxxxxxx

ANNEXURE-4: Brief of Relevant Experience:

S No	Name of the Nursing College for which consultancy provided	Location of College	Duration of Assignment	Scope of Work	No of seats	Remarks

Kindly attach work order copy and completion certificate for the past similar consultancy

ANNEXURE-5: FINANCIAL PROPOSAL FORMAT:

Name of the Organization:_____

Financial proposal should be submitted as per below format.

S No.	Particulars	Amount	GST%	Amount inc. GST
1	Consultancy fee for the given assignment			
Total Amount un words				

Date:

Place:

Sign & Stamp

Name & Designation of Authorised person

Note: 1. - Financial proposal should be submitted as per as per above format in separate cover. Cover shall be marked as "Financial bid for ACCF/Nursing/2022-23/58 from _____(Name of Bidder).