



EXPRESSION OF INTEREST (EOI) FORM FOR EMPANELMENT OF VENDORS
(To be submitted by eligible firms willing to provide specified categories of goods)

Ref No. EOI/ACCF/2022-23/51

Dated 06.07.2021

ASSAM CANCER CARE FOUNDATION
3rd floor, V.K. Trade Centre, G.S. Road, Opp.
Down Town Hospital, Guwahati – 781022,
Assam Ph: +91-9085202020
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1. CALENDER OF RFP EVENTS & KEY INFORMATION:

Date of issue of the RFP	06-Jul-2022
Last date and time of Proposal submission (Online)	10-Aug-22 till 1500 Hrs
Address for Communication	ASSAM CANCER CARE FOUNDATION 3rd floor, V.K. Trade Centre, G.S. Road, Opp. DownTown Hospital, Guwahati- 781022, Assam Ph: +91-9998515371, E: procurement@accf.in W: www.assamcancercarefoundation.org
RFP Processing Fee (non-refundable)	Rs.200/- to be submitted in the e procurement portal only(https://assamtenders.gov.in) Proof of payment to be provided with the Technical Bid.
Bid Security/EMD	-NA-
Contract Period	The shortlisted service provider shall be engaged for a period of 2 years and another year extendable- under mutual consent.
Delivery Timelines	As per ACCF requirement.

2. BACKGROUND

2.1. About ACCF

- a) Assam Cancer Care Foundation (ACCF) is the collaboration of Tata Trusts and Government of Assam ("GoA") in view to optimally plan, design and implement distributed cancer care facilities across the States of Assam through a need-based approach. ACCF is mandated to create patient-centric cancer hospitals across the state to deliver standardized, high-quality and affordable care closer to patients' homes and thereby to mitigate the financial burden.
- b) In addition to Cancer Care, ACCF is embarked on preventive strategies to reduce the incidence of cancer in the State.
- c) ACCF is a Company registered under Section 8 of the Companies Act 2013 having its Registered Office in Guwahati, Assam.

2.2 About this EoI.

- a) ACCF, through this EoI process, intend to empanel (prequalify) eligible parties (i.e. service providers or suppliers), **for a period of 24 months** mutually extendable **by 6 months** to facilitate supply and provisioning of different categories of goods and services of small value in a short notice to meet routine requirements for its offices and hospitals in different locations in Assam. The parties with established supply chain network or having a strong base in Assam shall be preferred. Parties, located outside Assam but intend to set-up office(s) in Assam, are also encouraged to apply.
- b) This Expressions of Interest (EOI) is invited from eligible parties (i.e. service providers or suppliers) willing to be prequalified for one or more of the specified categories service(s) to ACCF in Guwahati or its offices in various districts in the State of Assam.
- c) Firms are at liberty to submit EoI for one or for more than one items of goods or services under each category(s) or for multiple categories in a single EoI. The applicant has to clearly mention the item(s) it expresses its intent for supply or provisioning in prescribed terms.

3. SCOPE OF THIS EOI

3.1. Categories of Goods and Services Covered*

Sr No.	Categories of Goods and Services	Minimum average Turnover requirement in (INR)
1	Office Stationaries: a) Computer Papers, etc. b) Letter Heads, Visiting Cards, Envelops, printing etc. c) Stapler and stapler pin, pen, pencil, scale, marker, erasers, etc. d) Files and folders, etc. e) printing services	Rs. 5 Lakh
2	Hospital Consumables and instruments/Equipment: a) Chemicals, Consumables & Reagents for Hospital, etc. b) Surgical Sutures and surgical instruments, etc. c) Small equipment, etc.	Rs. 5 Lakh

3	Media Agencies: a) For advertisement, Video & audio clips preparation b) Design and development of marketing materials	Rs. 5 Lakh
4	Building Management (HVAC, Electrical, Mechanical & Plumbing)	Rs. 5 Lakh

***Those agencies which are already empanelled, need not to apply afresh. However, for other categories for which they are not empanelled, can apply.**

3.2. Submission & Evaluation

3.2.1. The Applicant shall submit all information as given below along with EoI:

Sl. No	Annexure/Document Details
1	Annexure-2: Firm Profile
2	Annexure-3: Evidence of Similar Experience/ Client Satisfaction
3	Annexure-4: Turnover Certificate
4	Annexure-5: Details of Goods and Services for which interest has been shown.
5	GST Certificate
6	Trade licence
7	Turnover Certificate with UIDN by a Chartered Account
8	PAN
9	Drug licence if applicable
10	Firm Incorporation Document (i.e Company Incorporation Certificate, Partnership Deed, Registration Certificate, Gumashta)
11	Dealership or authorisation certificate, Licence or authorisation certificate to provide service or supply of relevant goods (as applicable)

3.2.2. Details for each category of goods or services required to be furnished separately in the form and manner as given under **Annexure-5**. The Applicant shall fill the form for the items it intends to EoI.

3.2.3. ACCF will evaluate EOI applications based on the evaluation criteria as set out in this EoI;

3.3. Conflict of Interest

3.3.1 The situation of “conflict of interest” between two or more applicants or between the procurement official(s) and the applicant may arise by virtue of their relationship and position.

3.3.2 A participant shall not have conflict of interest with other Applicants. Such conflict of interest can lead to anti-competitive practices to the detriment of Procuring Entity’s interests. The Applicant found to have a conflict of interest shall be disqualified. An Applicant may be considered to have a conflict of interest with one or more parties in this EoI process, if:

- they have controlling partner (s) in common; or
- they receive or have received any direct or indirect subsidy/financial stake from any of them; or
- they have the same legal representative/agent for purposes of this EoI; or
- they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the EoI of another Applicant; or
- Applicant submitting more than one EoI in this EoI process (Clarity: Applicant can participate for more than one category but cannot submit two or more EoIs separately for same category). Participation by an Applicant in more than one EoI will result in the disqualification of all EoIs in which the parties are involved. However, this does not limit the inclusion of the components/sub-assembly/assemblies from one applicant/ manufacturer in more than one EoI.

3.4. EOI Processing Fee

- a) The applicant (participating firm) is required to pay processing fee of **Rs. 200/-** to be paid online during EOI submission at <https://assamtenders.gov.in>

3.5. Online Submission of Bid

- a) The Applicant is required to prepare and submit the complete proposal documents in the online e-Tender portal (i.e., <https://assamtenders.gov.in>) within due date of submission.
- b) All documents including duly filled up forms, formats, instruments and write-up that form part of the proposal should be serially numbered and signed by the Applicant or by the person(s) authorized to sign, as the case may be, on each page before scanning and uploading in the e-Tender portal.
- c) Proposal shall be typed or written in indelible ink and shall be signed by a person or person(s) duly authorized to sign on behalf of the Applicant. All pages of the proposal where entries or amendments have been made shall be initialled by the person or persons authorized to sign.
- d) Proposals shall be digitally signed as per Class 3 digital certificate by a person or person(s) duly authorized to sign on behalf of the Applicant for online submission.
- e) The Applicant is required to submit the hard copies of selected key documents of the technical proposal within due date of submission of the proposal. The hardcopies shall include following documents:
 - i. Processing/Tender Document Fee (proof of payment to be attached)
 - ii. Declaration as per Annexure-2
 - iii. Original Power of Attorney Document or certified copy of the Board Resolution (in case of Company) authorizing the Signatory.
- f) The Applicant can submit above hard copies either through courier or by hand (with acknowledgement) in the address given below. Non-submission of hard copies within due date and time shall be treated as no-bid and render the bid liable for rejection.

**To,
Chief Operating Officer (COO),
ASSAM CANCER CARE FOUNDATION**

3rd floor, V.K. Trade Centre, G.S. Road, Opp. Down Town Hospital,
Guwahati 781022, Assam.

- g) General guidance for e-Tendering Instructions/ Guidelines for tenders for electronic submission of the tenders have been annexed for assisting the contractor/bidders to participate in e-Tendering.

h) Registration of Contractor/bidder

Any contractor/bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through online bidder enrollment in <https://assamtenders.gov.in> (the web portal of Assam Govt. e Tendering). The contractor/bidder/bidder is to click on the Online Bidder Enrollment link for creating their account and register their login Id and Password.

- i) Digital Signature certificate (DSC)

Each contractor/bidder is required to obtain a Class-III Digital Signature Certificate (DSC) (only signing certificate is required) for submission of tenders.

- j) Downloading of Bid Documents: The contractor/bidder/bidder can download NIT & Bidding Documents from <https://assamtenders.gov.in>. There is also different search method for searching of published tenders. For downloading the tender documents or to view the information of a tender Digital Signature Certificate is not mandatory. DSC is mandatory only to submit the Bid.

- k) Participation in more than one work: A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.
- l) **Seeking Clarification:** Bidders have to ask any kind of clarification through "Seek Clarification" Tab available at <https://assamtenders.gov.in>. Clarification asked through any other mode will not be accepted.

m) Amendment of Bidding Documents:

- a. Before the deadline for submission of bids, the purchaser may modify the bidding documents by issuing online corrigendum. The corrigendum will appear on the website <https://assamtenders.gov.in> under "Latest Corrigendum" and email notification is also automatically sent to those bidders who have moved this tender to their "My Tenders" area.
- b. Any addendum thus issued shall be part of the bidding documents and deemed to have been communicated to all the bidders who have moved this tender to their "My Tenders" area. In case of any addendum/corrigendum, the system will automatically send e-mails to all bidders who have downloaded the bidding document.
- c. To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the purchaser may extend, as necessary, the deadline for submission of bids.
- d. In case a bidder has already submitted the bid before corrigendum & he/she will be allowed to resubmit the updated bid again without any additional cost of EMD. In that case his updated bid shall be taken for evaluation.

n) Submission of Tenders

General process of submission, Tenders are to be submitted online through the website <https://assamtenders.gov.in>. The tender is a single cover system and the bidder has to upload their documents as specified in each cover (folder), the first folder is for Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents uploaded should be virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A. Technical proposal

The Technical proposal should contain scanned copies of the following in two covers (folders).

A-1. Statutory Cover Containing (Please make a list of required documents)

i) Technical Documents

ii) Eligibility Documents

Note: - Failure of submission of any of the above mentioned documents will render the tender liable to be summarily rejected for both statutory & non statutory cover.

B. Financial proposal

i. deleted.

o) Withdrawal of Bid

Bidder can withdraw their bids before online bid submission closing date. But after online withdrawal, System will not allow that bidder to participate in the same tender again.

p) Resubmission

Bidder can resubmit their bids more than one number of time before the online bid submission closing date and time. In that case his updated bid shall be taken for evaluation.

q) Help Desk

Help Desk numbers for any kind of support related to e-Procurement:

Local Language Support: 1800 2121 18866 (Ext. 2)

0361 - 234 7144, 223 7188 (9:30 am to 5:30 pm)

(Language: Assamese/Bengali/Hindi/English)

24 x 7 Help Desk Number: 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787.

International Bidders are requested to prefix 91 as country code.

(Language: Hindi/English)

e-Procurement Project Manager: 6901 007390

4. ELIGIBILITY & EVALUATION CRITERIA

4.1. Eligibility Criteria

- a) The company should have active experience in selling the goods or provisioning of the services being applied for at-least 2 years as on 31st March 2022.
- b) The applicant should be registered entity and having appropriate authorisation or licensing to provide the selected services in India.
- c) The applicant should have achieved average annual turnover, as mentioned in the table against each applied category in the Table at Clause 2.1, in at-least last three completed financial years from similar business (i.e., 2018-19, 2019-20 & 2020-21).
- d) It may be noted that applicant are required to furnish a certificate (with UIDN) for average annual turnover from a registered Chartered Account. However, ACCF reserves the right to ask Audited (if applicable) Balance Sheets for the last three financial years, if required at any stage.
- e) Bidder should have received at least two orders from Govt. department or PSUs in last year. Minimum two order copies shall be submitted by the bidder.
- f) The Applicant should not have abandoned any work in the last five years; should not be blacklisted; should not have had any of its contracts terminated for failure to perform; should not have suffered from bankruptcy / insolvency or been a subject of any legal proceedings for these matters; should not have been involved in frequent litigations in the last five years.

4.2 Other Empanelment Terms & Conditions

- (a) The EoI Submissions must be completed in all respect as mentioned herein this document including duly filled Annexures.
- (b) Submission and acceptance of EoI application will not constitute a contract or part of a contract between ACCF and the Applicant;
- (c) Any conflict of interest or potential conflict of interest either with ACCF employees/ex-employees or any other conflict of interest must be fully disclosed to ACCF in this EoI or as soon as such conflict or potential conflict becomes apparent. In the event of any conflict or potential conflict of interest ACCF shall, in its absolute discretion, decide on the appropriate course of action. ACCF reserves the right to evaluate individual or organizational conflict of interest of the applicant vis-à-vis ACCF's own employees;
- (d) The Applicant by responding to this EoI agree to be bound by the decision of ACCF;
- (e) ACCF reserves the following rights for this EoI:-
 - 1) To request any additional information, which is considered relevant for the evaluation;
 - 2) Visit and inspect the firm's premises and its clients;
 - 3) Contact of clients of the applicant provided;
 - 4) Request additional supporting or clarification or supplementary information or technical presentation;
 - 5) Arrange interviews with the applicants' management team or any other relevant staff as appropriate;
 - 6) Reject any or all of the EoI or Accept any EoI in whole or in part;
- (f) Any costs related to the EoI submission will be borne by the Applicant responding to this EoI;
- (g) This EoI is purely an expression of interest by the applying agencies and doesn't guarantee any formal contract with ACCF.
- (h) After submission of EoI for various categories, ACCF shall evaluate the offers and ACCF selection of agencies in a particular category shall be final and binding to the participating firms.
- (i) A firm can participate in one or more categories of Service/Goods.
- (j) Sister concern(s) in which a participating firm for a particular category, having more than 20% shares, can not participate for same category. This will be construed as collusion and all such participating firms shall be disqualified. If the same is found after selection of the firms for same category, such firms shall be blacklisted. ACCF reserves the right to ask MoA, AoA or share/partnership pattern of the participating firms.
- (k) ACCF, after empanelment of qualified agencies, may call quotations/limited tenders for the items which are required at that point of time. Empanelled agencies reserves the right to participate in the procurement process.
- (l) ACCF reserves the right to call quotations from other agencies which are not empanelled depending upon cost, quality, supply time etc.
- (m) This empanelment of agencies under various categories shall be **24 months** from the date of empanelment letter to be issued from ACCF. The same can be extended for another 6 months with mutual consent.

- (n) In a procurement process of ACCF through these empanelled agencies, final selection of an agency for that particular procurement shall depend upon the cost, quality, supply time etc. ACCF is not bound to place order with lowest price Applicant.
- (o) By participating in this EoI, firm agrees to all terms and conditions of this EoI.
- (p) Empanelment at ACCF is a continuous process and ACCF always endeavour to empanel more & more bidders in different categories. Hence, suppliers can apply for empanelment at any time at ACCF, subject to meeting requisite qualification/criteria.

ANNEXURE -1: LETTER OF EXPRESSION OF INTEREST

[On Letterhead of the Applicant Firm including full postal address, and telephone, facsimile and electronic mail]

Date:

To: The Head Operations,
Assam Cancer Care Foundation
3rd Floor, V K Trade Center, Opp. Down Town Hospital
Guwahati (Assam)-

1. Being duly authorized to represent and act on behalf of _____ (hereinafter referred to as “the Company/firm/proprietor-registered”), and having reviewed and fully understood all of the prequalification requirements and information provided, I the under
2. Attached to this letter are copies of original documents defining:
 - a) Firm registration certificate and license to provide following goods/services under:
 - i.
 - ii.
 - iii. (*mention categories for which EoI is being submitted*)
 - b) Authorized Signatory legal status.
3. ACCF and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from other agencies and clients regarding any financial and technical aspects. This Letter of Expression of Interest will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information referred by the company to provide such information deemed necessary and as requested by your selves to verify statements and information provided in this application, such as the resources, experience, and competence of the Company.
4. ACCF and its authorized representatives may contact the following persons for reference check:

Contact 1	Address and communication facilities
Contact 2	Address and communication facilities
Contact 3	Address and communication facilities

5. This application is made with the full understanding that ACCF reserves the right to:-

- a. Request any additional information, which is considered relevant for the evaluation;
 - b. Visit and inspect the company's premises and its clients;
 - c. Contact clients of the company/referees provided;
 - d. Request additional supporting or clarification or supplementary information or technical presentation;
 - e. Arrange interviews with the company's management team or any other relevant staff as appropriate;
 - f. Reject any all of the EoI or Accept any EoI in whole or in part;
6. Any conflict of interest or potential conflict of interest either with ACCF employees/ex-employees or any other conflict of interest must be fully disclosed to ACCF in this EoI or as soon as such conflict or potential conflict becomes apparent. In the event of any conflict or potential conflict of interest ACCF shall, in its absolute discretion, decide on the appropriate course of action. ACCF reserves the right to evaluate individual or organizational conflict of interest of the Applicant vis-à-vis ACCF it's employees.
 7. No sister or associated company/firm of ours are participating for the same category of services in this EoI. If found, action may be initiated against us including debarment.
 8. The company by responding to this EoI agree to be bound by the decision of ACCF;
 9. We hereby declare that we are not blacklisted/debarred either by ACCF/any deptt. Of Govt. of Assam/UN organisation(s) or by any department/office of the Government of India and eligible to participate in this EoI for providing required services.
 10. The undersigned declare that the statements made and the information provided in the duly completed application and its annexures are complete, true, and correct in every detail.

Name of Company:

Address:

Date:

Undersigned by:

Designation of Undersigned:

Seal:

ANNEXURE - 2: FIRM PROFILE

GENERAL INFORMATION ABOUT THE BIDDER				
1	Name of the Bidder			
	Registered address of the firm			
	State		District	
	Telephone No.		Fax	
	Email		Website	
Contact Person Details				
	Name		Designation	

2	Telephone No.		Mobile No.	
Communication Address & Factory address				
3	Address			
	State		District	
	Telephone No.		Fax	
	Email		Website	
Type of the Firm (Please Select)				
4	Private Ltd.		Public Ltd.	
	Partnership		Society	
	Whether MSME firm: Yes/No. If yes, pls submit MSME certificate.			
	Registration No. & Date of Registration.			
Nature of Business (Please Select)				
5	Original EquipmentManufacturer (OEM)		Authorized Distributor/Dealer	
	100% Subsidiary of OEM		Importer	
Key personnel Details (Chairman, CEO, Directors, Managing Partners, etc.)				
6	in case of Directors, DIN Nos. are required			
	Name		Designation	
	Name		Designation	
7	Whether the Owner/Proprietor/Chairman/CEO/Director/Managing Partner has been convicted of an offence by any competent court of law within the last 3 years from the date of floating of the tender.			Yes / No
8	Registration Details: a) GST Registration b) Pl. mention whether Registered in Assam: c) Furnish the copy of the GST registration certificate			

ANNEXURE -3: EVIDENCE OF SIMILAR EXPERIENCE (Goods/Services)/ Past Performance Format**PERFORMANCE STATEMENT**(To be submitted in **Part – I Technical Bid**)

(For the period of last three years)

(Pl. Furnish order copies of the clients serially, the names of which are mentioned below)

:

Name of Bidder:

:

Name of Manufacturer

:

Name of the Item:_____

Sl. No.	Order placed by (Address of Client/Purchaser) (attach documentary proof) *	Order no. & Date	Item Name	Make & Model	Qty.	Value of Contract (Rs.)	Date of Completion	Have the goods been functioning satisfactorily (attach documentary proof)**
1								
2								
3								
4								
			Total Qty.					

Signature and seal of the Bidder

* The documentary proof will be **copies of the Purchase Order** (during the last 3 years) indicating P.O. No. and date.

** The documentary proof will be certificate from the consignee/end user indicating P.O. No. and date.

(attach separate sheets if the space provided is not sufficient)

ANNEXURE -4: ANNUAL TURNOVER STATEMENT**Annual Turnover***On the letter head of Chartered Accountant/Statutory Auditor*

We have verified the Audited Financial statements and other documents of..... having registered office at pertaining to the financial year 2018-19,2019-20 &2020-21. Based on our verification of the afore said statements and records, we certify that the following details are true to the best of our information and according to the explanation given to us.

(Amount in INR Lakh)

Financial Information	Financial Year			Average
	2018-19	2019-20	2020-21	
Total Annual Turnover from Business				
Profit Before Tax				
Profit After Tax				

1. The Firm should state the annual turnover, in terms of the amounts billed to clients for each year for work in progress or completed at the end of the period reported. The annual periods should be the last Three (3) completed financial years.

2. Attach a certificate of average annual turnover (with UIDN) by Chartered Accountant for last 3 financial years? Yes

☐ No ☐

Preferably signed by the auditor or any practising Chartered Accountant.

Failure to demonstrate the specified level of turnover averaged over the three specified years may result in the firm being excluded from further consideration.

Banking Details:

3. Company's Bank Name:
4. Company's Bank Address:
5. Company's Bank Account and IFSC: