

**Assam Cancer Care Foundation (ACCF)**  
**Guwahati, Assam**



**REQUEST FOR PROPOSAL FOR QUALIFICATION & SELECTION**  
**Of Agency(ies) for Environmental Clearance**  
*(To be submitted by eligible firms willing to provide specified categories of goods & services)*  
[www.assamcancercarefoundation.org](http://www.assamcancercarefoundation.org)

**No. RFP/ACCF/2021-22/EC/27**

**Dated 22.10.2021**

- i. The Request of Proposal and accompanying documents should be uploaded to <https://accf.procure247.com>.
- ii. Submissions received late may be rejected.

## **Table of Contents**

1. BACKGROUND	3
1.1. About ACCF	3
1.2 About this RFP.	3
2. SCOPE OF THIS RFP	3
2.1. Important Dates of RFP	3
2.2. Submission & Evaluation	4
2.3. Conflict of Interest	4
2.4. RFP Processing Fee & Bid Security	5
2.6.3 Earnest Money Deposit (EMD):	6
2.5. Method of Submission & Deadline	6
2.6 Scope of Work	7
3. ELIGIBILITY & EVALUATION CRITERIA	8
3.1 Eligibility Criteria	8
3.3. Other Empanelment/selection Terms & Conditions	8
ANNEXURE -1: LETTER FOR REQUEST OF PROPOSAL	11
ANNEXURE - 2: FIRM PROFILE	13
ANNEXURE -3: EVIDENCE OF SIMILAR EXPERIENCE (Goods/Services)/ Past Performance Format	14
ANNEXURE-4:(Technical Evaluation)	15
Financial offer (Format)	16

## 1. BACKGROUND

### 1.1. 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.

### 1.2 About this RFP.

- a) ACCF, through this RFP process, intend to empanel/select eligible party(s) (i.e., service providers), as one time measure to facilitate provisioning of specified services in a short notice to meet requirements for environment clearances for its sites in different locations in Assam. The Agency(ies) having a strong base in Assam shall be preferred.
- b) This Request for Proposal (RFP) is invited from eligible parties (i.e., service) willing to be prequalified for the specified categories of service(s) to ACCF in Guwahati or its offices in various districts in the State of Assam.
- c) All disputes will be subject to courts in Guwahati, Assam only.

## 2. SCOPE OF THIS RFP

### 2.1. Important Dates of RFP

Sl. No.	Particulars	Date and Time
1.	Date & Time of release of RFP	Date: 22.10.2021 Time: 1530 Hrs
2.	Date & Time of Pre-bid meeting	Time: 1400 Hrs Date: 28.10.2021 Venue: Online at MS Team (Link shall be uploaded)
3.	Due date and time for submission of Pre-bid meeting queries in writing or vide E-mail. (pls give both excel and PDF)	Date: 27.10.2021 Time: 1400 Hrs E-mail: <a href="mailto:procurement@accf.in">procurement@accf.in</a>
4	Date & Time of online RFP submission	End Date & Time
		12.11.2021, 1530 Hrs

5	Submission of <b>key-documents</b> in originals.	Max upto the next day, within 24 hrs of bid closing
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## 2.2. Submission & Evaluation

2.2.1. The Applicant shall submit all information as given below along with RFP:

Sl. No	Annexure/Document Details
1	Annexure-1: Letter for Request of Proposal
2	Annexure-2: Firm Profile
3	Annexure-3: Evidence of Similar Experience/ Client Satisfaction
4	RFP Processing Fees (proof of payment)
5	Updated GST Registration
6	Firm Incorporation Document (i.e Company Incorporation Certificate, Partnership Deed, Registration Certificate, Gumashta)
7	Authorisation certificate, Licence to provide service or supply of relevant goods (as applicable)

2.2.2. Details for specified services required to be furnished separately in the form and manner as given under **Annexure-5**.

2.2.3. ACCF will evaluate RFP applications based on the evaluation criteria as set out in this RFP.

## 2.3. Conflict of Interest

2.3.1 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.

2.3.2 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 RFP process, if:

- a) they have controlling partner (s) in common; or
- b) they receive or have received any direct or indirect subsidy/financial stake from any of them; or
- c) they have the same legal representative/agent for purposes of this RFP; or
- d) 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 RFP of another Applicant; or
- e) Applicant submitting more than one RFP in this RFP process (Clarity: Applicant can participate for more than one category but cannot submit two or more RFPs separately for same category). Participation by an Applicant in more than one RFP will result in the disqualification of all RFPs 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 RFP.

## 2.4. RFP Processing Fee & Bid Security

2.4.1 The RFP Processing Fee and EMD shall be paid by the bidder in the following manner:

2.4.1.1 The Tender Processing Fee of Rs 500/- shall be furnished by the bidder either in the shape of Demand Draft (DD) from any scheduled bank in India drawn on "Assam Cancer Care Foundation, Guwahati" or vide online transfer/NEFT which should be submitted along with the technical bid as proof of payment. Non-payment of the processing fee shall render the bid liable for rejection.

2.4.1.2 The bidder can furnish the EMD (i.e., Bid Security) amount in either of the form given below:

- a) Demand Draft or Fixed Deposit Receipt (FDR) duly lien marked in favour of Assam Cancer Care Foundation or
- b) Irrevocable Bank Guarantee (BG) issued in favour of Assam Cancer Care Foundation by any scheduled bank in India as per the format given in **Annexure-V**.
- c) Online payment (NEFT/RTGS/IMPS)

2.4.1.3 The bidder has to submit (online) the scan copy (in PDF format) of the DD or BG drawn in favour of ACCF towards Processing fee and EMD along with other documents as required for technical bid on or before the due date and time of submission of technical bid.

2.6.2.5 However, the bidder has to submit the original instrument of the Tender processing Fee & EMD(s) in a sealed envelope along with other **key documents** as mentioned elsewhere in this document to be submitted to the Tender Inviting Entity on or before the due date of submission of "**Key Documents**" as mentioned in the NIT.

2.6.2.6 The bidder is solely responsible to ensure that originals of these key documents reach in the office address of ACCF within due date as mentioned in the NIT. The bidder may choose to submit the original key documents either by hand or vide courier or postal service in the office address of the ACCF. However, the Tender Inviting Entity (i.e., ACCF) shall no way be responsible for any delay caused by the courier or postal agency. The sealed envelope containing the original key documents including original instruments (GB/DD/FDR) towards Tender Processing Fee & EMD should be clearly super scribed as "**Key Documents, RFP Reference No. ....**" along with name and address of the bidder.

2.6.2.7 The bank details of ACCF are given below for **online payment** of Processing Fee and EMD. The bidder has to upload the document in support of the online payment of the Processing Fee and EMD along with the technical bid.

<b>Beneficiary</b>	Assam Cancer Care Foundation
<b>Account No.</b>	37754113832
<b>Bank</b>	State Bank of India
<b>Branch</b>	Dispur, Guwahati
<b>IFSC code</b>	SBIN0003030

### **2.6.3 Earnest Money Deposit (EMD):**

- 2.6.3.1 The amount of EMD to be submitted for the item(s) tendered by the bidder is mentioned at **Section III** and Non- submission of EMD as mentioned in **Section III** shall be one of the primary reasons for rejection of the offer in the first round.
- 2.6.3.2 Total EMD amount shall depend on the item(s) the bidder chooses to bid. There is only single EMD (of Rs. 25 Thousand) irrespective of no. of sites quoted.
- 2.6.3.3 EMD of unsuccessful bidders will be discharged/ returned within 30 days of finalization of tender.
- 2.6.3.4 The successful bidder's EMD will be discharged upon successful completion of the work. EMD shall be treated as Performance Security.
- 2.6.3.5 No interest will be paid for the EMD submitted.
- 2.6.3.6 The EMD shall be valid for a period of 12 months from the date of submission of bid which may be extended further on mutual consent.
- 2.6.3.7 The EMD will be forfeited, if a bidder.
- Misrepresents facts or submit fabricated / forged / tampered /altered / manipulated.
  - Withdraws bid after opening of technical bid.
  - A successful bidder, fails to sign the contract after issuance of Letter of Intent/Award
  -

## **2.5. Method of Submission & Deadline**

### **2.5.1. Online Submission of RFP**

- Last date of submission is as mentioned above through online submission.
- All proposals are to be submitted online only at <https://accf.procure247.com>. The firm should have Class III digital certificate and should register on above e-procurement portal to enable him/her to participate.
- All online submissions to be supported by relevant documents as per the terms of the RFP. Otherwise, the RFP proposal may be rejected at the sole discretion of ACCF.
- RFP must be submitted under Two bid system
  - Technical details and
  - Commercial details.

- e) All responses to RFP must be submitted as PDF (Portable Document Format) and Ms excel files. Email links (e.g., to documents to be downloaded from cloud-based folders) are not acceptable unless otherwise specifically requested. Proposals submitted as a link or through a link will be invalidated.
- f) Account Number- 37754113832, A/c Holder Name: Assam Cancer Care Foundation, IFSC Code- SBIN0003030, Type of Account- Current Account
- g) Please mention UTR no. in the RFP to trace the payment. Out side parties shall upload courier receipt of hard copy dispatch.

### 2.5.2. Doubts and Clarifications

- a) Interested Companies are encouraged to contact ACCF during the RFP stage should they have any queries regarding any aspect of this RFP. Requests for clarification shall be in writing by email and ACCF will respond to the queries in writing by email.
- b) All queries in relation to this RFP submission must be sent by email to:  
E-Mail: [procurement@accf.in](mailto:procurement@accf.in)

Subject: **Enquiry: "RFP – Procurement of Goods/Services – ....."** (pls mention name of category) [Company Name].

**All queries should reach before 3 days of date of submission of RFP to enable ACCF to respond with solution(s).**

### 2.6 Scope of Work

Empanelled Agency(s) to undertake the assignment of Environmental Clearance & for ACCF Hospital situated at Guwahati, Assam. as per the below given scope:

#### **Background of the Project:**

- a) Name of Company: ACCF,
- b) Name of the Project: SCI Guwahati
- c) Location: Guwahati, Assam.
- d) Project falls under 8(a) (Building & Construction Project).
- e) Category: B – SEAC/SEIAA.
- f) Assignment: Environmental Clearance.

#### **I. Environment Clearance:**

- 1 Project registration in Parivesh Portal.
- 2 Application for EC along with TOR.
- 3 Baseline environmental monitoring.
- 4 Environmental clearance for Construction Project, Guwahati, Assam.
- 5 Submission of Form 1 & PFR (Pre-Feasibility Report) and resolution to queries.
- 6 EC Presentation to SEAC/SEIAA.
- 7 Follow-up with SEAC/SEIAA for Obtaining Environment Clearance.
- 8 Preparation of damage assessment report.

## **II. Other Scope of work and Inclusions:**

- 1 Any follow up visits with the concerned authority.
- 2 Any study required to file application or to close the query.
- 3 Travelling accommodation aligned to this scope of work will be borne by the agency/service provider.
- 4 Any statutory Challan or Govt. taxes paid will be reimbursed on production of all such expenses in original. **Applicant's need to provide the detailed breakdown of such statutory charges in a tabular format in the Technical proposal. However, financials regarding service charges of services shall not be disclosed in Technical Proposals.**

## **3. ELIGIBILITY & EVALUATION CRITERIA**

### **3.1 Eligibility Criteria**

- a) The company should have active experience in provisioning of the specified services being applied for at-least 05(five) years as on 31<sup>st</sup> March 2021.
- b) Bidder should be Accredited with EIA Consultant Organization. Bidder need to produce empanelment Certificate issued by National Accreditation Board for Education and Training(NABET).
- c) The applicant should be registered sole entity and having appropriate authorisation or licensing to provide the selected services in India. Joint venture or Consortium are not allowed to participate.
- d) It may be noted that applicant is 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) 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.
- f) All submissions shall be evaluated in accordance with the following criteria. In order to qualify, the parties should meet the eligibility criteria

S. No.	Parameters
1	<b>Satisfactory Services Certificate by Clients (Should be current and valid)</b>
	i. Satisfactory Services Certificate by >= 5 Clients
2	<b>Number of years in similar business</b>
	ii. Similar Business experience > =5 Years

**\*Supporting documents to be provided as per all above Parameters**

### **3.3. Other Empanelment/selection Terms & Conditions**

- (a) The RFP Submissions must be completed in all respect as mentioned herein this document including duly filled Annexures.
- (b) Participating agency should submit schedule to complete the task of getting and Environment Clearance in his offer.
- (c) Agency is required to give complete details of statutory charges in the Technical Bid.



- (d) Submission and acceptance of RFP application will not constitute a contract or part of a contract between ACCF and the Applicant.
- (e) Agency which meets the eligibility/qualification criteria shall go to next stage for Financial bid opening. Firm which has quoted lowest shall be the preferred agency for selection and award of contract. Firms not meeting eligibility/qualification criteria shall be rejected and their financial offer shall not be opened.
- (f) 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 RFP 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.
- (g) The Applicant by responding to this RFP agree to be bound by the decision of ACCF.
- (h) ACCF reserves the following rights for this RFP: -
  - 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 RFP or Accept any RFP in whole or in part;
- (i) Any costs related to the RFP submission will be borne by the Applicant responding to this RFP;
- (j) This RFP is purely an Request of Proposal by the applying agencies and doesn't guarantee any formal contract with ACCF.
- (k) After submission of RFP 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 firm(s).
- (l) 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.
- (m) ACCF reserves the right to call quotations from other agencies which are not empanelled depending upon cost, quality, supply time etc.
- (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) Assignment completion period is 120 days. If delayed, then 1% liquidated Damages of Service Charges (i.e. not on statutory fee) shall be levied for every 2 weeks' delays or part thereof.
- (p) By participating in this RFP, firm agrees to all terms and conditions of this RFP.
- (q) Payment of statutory charges shall be reimbursed on actuals.
- (r) No advance payment shall be made. Payments shall be made for all completed stages as mentioned below.

- i. Environment Clearance + all Statutory/Govt challans, payments. (submitted in originals).
- ii. Other Scope of work and Inclusions, if any.

## ANNEXURE -1: LETTER FOR REQUEST OF PROPOSAL

*[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  
3<sup>rd</sup> 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 RFP 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 for Request of Proposal 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 yourselves 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 RFP or Accept any RFP 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 RFP 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 RFP. If found, action may be initiated against us including debarment.
8. The company by responding to this RFP 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 RFP 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:

Name of the Company:

Full Address:

Telephone:

Fax:

Email:

Webpage:

Authorized Signatory Name & Title:

Authorized Signatory Telephone:

E-mail:

### Company Details:

Company's registration No\*:  
*registration certificate*

Expire Date:

License Class/Category:

*\*Attach*

Legal Status : Private Limited Company, Public Limited Company, other(Firm/Proprietorship):

Is the firm participating to this RFP as a consortium/joint venture?    Yes    ☐    No    ☐

Attach a copy of Trade license along with the English translated copy?    Yes    ☐    No    ☐

Attach a copy of GST Registration?    Yes    ☐    No    ☐

### Quality Control:

Indicate with which recognised Quality Control Systems Standards the Company is registered.

*Please include a currently valid copy of the registration documentation. (if applicable)*

ISO9001    ☐    Environmental Management    ☐    Other Standard    ☐

Internal Procedures    ☐    None    ☐

**ANNEXURE -3: EVIDENCE OF SIMILAR EXPERIENCE (Goods/Services)/ Past Performance**  
Format

**Name of the Category:** .....

**SUPPLY/SERVICE EXPERIENCE IN LAST 5 YEARS**

Assignment Name	
Approximate value of the contract/PO	
Country	
Location within the country	
Duration of assignment/ Month Of supply (months)	
Name of the client	
Address of the client	
Approximate value of services provided by your firm under the contract	
Start Date (month/year)	
Completion Date (month/year)	
Description of actual services provided in the assignment	

*(Insert additional rows where needed)*

#### ANNEXURE-4:(Technical Evaluation)

SI No.	Technical Evaluation Parameter	Minimum	Complied/Not Complied
1	Experience in Similar Activity	5 years	
2	Satisfactory Services Certificate by Clients	Attach (self-certified) copy(ies)(should be current and Valid).	
3	Registered entity and having appropriate Authorisation or licensing to provide the selected services.	Attach (self-certified) updated and valid copy.	
4	Certificate (with UIDN) for Average Annual Turnover from a Registered Chartered Account	Attach (self-certified) updated and valid copy.	
5	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.	Attach (self-certified) copy(ies) Declaration on Letterhead.	
6	Detailed breakdown of such charges in a tabular format in the Technical proposal (as per Sec III of Clause 2.6	Attach (self-certified) copy(ies).	

## Financial offer (Format)

### ASSAM CANCER CARE FOUNDATION

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

Guwahati – 781022, Assam Ph: +91-90852 02020

E:[procurement@accf.in](mailto:procurement@accf.in) | W: [www.assamcancercarefoundation.org](http://www.assamcancercarefoundation.org)

RFP Reference No.: **RFP/ACCF/2021-22/EC/27**

**Dated 22.10.2021**

**The Financial offer shall be provided as per attached format separately in the portal.**

**Clubbing of financial details alongside technical details may lead to rejection of the proposal.**

Sr. No.	Assignment	Charges in Rs (INR)	GST%	GST Value (INR)	Total Charge inc. of GST(INR)
1	Service charges for getting Environment Clearance Certificate for SCI Guwahati				
	<b>Total (INR)</b>				

**\*Above charges to be inclusive of all charges except GST.**

**Note: Bidder who quotes lowest shall be the preferred bidder for selection and award of contract. Statutory charges (as mentioned in Technical Bid by the bidder) shall be reimbursed separately on production of proof.**

**(Authorised Signatory)**