

**NATIONAL INSTITUTE OF PATHOLOGY**  
**(Indian Council of Medical Research)**  
**“Sriramachari Bhawan”**  
**Safdarjang Hospital Campus, New Delhi – 110029**  
**(Ph. No. 26198402-06)**

Indian Council of Medical Research (ICMR), New Delhi, invites tenders from experienced and qualified consultancy firms having relevant experience, expertise and technical knowhow, who can prepare the Detailed Project Report (DPR) on ICMR for getting University status. The Tender forms and Terms of Reference (TOR) can be obtained from Room No.310, 3<sup>rd</sup> Floor, National Institute of Pathology (NIP) on any working day between 10.00 A.M. to 4.00 P.M. on payment of Rs.500/- (Rupees Five Hundred Only) (non refundable). These are also available on websites of ICMR [www.icmr.nic.in](http://www.icmr.nic.in) and NIP [www.instpath.gov.in](http://www.instpath.gov.in). Consultancy firms using downloaded tender forms must submit tender fee of Rs.500/- (Rupees Five Hundred Only) (Non refundable) by DD/Bankers cheque in favour of Director, National Institute of Pathology, New Delhi along with the tender, in the absence of which tender will be rejected.

Last date for sale of Tender document is **10<sup>th</sup> November, 2014** up to 4.00 P.M.

Last date for submission of the Tender document is **12<sup>th</sup> November, 2014** by 1.00 P.M.

Director  
For Director General (ICMR)

**NATIONAL INSTITUTE OF PATHOLOGY**  
(Indian Council of Medical Research)  
“Sriramachari Bhawan”  
Safdarjang Hospital Campus, New Delhi – 110029  
(Ph. No. 26198402-06)

**Request for Proposal (RFP) for selection of consultancy firms to  
prepare DPR for University Status to ICMR**

Indian Council of Medical Research (ICMR), New Delhi, invites proposals from the experienced and qualified consultancy firms who can prepare the Detailed Project Report (DPR) to get University status for ICMR.

Interested consultancy firms may download the tender form and TOR from the websites of ICMR [www.icmr.nic.in](http://www.icmr.nic.in) or National Institute of Pathology [www.instpath.gov.in](http://www.instpath.gov.in) These can also be obtained from Room No.310 (3<sup>rd</sup> Floor) National Institute of Pathology, Safdarjang Hospital Campus, New Delhi 110029 on any working day between 10.00 A.M. to 4.00 P.M on payment of Rs.500/- (Rupees Five Hundred only) (non refundable). Consultancy firms using downloaded tender form must submit tender fee of Rs.500/-(Rupees Five Hundred Only) by DD/Bankers cheque in favour of Director, National Institute of Pathology, New Delhi along with the bid document, in the absence of which the bid will be rejected. The “Technical and Financial Bids” should be submitted for the evaluation in separate sealed envelopes kept inside an outer sealed envelope with NIP address and super-scribed as **Tender for Detailed Project Report (DPR) relating to University status of ICMR by 12<sup>th</sup> November, 2014** up to 1.00 P.M.

The RFP for preparation of DPR is to be submitted to Director, National Institute of Pathology (ICMR), in sealed envelope super scribing “**Tender for DPR relating to university status of ICMR**”.

A pre-bid meeting shall be held on **5<sup>th</sup> November, 2014** at **2.30 P.M.** at NIP, any change shall be notified on the websites. Interested consultancy firms are requested to check [www.icmr.nic.in](http://www.icmr.nic.in) and [www.instpath.gov.in](http://www.instpath.gov.in) websites regularly. Those who wish to participate in **pre bid presentation** meeting must intimate in advance by **31<sup>st</sup> October, 2014 by 4 P.M** by **email or fax at 011-26198401.**

Last date for submission of the completed bid proposal is **12<sup>th</sup> November, 2014** by 1.00 P.M.

Any bid proposal received after the closing date & time for submission of proposals shall be returned unopened.

After the deadline for submission of proposals the 'Technical proposal' shall be opened by a committee in the presence of bidders at **3 P.M. on the same day i.e. 12<sup>th</sup> November,2014.** The Financial proposals shall remain sealed and financial bids of the firms qualified for the technical bid will be opened at a later date.

Director  
For Director General (ICMR)

# **Terms of Reference for engagement of consultancy firm for preparation of Detailed Project Report for getting University Status for ICMR, New Delhi**

## **1. PREAMBLE**

Indian Council of Medical Research (ICMR), New Delhi, the apex body in India for the formulation, coordination and promotion of biomedical research, is one of the oldest and largest medical research institutions in India.

The ICMR has been addressing health problems of national importance besides strengthening its infrastructure to meet the challenges in health research and healthcare industry. It's priorities are conducting research on diseases of national relevance such as control and management of communicable diseases, research on reproductive health, maternal and child health, mental health, drug development and non-communicable diseases like cancer, cardiovascular diseases, diabetes, etc. ICMR has 21 permanent institutes, 6 regional centers and 5 units located in different parts of India dealing with national and local health problems. ICMR is also actively involved in the human resource development by giving Junior Research Fellowships, Senior Research Fellowships and Post Doctoral Fellowships at national level every year. Scientists at majority of ICMR institutes are also involved in training students and offering courses for master's/doctoral degrees in health related subjects viz nutrition, public health, entomology and biomedical sciences etc. For this activity while some of the ICMR institutes have affiliation with some state/central universities, there are many institutes which need affiliation from some university to undertake this activity **despite doing good research work**. The ICMR scientists who guide students for PhD work are often not recognized as principal supervisors due to university regulations despite the entire work being done at ICMR institutes using ICMR infrastructure and intellectual property. Secondly, the scholars being trained at ICMR institutes have to face different rules/regulations and variable fees structure being registered at different universities. This sometimes inhibits the best of minds from joining ICMR institutes for PhD/post graduate training courses as the students are not sure from where they are going to receive their degrees despite working in premier institutes of ICMR. To overcome these problems, ICMR now plans to attain university status to award the Doctoral (PhD) degree on work carried out at its institutes and Masters degrees on selected special courses relevant to health research.

## **2. DETAILED SCOPE OF WORK**

The consultancy firms would be responsible for preparation of DPR for according University status to ICMR based on the following information's:

- 2.1 The vision/ mission/mandate and focus of the research activity at ICMR and its institutes. The legal status of ICMR and the legal requirements for establishing University Status.
- 2.2 Infrastructure such as laboratories, equipments, building structures, library, manpower, and other facilities available in the various Institutes/Centers of ICMR.
- 2.3 Difficulties being faced by the ICMR and its institutes in getting recognition from universities for conducting various courses for award of degrees in specific subjects.
- 2.4 Recommendations for up grading the existing/additional infrastructure including manpower requirement for getting the university status.
- 2.5 Advantages/benefits of ICMR acquiring university status to ICMR and Nation.
- 2.6 Financial analysis including fee structures etc. required to make a self sustaining model for attaining university status to ICMR.
- 2.7 Justification in case of any additional burden on the exchequer.
- 2.8 Constitution of board of governors/ordinances/ tenure of appointment of members of boards/tenure of nominee/appointment of faculty members of visiting faculty, as per UGC/HRD/MCI norms.
- 2.9 Risks and restrain, if any.

## **3. TIME SCHEDULE**

The time schedule for preparation of DPR: 3 months from the date of award of the work.

## **4. SUBMISSION OF DPR**

In order to execute the task i.e. preparation of the DPR, the consultancy firm shall interact with the Director, NIP, New Delhi.

The consultancy firm will be responsible not only for preparation of the draft DPR based on the basis of information provided, but also its revisions and amendments as suggested by the concerned divisions of ICMR/DHR/or Govt. of India as and when required.

After making necessary corrections as requested by ICMR, the consultancy firm shall submit the final copies of the DPR to the Director, NIP, New Delhi.

The consultancy firm undertaking the DPR work should provide:

- 4.1 A softcopy and 4 hardcopies of the draft report;
- 4.2 Raw data and information collected during the evaluation;
- 4.3 Soft copy and 10 hardcopies of the Final Report in colour printing;
- 4.4 Disclosure agreement as regards confidentiality. The consultancy firm would also give the undertaking that the information collected in respect of ICMR and its Institutes etc. will not be disclosed/presented anywhere without obtaining prior permission of the.. ICMR. The report, material etc. generated/collected during the study shall be the property of ICMR and ICMR will have proprietary rights and strict confidentiality shall be maintained by the consultancy firm.

Consultancy firm will also give a certificate/undertaking to the effect that all the requisite information provided to them has been included in the report.

## 5. QUALIFICATION OF TECHNICAL PROPOSAL

The consultancy firm should meet the following criteria for becoming eligible for submitting their bid proposal,

- Consultancy firm should have a minimum of 3 years of experience in undertaking such type of work or similar type of work. Proof to be attached with list of organizations for which work in the related field has been undertaken in the past.
- The consultancy firm should have sufficient staff and infrastructure to carry out the work.
- The consultancy firm should have a turnover of not less than **Rs.10 crores (Rupees Ten Crores)** during the last three consecutive financial years.
- **The consultancy firm has not been black listed by any Central /State Govt. / Public Sector Undertaking/Autonomous bodies under Central or State Governments.**  
**An undertaking to this effect is to be enclosed along with the technical bid.**

Agency should also provide following documents:

- a) Photocopy of TIN/TAN/PAN/ VAT/Service Tax Registration number as the case may be.
- b) In case the consultancy firm is in partnership, a copy of the memorandum and article of association of the company/partnership deed including PAN of all the Directors should be enclosed along with the bid.
- c) Turnover of the company proof to be attached for the last completed (3years) along with Income Tax returns of the last 3 years

- d) The consultancy firm should have their office/set up in Delhi or NCR for easy access for any discussion and clarification.
- e) The bid should be submitted under the signature of the authorized signatory of the consultancy firm.

## 6. EVALUATION OF TECHNICAL PROPOSAL

The Consultancy Evaluation Committee (CEC) appointed for this purpose will carry out the evaluation of Technical Proposal on the basis of following evaluation criteria's and point system. Each evaluated proposal will be given a technical score as detailed below.

The Technical Proposal is to be submitted in **Annexure I & III**

Clause	Parameter	Evaluation Criteria	Max. Points
a)	Relevant experience of the applicant	Points shall be awarded on required /similar assignments under taken 3yrs = 5 points one point for each additional completed year.	15
b)	Turnover of the firm	Rs.10 Crores (Rupees Ten Crores) in each year during last consecutive three years -10 points. 1 point for each additional crore during the last 3 years.	15
c)	Proposed work plan and methodology in response to TOR followed by presentation	<ul style="list-style-type: none"> <li>• Project appreciation and (understanding of assignment) ..... 10</li> <li>• Project approach and methodology.....10</li> <li>• Work plan and manning schedule .....10</li> <li>• Presentation.....10</li> </ul>	40
d)	Relevant experience and qualification of key personnel	Evaluation will be done on basis of relevant experience and qualification of key personnel and team leader	30
		Total....	100

The minimum technical score required to **qualify** is: **70 points.**

## **7. EVALUATION OF FINANCIAL PROPOSAL:**

Financial proposal will be opened only of the technically qualified consultancy firms who will fulfill the above criteria.

## **8. THE FINANCIAL BID SHALL CONTAIN**

- (i) Detailed break-up of the cost of the study; giving unit-wise break-up of the estimate under the following broad heads:
  - (a) Remuneration
  - (b) Out of pocket expenses which include travel, accommodation and food costs;
  - (c) Other overhead costs, etc.
- (ii) The financial bid should include all liabilities including service tax etc.

The financial bid should be given as per the Proforma (Annexure- III)

## **9. SELECTION PROCESS**

- 9.1 Opening of Technical Bid in presence of bidders will be done at 3.00 P.M. immediately after closing of bid time, at the National Institute of Pathology-ICMR Sriramachari Bhawan, Safdarjang Hospital Campus, New Delhi-110029.
- 9.2 Immediately after opening of Technical bids in the presence of bidders their documents will be page numbered and signed by the Committee Members.
- 9.3 Evaluation of technical bids will be done by the Consultancy Evaluation Committee (CEC) of the ICMR, New Delhi.
- 9.4 Financial bids of only the technically qualified consultancy firm will be opened in their presence on the date and time to be intimated to them through Website/E-mail/Fax or Telephone (Details to be provided by the bidders).

Financial bids should not have any negotiation clause or conditions, else it shall be rejected. However, other terms and conditions viz. discount etc. must be specifically indicated in clear terms, if any.

## **10. ASSESSMENT METHOD**

A committee known as Consultancy Evaluation Committee (CEC) comprising of duly nominated officers shall assess the technical bids. The minimum qualifying points for the



technical bid will be 70 point based on the above assessment criterion. The firms will be asked to give presentation of their technical bids. The financial bid would be open only for the consultancy firms qualifying for the technical bid.

The total price quoted for this bid will be used as the "financial parameter" for evaluating the bid. The quoted price should be "unconditional," and should include applicable taxes, levies etc.

## 11. COURT JURISDICTION

In case of any dispute this shall be subjected to the exclusive jurisdiction of court at Delhi/New Delhi.

## 12. PERFORMANCE SECURITY

The consultancy firm will furnish within 15 days of the issue of Letter of Acceptance (LOA), an unconditional Bank Guarantee from the Bank (Generally, by any Indian nationalized/commercial bank) for an amount equivalent to 5 % of the total contract value to be received by him towards Performance Security or it may be furnished in the form of an account payee demand draft, Fixed Deposit Receipt, Bank Guarantee from a nationalized / commercial bank valid for a period of *one year* beyond the date of completion of the work.

## 13. SIGNING OF CONTRACT

Before taking over the work, an agreement/contract will be required to be signed between ICMR and the successful consultancy firm. The matter of the agreement shall be provided by ICMR, however, the expenditure on purchase of Non Judicial Stamp paper on which the agreement will be written, shall be provided by the successful bidder

## 14. GENERAL TERMS AND CONDITIONS

- The consultancy firm may go through the terms and conditions carefully, in case the consultancy firm fails to follow any or more of these conditions, the offer shall be rejected.
- As part of the evaluation, the Technical proposal submission shall be checked for responsiveness in accordance with the requirements of the RFP and only those proposals which are found to be responsive would be further evaluated in accordance with the criteria set out in this RFP document.
- The bids are required to be submitted in two separate sealed covers using one for **technical bid** and other for the **financial bid**, both contained in a **separate sealed** cover

with NIP address and super-scribed as **Tender for Detailed Project Report (DPR) relating to University status of ICMR.**

- The bid shall remain valid for a period of 60 days after the deadline of submission of tender.
- EMD amounting to Rs 50000/- (Rupees fifty thousand only) should be submitted along with the bid in the form of Demand Draft/Pay order/Banker's cheque of any Nationalized Bank/Commercial Bank drawn in favour of Director, National Institute of Pathology payable at New Delhi-110029.
- The tender **without the EMD will be rejected.** No interest would be payable on EMD.

### **PAYMENT TERMS AND CONDITIONS**

The payment terms for the consultancy are scheduled as follows, unless agreed otherwise:

<b>Milestones</b>	<b>Payment schedule</b>
Project inception	20 % at the time of project inception
1 <sup>st</sup> Draft along with presentation	20% at the time of submission of draft report
2 <sup>nd</sup> Draft along with presentation	20 % at the time of submission of draft report
Final Report	30% at the time of submission
Approved Project Report	10% after approval of the final report

- If the consultancy firm commits breach of any of the terms and conditions of this tender document or is not able to complete the work in time or the quality of work is not of the desired level, the contract will be cancelled and security deposit shall be forfeited and the work will be assigned to another firm at the risk and cost of the consultancy firm.
- No oral conversation or agreement with any official agency or employee of ICMR shall affect or modify any term or conditions of tender document. Any agreement between person not designated by the ICMR and the bidder shall not be considered binding to ICMR.
- Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, or by offering bribes or other illegal gratifications shall be disqualified from the tender process at any stage.

- By submitting a proposal, each bidder shall be deemed to acknowledge that they have carefully read all sections of this tender document, including all forms and annexures hereto, and has fully informed themselves as to all existing conditions and limitations.
- The proposal and all correspondence and documents shall be written in English.
- Proposal in its complete form in all respect as specified in this Tender Document must be submitted to Director, NIP at the address specified above in this Tender Document. NIP (ICMR) in exceptional circumstances and at its discretion, may extend the deadline for submission of proposal by issuing an addendum to be made available on NIP and ICMR websites.
- Proposal should be clearly written or typed without any corrections or overwriting. Conditional bids are liable to be rejected.
- Deductions on account of income tax and other statutory provision shall be made by DDO upon payment of fees or any other payments whatsoever to the consultancy firm, as per prevalent rules/provisions
- All payments made by ICMR towards the consultancy firm will be in **Indian Rupees** only.
- In the event of selection, the consultancy firm will have to sign agreement letter/contract with the ICMR for the preparation of DPR.
- Fees/payment schedule/taxes etc. must be in figure as well as in numerical, in the event of any mistake lesser amount will be treated as final.
- No bidder shall be allowed at any time or any ground whatsoever to revise or modify the rates, the rates quoted would be final. The bidder will not be allowed to withdraw. In the event of withdrawal, the EMD deposited by the bidder shall be forfeited.
- EMD will be returned to unsuccessful bidder after the finalization of the bid.
- Tender document can be down loaded from the web-site of ICMR [www.icmr.nic.in](http://www.icmr.nic.in) or NIP [www.instpath.gov.in](http://www.instpath.gov.in) The bidders are requested to examine all instructions/forms/terms and conditions of TOR. Failure to furnish complete information as mentioned in the TOR and bids not substantially responsive to Tender Document in every respect will be at the bidders' risk and may result in rejection of bid.
- The Director General ICMR reserves the right to reject any or all the bids without assigning any reason or incurring any liability to the bidders.
- If the closing day happens to be a Saturday/Sunday or any other holiday the next working day will be treated as last date for closing and opening of the tender as the case may be.

- The tender form and TOR can be obtained from Room No.310 (3<sup>rd</sup> Floor) on payment of Rs.500/-(Rupees Five Hundred Only) (non refundable) and the same may also be downloaded from **ICMR/NIP websites** [www.icmr.nic.in](http://www.icmr.nic.in) and [www.instpath.gov.in](http://www.instpath.gov.in). Consultancy firms using down loaded tender form must submit DD/Bankers cheque of **Rs.500/- (Rupees Five Hundred only)** in favor of Director National Institute of Pathology, New Delhi along with the tender, in the absence of which tender will be rejected.

Director  
For Director General (ICMR)

Certificate to the effect that I/We agree to abide by the terms and conditions mentioned above should be submitted along with the tender/bid.

Sign of the bidder

Name\_\_\_\_\_

Address with seal

Phone No. /Email/Pan No./Fax No.

**TECHNICAL BID FORMAT**

Sl.No.	Particular	
1.	Name of the consultancy firm	
2.	Complete Address	
3.	Contact Person with designation	
4.	Telephone nos. & other contact details	Office _____ Resi. _____ FaxNo. _____ Email _____
5.	Date of establishment of the firm	
6.	PAN No. (self attested copy to be enclosed)	
7.	Service Tax No. (self attested copy to be enclosed)	
8.	Copies of Income Tax Returns for the last 3 years may be enclosed	
10.	Experience Criteria; Details of firm's experience in the relevant field (self attested duly work completion certificate to be enclosed)	
11.	Annual Turnover during the last 3 years(Audited statement of accounts may be enclosed) 2010-11 2011-12 2012-13	
12.	Earnest Money Deposit Rs.50000/-	EMD vide DD No. _____ Dated _____ Bankers Name _____
13.	Tender Document Cost : Purchase Receipt No.	_____ Dt. _____
14.	If Tender document downloaded tender fee is enclosed Banker's cheque/DDNo.	DD No. _____ Dt. _____

(Signature)  
with seal of the Consultancy firm

Date \_\_\_\_\_ Place \_\_\_\_\_

## **ANNEXURE -II**

1. The consultancy firm should attach the list of organizations, the reports and the client profile with which similar assignments have been undertaken. Preference will be given to work undertaken with Central or State Govt./ PSUs/Autonomous Organisations.
2. The consultancy firm should attach the list of its offices in the country, the no of staff employed- technical and non technical and collaboration, if any, with any other firms/company.
3. The consultancy firm should explain the understanding of objective of assignment, approach to the services, methodology for carrying out the activities to obtain expected output and degree of details of such output and problems if any and how they would approach the problems. They should also explain the proposed methodologies and the detailed work plan, manning schedule, milestones if any.
4. The consultancy firm should attach curriculum vitae of the team leader and the key personnel who shall be associated with project along with their relevant experience.

**ANNEXURE - III**

**PROFORMA FOR FINANCIAL BID**

Item	Details	Rate (in Rs)	No of days	Amount in(Rs) Including of all taxes and liabilities	Total
1.	Remuneration				
2.	Out of pocket expenses *				
3.	Overhead Expenses				
4	Total cost				
5	Service tax **				

\* Travel, Accommodation and Food

\*\* Service Tax would be payable at the applicable rates as may be in force from time to time.

Signature.....

Name of the Person.....

(Seal and Name of the Firm)

Date\_\_\_\_\_

Place\_\_\_\_\_