



सत्यमेव जयते
Government of India

MINISTRY OF HEALTH & FAMILY WELFARE
(PMSSY DIVISION)
Nirman Bhawan, New Delhi -110 003

**INVITATION FOR EXPRESSION OF INTEREST (EOI) TO ACT AS
PROCUREMENT SUPPORT AGENT**

1. On behalf of the President of India the Ministry of Health & Family Welfare, PMSSY Division invites Expression of Interest (EOI) from Public Sector Undertaking or Firm or Company or Corporation to act as Procurement Support Agent for procurement of medical equipments and other goods and services for 6 new AIIMS at Bhopal, Bhubaneswar, Jodhpur, Patna , Raipur and Rishikesh.
2. The 'Eligibility Criteria' and 'Scope of Work' and other conditions are available in the document available on website: [http:// mohfw. nic. in/ tenderscat.php](http://mohfw.nic.in/tenderscat.php) ; which can also be obtained from PMSSY Division, R. No. 103-D, Nirman Bhawan, New Delhi.
3. Request for the proposal (RFP) will be issued only to shortlisted Eoi applicants.
4. The Ministry of Health & Family Welfare reserves the right to reject any or all the proposals without assigning any reason.
5. Detailed 'Expression of Interest' along with documents confirming compliance should be submitted to Shri Oma Nand, Deputy Secretary(PMSSY) Ministry of Health & Family Welfare, Room No. 429-C, Nirman Bhawan, New Delhi 110 003 (Tel. No. 23062666, email: oma.nand@nic.in), within 14 days of publication of this notice. The officer may be contacted for any query.

F. No. Z-28016/2/2012-SSH

Dtd. 12 March 2013

SPG 120313

**INVITATION FOR EXPRESSION OF INTEREST (EOI) TO ACT AS
PROCUREMENT SUPPORT AGENT FOR
PROCUREMENT OF MEDICAL EQUIPMENTS AND
OTHER GOODS AND SERVICES**

1. Background and Objectives

- 1.1. The Ministry of Health and Family Welfare (hereinafter referred as '**Employer**') is seeking Expression of Interest (EOI) from Public Sector Undertaking or Firm or Company or Corporation (hereinafter referred as '**Entity**') to act as Procurement Support Agent (means Consultant, hereinafter referred as "**PSA**") for procurement of medical equipments and other goods and services for 6 new AIIMS being set up at Bhopal, Bhubaneswar, Jodhpur, Patna, Raipur and Rishikesh. The website of the Ministry is www.mohfw.nic.in
- 1.2. The objective of the Eoi is to solicit interest from interested Entities so that they are shortlisted based on the instructions contained in this document. Request for proposal (RFP) document will be issued only to shortlisted Entities.

1.3. Critical Dates & Contact Information

- 1.3.1. Last Date & Time of Submission of Response to Eoi: **28 March 2013, 11.00 AM**
- 1.3.2. Date of Opening of Responses to Eoi: **28 March 2013, 11.15 AM**
- 1.3.3. For query and submission of response: Shri Oma Nand, Deputy Secretary (PMSSY), Ministry of Health and Family Welfare, Room No. 429-C, Nirman Bhavan, MA Road, New Delhi 110011, Tel No: 23062666, Email: oma.nand@nic.in

1.4. Response to Eoi

- 1.4.1. Response to Eoi must be submitted in sealed cover by superscribing the envelope as "**EXPRESSION OF INTEREST (EOI) TO ACT AS PROCUREMENT SUPPORT AGENT FOR PROCUREMENT OF MEDICAL EQUIPMENTS AND OTHER GOODS AND SERVICES**"
- 1.4.2. The response to Eoi should be valid for a period of 180 (one hundred and eighty) days.
- 1.4.3. It shall be obligatory on the part of the Entity to furnish any further information as may be sought by the Employer.
- 1.4.4. The Entity shall be under obligation to ensure that they fulfill the eligibility criteria.
- 1.4.5. The response to Eoi should be free from ambiguity, change or interlineations.



- 1.4.6. The response to EOI and any accompanying documentation must be in English language.
- 1.4.7. The response to EOI shall be duly signed on each page by an authorized person.
- 1.4.8. Employer reserves the right to reject outright any response to EOI unsupported by proof of the signatory's authority.
- 1.4.9. Incomplete response to EOI will not be considered.
- 1.4.10. Response to EOI should essentially comprise of the following:
- 1.4.10.1. Filled EOI Response Form (Annex-A), complete in all respects, along with supporting documents.
- 1.4.10.2. Eligibility criteria documents

2. Scope of Work and Services

2.1 The **PSA** will inter alia be responsible for procurement of medical equipment and other goods and services for 6 new AIIMS being set up at Bhopal, Bhubaneswar, Jodhpur, Patna, Raipur and Rishikesh (each new AIIMS hereafter referred as 'Consignee');

2.2 The PSA shall undertake the following:

- i) To provide consultancy services and to act as PSA for the Procurement of Medical Equipments and/or any other goods and services for Consignees.
- ii) To support the Employer and to coordinate for needs assessment and for framing of specifications.
- iii) To assist preparation of eligibility criteria for bidders & preparation of bid documents.
- iv) To prepare and assist finalization of bidding procedures.
- v) To interact with prospective bidders and to furnish all the requisite information.
- vi) To receive bids, to scrutinize and process them for final selection as per the procedure finalized by the Employer.
- vii) To place Orders on behalf of Employer or Consignee.
- viii) To procure, supply, install, inspect, test, commission, quality control, and to conduct training (where required), of Medical Equipments and /or any other goods and services as required by the Employer or Consignee, based on the list of equipments and specifications provided by the Employer or the Consignee.
- ix) To carry out Contract Management including opening Letter of Credit (LC), monitoring, delivery, arranging for inspection, installation and commissioning, payment to supplier coordination, support in warranty management etc.
- x) To monitoring, control and review the project as per schedule provided by the Employer or Consignee.
- xi) To support the Employer or Consignee in settlement of all contractual disputes with the Contractor/ Supplier including arbitration, if any, as well as to attend meetings in connection with any dispute or Arbitration.
- xii) To make all efforts and to take all precautions within its obligation and scope of work, to the best of its ability and with sincerity, to complete the assigned work / project within time and cost/budget and to avoid time and cost/budget overrun.
- xiii) To keep accounts and records for inspection and audit up to 5 years.

 12/03/13

- xiv) To carry out any other work, not listed above, but in connection with and directly related to the above as assigned by the Employer.

3. Eligibility Criteria

- i) The Entity should be in the business of providing procurement consultancy services to Government / PSUs in Health Sector for at least 5 (Five) years.
- ii) It should have experience of handling procurement of medical equipments for at least 5 (Five) years.
- iii) It should have experience of handling procuring, supplying, testing, inspection, installation and commissioning of medical equipments at different geographical locations in India.
- iv) It should have handled procurement of medical equipments of value amounting to more than Rs.100 crore in each of last 3 financial years (i.e. 2009-10, 2010-11, 2011-12) as PSA/ Procurement Consultant/Procurement Agent, out of which Rs.50 crore should be in Government/ PSUs. By handling it is meant that it should have tendered, concluded and placed Purchase Orders/Notifications of Awards on behalf of Employers by following a procedure compliant with General Financial Rules (GFR), 2005 / CVC guidelines.

Note: Documents establishing the participant's eligibility as above should be submitted along with EOI.

4. Rejection:

It is expressly made clear that mere submission of EOI, being eligible or not being eligible, shall not confer any right whatsoever on any such entity. Any EOI submitted by an entity, which fails to satisfy the eligibility requirements set out in the Clause No 3 above, is liable to be rejected.

5. General Conditions

- i) Neither the issue of this Invitation for EOI nor any part of its contents is to be taken as any form of commitment or acknowledgement on the part of Employer to proceed with any EOI or any entity and Employer reserves the right to annul or to terminate the process or reject any EOI at any time or stage without assigning any reason.
- ii) Employer reserves the right and absolute discretion at any time and without any liability whatsoever, to amend, vary, waive and/or modify any or all of the terms and conditions of this Invitation for EOI without assigning any reason whatsoever or prior notice being provided to any entity.
- iii) Employer shall in no circumstance whatsoever, be responsible or liable in any manner whatsoever, for any cost or expenses incurred or any loss suffered by the entity, in connection with or in consequence of the preparation of delivery of any EOI, or compliance with any of the requirements of the Invitation for EOI or in any other manner.
- iv) Any concealment of a material fact or a misrepresentation of material fact shall lead to disqualification of the Entity.
- v) In case any clarification is sought by Employer after opening of EOI, the reply of the Entity should be restricted to the clarification sought.

- vi) Canvassing in any form shall render the EOI liable to be rejected.
- vii) The Entity shall be deemed to have duly considered all terms of this Invitation for EOI document and acknowledge that it intends to submit an EOI offer in accordance with the provisions of this document having accepted the terms and conditions as have been incorporated herein and/or that may be incorporated by Employer through any Addendum (s).
- viii) Each Entity irrevocably and unconditionally accepts and agrees that by submitting an EOI:
- It agrees to be bound by the terms, conditions and obligations set out in this Invitation for EOI document together with such other terms and conditions as Employer may, in its sole discretion, require; and
 - It has read and understood, and agrees and accepts, the provisions and procedures, and terms and conditions (including the outcome) of this Invitation for EOI.
 - It agrees that the offer shall remain valid till the expiry of the validity period as specified in this Invitation for EOI
 - The decision of Employer shall be final while finalizing the EOI.

6. Submission of EOI

- (i) An EOI Form complete in all respects, may be submitted **IN SEALED COVER in triplicate** to

Shri Oma Nand,
Deputy Secretary (PMSSY),
Ministry of Health and Family Welfare,
Room No. 429-C,
Nirman Bhavan, MA Road,
New Delhi 110011,
Tel No: 23062666,
Email: oma.nand@nic.in ,

within 14 (fourteen) days of publication of EOI i.e, by **11 a.m on 28 March 2013**
in the tender box kept in his office.

- (ii) Documents to support the eligibility criteria as at Clause No. 3 above and for clause 5(iv) above are to be submitted along with the EOI.
- (iii) A refundable caution deposit of Rs 4,00,000/- (Rs. Four Lakh only) should be deposited in the form of a Demand Draft (DD) In the name of "Under Secretary (Cash), Ministry of Health and Family Welfare, New Delhi". The caution deposit will be refunded to those Entities which do not qualify and shortlisted for Issuance of RFP. The caution money of those Entities will be retained who are shortlisted for issuing RFP. The caution money of unsuccessful Entities after processing of RFP will be refunded. The caution money of successful entity that is chosen to act as PSA will be refunded after receipt of performance Bank Guarantee in accordance with terms of RFP.



- (iv) The EOI received after closing date and time shall be considered as late and shall be summarily rejected.

7. EOI Opening:

- (i) The EOI shall be opened on 28 March 2013 At 11.15 AM
(ii) An authorized representative of an Entity carrying a copy of the authorization letter shall be entitled to be present at the time of EOI opening.
(iii) In case of an unscheduled holiday on the closing/opening day of EOI, the next working day will be treated as the scheduled prescribed day of closing/opening of the EOI; the time notified remaining the same.

8. Evaluation/ Scrutiny of EOI:

Evaluation/ Scrutiny of EOI shall be based on:

- (i) Submission of the required documents, information by the entity along with the EOI.
(ii) Assessment of the capability and eligibility of the entity based on the past record as stated above. An entity not meeting the eligibility criteria shall be summarily ignored.
(iii) Completed EOI in all respects including the Fee.

9. Arbitration:

Disputes or differences arising from this Invitation for EOI document or in any manner connected therewith shall be subject to the following dispute resolution mechanism:

- (i) Any dispute shall initially be referred to the designated Senior Management of the parties for amicable settlement. Parties shall nominate two persons each from their Senior Management within ten days of a dispute arising.
(ii) If no amicable settlement is arrived at within 30 days then any party may refer the dispute to a Sole Arbitrator to be nominated by Secretary, Ministry of Health and Family Welfare, New Delhi in consultation with the Ministry of Law and Justice. The place of arbitration shall be New Delhi. All arbitration proceedings shall be conducted in English and in accordance with the provisions of the Arbitration and Conciliation Act 1996 as amended from time to time.
(iii) The Arbitration award will be final and binding upon the parties, and each party will bear its own costs of arbitration and equally share the fees of the arbitral tribunal unless the arbitral tribunal decides otherwise.
(iv) All disputes shall be subject to the exclusive jurisdiction of courts at New Delhi only.

10. Governing Law: Indian laws, both substantive and procedural, shall govern.

Date: 12 March 2013

Sign:

Name: O.P. Sharma

Designation: Under Secretary

Organization: Ministry of Health & Family Welfare, Govt of India, Nirman Bhavan, New Delhi



RESPONSE TO Expression of Interest (EOI) Form

To,
The Deputy Secretary (PMSSY)
Ministry of Health and Family Welfare
Room No: 429-C
Nirman Bhawan
New Delhi- 110011

Date

Sub Expression of Interest (EOI) for procurement of medical equipment and
other goods and services

Dear Sir

Having examined the details given above in Invitation to EOI and terms set out above,
we hereby submit the relevant information for considering our EOI:

- (i) We accept all the terms and conditions of EOI as set out above.
- (ii) We hereby certify that all the statements made and information supplied in the enclosed documents and accompanying statements are true and correct.
- (iii) We have furnished all information and details necessary for EOI. Our EOI is complete in all respects.
- (iv) We have submitted all necessary documents in support of our eligibility, experience and capability.

Signature of the Authorized representative

Enclosures:

- 1. Eoi Response Form (Annex-A).
- 2. Check list for Response submission (Annex-B)
- 3. _____
- 4. _____
- 5. _____

Seal of applicant



EoI RESPONSE FORM**RESPONSE TO EXPRESSION OF INTEREST (EOI) TO ACT AS PROCUREMENT SUPPORT AGENT FOR PROCUREMENT OF MEDICAL EQUIPMENTS AND OTHER GOODS AND SERVICES**

Note: Details filled in this form must be accompanied by sufficient documentary evidence in order to verify the authenticity and correctness of the information.

Sl No	Description	Details (To be filled in by the Entity)
1	Name of the Entity	
2	Official address Tel No Fax no.	
3	Corporate headquarters Address Tel No Fax No	
4	Email address	
5	Web site, if any	
6	Details of Entity's Registration (Please enclose attested copies of the documents) a. Name of registering authority b. Registration number and Year of registration c. Product /Service for which registered with validity period d. CST/ LST / VAT Regn No. e. Service Tax Registration No. f. Permanent Account No. (PAN)	
7	Name of authorized signatory, who is authorized to respond to this EoI (Power of Attorney to be submitted)	
8	Organization structure of Procurement Division of the Entity including number of persons working full time in procurement division.	
9	Profile and experience of the Key Personnel in charge of Procurement	

Date

Signature of the Authorized representative



Eoi CHECK LIST**RESPONSE TO EXPRESSION OF INTEREST (EOI) TO ACT AS PROCUREMENT SUPPORT AGENT FOR PROCUREMENT OF MEDICAL EQUIPMENTS AND OTHER GOODS AND SERVICES**

Sl No	Issue	Response (please write YES or NO)
1	Submitted the REPOSE TO Expression of Interest (EOI) Form duly filled	
2	Submitted Eoi RESPONSE FORM as per Annex-A complete in all respects	
3	Submitted refundable caution deposit of Rs 4,00,000/- (Rs. Four Lakh only) in the form of a Demand Draft (DD) in the name of "Under Secretary (Cash), Ministry of Health and Family Welfare, New Delhi"	
4	Submitted documents supporting eligibility that the Entity is in the business of providing procurement consultancy services to Government / PSUs in Health Sector for at least 5 (Five) years	
5	Submitted documents supporting eligibility that the Entity has experience of handling procurement of medical equipments for at least 5 (Five) years.	
6	Submitted documents supporting eligibility that the Entity has experience of handling procuring, supplying, testing, inspection, installation and commissioning of medical equipments at different geographical locations in India	
7	Submitted documents supporting eligibility that the Entity has handled procurement of medical equipments of value amounting to more than Rs.100 crore in each of last 3 financial years (i.e. 2009-10, 2010-11, 2011-12) as PSA/ Procurement Consultant/Procurement Agent, out of which Rs.50 crore should be in Government/ PSUs.	
8	<p>The Entity irrevocably and unconditionally accepts and agrees that by submitting an EOI:</p> <ol style="list-style-type: none"> It agrees to be bound by the terms, conditions and obligations set out in this Invitation for EOI document together with such other terms and conditions as Employer may, in its sole discretion, require; and It has read and understood, and agrees and accepts, the provisions and procedures, and terms and conditions (including the outcome) of this Invitation for EOI. It agrees that the offer shall remain valid till the expiry of the validity period as specified in this Invitation for EOI The decision of Employer shall be final while finalizing the EOI. 	

Date

Signature of the Authorized representative

