



Government of Meghalaya
Department of Health & Family Welfare

NATIONAL OPEN COMPETITIVE PROCUREMENT

Request for Proposal (RFP) Design Consultancy Service for Upgradation of Ganesh Das Hospital, Civil Hospital and Pasteur institute into a Consolidated Teaching and Medical College Establishment at Shillong.

(Two-Envelope Bidding Process with e-Procurement)

Date of Sale of Bid	: 09th February, 2024
Last date of receiving bid queries	: 18th February, 2024
Date of Pre-Bid Conference	: 19th February, 2024, time : 3.00 P.M IST
Last Date of Submission of Tender	: 3rd March, 2024, time : 2.00 P.M IST
Technical Bid Opening Date	: 4th March, 2024, time : 3.00 P.M IST
Financial Bid Opening date	: 5th March 2024, Time : 3.00 PM IST.

Tender No: Health. 158/2010/Pt/928 Dated: 09/02/2024

Place of Enquiry, Opening Sale of Tender:

Health & Family Welfare Department, Government of Meghalaya, Additional Secretariat Building (Civil), Shillong – 793001. Web: <https://meghealth.gov.in> & <https://meghalaya.gov.in>, Phone: 7085905932.

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INSTRUCTION TO BIDDERS

1. Unless otherwise specified in the BDS, alternative Bids shall not be considered. A firm that is a Bidder (shall not participate in more than one Bid, except for permitted alternative Bids. This includes participation as a Subcontractor in other Bids. Such participation shall result in the disqualification of all Bids in which the firm is involved. A firm that is not a Bidder may participate as a subcontractor in more than one Bid.
2. The Letter of Bid, Schedules including all documents listed, shall be prepared using the relevant forms furnished in Section 1:14, Bidding Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided. All blank spaces shall be filled in with the information requested.

Joint Venture: Not permissible.

3. The Bid shall comprise the following:
 - a) Letter of Bid prepared in accordance with **Annexure II**.
 - b) Bid Security or Bid-Securing Declaration in accordance with **Annexure X**.
 - c) Authorization: written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with **Annexure XII** in case of a JV.
 - d) Qualifications: Documentary evidence in accordance with **Annexure XI** establishing the Bidder's qualifications to perform the contract if its Bid is accepted
 - e) Methodology: Detailed methodology.
4. Currency of Bid: The unit rates and prices shall be quoted by the Bidder and shall be paid for, entirely in Indian Rupees.
5. Period of Validity: Bids shall remain valid for 90 days or for the Bid Validity period specified in the BDS. The Bid Validity period starts from the date fixed for the Bid submission deadline. In exceptional circumstances, prior to the expiration of the Bid validity period, the Employer may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing.
6. The Earnest Money Deposit (EMD) shall be kept valid through the proposal/Bid validity period and would be required to be extended if so, required by the department.
7. The Bidder shall clearly demonstrate the capabilities of its senior team members & the team leader in the planning & design of similar healthcare facilities.
8. A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this Bidding process, if the Bidder:
 - f) Directly or indirectly controls, is controlled by or is under common control with another Bidder; or
 - g) Receives or has received any direct or indirect subsidy from another Bidder; or
 - h) Has the same legal representative as another Bidder; or
 - i) Has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the Bid of another Bidder, or influence the decisions of the Employer regarding this bidding process; or
 - j) Any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the Bid; or
 - k) any of its affiliates has been hired (or is proposed to be hired) by the Employer or Borrower as Project Manager (Engineer) for the Contract implementation.
9. Withdrawal, Modification, substitution of Bid: A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and



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shall include a copy of the authorization. The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be:

10. Prepared and submitted in accordance with applicable Annexure (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “Withdrawal,” “Substitution,” “Modification”; and received by the Employer prior to the deadline prescribed for submission of Bids.
- a) Received by the Employer prior to the deadline prescribed for submission of Bids, in accordance with ITB 22.

DEFINITIONS

- **Employer:** The authority publishing the Bid Data Sheet, here Commissioner & Secretary to the Govt of Meghalaya, Department of Health and Family Welfare, Meghalaya.
- **Bidder:** A design consultancy firm participating in the Bidding activity.
- **BDS:** Bid Data Sheet.
- **Key Personnel:** He/she will lead, co-ordinate and supervise the Consultancy Team for delivering the Design Consultancy service in a timely manner as envisaged in the BDS. He/she will not delegate his/her responsibilities except with prior written approval from the Employer.
- **DoH&FW:** Health and Family Welfare Department, Govt. of Meghalaya
- **Tender Approval Committee :** Commissioner & Secretary to Govt. of Meghalaya , DoH&FW will constitute a committee involving technical as well as financial experts to evaluate and recommend for selection of successful bidder.



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Request for Proposal (RFP) Design Consultancy Service for Upgradation of Ganesh Das Hospital, Civil Hospital and Pasteur institute into a Consolidated Teaching and Medical College Establishment at Shillong

- A. For and on behalf of DoH&FW, Government of Meghalaya, through the process of National open tendering in E-Tender mode is inviting from Reputed Firms, a “Request for Proposal (RFP) Design Consultancy Service for Upgradation of Ganesh Das Hospital, Civil Hospital and Pasteur institute into a Consolidated Teaching and Medical College Establishment at Shillong”.

These tender documents shall be available and can be downloaded from /Meghalaya E-Tenders portal: <https://meghealth.gov.in/> and <https://meghalayatenders.gov.in> 6th February, 2024 Further intimation ie. Corrigendum/Addendum/Clarifications, shall be uploaded in the above website/s.

Applicants are required to submit the duly filled proposals as per the prescribed format on or before the stipulated date mentioned below in <https://meghalayatenders.gov.in>

- B. A Non-refundable Bid Fee of Rs. 5,000/- (Rupees Five Thousand only) is to be submitted in the form of Demand Draft from Scheduled/Nationalized Bank in favour of the Directorate of Health Services (MI) payable at Shillong. Bidders must deposit the Demand Draft on or before Technical Bid Opening Date, either by Registered post or physically at the office of **Joint Secretary to the Government of Meghalaya, Health & Family Welfare Department, Additional Secretariat Building (Civil), 3rd Floor, Room No. 501, IGP Point, Shillong, Meghalaya 793 001**. The remittance can be made through RTGS to the bank account vide no. **30402817263** and IFSC Code **SBIN0000181** of bank **SBI, Shillong** and the RTGS counterfoil duly signed with seal by the bank official to be submitted along with the Technical proposal. Without submission/physical receipt of Bid-fee submission the Technical Proposal will not be considered as valid.
- C. The RFP on the prescribed per-forma shall be submitted separately for “Technical Bid” and “Financial Bid” at the same time of submission in the e-portal. The Letter of Transmittal to be addressed to the “The Commissioner and Secretary to the Govt of Meghalaya, Health & Family Welfare Dept., Meghalaya” and should be submitted in the e-portal on or before 29th February, 2024 up to 2:00 p.m. Tenders received after due date shall not be entertained. On the date of Tender Opening the Technical Bid will be opened by a Committee or by an officer duly authorized by the “The Commissioner and Secretary to the Govt of Meghalaya, Health & Family Welfare Dept., Meghalaya” on the stipulated date and time mentioned above., in presence of any intending bidder or any other authorized representative who may be present in the office of The Commissioner and Secretary to the Govt of Meghalaya, Health & Family Welfare Dept., Meghalaya”. The virtual meeting link for the same shall be uploaded on the corresponding website in due course time.
- D. Financial bid of the qualifying technical bidders as per the point no. 1.12 of the qualifying criteria will be opened in due course of time; the date of opening of which will be notified in the corresponding website/s.
- E. The “Tender Approval Committee” DoH&FW, reserves the right to accept or reject any tender or any part of the tender without assigning any reasons thereof.
- F. The bidder shall deposit Earnest Money Deposit (EMD) amounting to Rs. 2,00,000/- (Rupees Two Lac only) in the form of Bank Guarantee/ Banker’s Cheque/ Demand Draft of a Scheduled bank in favour of the **Directorate of Health Services (MI) payable at Shillong**. In the absence of the EMD, technical proposal of the bidder shall be rejected. The EMD should be submitted, either by Registered post or physically on or before the scheduled opening date of the Technical Bids at the office of **Joint Secretary to the Government of Meghalaya, Health & Family Welfare Department, Additional Secretariat Building (Civil), 3rd Floor, Room No. 501, IGP Point, Shillong, Meghalaya 793 001**. The remittance can be made through RTGS to the bank account vide no. **30402817263** and IFSC Code **SBIN0000181** of bank **SBI, Shillong** and the RTGS counterfoil duly signed with seal by the bank official to be submitted along with the Technical proposal. Without submission/physical receipt of EMD submission the Technical Proposal will not be considered as valid.



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- G. The Bid-Fee and EMD should be submitted in a single big sized envelope containing two different envelopes mentioning Bid-Fee / EMD & both the envelopes should be sealed. The name of the bidder and the proposal, “Request for Proposal (RFP) Design Consultancy Service for Upgradation of Ganesh Das Hospital, Civil Hospital and Pasteur institute into a Consolidated Teaching and Medical College Establishment at Shillong” should be superscripted on the outer envelope.
- H. The EMD shall be kept valid through the proposal validity period and would be required to be extended if so, required by the department.
- I. The EMD shall be refunded to unsuccessful bidders within a period of eight (8) weeks from the date of execution of the agreement with the successful bidder without any interest or claim whatsoever and with prior notice by the committee of their non selection.
- J. The EMD shall be forfeited, without any right of claim of the bidder, if the bidder withdraws its proposal during the interval between the proposal due date and expiration of the proposal validity period of the “Design Consultancy Service for Upgradation of two different State Govt hospitals into Consolidated Teaching and Medical College Establishment at Shillong” in Meghalaya- Request for Proposal.
- K. The bidder whose proposal is accepted, and Award issued shall have to deposit Performance Guarantee/ Security of an amount of 7% of the value of work order/ contract agreement along with signing of the agreement which will have to be valid until the end of the contract period. Security deposit is for due performance of the agreement and non-submission of Performance security within the specified time shall also lead to forfeiture of the EMD.
- L. In the event of extension of the contract, the agency will have to submit a fresh bank guarantee or an extension of the bank guarantee submitted.
- M. The bank guarantee will be released at the time of release of last instalment of payment.
- N. The rates should be quoted in both words and figures without cutting, tampering and transparent tape should be applied on quoted rates. In the event of any of mentioned dates being declared as holidays/closed day for the purchase Organization, the RFP will be receive/ opened on the next working day at the appointed time. The Additional Requirements to be affixed along with the Technical Bid may be found below with additional terms and conditions.
- O. Pre-Bid meeting will be conducted online. The link will be provided in the corresponding web-portal/s.
- P. In case of any query the intending bidders may contact Mr. Richard Anderson Wanning, EE Heath Engineering Wing, DoH&FW, (Mb. No: +91-70859-05932, e-mail :healthdeptt502@gmail.com)

-Sd-

Commissioner and Secretary to the Govt of Meghalaya
Department of Health and Family Welfare, Meghalaya



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1.1: Introduction: The Department of Health & Family Welfare (FW) to the Government of Meghalaya cordially invites qualified and experienced entities to submit proposals for **Design Consultancy Service for upgradation of Ganesh Das Hospital, Civil Hospital and Pasteur Institute, Shillong into Consolidated Teaching and Medical College Establishment at Shillong**, in the State of Meghalaya, in accordance with the norms specified by the latest National Medical Commission (NMC) guidelines. The envisioned capacity is to initiate 100 MBBS students annually.

1.2: Project Overview: The primary objective of this project is to enhance the healthcare infrastructure in Meghalaya by establishing a state-run medical college integrated with District and Referral Hospitals. The college will adhere to the norms and guidelines set forth by the National Medical Commission, providing high-quality undergraduate medical education and fostering comprehensive healthcare services for the north-eastern region of India.

1.3: Objective: The following objectives have been provisionally mapped as under -

- **NMC Compliance:** Ensure strict adherence to the norms and guidelines established by the National Medical Commission for the establishment and functioning of medical colleges.
- **Capacity Expansion:** Initiate the medical college with an annual intake of 100 MBBS students.
- **Infrastructure Development:** Design a state-of-the-art facility that aligns with NMC standards, providing an optimal environment for learning, research, and practical training.

1.4 SCOPE OF WORK FOR DESIGN CONSULTANTS

For the planning, design and construction of teaching hospital and medical college, following is the expected broad scope of services.

A. Feasibility Study:

Detailed feasibility study and report on:

- Site survey and study.
- Infrastructural mapping of the existing District Hospital (Civil Hospital), Ganesh Das Hospital (GDH) and Pasteur Institute and identifying the infrastructural gaps,
- To give appropriate suggestions to upgrade the establishment to a consolidated NMC accredited medical college with an annual intake of 100 MBBS students.
- Development of a comprehensive plan which will require a minimum capital investment without compromising the quality of infrastructure for smooth transition of the operating facilities into a teaching hospital cum medical college.
- Site area vs. built-up area – constraints and suggestions.
Demands to be met for feasibility as per norms and proposed phases for development.
- Benchmark against similar projects in various aspects.
- Component wise preliminary cost estimate for upgrading the said facilities to a medical college.
- Submission of a comprehensive assessment report.

B. Design and Drawing Development Scope:

Mentioned below is the broad scope of services to be rendered for planning, programming, design development, coordination and integration of Architecture, Infrastructure, Mechanical-Electrical-Plumbing (MEP), Heating-Ventilation-Air-conditioning (HVAC), FPS (Fire Prevention System), FAS (Fire Alarm System), DR&MS (Disaster response & management systems), IBMS (Integrated Building Management System) IT, Medical Equipment and other required engineering and functionally associated design services. Broad key deliverables are as below:



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Key deliverables would be but not limited to:

- Design brief reports.
- Sustainability framework.
- Conceptual and Schematic design.
- Detailed design development.
- Preparation of various statutory approval drawings
- Preparation of tender drawings and associated schedules to tender documents.
- Assisting in preparation of bid documents for contractors.
- Preparation of GFC drawings.
- Preparation of detailed function specific drawings.
- Detailed report on medical functions, design, and integration of supporting services.
- Equipment shops drawing coordination.

C. Statutory, Legal-Compliance and Liaison:

The selected consultant/firm is expected to assist the client in:

I. Pre-Construction Phase

- Identification and preparation of comprehensive list of governing central & state Govt. authorities and respective applicable permissions and licenses which need to be obtained for a H&IMC (Hospital and Integrated Medical College) pertaining to physical infrastructure.
- Identification and preparation of all documents related to physical infrastructure necessary for all legal clearances as per statutory norms.
- Preparation of drawing of the existing infrastructure and subsequently the preparation of all final necessary drawings for the proposed infrastructures.

II. Construction Phase

- Preparation of comprehensive list of submissions required for obtaining permissions and licenses.
- Supervision of the on-going work and Coordination with the main contractor for ensuring compliance to the approved GFC drawings.

III. Commissioning Phase

- Ensure that the design intent is clearly communicated to all parties involved in the commissioning process.
- Collaboration with the commissioning team to review design documents and specifications.
- On-site inspections to verify that construction and installation align with the design specifications.

Note:

- Each component requires comprehensive design services to be rendered in detail, with reference to the applicable norms.
- Provide detailed scope of services which consultant wishes to render as per his level of expertise.
- In providing detailed design brief reports and sustainable design reports, Consultant may include any other required topics in his report, as deemed to be fit for this project.
- Consultant is free to collaborate with other specialized design consultants or external health care consultants as required.
- Consultants need to provide detailed list of external consultants with whom collaboration is planned.



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1.5 QUALIFYING CRITERIA FOR SELECTION OF HOSPITAL DESIGN CONSULTANTS

1. Bidder must be an architectural design firm with relevant statutory registration(s) to practice architecture in India
2. As per the Council of Architecture of India regulations, the bidding firm must be an architecture design firm in which at least one of the partners/directors are qualified architects registered with the Council of Architecture of India.
3. Bidder must not have been blacklisted or de-registered by any government authorities/agencies or public sector entities in India or abroad during last 10 years from the date of release of Bid/RFP document. An affidavit to the effect that the bidder has not been blacklisted in the past by any of the State/Central Government entities across the country and that he will not form any coalition with any other bidder.
4. Bidder should have designed at least 2 (two) Medical College and hospital projects in India during the last 10 (Ten) years.
5. Bidders should also have experience in similar projects (whether completed or ongoing)
6. Certificate from competent authority of the client(s) of completion or of on-going similar projects shall be furnished.
7. The bidding firm should have been in practice for at least 7 (seven) years as on 1st January 2024.
8. The financial turnover of the bidding firm shall be minimum of average INR 1 Cr per annum from the F.Y. 2017-18 to 2022-23.
9. The financial turnover shall be considered from design fee pertaining only to health facility building projects. Fees accrued from other (non-healthcare building) projects shall not be considered in the financial turnover qualification. A copy of the certificate on the average turn-over from design fee pertaining only to health facility building projects duly certified by a CA and supported by the audited financial statements to be furnished.
10. In case of a bidder firm which has a sister concern or a subsidiary firm/unit, the bidder firm may combine its financial turnover with that of the subsidiary firm/unit, provided that the turnover of both firms is from design fees pertaining to health facility building projects only.
11. Bidder's team members qualification & professional experience requirement is elaborated in the chart below:

KEY PERSONNEL (should be employed with the bidding firm)					
Sl No.	Designation	Minimum no. of personnel	Qualification	Experience	Registration
1	Project Head/Team Leader	1	Masters in Architecture	Total experience of 15 years with 10 years as part of core project design team for 5 Hospitals of 250 beds	Council of Architecture, India
2	Lead Medical Planner	1	Masters in Architecture	Total experience 10 years with 7 years as part of core project design team for 2 Hospitals of 250 beds	Council of Architecture, India
3	Senior Architect	2	Bachelors in Architecture	Total experience 7 years with 5 years in Hospital projects in at least 2 Hospitals	Council of Architecture, India
4	Project Coordinator	1	Master of Building Management and Engineering	Total experience 7 years in at least 3 Hospital projects of 250 beds	
5	Interior Designer	1	Bachelors in Interior Design	Total experience in hospital projects 3 years in at least 3 hospital projects	-
Note: The bidding firm's associate sub-consultants for Structure, Plumbing & Fire Fighting, HVAC, Electrical & IT, etc., shall also have relevant experience in the design of at least 3 tertiary-care hospitals during the last 5 years.					



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12. The Bidder can be a Company (Bidding Company) or Proprietorship firm or a Partnership firm (Registered). Short listing of Bidder will be based on meeting the Qualification Requirements as specified below:
13. Companies incorporated under the Company's Act, 1956/ 2013 are eligible on standalone basis or as a part of the bidding consortium.
14. The key personnel, as given by the bidder in the technical proposal should not change during the tenure of the contract, without prior approval of the Government.
15. Certificates from the organizations to whom services have been provided in past needs to be submitted along with the proposal with the name & mobile number of signing authority

1.6: Proposal Submission:

Interested entities should submit their proposals by 29th February 2024 by 3.00 P.M IST. The proposal should include:

- Checklist for Documents.
- Letter of Transmittal
- Financial Capacity of Bidder.
- Company profile and relevant experience certificates issued by the competent authority of the respective employer/s as per the annexures provided.
- Technical approach and methodology.
- Financial proposal.
- Details of key personnel and their qualifications.
- Historical Contract non-performance , Pending litigation and Litigation history.
- Specific Design Consultancy Experience.
- Bid-security.
- Eligible Assignments of the Bidder.

1.7: Timeline:

- RFP Issuance: 9th February, 2024.
- Pre-Bid Meeting: 19th February, 2024, time : 3.00 P.M., IST.
- Proposal Submission cum Bid Opening Deadline: 3rd March, 2024.
- Proposal Evaluation: 15th– 30th March 2024.
- Contract Award: 15th April 2024-25th April, 2024.

1.8: Contact Information:

Office of the Commissioner & Secretary to the Government of Meghalaya,
Health & FW Department, Shillong, Meghalaya.

Contact Person : Mr. Richard Anderson Wanning, EE , Heath Engineering Wing, DoH&FW Richard
(Mb. No: +91-70859-05932, e-mail : healthdept502@gmail.com)

1.9: Time Frame:

- a) The State will sign an agreement/ will issue work order with/to the successful bidder for “**Design Consultancy Service for Upgradation of Ganesh Das Hospital, Civil Hospital and Pasteur Institute, Shillong into Consolidated Teaching and Medical College Establishment at Shillong**, in the State of Meghalaya”
- b) All the necessary work, under the mentioned scope of work on the Bid document, required for floating tender for construction work of the corresponding infrastructure shall be needed to be completed within a stipulated period of 6 months from the award of work.

1.10: Payment Terms:

1. Mobilization advance: 10 % after signing the contract. The vendor will submit a Performa Invoice stating the Agreement/Work Order number and date.



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2. 10% after submission of Comprehensive Assessment Report on the feasibility of upgradation to a Medical College of the existing infrastructures, subject to the acceptance of the report by the employer.
3. 10% after submission of submission of Conceptual Drawing subject to acceptance of the Employer.
4. 10% after submission of Schematic Drawing, subject to the acceptance of the Employer.
5. 10% after submission of Statutory Approval Drawing, subject to the acceptance of the Employer.
6. 15% after submission of Tender Drawing, BOQ, & associated schedule to tender documents and Preparation of Tender Documents, subject to the acceptance of the Employer.
7. 25% after submission of GFC and Detailed Function Specific Drawing, subject to the acceptance of the Employer.
8. 10% after construction and post receipt of all necessary NOC/s.
9. Payment will be released within 30 days from the date of bill receipt and approval by the employer whichever is later.

1.11: Penalty Clause: If the work is not completed within the stipulated period of six months, a penalty will be imposed as follows:

- | | |
|---|--------------------------------|
| a. Up to 7 Days from Delivery Due Date: | 0.75% from the total PO value |
| b. From 8th days to 15 Day : | 1.00% from the total PO value |
| c. From 16th days to 22nd Days : | 3.00% from the total PO value |
| d. From 23rd days to 30th days : | 5.00% from the total PO value |
| e. Above 30 Days : | 10.00% from the total PO value |

1.12: Evaluation Procedure: The proposals shall be evaluated by a Tender Approval Committee, to be constituted by the Government. The evaluation shall be a 2-step process as outlined below:

Step-1: Assessment of capacity and experience based on documentary evidence submitted the technical proposal shall be evaluated and marks assigned on the basis of documentary proof provided therein.

The parameters and the marks to be assigned will be as shown in the table below

Parameter	Marks	Max Marks
Experience of the Agency in designing at-least 2 (two) multi-speciality tertiary care hospital projects in India during the last 5 (five) year	Experience in designing 2 multi-speciality hospitals=20 For additional experience above 2 multi-speciality hospitals, 2 marks for each additional hospital with a maximum cap of 10 additional marks	30
The financial turnover from designing Health Building of the bidding firm shall be on average INR 30 Lac per annum from the F.Y. 2017-18 to 2022-23	Average yearly Turnover of 1.0Cr = 10 Average yearly Turnover of >1.0 to 2 Cr = 15 Average yearly Turnover >2Cr = 20	20
Key Personnel	Meeting required criteria	10
Power-point Presentation elaborating on the strategy, time-line and methodology for Implementation of the scope of the project as defined.	Strategy & timeline: 15 Methodology for Implementation: 25	40

Step-2: Opening of financial proposals and determination of overall winner through QCBS method. The financial bids of only those bidders shall be opened who have scored at least 60 marks at the end of step-1.

Final score for an applicant would be weighted average of technical and financial bids, where the technical and financial proposals will be assigned a weight of 70 and 30 percent respectively. The scoring system of this 'Quality-Cum-Cost-Based' to be used for obtaining final scores is illustrated below:



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Technical Proposal		Financial Proposal		Combined Score		
Score	Weighted Score= (score/max score) *100	Bid Amount(Lakh)	Weighted score = (mini amount / amount) *100	Technical	Financial	Total
1	2	3	4	5(*70%)	6 (* 30%)	7
50	62.5	4	100	43.75	30	73.75
60	75	5	80	52.5	24	76.5
70	87.5	6	66.67	61.25	20.00	81.25
80	100	7	57.14	70	17.14	87.14



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1.14: Bidding Documents:

Annexure-I

CHECKLIST OF DOCUMENTS

Documents to be enclosed with the RFP/ Tender Document			
Sl no	Checklist	Enclosed (Y/N)	Reference in the Bid (page no)
1	A covering letter on your letter head addressed to The Mission Director, National Health Mission, Meghalaya (as per Annex – II		
2	Copy of RFP/ Tender document duly signed in each page and enclosed in token of accepting the terms & conditions.		
3	Earnest Money Deposit		
4	Non-refundable Bid Fee		
5	An affidavit to the effect that the bidder has not been blacklisted in the past by any of the State Governments across the country and that he will not form any coalition with any other bidder		
6	Average annual turnover statement duly certified by a Chartered Accountant (as per Annex – III)		
7	Details of work completed for technical scoring (as per Table-5)		



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Annexure-II

Letter of Transmittal

To
The Commissioner and Secretary,
Health & Family Welfare Department, Govt of Meghalaya,
Addl Secretariat Building (Civil), Shillong – 793001

Sir,

I/ We, the undersigned, offer to operate the “Design Consultancy Service for Upgradation of two different hospitals into Consolidated Teaching and Medical College Establishment at Shillong” in accordance with your Request for Proposal dated, I/ we are hereby submitting our Proposal, which includes Technical Proposal and Financial Proposal sealed under separate covers and both envelopes placed together in an outer envelope all properly marked as required.

I/ We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentation of facts may lead to our disqualification and /or black-listing.

The prices quoted by us in the Financial Proposal are valid till three months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived at independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

I/ We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

I/ We understand that the State is not bound to accept the lowest financial bid or any proposal or to give any reason for award, or for the rejection of any proposal.

I/ We confirm that we have the authority of [Insert Name of the Agency/Firm] to submit the proposal and to negotiate on its behalf

Yours faithfully,
[Signature of authorised person(s)]



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Annexure III

FINANCIAL CAPACITY OF THE BIDDER
(To be forwarded on the letterhead of the Bidder)

Sl no	Applicant/Entity	Annual Turnover from designing health facility building for preceding six Financial Years						
		2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	A ve ra ge

Certificate from the Statutory Auditor

This is to certify that..... (Name of the Bidder) has the Annual turnover as shown above

Name of Authorized Signatory:

Designation:

Name of Entity:

(Signature of the Authorized Signatory) Seal of the Entity

Instructions:

- 1) The bidder shall attach the copies of audited Annual Reports comprising audited financial statements for the last three financial years.
- 2) In case the bidder is a Society/Trust, it shall submit a certificate of Annual Turnover for the last three years, certified by a practicing Chartered Accountant.



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ANNEXURE IV

FORMAT FOR FINANCIAL BID

Item	Quoted Price	Applicable Taxes (GST)	Total BID Amount (Incl taxes)
All-inclusive price			Both in Numeric and in words. (Rs. _____) (Rupees _____)

Signature:

[These must be the signed by the same person(s) who have signed the letter of transmittal].



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ANNEXURE V

BIDDER INFORMATION FORM

Date: _____
RFB No. and title: _____
Page _____ of _____ pages

Bidder's legal name:
Bidder's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Bidder's actual or intended year of incorporation:
Bidder's legal address [in country of registration]:
Bidder's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITB 4.4. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITB 4.6 documents establishing: <ul style="list-style-type: none">• Legal and financial autonomy• Operation under commercial law• Establishing that the Bidder is not under the supervision of the Employer
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.



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Annexure V

HISTORICAL CONTRACT NON-PERFORMANCE, PENDING LITIGATION AND LITIGATION HISTORY

[to be completed for the Bidder]

Bidder's Name: _____
Date: _____
RFB No. and title: _____
Page _____ of _____ pages

Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria				
<input type="checkbox"/> Contract non-performance did not occur since 1 st January <i>[insert year]</i> specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.1. <input type="checkbox"/> Contract(s) not performed since 1 st January <i>[insert year]</i> specified in Section III, Evaluation and Qualification Criteria, requirement 2.1				
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (Rs.)	
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for non-performance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>	
Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria				
<input type="checkbox"/> No pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3. <input type="checkbox"/> Pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3 as indicated below.				
Year of dispute	Amount in dispute (Rs.)	Contract Identification	Total Contract Amount (Rs.)	
<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Employer" or "Contractor"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>	



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<i>[insert year]</i>	<i>[insert amount]</i>	<p>Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i></p> <p>Name of Employer: <i>[insert full name]</i></p> <p>Address of Employer: <i>[insert street/city/country]</i></p> <p>Matter in dispute: <i>[indicate main issues in dispute]</i></p> <p>Party who initiated the dispute: <i>[indicate "Employer" or "Contractor"]</i></p> <p>Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i></p>	<i>[insert amount]</i>
Litigation History in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4. <input type="checkbox"/> Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (Rs.)
<i>[insert year]</i>	<i>[insert percentage]</i>	<p>Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i></p> <p>Name of Employer: <i>[insert full name]</i></p> <p>Address of Employer: <i>[insert street/city/country]</i></p> <p>Matter in dispute: <i>[indicate main issues in dispute]</i></p> <p>Party who initiated the dispute: <i>[indicate "Employer" or "Contractor"]</i></p> <p>Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i></p>	<i>[insert amount]</i>



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Annexure VI

SPECIFIC DESIGN CONSULTANCY EXPERIENCE

[The following table shall be filled in for projects performed by the Bidder. Use separate sheet for each project]

Bidder's Legal Name: _____

Date: _____

RFB No. and title: _____

Page _____ of _____ pages

Work performed (in the same name and style) on Design Consultancy work of a similar nature and volume over the last five years¹. *[Attach certificate from the client.]*

Parameters.	Information		
Contract Identification/Name of Project			
Award date			
Completion date			
Role in Contract	Primary Consultant <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Sub-Consultant <input type="checkbox"/>
Total Project Amount	Rs. *		
If member in a JV or sub-consultant , specify participation in total Project amount			*
Employer's Name:			
Address:			
Telephone/fax number			
E-mail:			
1. Project Description			
2. Total Project Value:			

¹Immediately preceding the financial year in which bids are received.



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3.Total Design Value	
4.Scope of Work	
5.Total Area in Sq.Ft.	
6.Total No of Beds	
7.Medical Modalities Designed	
5. Other Characteristics	



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ANNEXURE VII

RESUME AND DECLARATION

KEY PERSONNEL

Name of Bidder

Position [#1]: [title of position from Form PER-1]		
Personnel information	Name:	Date of birth:
	Address:	E-mail:
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency: [language and levels of speaking, reading and writing skills]	
Details	Address of employer:	
	Telephone:	Contact (manager / personnel officer):
	Fax:	
	Job title:	Years with present employer:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	Role	Duration of involvement [From - To]	Relevant experience
[main project details]	[role and responsibilities on the project]	[time in role]	[describe the experience relevant to this position]

Declaration



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I, the undersigned Key Personnel, certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Bid:

Commitment	Details
Commitment to duration of contract:	[insert period (start and end dates) for which this Key Personnel is available to work on this contract]
Time commitment:	[insert the number of days/week/months/ that this Key Personnel will be engaged]

I understand that any misrepresentation or omission in this Form may:

- (a) be taken into consideration during Bid evaluation;
- (b) result in my disqualification from participating in the Bid;
- (c) result in my dismissal from the contract.

Name of Key Personnel: *[insert name]*

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Bidder:

Signature: _____

Date: (day month year): _____

Note:

1. Please use separate form for each key personnel.
2. The names & chronology of assignments should conform to the project-wise details submitted in the form vide Annex-X
3. Each page of the CV shall be signed in ink by both the personnel concerned and by the authorized representative of the applicant farm along-with the seal of the farm.
4. Digital signature will be considered as valid signature if used.
5. All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.



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ANNEXURE VIII

FORMS OF BID SECURITY

FORM OF BID SECURITY - BANK GUARANTEE

[Guarantor letterhead or SWIFT identifier code]

Bank Guarantee No..... *[insert guarantee reference number]*

Date..... *[insert date of issue of the guarantee]*

WHEREAS, _____ *[name of Bidder]* (hereinafter called "the Applicant") has submitted his Bid dated _____ *[date]* or will submit his Bid for the construction of _____ *[name of Contract]* (hereinafter called "the Bid") under Request for Bids No.....*[insert number]* (hereinafter called "the RFB")

KNOW ALL PEOPLE by these presents that We _____ *[name of bank]* of _____ *[name of country]* having our registered office at _____ (hereinafter called "the Bank") are bound unto _____ *[name of Employer]* (hereinafter called "the Employer") in the sum of _____ for which payment well and truly to be made to the said Employer the Bank binds itself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this _____ day of _____ 20____.

THE CONDITIONS of this obligation are:

- (1) If after Bid opening the Applicant (a) withdraws his bid during the period of Bid validity specified in the Letter of Bid, or any extended date provided by the Applicant ("the Bid Validity Period"); or (b) does not accept the correction of the Bid Price pursuant to ITB31; or
- (2) If the Applicant having been notified of the acceptance of his bid by the Employer during the period of Bid validity:
 - (a) fails or refuses to execute the Contract Agreement in accordance with the Instructions to Bidders, if required; or
 - (b) fails or refuses to furnish the Performance Security and if required, the Environmental and Social (ES) Performance Security, in accordance with the Instruction to Bidders.

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the four conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date _____² days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this guarantee should reach the Bank not later than the above date.

DATE _____ SIGNATURE OF THE BANK _____

WITNESS _____ SEAL _____

[signature, name, and address]



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Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

ANNEXURE IX

ELIGIBLE ASSIGNMENTS OF THE BIDDER

Name of The Bidder/ Organization:	
Name of the Project:	
Description of the Project:	
Description of the Services provided by the Bidder:	
Name & address of the Client:	
Name, Telephone no, E-mail id/Fax no of the Client's Representative:	
Estimated Capital Cost of the Project (Cr):	
Payment received by the Bidder (Cr):	
Start Date & Finish date of the Services (Month-Year):	

Note: Use separate sheet for separate projects. Currency should be in INR only. In case of overseas work, conversion to INR to be done @ Rs 80/ USD.