



***RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY (RGCB)***

***An Autonomous Institute of the Department of Biotechnology  
Government of India***

***Expression of Interest (EOI)***

***Appointment of Project Development Consultant (PDC)***

“Consultancy Services for Development of Strategy/Models and Detailed Project Report (DPR) for establishing a State-of-the-art digitally enabled Oncology Referral Hospital in the premises of RGCB, in Public Private Partnership (PPP) Basis.”

***Project location :***

***Aakulam Campus,  
Rajiv Gandhi Centre for Biotechnology (RGCB)  
Thycaud, Thiruvananthapuram, Kerala, India 695 014***

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## Section – I

### INVITATION OF EXPRESSION OF INTEREST

Director, Rajiv Gandhi Centre for Biotechnology (RGCB) invites sealed Expression of Interest (EOI) from Indian and Global Consulting Agencies/Consultants to provide the Consultancy Services as Project Development Consultant (PDC)

2. The EOI document containing the details of Qualification Criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website [rgcb.res.in](http://rgcb.res.in)

3. Further details, if any, may be obtained from Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thycaud, Trivandrum, Kerala 695 014 Telephone : + 91 471 2529400, 2347975 Fax : 2348096 during working hours or e-mail to [ceo.kribsbionest@gmail.com](mailto:ceo.kribsbionest@gmail.com)

4. Last date of submission of EOI is 12/07/2024 upto 17.00 hours. Sealed envelope marked to the captioned address, containing EOI may be submitted mentioning “EOI for appointment of Project Development Consultant” on the top of the cover.

#### **Note:**

Director, RGCB or any of its designates reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and Director, RGCB reserves the right to amend/add further details in the EOI.

## LETTER OF INVITATION

No: RGCB – 11011 (11)/52/2024 – ADMIN - RGCB

Director, Rajiv Gandhi Centre for Biotechnology  
Thycaud, Trivandrum, Kerala, India - 695 014

Date : 21/06/2024

Dear Sir/Madam,

Director, Rajiv Gandhi Centre for Biotechnology (RGCB) invites sealed Expression of Interest (EOI) from Indian and Global Consulting Agencies for undertaking consultancy services as Project Development Consultant (PDC) for Consultancy Services for Development of Strategy/Models for establishing a State-of-the-art digitally enables Oncology Referral Hospital in the premises of RGCB, comprising of a Cancer Research Hospital.

The EOI document containing the details of Qualification criteria, submission requirement, brief objective & scope of work and method of evaluation is enclosed.

2. The EOI document is also available on the website : [www.rgcb.res.in](http://www.rgcb.res.in)
3. It is therefore requested to submit responses in sealed envelopes in prescribed format to the undersigned latest by 12/07/2024, 17.00 hours.

Sl.No.	CRITICAL DATES	Date	Time
1	Publishing Date	21/06/2024	11.00 Hours
2	Bid Submission End Date	12/07/2024	17.00 Hours
3	Bid Opening Date	15/07/2024	11.00 Hours

## Section – II

### 1. Aims & Objectives

- i. To appoint a Project Development Consultant (PDC) to study the existing project system and suggest a viable solution best suited for operationalization, management and seamless day to day functioning of a Cancer Research & Referral Hospital within the designated premises of RGCB.
- ii. The details scope of work and specific deliverables are mentioned in the sections below:

### 2. Scope of Work

- i. The Project Development Consultant (PDC) is required to study the existing project components and its requirements, by visiting the site.
- ii. Based on such study and elaborate analysis, the PDC would work out different operational models based on national and international best practices or it may suggest any other more appropriate model and recommend the most suitable one for consideration.
- iii. PDC may conduct such study and analysis and provide such data as deemed necessary by the client to take an informed decision in selection of most appropriate model. PDC would also organize suitable exposure to the client through field visits and organizing interactions with concerned entities.
- iv. The Project Development Consultant will also propose financial implications based on appropriate financial modeling for each model proposed indicating clearly the contribution required from the Government and the private partner with details of expenditure and revenue components.
- v. PDC to facilitate & advice steps for Accreditation of Hospital, various licensing procedures involved in imaging/Radiological/Laboratory set up as per domain specific requirements.

- vi. PDC, consequent to acceptance of appropriate model, will continue to assist in further processes of execution including Detailed Project Report (DPR) preparation, documentations viz. registration , bid documents, developing technical specifications etc. as necessary, conduct evaluations and produce required analytics including identification of potential Private Partners who can participate in the Bid.
- vii. The Project Development Consultant while proposing the various models will ensure compliance to the various statutory State and National level mandatory requirements/norms
- viii. The role of the PDC would be inclusive of all requirements mentioned herein but not limited to them and would be expected to be of assistance to the client throughout the process till finalization of appropriate model and mobilization of proposed and accepted institutional structure(s) till date of commissioning.
- ix. PDC would continue their assistance through monitoring of implemented mechanism for a period of one year after its successful commissioning and render such reports as required by the client.

### **3. Eligibility**

- (i) Project Development Consultant should have prior expertise of having rendered consultancy services in setting up of Oncology Hospital and Multi-speciality hospital and also engaged in Consulting/Consultation business continuously in the last 3 years.
- (ii) Project Development Consultant should have presence in atleast five countries including India and should have an impressive list of clients including global brands from the field of Healthcare. Previous experience of working with Government Hospitals would be an added advantage.
- (iii) The PDC should have Resource Persons with hands on experience in Oncology from renowned oncology institutes and from the field of biotechnology.

- (iv) The PDC may associate with another firm/s (maximum of three partners) to form a consortium to complement their respective areas of expertise, to enhance the technical responsiveness.
- (v) The PDC should have a cumulative turnover of Rs.20 Crore INR in the last five years.
- (vi) Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre qualification criteria will be rejected and will not be evaluated

Sl. No.	Pre-qualification Criteria	Supporting document for Compliance
1	The Consultant shall be a firm registered in India or Abroad	Copy of Certificate of incorporation and partnership deed, if any.
2	The firm should be in the business of providing similar consultancy services for at least 3 years.	Certificate by Company Secretary of the bidder's organization.
3	The Bidder's Last five years turn over, supported by audited balance sheets should be a minimum of 20 Crore INR	Certified by Statutory Body like Chartered Accountant or independence Auditors
4	The Bidder shall have experience of providing i) Similar Consultancy in a minimum of five countries including India  ii) Shall have at least 10 work orders/contracts of providing consultancy services for setting up of Hospitals.	Copy of work order/contract

	iii) Setting up of One Multi Speciality state of art Hospital project of minimum 100 beds capacity	
5	Preference will be given to firm having prior experience in working with Sovereign Governments in India or Abroad.	

#### **4. Desirability**

PDC processing relevant experience in handling Government sector projects of similar nature would be an added qualification.

#### **5. Venue & Deadline for submission of proposal**

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to Director, RGCB at the address specified herein earlier. In exceptional circumstances and at its discretion, Director, RGCB may extend the deadline for submission of proposals by issuing an amendment to be made available on the official website, in which case all rights and obligations of Director, RGCB and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

#### **6. Validity of offer**

The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further if required by Director, RGCB.

#### **7. Qualification Criteria**

The Expression of Interest (EOI) is to be submitted in the prescribed. All information as detailed is to be submitted in two hard copies in separately sealed envelopes and one soft copy in USB Drive.

#### **8. Deliverables**

The shortlisted PDC a required to study the existing requirements of the client and shall provide the following:-



Sl. No.	Deliverables	Time Frame	Remarks
i)	Develop various operational PPP models for functioning of the Hospital with description of merit & demerits for each model akin to National & International prevailing best practices within the ambit of statutory regulations of MCI	Draft Inception Report for appraisal to be prepared and submitted within 02 months based on analysis	
ii)	To propose a viable financial model for any partnering private player with emphasis on minimum contribution from Government of India towards running expenditure & source of revenue generation		
iii)	A Detailed Project Report (DPR) to be prepared with detailed estimates for the construction of the Hospital Complex, procurement and installation of the equipments	DPR to be Given in Five Months	
iv)	To identify potential partner for the PPP model and handhold with RGCB in Finalizing the partner		

## **Section – III**

### **Instructions for submission of Expression of Interest (EOI)**

1. Consultant shall go through the guidelines provided under section III and IV before preparing EOI proposal.
2. Consultant who meets the short listing criteria shall prepare EOI as per the guidelines given in section II. If the Consultant feels to submit certain information not covered in the guidelines would be in their interest, may submit such information.
3. Accomplished Expression of Interest (Application) must be submitted together with a Letter of Intent not later than 17.00 Hours on 12/07/2024. Documents in support of all qualification information shall be furnished on/before the due date of submission.
4. All Applications shall be submitted in English.
5. A firm shall submit only one proposal, either individually or as JV partner in another proposal. If a firm, including a JV partner submits or participates in more than one proposal; all such proposals shall be disqualified. JV shall not have more than three members.
6. The consultants are allowed to send their comments on the objectives and scope of work or services indicated in the EOI.
7. The Application and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by Applicant with the Application may be in any other language provided that they are accompanied with translations in the English language. Supporting materials, which are not translated into English, may not be considered.
8. Director, RGCB, reserves the right to reject any Applications, without assigning any reasons thereof.

9. The Applicant shall provide all the information sought under this Qualification Document. RGCB, would evaluate only those Applications that are received in the required format and complete in all respects. Incomplete and/or conditional Applications shall be liable for rejection.
10. No claims whatsoever will be entertained if submission is not received by due date and time.

### **11. Opening of the EOI Proposal:**

#### **Procedure of opening shall be :-**

EOIs will be opened by Director, RGCB on pre-decided date and time specified in presence of members of Evaluation Committee and consultant or their authorized representatives who have offered the EOI proposal may choose to remain present.

#### **The opening shall take place at :**

**Rajiv Gandhi Centre for Biotechnology (RGCB) Thycaud,  
Thiruvananthapuram, Kerala, India – 695 014**

**Date : 15/07/2024**

**Time : 11.00 Hours (IST)**

12. The Consultant shall submit a signed and complete EOI comprising the documents and forms in accordance with EOI documents.
13. An authorized representative of the Consultant shall sign the original submission letters in the required format for EOI submission and shall initial all pages.
14. The original and the copy of the EOI submission shall be placed inside of a sealed envelope clearly marked "EOI PROPOSAL for appointment

of a Project Development Consultant” reference number, name and address of the Consultant.

15. If the envelopes and packages with the EOI are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the EOI
  
16. The applicant is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in preparation of proposal, participation in meetings/discussions. Director, RGCB, in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the EOI process.
  
17. All materials submitted by the applicants will become the property of Rajiv Gandhi Centre for Biotechnology (RGCB)

## **Section – IV**

### Guidelines for Preparation of Expression of Interest

Following information shall be submitted using given formats and where no formats are specified, free format can be used.

1. Complete name of firm, date of establishment and type of organization whether individual, proprietorship, partnership, private limited company, public limited company etc. Exact and complete corporate/registered/home office address, business address, telephone numbers, fax numbers, E-mail IDs. Information is to be furnished by sole applicant or members of JV individually (Annexure – I).
2. If present firm is the successor to or outgrowth of one or more predecessor firms, fresh name(s) of format entity (ties) of their original establishment with details in aforesaid manner. Information is to be furnished by sole applicant or members of JV individually (Annexure I).
3. Present a brief narrative description of the firms. Information is to be furnished by sole applicant or members of JV individually (Annexure I).
4. List of not more than two (2) principals who may be contacted by this Office. Listed principals must be empowered to speak for him or for the firm on policy and contractual matters. Information is to be furnished by sole applicant or members of JV individually (Annexure).
5. Under this item, indicate financial figures from consultancy business for past 3 (three) financial years. (Annexure II)
6. Organizational strength of consultant and its constituents in case of a JV shall be given (Annexure III)
- 7. Consultant's experience shall be given under Four (4) categories.**

- a) Various mode of functioning, including management contracts
- b) Engagement of Manpower resources & Out sourcing and Management
- c) Financial Implications in terms of Expenditure projection and Revenue generation.

Note : Experience in above categories would be reported for similar nature of works and other works. In case of JV applicant, each member has to likewise give above information. Only those works which are done as prime consultant need to be reported. (Annexure IV).

- 8. An undertaking for supply of true information shall be given as per Annexure V.
- 9. The check list for the Bidders.
  - i) The Bidder should ensure that all the documents and papers submitted in the EOI are fully attached by the authorized signatory under his signature with official seal wherever applicable.
  - ii) The following documents form part of EOI and should be submitted with EOI

Sl.No.	Documents to be submitted	Documents submitted Y/N Page No. at which document attached
1	All pages of the EOI document, duly signed by authorized signatory in token of acceptance of all terms & conditions	

	by the bidder should also be signed by the authorized signatory	
2	Incorporation/Ownership Certificate	
3	Written Statement about suitability of the job	

- iii) Every additional document submitted and every page of the EOI document shall be signed by the authorized signatory as a token of compliance and acceptance to all terms and conditions.
- iv) No overwriting changes is allowed in EOI documents submitted.

### **10. Format of Bid Submission**

- (a) ENVELOPE – A:- One Hard Copy of Technical Proposal, in original with signature of authorized personnel and stamp/seal of the organization. The sealed envelope should be super scribed with the wordings “Technical Proposal for Hiring of Project Development Consultant for RGCB”.**
- (b) ENVELOPE – B:- One Hard Copy of Financial Proposal, in original with signature of authorized personnel and stamp/seal of the organization. The sealed envelope should be super scribed with the wordings “Financial Proposal for Hiring of Project Development Consultant for RGCB”. The financial bid shall be submitted in the prescribed format as detailed in Annexure VI.**
- (c) Both the Technical Bid cover (Envelope-A) and Price Bid cover (Envelope – B) shall then be put in a single outer cover and sealed appropriately. The outer cover shall be super scribed in “Proposal for Hiring of Project Development Consultant (PDC) for RGCB”.**
- (d) The Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated above. Any Proposal received after the closing time for submission of proposals shall be returned unopened. Submission through e-mail is accepted. However, Physical submission is preferred. However, in case of any discrepancy, hard copy will prevail.**

## Section – V

### Short Listing Criteria

I. Annual Return filing/Proof of work

Potential PDCs must have filed Annual Returns for last three Financial Years, (Balance sheet, profit statement, experience related to past contract agreements to be produced)

II. **Selection Process:**

a) The selection process of the consultant will be two stages, Technical and Financial.

II. **Technical Criteria & Method of Evaluation**

i) Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.

ii) The financial bids of shortlisted firm only will be opened by the Evaluation Committee. The financial quote for the PDC shall be given in a separate sealed envelope, along with the technical bid.

III. **Response**

Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of service projected in the enquiry may also be submitted along with the offer.



#### IV Conflict of Interest

- i) The consultant is required to provide professional, objective and impartial advice, at all times holding the Procuring Entity's interests' paramount, strictly avoiding conflicts with other assignments or his/her own corporate interests and acting without any consideration for future work.
- ii) The consultant shall be the under obligation to disclose to the Procuring Entity any situation of actual or potential conflict that impacts its/his capacity to serve the best interest of its client/Procuring Entity. Failure to disclose such situations may lead to the disqualification of the consultant or termination of its/his contract during execution of the assignment.
- iii) Where there is any indication of conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform the Director RGCB, detailing the conflict in writing as an attachment to this Bid.
- iv) A Conflict of Interest is where a firm involved in the proposal has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a firm involved in a Bid process.
- v) Director RGCB shall be the final arbiter in case of potential conflict of interest. Failure to notify Director RGCB of any potential conflict of interest will invalidate any verbal or written agreement.

**vi) Condition under which EOI is issued**

The EOI is not an offer and is issued with no commitment. RGCB reserves the right to withdraw EOI and or vary any part thereof at any stage. RGCB further reserves the right to disqualify any Bidder, should it be so necessary at any stage.

**vii) Last Date of submission of EOI.**

**The last date of submission of EOI is 12/07/2024, 17.00 Hours**



1. Corporate/registered Office/Business Address/Telephone Nos/Cable Address/e-mail address of consultant and its branch offices for Consultant (including members in case of JV)
2. Consultant's former name and year of establishment (including that of members in case of JV), if any.
3. Narrative description of Consultant firms (use other sheet, if necessary)
4. Name(s) of, not more than two (2) principals who may be contacted with title, telephone number/fax number, e-mail address.

**Annexure II****Financial Statement of the last Three Financial Years**

Sl. No	Particulars	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
1.	Annual Turnover from consulting business					
2.	Annual Turnover in case of individual consultant					

**Notes:**

- i) Values should be duly certified by statutory body like Chartered Accountant or independent Auditors who are competent to do so as recognized by the State concerned
- ii) The amount shall be stated in Indian Rupees (INR).




## Annexure IV

## Details of Experience

<i>Sl No</i>	<i>Projects Name/Year</i>	<i>No. of assignments during last 3 years</i>	<i>Order value of each assignments in Rs. (Enclose copy of order)</i>	<i>Mention the name of the client/organization (enclose completion certificate)</i>	<i>Fee in INR (Applicant's share in case of JV)</i>	<i>Duration in months</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
<i>a)</i>	<i>Experience of assignments of similar nature as Sole Consultant or for each of the members in case of JV</i>					
<i>b)</i>	<i>Experience in carrying out similar assignments in Govt</i>					
<i>c)</i>	<i>Experience in carrying out similar assignments in Public Sector</i>					

**Note :**

*a) Only those assignments shall be considered for which consultant has provided services as lead member in case that work is done by a JV.*

*b) Each assignment shall be supported by following details:*



- i) Name of Overall assignment*
  - ii) Location of Overall assignment*
  - iii) Owner's Name and Address*
  - iv) Completion (Actual/Estimated vis-à-vis Stipulated)*
  - v) Description of assignment*
  - vi) Description of Services provided by the firm*
- c) Decision of Evaluation committee in ascertaining "similar nature" and "similar assignment" will be final.*

*Authorized Signatory  
Applicant*

**Annexure – V**

**Declaration**

- 1. I certify that the information in the above Expression of Interest forms is true to the best of my knowledge*
- 2. I also understand that any misleading or wrong information will disqualify this application straightway*

*(Note : Declaration is to be submitted on the letter head of the Firm)*

*Authorized Signatory  
Applicant*

**Form 7 : Format for Financial Proposal**

**(Should be sealed separately from technical proposal and superscribed  
Financial Proposal for "Request for Proposal")**

Location-----

Date :

FROM

Name of Firm/Company – Bidder

To

The Director,  
Rajiv Gandhi Centre for Biotechnology (RGCB)  
Thycaud P O, Thiruvananthapuram,  
Kerala, India – 695 014

Sir/Madam,

Sub:- Request for Proposal

1. I/We, the undersigned, offer to provide the consulting services for the above, in accordance with your Request for Proposal dated (-----) With our Technical and Financial Proposals.
2. Our attached Financial Proposal is for "Hiring of Project Development Consultant (PDC) for RGCB is for total sum of -----  
----- (Amount in words and figures) and is exclusive of all taxes

- *Financial quote should be exclusive of all taxes, levies and duties as applicable on the last date of submission of bids, any non-compliance will liable for rejection of the bid.*
3. *Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, and are valid upto six (06) months from the date of opening of financial bids.*
  4. *We confirm that, contract may be cancelled at any stage by RGCB without giving any reason and will be completely binding on us.*
  5. *We confirm that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".*
  6. *We understand you are not bound to accept any Proposal you receive.*

*Yours sincerely,*

*(Signature of Consultant, with Name, Designation and Seal)*