

Reference: F. No. AIIMS/JMU/RFE/2022/01

REQUEST FOR EMPANELMENT (RFE)
OF
CONSULTANTS/CONSULTING FIRMS



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Vijaypur, Jammu-184120

Correspondence/Present Address:

Camp Office of AIIMS, Jammu,
Located at; GMC Doctor's Guest House,
Maheshpura Chowk,
Jammu -180001.

Empanelment Notice

1. All India Institute of Medical Sciences (AIIMS), Vijaypur, Jammu, an autonomous body under PMSSY, Ministry of Health & Family Welfare, Government of India invites Request for Empanelment (RFE) from **Consultants/Consulting Firms**” initially for a period of one year extendable upto two years by the competent authorities of AIIMS Jammu based on satisfactory performance of the empanelled consultant(s)/Consulting firm(s).
2. The criteria and actual process of evaluation of the responses to this RFE and subsequent selection of the Consultants/Consulting Firm(s) will be as mentioned in this Request for Empanelment (RFE) and any modification or changes in the terms and conditions mentioned in this RFE will be entirely at the discretion of AIIMS Jammu.
3. No contractual obligations, whatsoever, shall arise from this Request for Empanelment (RFE) process unless and until a formal contract is signed and executed by duly authorized official(s) of AIIMS Jammu with the selected Consultants/Consulting Firm(s). AIIMS Jammu reserves the rights to empanel one or more firms/consultants.
4. The content of this RFE enlists the requirements of the AIIMS Jammu. It includes the Empanelment Terms which details out all that may be needed by the firms to understand the terms and the empanelment process and explain the contractual terms that the AIIMS Jammu wishes to specify at this stage.
5. Interested agencies are advised to study this RFE document carefully before submitting their proposals in response to the Empanelment notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
6. The Documents to be submitted:

Documents	All documents in the pre-qualification criteria
Form 1	Application
Form 2	Relevant Client Details
Form 3	Details of responding organization

Empanelment Summary

#	Item	Details
1	Addressee and address at which the bid is to be submitted (advance copy (PDF format) to be sent on Email) .	Lt Col Prabhat Sharma Deputy Director (Administration), AIIMS Jammu, Camp office:- GMC Doctor's Guest House, Maheshpura Chowk, Jammu-180001 (Email Id:- ddaaiimsjammu@gmail.com)
2	Date of issue of the Request for Empanelment (RFE) document	10 th February, 2022 (Thursday).
3	Last date and time for submission of Applications/bids	22 nd February, 2022 (Tuesday).
4	Duration of Empanelment	one year extendable to two years at the discretion of authorities of AIIMS Jammu based on the Consultants/Consulting Firms performance
5	Validity of the Application	60 Days
6	Application/bid processing fee	N/A
7	Contact person for clarification	ddaaiimsjammu@gmail.com Mob: 8899950166
8	Presentation round (Virtual Mode / Physically)	<ul style="list-style-type: none"> • From 02:00 PM onwards on 23rd February, 2022 (Wednesday). <li style="text-align: center;">(Through Virtual Mode / Physically) • The presentation is required to be based on the approach/methodology to be adopted for preparation of the detailed project report on any of the facilities envisaged to be created at AIIMS Jammu as mentioned under the head 'Scope of work' given at page no. 4 & 5 of this document.

1. About Us – All India Institute of Medical Sciences (AIIMS), Vijaypur, Jammu

The Cabinet of Government of India approved the proposal for establishment of AIIMS Jammu at Vijaypur, District- Samba under Pradhan Mantri Swasthya Suraksha Yojana (PMSSY) in January, 2019. The foundation stone for AIIMS -Jammu project was laid by Shri Narendra Modi, Hon'ble Prime Minister on 03.02.2019.

AIIMS Jammu is being developed in three (03) Phases consisting of 750 beds in Phase-I, 1500 in Phase-II and 2100 in Phase-III in Vijaypur Town of Samba District (28 kms from Jammu). AIIMS Jammu would be establishing 41 departments (Including Specialty & Super specialty) in Phase-I itself. It shall be consisting of 20 Modular OT's, MRI, CT-Scan, Nuclear Medicine, ICU's, PET Scan, Modern laboratory in addition to all other facilities, as are available in the Tertiary Care Hospitals.

AIIMS, Vijaypur, Jammu as per Detailed Project Report (DPR) is planned to be commissioned by September, 2023, however, with the efforts of the ED & CEO along with the CPWD and other authorities of the State & Centre, the commissioning of the Institute has been aimed to be advanced by 06- 09 months i.e. December, 2022/March, 2023. At present, the physical progress of project is about 42% whereas financial progress is 26%.

AIIMS Jammu has been established with a Medical College having intake capacity of 125 students per year and Nursing College with intake capacity of 60 students per year. Also, once Functional/Operational around 3000-4000 patients will attend AIIMS, OPD on daily basis. A footfall of approximately 8000-10000 patients & their attendants besides staff and visitors is expected from UT of Jammu & Kashmir, UT of Ladakh and neighboring states.

2. Scope of Work

It is proposed to empanel a pool of experts as consultants to plan for and mentor diverse programmes to enhance the value proposition of AIIMS Jammu as a unique destination for learning, research and as a Centre of Excellence in medical field.

AIIMS Jammu has been established to provide excellence in medical education and healthcare. It is our vision to take the institute beyond didactic education to include modern methods, IT, industrial collaboration, medical research and community health.

AIIMS Jammu has already broken fresh ground by pioneering a collaborative postgraduate programme in MBA (Hospital Administration & Healthcare Management) with IIM and IIT at Jammu. This is a first of its kind programme in entire Country and shall soon position itself as a pre-eminent programme in the domain.

Going forward, it is proposed to offer a diverse bouquet across the entire spectrum of medical and social interventions by establishing multiple additional facilities. Some such facilities as envisaged by the Institute include establishment of:

- 1) Institute of Traumatology & Centre of Excellence in Trauma Sciences.
- 2) Centre of Excellence in Ophthalmology.
- 3) Centre for Innovation & Entrepreneurship in Healthcare.
- 4) Centre of Excellence in Nursing.
- 5) Centre of Excellence in Quality & Patient Safety.

- 6) IT enabled Skill Development Labs & Research Centre.
- 7) Centre for Teleconsultation and Telemedicine Facility.
- 8) Development of Centres for Robotics/Technosurgery.
- 9) Development of AIIMS offsite Campus/Satellite Centres- Community Outreach Program.
- 10) Centre for Predictive Medical Technology.
- 11) Centre for Advanced Scientific Research.
- 12) Guest House for International Faculty & Researchers.
- 13) Digital Museum.
- 14) AYUSH: National Institute of Integrative Healthcare.

- 15) National Centre for Advance Studies in Hospital Administration- for providing training facilities and capacity building as per National Health requirements. Centres will be further developed in collaboration with World Bodies like WHO, World Bank. It will also serve as first academic centre for reciprocal exchange collaboration with International Universities.

- 16) Industry/Academia Interface for Research: Industrial Engagement, training, consultancy and start up. To develop real-world solutions, the institute will also engage industry-academia interface so that the students can learn from the industrial templates and be ready for practical application.

- 17) AIIMS Jammu will have global village, International Students, Counselling and Study Centre and Internationalization of the various facilities and training programs. It is envisaged that all facilities established at AIIMS will be further developed in collaboration with international organization like WHO, World Bank, UNICEF etc. It will also serve as an academic center for reciprocal exchange collaboration with International Universities.

- 18) Centre for Excellence in capacity building (simulation and skill laboratory) for all categories of Healthcare workers including faculty, resident doctors, nursing, paramedics, sanitary attendants, security staff etc. to improve their skills and performance. Mandatory skill development and Knowledge updation of all categories of Healthcare workers.

- 19) Centre for Excellence in Application of Artificial Intelligence (AI) analytics & Data Science.

(A) Empanelment of Consultants

In order to give shape to multi-faceted programmes, as mentioned above it is proposed to approach and engage distinguished, highly accomplished experts/consulting firms from diverse fields (not limited to Medical Sciences) **to prepare Holistic project reports for creation of these facilities.** The exposure to their expertise and live experience would be invaluable to the Institute in developing the various additional, novel and unique facilities.

The various experts would be engaged as consultants and empaneled with the institute to make available a resource pool that can be approached immediately without need for going through market discovery channels.

(B) Operationalization of Consultancy

The consultants would be engaged from time-to-time on “**as required basis**” as per the

scope of work determined by the Institute. The detail terms & conditions for the same shall be worked out separately.

The empanelled consultants/firms shall be considered as independent contractors with only temporary need-based engagement.

The copyright and IPR of any material produced under provision of the consultancy would rest solely with the Institute.

Consultancy fees would be paid in consideration of their project based services in phases as per finalization of their project work on active engagement through Empanelment. The fees would be determined as per scope of work within permissible parameters laid down for a central Autonomous Institute like AIIMS.

While the above-mentioned activities are to give an idea about the nature and type of projects, there can be any additional activities of similar nature, which the empanelled firms/companies/consultants would be required to undertake, based on the requirements from time to time.

The quality of the services is extremely critical and as part of their proposal the consultants/consulting firms/proposer should demonstrate core competencies/strengths on the above key aspects including adherence to quality and timely execution.

3. Pre- Qualification Criteria

Consultants/Consulting Firms are expected to meet the following prequalification criteria. Consultants/Consulting Firms failing to either meet these criteria or not furnishing the requisite supporting documents/documentary evidence is liable to be summarily rejected. AIIMS Jammu shall evaluate the prequalification proposal with reference to the information and supporting documents furnished.

S. No.	Basic Requirements	Specific Requirements	Documents Required
a.	Technical Capability & Experience	The consultants/consulting firms should have successfully completed assignments of similar nature as listed in the scope of work	Work Order/Work Completion Certificates from the client/Self Certification by consultants/consulting firms
b.	Expertise of Manpower	The consultants/consulting firms should have skilled manpower/ consultants specializing in executing various activities in the defined scope of work	Profiles of personnel involved to be shared.
c.	Tax Registration	The company shall hold valid GST and PAN/TAN certifications.	Copies of relevant certificates of registration

d.	Blacklisting	The consultants/consulting firms shall not have been blacklisted by any central or state government agency, PSU etc.	Undertaking in this regard to be submitted.
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4. **Technical Evaluation (100 Marks)**

The Technical Evaluation would happen on the basis of consultants/consulting firms relevant experience and key personnel as described under:

1	Past Experience in work of similar nature	
1.1	Number of years' of experience of the consultants / consulting firms <ul style="list-style-type: none"> • More than 3 years • 2-3 years • 1-2 years • Less than 1 year 	20 Marks
1.2	Experience of similar nature of services specified in scope of work within last 05 (Five) years	20 Marks
2	Personnel Details	
2.1	<ul style="list-style-type: none"> • Quality of personnel (qualifications, experience, skills, competencies and execution of Work/Project in time bound manner). • Consultants working/worked on projects with WHO, World Bank, UN, UNICEF and Experience of working with International Agencies/Embassy/High Commission would be an added advantage. 	40 Marks
3.	Presentation Round (to be conducted Physically/Virtually) for each participating Consultants/ Consulting Firms.	20 Marks

5. **General Terms and Conditions**

- i. The empanelment letter shall not confer any right to engagement. The consultant or its associates/companies who are empanelled with AIIMS Jammu as a result of this empanelment process are not allowed to use the name of AIIMS Jammu, its logo, servicemarks or any document for any purpose without the prior written approval of AIIMS Jammu.
- ii. AIIMS Jammu reserves the right to (a) reject any/all proposals without assigning any reasons thereof, (b) relax or waive off any of the conditions stipulated in this RFP document as deemed necessary in the best interest of AIIMS Jammu and the objectives of the project without assigning any reasons thereof and (c) include any

- other item(s) in the Scope of work at any time after consultation.
- iii. **Intellectual Property Rights:** All intellectual property rights developed as a consequence of any allotment of work to the subsequent empanelled consultant shall be the sole property of AIIMS Jammu and shall be governed by the provisions of the agreement/work order issued thereto.
 - iv. **Blacklisting/debarring:** AIIMS Jammu reserves the right to cancel the empanelment letter issued and debar the firm, if it is found that the firm had produced any false information, on continued delivery of unsatisfactory services, insolvency of the company or any other ethical ground as deemed fit by giving a 07 days prior written notice.
 - v. **Allocation of work post empanelment:** The allocation of work post empanelment among all the empanelled agencies will be made on nomination basis as and when the requirements arise.
 - vi. **Presentation:** As a part of Evaluation of proposals submitted by the applicants, AIIMS Jammu reserves the right to seek **further information or a presentation** from the Organizations/Individual Consultants for evaluation purpose by the Screening Committee. **The presentation is required to be based on the approach/methodology to be adopted for preparation of the project report on any of the facilities envisaged to be created at AIIMS Jammu as mentioned under the head 'Scope of work' given at page no. 4 & 5 of this document.**
 - vii. **Amendment to RFE:** At any time prior to the last date for receipt of applications, AIIMS Jammu may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFE document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, AIIMS Jammu may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFE. **The applicant is required to visit the Tender Section of AIIMS Jammu on its website (www.aiimsjammu.edu.in) for any changes or amendments in the RFE before submitting their Applications.**
 - viii. **Ethics:** AIIMS Jammu expects all operators, shortlisted consultants/consulting firms to show highest ethical standards during the course of the assignment. If any complaints/information regarding any incident of malpractices (bribery, seeking monetary or non-monetary favour/gifts) is brought to the notice, the shortlisted consultants/consulting firms shall take the necessary action (to the extent of expulsion/removal) as per its organization rules and laws applicable at that time. AIIMS Jammu is absolved of any liability/claim arising out of any of the situations mentioned herein.
 - ix. **Confidentiality:** The consultants/consulting firms must not divulge any confidential information and assure that reasonable steps are taken to provide for the safe custody of any and confidential information in its possession and to prevent unauthorized access thereto or use thereof. The shortlisted consultants/consulting firms must not, without the prior written consent of AIIMS Jammu, disclose any confidential information of AIIMS Jammu or any government department or relating to any ministry or any other party. In giving written consent to the disclosure of confidential information, AIIMS Jammu may impose such conditions as it thinks fit, and the consultants/consulting firms must comply with these conditions. Confidentiality clause shall survive for a longer period of one year after the termination of contract or contract expiry period. The selected consultants/consulting firms will be required to sign a mutually agreed Non-Disclosure Agreement (NDA)

with AIIMS Jammu.

- x. During evaluation, AIIMS Jammu may, at its discretion, ask the respondents for clarifications on their proposals. The firms/agencies/Individuals are required to respond within the time frame prescribed by AIIMS Jammu.
- xi. The proposals submitted by the firms/agencies shall remain valid for a period of **two months after the closing date (deadline)** for submission of proposals prescribed in this document.
- xii. AIIMS Jammu may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:-
 - a) Submitted the proposal after the response deadline.
 - b) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
 - c) Submitted a proposal that is not accompanied by required documentation or is nonresponsive, failed to provide clarifications related thereto, when sought.
 - d) Submitted more than one proposal.
 - e) Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.
- xiii. The application/bid is liable to be rejected if:
 - a) Not in prescribed forms and not containing all required details.
 - b) Not properly sealed and signed as per requirements.
 - c) Received after the expiry of due date and time.
 - d) Missing of any supporting document(s) with the Proposal.

6. Proposal Submission

Documents to be submitted:

- i. All the necessary documents mentioned in the pre-qualification criteria
- ii. Form – 1
- iii. Form – 2
- iv. Form – 3

Interested firms/consultants/service providers may send their applications along with the profile and other details inside a sealed envelope super-scribing '**Application for Empanelment of Consultants/Consulting Firms**' to Deputy Director (Administration), AIIMS Jammu, at the address: **Camp Office of AIIMS, Jammu located at GMC Doctor's Guest house, Maheshpura Chowk, Jammu – 180001 by or before 06:00 PM on 22nd February, 2022 (Tuesday).**

Advance copy of all the above mentioned documents be forwarded (in PDF format) on Email Id: ddaaiimsjammu@gmail.com

Form 1: Application

Date:

To,
Executive Director & CEO
AIIMS Vijaypur, Jammu
Camp Office located at: GMC Doctor's Guest House,
Maheshpura Chowk, Jammu - 180001

Subject: Empanelment of Consultants/Consulting Firms.

Dear Sir,

Having examined the pre-qualification document indicating scope of works, I/We hereby submit our proposal together with all the necessary information and relevant documents for empaneling us with AIIMS Jammu for the Professional Services for management consulting.

The proposal is made by me/us on behalf of.....
(Company/Firm/Association of individuals/individual) in the capacity of.....duly
Authorized to submit the proposal.

I/We understand that AIIMS Jammu reserves the right to reject any proposal without assigning any reasons thereof. I/We undertake that all the information furnished by me/us in the proposal is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from the list of empaneled firms.

AUTHORISED SIGNATORY

(Name and Designation)

Name of Firm/consultant:

Address:

E-mail ID:

Contact details:

Form 2: Relevant Project Experience

S. No.	Name of the Project/Engagement/consultancy work	Client name	Duration (Period)	Value

Form 3: Details of responding organization

Section No.	Sr. No.	Particular	Detail
I	COMPANY PROFILE:		
	1.	Name of the Organization/Individual * (As appearing on PAN Card)	
	2.	Registered Office Address *	
	3.	Address for Billing & Office Address *	
		Name of Contact Person *	
		Contact No. *	
		Mobile No.	
		E mail ID *	

II	STATUTORY DETAILS:		
	1	GST Details:	
		Whether Registered Assessee (Yes/No)	
		If Yes:	
		GSTIN Number # *	
		Type of Assessee	
	2	MSME	
		Whether Registered under MSME (Yes/No) *	

		If Yes:	
		MSME Registration No. and validity date # *	
	3	Permanent Income Tax No. (PAN)#	
	4	<u>Nature of ENTITY:</u> * Proprietor/Partnership/LPP/Private Limited/Public Limited/Government	
	5	Whether functioning in a special economic zone. (SEZ) (Yes/No) *	

III	BANK DETAILS: -		
		Name of Consultant/firm	
		Name of Bank	
		Address of Bank	
		Bank Account No.	
		IFSC Code	
		SWIFT CODE (If party's billing address is outside India)	