

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)**

for

**Selection of Supply Chain Management
Agency (SCMA)**

Country : INDIA
Name of Project : Moving towards Elimination of Tuberculosis in India
Loan No / Credit No / Grant No : IND-T-CTD
Assignment Title : National level Supply Chain Firm for RNTCP
Reference No : L-19015/01/2018-TB



**Central TB Division
Directorate of Health Services
Ministry of Health and Family Welfare**

March 2018

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1. LETTER OF INVITATION

**Ministry of Health & Family Welfare
Central TB Division
Nirman Bhavan, New Delhi – 110011**

No.

Dated:

Dear Sir/Madam,

Central TB Division under the Ministry of Health and Family Welfare (MoHFW) has received a grant from The Global Fund to fight against Aids, Tuberculosis & Malaria (GFATM), and intends to apply part of the proceeds for consulting services. In this regard, the division invites sealed Expression of Interest (EOI) from supply chain agencies / firms for providing technical assistance in assessment needs of GMSD, State, District and Tuberculosis Unit (TU) Drug stores and the subsequent upgradation of infrastructure requirements; fulfilment of training needs of officials dealing in supply chain management for a period of 3 years

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation etc. is enclosed. The EOI Document is also available on the TBC India website www.tbcindia.gov.in.

Two hard copies in a separately sealed envelope in the prescribed format should be dropped in the drop box latest by ----- . Soft copy of the document should be sent through email to salhotrav@rntcp.org with a cc to nairk@rntcp.org

**Addl. Deputy Director General (TB)
Central TB Division, Room No. 532, 'C' Wing, Directorate General of Health Services
Ministry of Health & Family Welfare
Nirman Bhavan, New Delhi-110011 (India)**

Queries if any may be referred in writing to **Addl. Deputy Director General (TB)**, at the above mentioned address or Telephone No. 011-23061130 or at E-mail: salhotrav@rntcp.org with a copy to nairk@rntcp.org

S.No	Critical Dates	Date	Time
1	Publishing Date		
2	Document Download Start Date		
3	Document Download End Date		
4	Bid Submission Start Date		
5	Bid Submission End Date		
6	Bid Opening Date		

Yours faithfully,

Dr. V. S. Salhotra
Addl. Deputy Director General (TB)

2. BACKGROUND

Central TB Division (CTD), Directorate General of Health Services, Ministry of Health and Family Welfare Government of India (MoHFW – GoI), is responsible for implementation of Revised National TB Control Program. The overarching goal of the program is universal access to TB care.

One of the component of the National Strategic Plan (NSP) 2017-2025 focuses on strengthening supply chain components to ensure uninterrupted supply of TB drugs, including creating a supportive environment for a sustainable supply chain system. It also identifies certain new requirements for strengthening the supply chain management structures under RNTCP for:

Government of India has received a grant from ‘The Global Fund to fight against Aids, Tuberculosis & Malaria (GFATM), and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include:

For undertaking work related to needs assessment of GMSDs, States, Districts and Tuberculosis Units (TU) Drug stores and the subsequent upgradation of infrastructure requirements and training of officials dealing in supply chain management. Duration of consultancy services would be about 3 years.

3. BUDGET AVAILABLE FOR THE ACTIVITY:

A budget of **USD 5.8 million** (approximately INR 37.47 crore) is available under The Global Fund Grant and a National Level Supply Chain firm will be selected. The budget includes the cost of consultancy services.

4. OBJECTIVES OF THE SUPPLY CHAIN FIRM

- a. Develop comprehensive infrastructure for supply chain management of Anti TB drugs across the country at identified state and district levels.
- b. Build capacity of identified personnel through trainings on supply chain management of Anti – TB drugs.

5. SCOPE OF WORK

1. **Needs Assessment** - CTD will conduct needs assessment based on the selected methodology. Under the leadership of the State TB Officer and other Programme Managers at different levels, the requirements at the identified facilities will be documented. The requirements for different levels will be collected by the state, vetted and shared with CTD.
2. **Upgradation of Stores:** Based on the needs assessment exercise the assessment will be shared with the agency who will then develop an

implementation plan and the overall integrated strategy and work plan for upgradation of proposed storage facilities under RNTCP.

- The plan will link the activities across Central, State, District and sub-district levels for timely initiation and completion of the project.
- The agency will procure and install air conditioners, temperature loggers, as required by the programme for GMSDs, SDSs, DDSs and TU drug stores for storage of first line and second line drugs based on the current level of available infrastructure.
- Under the supervision of STOs and DTOs the selected agency will complete upgradation of the facilities as per the needs assessment in the defined timelines and within the approved budget. The agency will seek prior approval of CTD on the plan for individual sites upgradation.

Note: No major civil works will be undertaken. Only minor civil works may be done by the agency to help complete the requisites of the project and adequate permissions for liabilities need to be obtained in advance from the concerned authorities.

- The agency is expected to prepare and submit a methodology to be adopted for self- assessment of all infrastructure requirements & inventory management at Government Medical Store Depots (GMSDs) / State Drug Stores (SDS) / District Drug Stores (DDS) and Tuberculosis Units. The methodology will include size and quality of storage facilities required.
 - The methodology would largely need to have objective criteria of needs assessment. This needs assessment methodology would be one of the major evaluation criteria for selection of the agency.
3. **Capacity Building:** - The selected agency will support Central TB Division in conduction of training for State/ District officials on the SOPs for management of drugs stores.
- A Detailed plan with defined timelines and calendar to conduct at State level, training of District / sub-district level staff (36 States & UTs) through capacity building workshops / trainings for pharmacist and store in-charge. The agency will give a training plan and methodology of the training. This would also be one of the evaluation criteria.
4. **Monitoring & Reporting:** - The agency will submit progress report every month and a consolidated quarterly report on the completion of activities to CTD as per developed plan.

- The SCM Agency will deliver quality upgradation of the warehouses in accordance with plan and guidelines approved by CTD.
- All activities will be documented in writing, besides pics/video recording wherever possible.

5. **National & Regional presence:** - The agency needs to have a sub-national presence (regional) to ensure timely completion of state/district/TB unit level upgradation.

6. EOI PROCESSING FEE

A non-refundable processing fee for Rs. 5,000/- (Five Thousand Rupees only) in the form of a Demand draft or a Pay Order drawn in favor of “PAO Secretariat” Ministry of Health & Family Welfare” Payable at New Delhi has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

7. VENUE & DEADLINE FOR SUBMISSION OF PROPOSAL

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

8. VALIDITY OF OFFER:

The offer for EOI as per this document shall be valid for a period of Four (4) months initially which may be extended further if required by Central TB Division.

9. INSTRUCTIONS TO CONSULTANTS

9.1 The Expression of Interest is to be submitted in the manner prescribed below: - All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and soft copy through email salhotrav@rntcp.org with a cc to nairk@rntcp.org

- a) Applicant's Expression of Interest as per Format-1.
- b) Organizational Contact Details as per Format-2.
- c) Experience of the organization as per Format-3.
- d) List of three (03) experts/ consultants on payroll as per Format-4.
- e) Financial strength of the company as per Format-5.
- f) Additional information as per Format-6.
- g) Declaration as per Format-7.
- h) Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.
- i) Consultancy organization must have its office in Delhi / NCR

9.2 EOI Documents would be hosted on the website www.tbcindia.gov.in and may be downloaded from the website.

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

10. QUALIFICATION CRITERIA:

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.

S. No.	Pre-qualification Criteria	Supporting Compliance document
1.	The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India and must have an office in National Capital Region of Delhi.	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 05 years as on 31.03.2017.	Certificate by Company Secretary of the Bidder's organization

3.	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2014-15, 2015-16 & 2016-17)	Format-5 to be certified & validated by Chartered Accountant (CA) of the bidder's organization
4.	The Bidder should have an annual turnover of Rupees 50 cr in each of the last 3 consecutive Financial Years (FY 2014-15, 2015-16 & 2016-17) from only consultancy services rendered in India	CA certified document with name of CA registration number, signature and stamp
5.	The Bidder shall have experience of providing: (i). One similar completed services costing not less than Rs 20 Cr in the last 3 years	Copy of Work Order / Contract
7.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies	Certificate signed by the Authorized signatory
8.	PAN No. / GST Registration	Copy of Certificate to be enclosed.
10.	The Bidder must have an office in Delhi / NCR	Details of branch offices in State/UTs other than Delhi/NCR area, may be submitted.

Table 2. Qualification criteria and their weightages

S.No	Criteria	Weightage	
	Sub-criteria	Criteria Total	Sub-Criteria
1	Past experience of the firm (track record)	60%	
	• Number of years' relevant experience		40%
	• Past experience of carrying out similar nature of capacity building work		30%
	• Past experience in carrying out upgradation of warehouses		30%
2	General profile of qualification, experience and 25% number of key staff (not individual CVs)	25%	
	- Qualifications		30%
	- Relevant experience		70%
3	Overall financial strength of the consultant in terms of turnover,	15%	

	profitability and cash flow (liquid assets) situation		
	Turnover figure for last three years.		50%
	Net profit figure for last three years		50%
	Totals	100%	

11. Evaluation Criteria and Method of Evaluation:

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
- c. Central TB Division will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience from Division.
- d. Short listed agencies will be issued Request for proposal (RFP) which will include technical and price proposal in a sealed envelope.
- e. Only 3-6 shortlisted agencies (decided based on the marks obtained) will be issued RFP

12. RESPONSE:

12.1 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 the service projected in the enquiry may also be submitted along with the offer.

12.2 Application in sealed cover super scribed, as **"EOI for Hiring of national level Supply Chain Firm / Agency for RNTCP"** has to be submitted

13. CONFLICT OF INTEREST

13.1 Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform Central

TB Division, detailing the conflict in writing as an attachment to this Bid.

13.2 Central TB Division will be the final arbiter in cases of potential conflicts of interest. Failure to notify Central TB Division of any potential conflict of interest will invalidate any verbal or written agreement.

13.3 A Conflict of Interest is where a person who is involved in the procurement 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 person involved in a Bid process.

14. CONDITION UNDER WHICH EOI IS ISSUED:

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

15. LAST DATE OF SUBMISSION OF EOI:

The last date of submission of EOI is [redacted] (-----hrs.).
Bid Opening Date & Time is [redacted] (-----hrs.)

16. FORMATS FOR SUBMISSION:

FORMAT – 1

APPLICANT’S EXPRESSION OF INTEREST

To,

Addl Deputy Director General (TB),
Room No. 523, C-Wing,
Nirman Bhawan, New Delhi-110011

**Sub: Submission of Expression of Interest for Hiring of national level
Supply Chain Firm / Agency for RNTCP**

Dear

In response to the Invitation for Expressions of Interest (EOI) published on xx.xx.xxxx for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts / consultants on payroll at least 3 (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)

Sincerely Yours,
Signature of the
applicant [Full name
of applicant]

Stamp.....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

FORMAT - 2

S. No	Organizational Contact Details
1.	Name of Organization
2.	Main areas of business
3.	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932
4.	Whether the firm has been blacklisted / de-barred by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.
5.	Address of registered office with telephone no. & fax
6.	Address of offices in i) National Capital Region of Delhi ii) All other State/UT's
7.	Contact Person with telephone no. & e-mail ID

Enclose: -

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT - 3

Experience in Related Fields				
Overview of the past experience of the Organization in all aspects related to Brand Building related				

S. No	Items	Number of Assignments during last 3 years	Order Value of each assignment in Crores of Rs. (Enclose copy of each order)	Mention the name of Client/ Organization (Enclosed completion certificates)
1.0	Experience of assignments of similar nature			
	Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.			
				Signature of the applicant Full name of applicant Stamp & Date

FORMAT - 4

List of experts/consultants on payroll (at least 3)				
S. No	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				
6.				

Signature of the applicant
Full name of applicant

Stamp & Date

FORMAT - 5

Financial Strength of the Organization					
S. No	Financial Year	Whether profitable Yes/NO	Annual net profit (in Crores of Rs.)	Overall annual turnover (in Crores of Rs.)	Annual turnover from only Consultancy services rendered in India (in Crores of Rs.)
1	2014-15				
2	2015-16				
3	2016-17				

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant
Full name of applicant

Stamp & Date

FORMAT – 6

Additional Information

1. List all enclosures related to the previous sections.

S.NO	Description	No. of pages

2. Additional information to support the eligibility as per Section 7 (Not more than 2 pages).

Signature of the applicant
Full name of applicant

Stamp & Date

FORMAT -7

Declaration

We hereby confirm that we are interested in competing for the Consultancy Services to undertake the task related to provide technical assistance in assessment needs of GMSD, State, District and Tuberculosis Unit (TU) Drug stores and the subsequent upgradation of infrastructure requirements; fulfilment of training needs of officials dealing in supply chain management.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.