

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
NATIONAL CANCER INSTITUTE, JHAJJAR**

**INVITATION OF EXPRESSION OF INTEREST (EOI) FOR
SHORTLISTING AGENCY FOR RUNNING AND MAINTAINING
NCI-AIIMS DHARAMSHALA (TEMPORARY) ON PHILANTHROPIC
BASIS AT NCI-AIIMS, JHAJJAR.**

The National Cancer Institute (NCI)-AIIMS, Jhajjar is a premier Medical Science Institute of India. The Institute is located at Badsa, Jhajjar, Haryana the rural area of India. NCI-AIIMS is inviting Expression of Interest (EOI) from the eligible agencies (NGO/Charitable trust) to run and maintain its Patient attendants **Dharamshala (temporary) in Residential Complex of NCI AIIMS Jhajjar near Badsa village on Philanthropic Basis**. The facility offered to be maintained is a multi-storied block with an approx. capacity of 213 rooms meant to be allotted to patients and their attendants of the patients, who are under treatment at NCI AIIMS, Jhajjar. The facility is a Stilt + 13th floor building. The facility earmarked for the Dharamshala (temporary) is located on Stilt + 4th floor (68x2=136 beds i.e. 4x17=68 rooms). The other floors are earmarked for NCI AIIMS Jhajjar use. If required 5th & 6th floors can be used for Dharamshala after approval of Head NCI-AIIMS.

On behalf of Director, AIIMS Expression of Interest (EOI) application are invited from targeted agencies who fulfill following:-

1. Not for Profit organization - Registered Trusts/Societies which are registered under Section 12 AA of Income Tax 1961 for not less than 7 years **hereafter referred as ENTRUSTED AGENCY (EA)**
2. EA should have at least **7 years** of proven experience in running a Patient attendant facility of minimum 200 beds.
3. Having average turnover of more than 1 Crore rupees for 3 years and corpus of 3 Crore.

SCOPE OF WORK OF EA

EA would be given Dharamshala (temporary) at NCI-AIIMS, Jhajjar to operate on MOU Basis for 3 years which can be renewed yearly on mutual basis. There will be provision to review the performance, terms and conditions every year as per modalities laid herein.

EA will provide following services : (For the Stilt + Four Floors)

1. Overall Management by means of an operating body in which NCI-AIIMS nominees would be a part. The said Management Committee would be supervised by an Oversight Committee constituted by NCI- AIIMS. In case of any disagreement or anomaly the decision of the Oversight Committee would prevail.
2. Front Office Management, including reception, bookings, facilitation and allied activities till allotment.
3. Housekeeping Services including sanitation and cleaning services of all rooms, common areas, toilets lifts, glass panes, facade cleaning, garbage collection and its proper disposal till identified spot in the NCI-AIIMS Campus.
4. Laundry and Linen Management including initial stock building and its rotation, renewal, repairs etc. All blankets and pillows/covers, mattress replacements etc. shall be in scope of EA.
5. Running with staff and material of a Kitchen and Dining Hall on "No Profit basis." All equipment, consumables and manpower required for the same will be in scope of the EA. Necessary permissions and licence would also be obtained by the EA. The kitchen and adjoining services including dining hall functioning will be developed in the area stilt parking in the same block by himself at his own cost. The rate of meals/snacks detailed in Annexure II^A should not be more than the one mentioned in Annexure II^B At the time of returning back to NCI-AIIMS, the same area should be restored in original shape if desired by NCI-AIIMS Administration.
6. EA would provide for adequate Attendants/Guides for patients and their attendants.
7. EA would set up a Store Room and proper office set up for maintenance.
8. All activities relating to Civil, Furniture, Electrical, PHE, Geysers, water coolers, maintenance and upkeep will be in scope of EA. All consumables, replacement of fixtures, repairs etc. will be in scope of EA for which necessary manpower in form of Mason, Carpenter, Plumber, Sewer-man, Electrician, Lineman etc. shall be arranged/kept on roll by EA. Also all replacement and repair facilities of the inventory items shall be arranged by EA.
9. Any consumables required in the running of Dharamshala (temporary) at NCI-AIIMS.

10. The Dharamshala (temporary) in Residential Complex at NCI-AIIMS, Jhajjar would be provided on "**As is Where is Basis**" and all the initial one- time expense & subsequent recurring/ expenses to make the facility functional and to operate it thereafter would be on the part of EA except for the exclusions mentioned in the scope of NCI- AIIMS herein.
11. EA would provide unrestricted right to NCI-AIIMS for inspections and access to the facility at any given point of time and shall assist in the same.

NCI-AIIMS will provide following:-

1. Electricity bills of the facility would be paid by EA as per smart meter reading installed by NCI-AIIMS. Separate electric meter will be installed for kitchen and dining area by NCI-AIIMS. The electricity bills would be paid by EA to NCI-AIIMS as per rate applicable for residential area.
2. AMC and operation of, DG Set, CCTV, Fire fighting and fire alarm system installed in the facility. The services located on the terrace shall also be maintained by NCI-AIIMS viz, Solar Panels, OH Tanks, etc. DG power supply only for common areas only and not to rooms.
3. Security guard will be provided by NCI-AIIMS in the gate only round the clock. EA can also provide his own security guard.
4. Maintenance of the external areas around the building including service connections.
5. Water would be provided by NCI-AIIMS free of cost. The pumping system is installed for boosting the water to the Overhead tanks. Further operation and maintenance of the same would be in the scope of the EA.
6. NCI-AIIMS will oversee the management and Director AIIMS will nominate 2 or more people in the Managing Committee of the Dharamshala (temporary) in Residential Complex at NCI-AIIMS. There will be a regular meeting of the managing committee and quarterly review of the progress with NCI AIIMS in Oversight Committee, as aforesaid.
7. AIIMS, New Delhi/NCI-AIIMS patients and their attendant can stay in the Dharamshala(temporary) and NCI-AIIMS can and will direct/recommend the persons who can stay in the Dharamshala (temporary). It will follow the same allotment process which is being followed at AIIMS, New Delhi.

8. EA would maintain full transparency in the accounts of the facility for accruals and expenditure. An audited account statement would be submitted periodically to NCI AIIMS.

SUBMISSION OF PROPOSAL

Interested and eligible applicants may contact for clarifications and to submit their EOI super-scribing "EOI for Running and Maintaining NCI-AIIMS Dharmshala (Temporary)" at the following address :

Shri Vipin Kumar, Administrative Officer NCI-AIIMS, Room No. 54, Ground Floor, Dr.BRAIRCH, All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110029. Contact No. 011-29575015.

Date of Pre-bid would be on 16th September 2019 at 03:00 PM

VENUE OF P.B. → Chief's Board Room, 2nd Floor, Dr BRAIRCH, AIIMS, NEW DELHI

Date of Submission of EOI would be 23rd September 2019 till 5.00 PM

Date of Opening of EOI would be 24th September at 3.00 PM.

EVALUATION OF PROPOSALS:

1. A Committee to be constituted by NCI-AIIMS will evaluate all the EOIs based on the information submitted by the Interested agencies and subject to fulfilling the conditions as mentioned for short listing, the firms will be selected for second stage evaluation process.
2. NCI AIIMS reserves the right to enhance or dilute the benchmark set for minimum eligibility depending on the response received.
3. Agencies shortlisted by the NCI-AIIMS will eligible for second stage evaluation and will be called for making the presentation before the Evaluation Committee and decision will be done on the various aspects of performance and standing of the applicants.
4. If at any stage it is so considered necessary, NCI AIIMS reserves the right to reject the EOI received from any agency or all the EOIs received, without assigning any reason thereafter.

EVALUATION OF SECOND STAGE

Technical Specification and Evaluation Committee (TSEC) Committee will do the evaluation and L1 (Lowest Bidder) will be worked on the basis of lowest rate quoted. EA has to quote rate per bed per day basis and this rate is inclusive of all the cost like electricity, water charges etc. This bed charge per bed per day shall be the basis for calculating bid ranking as

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per **Annexure I**. The vendor will have to do site visit. If rate quoted are same for 1st and 2nd lowest bidders then on the basis of experience in running a patient attendant facility of minimum 200 beds (seniority beyond eligibility criteria) as well as average turnover amount for 3 years (having higher average turnover amount beyond eligibility criteria) of the EA will be taken into consideration for offering the assignment.

The eligible agency shall be offered the assignment for which a MOU would be drawn and operation will commence within 30 days of transmittal of the consent of NCI-AIIMS.

TERMINATION/FORECLOSURE

1. In case of non-performance, suboptimal performance, or repeated defaults, NCI-AIIMS may terminate the same by giving six month notice.
2. In case the EA wants to terminate the agreement it may do so by giving six month notice.
3. No compensation for termination and/or foreclosure will be payable by NCI-AIIMS.

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ANNEXURE I

FORMAT FOR CALCULATING BID RANKING

EA will be able to charge for the patients/attendant stay as per the following:

Maximum Room Charges (inclusive of all charges like electricity, water etc.) would be following (to be reviewed every 3 years)

Room Type	No of bed/rooms	Maximum Rate for First 7 Days(Rs)	Maximum Rates for period beyond 7 days stay (Rs)
Single room (two single beds)	68x2 136 beds	150 per bed per day	180 per bed per day

The EA with the lowest bed charges (inclusive of all charges like electricity, water etc.) per day shall be offered the assignment

Format for quoting the rate by EA

Room Type	No of bed/rooms	Rate to be quoted by EA for First 7 Days(Rs)	Rate to be quoted by EA for period beyond 7 days stay (Rs)
Single room (two single beds)	68x2 136 beds	Rs ____/-per bed per day	Rs ____/-per bed per day

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ANNEXURE - II

PRICE SCHEDULE - A (Rates of the following items are fixed in Staff & Visitor cafeteria.

Sl. no	Menu	Availability of the items	Weight in grams	Fixed rates for Cafeteria items including GST (in INR)
1	Samosa	8AM -8 PM	50gms (1 Samosa)	5
2	Bread Pakora with potato stuffing	8AM -8 PM	65gms (1 Bread Pakora)	7
3	Veg Poha	8AM -8 PM	150gms	20
4	Idly Sambar	8AM -8 PM	2 Idly & 150 gms Sambar	12
5	Vada Sambar	8AM -8 PM	2 Vada & 150 gms Sambar	12
6	Tea	24*7	Premix	6
7	Coffee	24*7	80ml	12
8	Thali Vegetarian	Lunch (1PM -3PM) and Dinner (7 PM - 11PM)	Rice (150gms), Dal (150gms), Veg (100Gms), Gravy Veg (100gms), Salad (40gms), Chapati (35gms) 2 Nos	40
9	Special Thali Vegetarian	Lunch (1PM -3PM) and Dinner (7 PM - 11PM)	Rice (150gms), Dal (150gms), Veg (100Gms), (Veg with Paneer) (100gms), Salad (40gms), Tandoori (40gms) + Cup Curd/Yogurt (35gms)	60

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Sl. No.	Menu	Availability of the items	Weight in grams	Fixed rates for Cafeteria items including GST (in INR)
10	Maggi	24*7	85gm small pkt	15
11	Bread Omelette	24*7		25
12	Plain Dosa	8AM -8 PM	Dosa-70gm Sambhar-150gm	25
13	Masala Dosa	8AM -8 PM	Dosa-70gm Sambhar-150gm, Masala -100gms	30
14	Roti	Lunch (1PM -3PM) and Dinner (7 PM - 11PM)	35 gm	4
15	Gulab Jamun	24*7	70gm	10
16	Aloo Parantha	24*7	50gm	20
17	Rajma Chawal	24*7	150gm+150gm gravy	30

Note: The prices of items for staff & visitors will be revised periodically by NCI-AIIMS.

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ANNEXURE - F-A

The following items will be sold on MRP or below rates. The brand of these items may be finalized with mutual consent between Contractor/Service Provider and NCI-AIIMS.

Sl. No.	Items	Selling Price
1	Water	MRP
2	Juice/Soft Drink	MRP
3	Curd	MRP
4	Flavoured Milk	MRP
5	Butter Milk/Lassi	MRP
6	Packed Biscuit	MRP
7	Namkeen/Chips	MRP

Note : Aforementioned fixed rates items should be available in cafeteria at all times.

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