

राजेन्द्र आयुर्विज्ञान संस्थान
(झारखण्ड सरकार का एक स्वयत्तशासी संस्थान)
राँची-834009 (झारखण्ड)
दुरभाष: 0651-2541533, फ़ैक्स: 0651-2540629,
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RAJENDRA INSTITUTE OF MEDICAL SCIENCES
(An Autonomous Institute under Govt. of Jharkhand)
Ranchi-834009 (Jharkhand)
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RIMS/Estab.(3)/ 829 Dated : 16.02.2016

NOTICE INVITING EXPRESSION OF INTEREST FOR HUMAN RESOURCE SERVICES & RR

PROVIDING CONSULTANCY SERVICES FOR ASSESMENT OF REQUIREMENTS SUCH AS – HUMAN RESOURCE MANAGEMENT, FORMULATION OF RECRUITMENT RULES, SERVICE RULES, ROLE AND RESPONSIBILITIES OF RIMS EMPLOYEES ACCORDING TO THEIR POST, REGULARIZATION OF SERVICE BOOK, PROMOTIONAL ASPECTS OR RULES ETC. AT RIMS, RANCHI

Expression of interest from competent and experienced consultant agencies are being invited for providing consultancy services to RIMS, Ranchi regarding assessment of requirements such as – Human Resource Management, Formulation of recruitment rules, Service rules, Role and responsibilities of rims employees according to their post, regularization of service book, promotional aspects or rules etc. At RIMS, Ranchi. The intended agencies may represent the pre discussion meeting, which is going to be held on 08.03.2016, at 12:30 PM in RIMS administrative Conference Hall. The experienced agencies which have previous experiences for providing similar services in government health sectors may get advantage during selection. The agencies should attend the meeting with their suggestions, advices or presentation on LCD projectors to RIMS committee. The committee will evaluate the presentations of the agencies and shall give remarks as per their presentations. The top three or four agencies will be invited for quoting their consultancy charges and among them the lowest price bidders will be accepted / selected as consultant for a period of one year or extendable upto three years if mutually agreed by both the parties.

Note : For rest terms and conditions regarding scope of work, the bidders may visit RIMS website www.rimsranchi.org from 25.02.2016 and they should attend the meeting scheduled on 08.03.2016 with their full representation & presentation with hard copy & soft copy. Before participating the representation meeting the bidders have to physically visit the site and they may have discussion with RIMS authority regarding requirements & scope of work.

Sd/-
Director
Rajendra Institute of Medical Sciences
Ranchi



EOI No./ RIMS / Estb. (3) / 829 dated 16.02.2016

Invitation of Expression of Interest from Consulting Firms

“EXPRESSION OF INTEREST FOR ASSESSMENT OF REQUIREMENTS SUCH AS HUMAN RESOURCE MANAGEMENT, FORMULATION OF RECRUITMENT RULES, SERVICE RULES, ROLES AND RESPONSIBILITIES OF RIMS EMPLOYEES ACCORDING TO THEIR POST, RULES REGARDING SERVICE BOOK - REGULARIZATION, PROMOTION AT ASPECTS OF ALL GRADE EMPLOYEES ETC AT RIMS, RANCHI

1. **INTRODUCTION** -

Rajendra Institute of Medical Sciences, Ranchi is a premier autonomous institute under Government of Jharkhand with approx 1500 indoor bed capacity and approx 2800 numbers of employees of various categories.

REQUIREMENTS

To provide consultancy services i.e. to provide the drafts and detailed project reports including the approx budgetary provisions in implementation of the proposal or DPRs

2. **INVITATION FOR EXPRESSION OF INTEREST**

Expression of Interest (EOI) is invited from reputed organizations or consortia led by Indian organizations having proven professional capabilities in the preparation of statutory requirements of hospital services including enhancement and assessment of requirement such as Human Resource Management, Formulation of recruitment rules, Service rules, Role and responsibilities of rims employees according to their post, regularization of service book, promotional aspects or rules etc. At RIMS, Ranchi. The intended agencies may represent the pre discussion meeting, which is going to be held on 08.03.2016, at 12:30 PM in RIMS administrative Conference Hall. The experienced agencies which have previous experiences for providing similar services in government health sectors may get advantage during selection. The agencies should attend the meeting with their suggestions, advices or presentation on LCD projectors to RIMS committee. The committee will evaluate the presentations of the agencies and shall give remarks as per their presentations. The top three or four agencies will be invited for quoting their consultancy charges and among them the lowest price bidders will be accepted / selected as consultant for a period of one year or extendable upto three years if mutually agreed by both the parties.

All applications are to be submitted in the specified format with additional information to be given as required. Such an organisation is hereinafter referred to as "Applicant". Once the applications are received, they will be screened to prepare a shortlist of applicants who may be invited to participate in subsequent stages of selection.

3. **BRIEF SCOPE OF WORK:-**

To prepare and produce the DPR within stipulated time frame as per need of the RIMS authority with respect to assessment and approx budgetary involvement in implementation of the proposal for :-

- (i) Human Resource Management comparative statement of existing man power and proposed manpower to meet the optimal medical and diagnostic facilities.
- (ii) Formulation of Recruitment rules and service rules of RIMS employee.
- (iii) Formulation of Rules regarding Role and Responsibilities of RIMS employees according to their post
- (iv) Formulation of Rules & regulations regarding regularization of service books of RIMS employees.
- (v) Formulation of Rule & Regulations regarding promotional aspects of RIMS employees.

Note : The intended consultants have to compare the similarities of their proposal with other Government institution of India.

4. **PRIMARY ELIGIBILITY CRITERIA:-**

- (i) The applicant may be a firm, a joint venture or a consortium. In case of joint venture or a consortium, the applicant must submit a document signed by all the members of the participating organizations stating the name of the lead member. Applicant will enclose a notarised copy of proof of constitution.
- (ii) The applicant must be a profit making organization with a gross annual turnover of at least Rs. 100 lakhs per year for the last three years at least. In case of a joint venture or a consortium, the lead member alone will have to meet this condition. For the purpose of this EOI, 'turnover' shall mean consultancy fee received during the year exclusive of services rendered for providing similar services.
- (iii) The applicant must be registered in India as required by law with minimum five years of continuous operation up to the date of publication of this EOI.
- (iv) The applicant must have, in the past 5 years experience of completion of such similar services in the government or semi government organizations. If such a project is yet under execution, the applicant will have to provide all the relevant details of the current status of the project.
- (v) Income Tax Returns of the last three years duly certified by a Chartered Accountant with the confirmation that the turnover of Rs. 100 lakhs in Professional Fee.
- (vi) Client's Certificate regarding Performance of the Consultant firm/Consortia/JV duly certified by Client Department (as per enclosed Annexure 8).
- (vii) The applicant shall be ineligible to submit a proposal, if the organization or in case of a consortium or joint venture, any of its constituents has been barred or blacklisted by any Central and / or State Government in India.

- (viii) The applicant, should not have, during the last five years, either failed to perform on any agreement, or been expelled from any project or agreement or have any agreement terminated for breach by the applicant.
- (ix) In case the application is made by/on behalf of a consortium/joint venture, details of the work carried out by the consortium/JV, works carried out by the lead member and works carried out by the members respectively shall be clearly mentioned in the application.
- (x) Persons who are individually or institutionally, in any manner, involved with the selection/screening process of the EOI, and employees of RIMS are ineligible for applying.

5 APPLICATION: DOCUMENTS AND PROCEDURES

- (i) The applicant shall bear all costs related to the preparation and submission of this EOI. RIMS shall in no case be liable or responsible for these costs regardless of the conduct and outcome of the selection process.
- (ii) In case of the shortlisted applicant who are asked to make further presentations each applicant shall be paid an honorarium to defray the cost of the presentation to be made. This amount shall be deducted from the total fee payable to the selected applicant who is awarded the job. The amount will be communicated in due course.
- (iii) The document formally asking for a Request for Proposal (RFP) shall be issued later by RIMS to the shortlisted applicants. The contents of the RFP shall take precedence over the brief requirements stated elsewhere in this document.
- (iv) Applications received will not be acknowledged. However, the applicants shall be informed to the status of their application once the shortlist is prepared. No separate correspondence shall be entertained in this respect.
- (v) Incorrect, incomplete, inadequate information may lead to rejection of the applications. Canvassing in any form may lead to summary rejection of application.
- (vi) Applicants shall submit attested copies of work order, agreements, references, appointment letters, etc. as proof of eligibility.
- (vii) All documents, photographs and other information provided by RIMS for the EOI shall continue to remain a property of RIMS. All information and documents submitted as part of the EOI application shall become a property of RIMS.
- (viii) RIMS reserves the right to reject any or all applications without assigning any reason. RIMS also will not provide any explanation to the applications related to the shortlisting and selection process. The decision of RIMS in this respect shall be final and binding on all applicants.
- (ix) Applicants may submit their applications with all relevant enclosures in the prescribed format in sealed cover clearly marked ("Expression of Interest for Assessment of Human Resource Management & Others") for RIMS, so as to reach RIMS, on or before at the following address:

Director
Rajendra Institute of Medical Sciences
Ranchi – 834009 (Jharkhand)
- (x) Queries related to this document may be sent to Director / Dy. Director RIMS, Ranchi. No individual answers will be sent but clarifications will be posted on the website www.rimsranchi.org from time to time. RIMS will not be responsible if any such is missed out or misinterpreted by the applicant(s).

**AFFIDAVIT
TO BE SWORN ON A NON-JUDICIAL STAMP PAPER OF RS.100/-**

I/we
Director/Proprietor/Partner of
..... (mention name of
organization and its complete address) do hereby solemnly affirm and declare as under:-

1. That I/we*am/are registered as (mention name of *firm/company/Consortium) vide registration No..... under the provisions of (mention the name of the Act).

2. That *I/we have applied in response to the invitation for expression of Interest of RIMS for appointment as Consultancy for assessment and requirement of services suchy as Human Resource Management and others as per EOI No. 829 dated 16.02.2016 of RIMJS, Ranchi .

3. That (mention name of organization) is eligible to submit the aforesaid proposal as neither the applicant has been barred and/or blacklisted by Central Government and/or any State Government of India at any time prior to the date submitting this affidavit.

4. That (mention name of organization) or any of its constituents during the last three years has neither failed to perform on any agreement nor was expelled from ay project or agreement nor any agreement terminated for any breach by the applicants or any of its constituents.

5. That the Director(s)/Proprietor/ Partner(s) of the firm/company/consortium/JV does not have any near relatives (wife, husband, grandparents, children, sister, brother, uncle, aunty, cousin & their arms corresponding-in-laws) working as Gazetted or Non Gazetted officers in RIMS Establishments.

If yes, Please mention the complete details along with address of the near relative (mentioning the relation) working as Gazetted or Non Gazetted officers RIMS Establishments.

DEPONENT

VERIFICATION

*I/we The above named deponent do hereby verify that the contents of the aforesaid paragraph 1 to 5 are true and correct to the best of *my/our knowledge and belief and noting is concealed there from.

Verified at (place) this Day of

(Strike off whichever is not applicable)

DEPONENT

Note : Deponent will be the authorized signatory of the applicant

Detail of Turnover and Net-worth of last 3 years

Individual Applicants/Each Constituent Member of consortium should provide details of turnover for last three years.

Attach proof of the financial statement* certified by auditor.

Year	Total Turnover (Rs. in lakh)	Turnover (RS. In Lakhs)	Profit (Rs. in lakh)	Net worth (Rs. in lakh)
2012-13				
2013-14				
2014-15				

Complete balance sheet for the last three financial years duly certified by the Chartered Accountant shall also be attached.

Applicants' Management Structure with Details of Key Personnel (Organogram)

Individual Applicants or Each constituent member of consortium should provide details of the company's ownership, current management structure, details of key personnel and its principal's management, organization structure, details of key personnel on separate sheet.

Applicant's Experience

(Details of major works (**maximum ten**) executed during the last ten years)

Name of Company/Firm:

S. No.	Name of work	Address and contact detail of the client	Role in participation: individual/ member of consortium	Date of commencement & completion	Project cost (Rs.)	Tendered cost	Site area

Note:

- The information is to be given by individual applicant or each member of the consortium including lead member separately.
- The list of works is to be compiled as per the format above giving reference to specific evaluation criterion for which the work is being listed.
- Copy of supporting documents (in the form of attested certificates / agreements / appointment orders / contract / certification provided by the Project owners) should be enclosed.
- Where currency conversion is used, specify the exchange rate and its date.

Client's Certificate regarding Performance of the Consultant firm/Consortia/JV duly certified by Client Department

Firm's Name:

1.	Project Name:
2.	Country: Location within country:
3.	Name of client:
4.	Address:
5.	Name of contact person: Title: Telephone no.: Email:
6.	Approx. value of contract (Rupees in crores):
7.	Approx. value of the services provided by your firm under the contract (Rupees in crores):
8.	Start date (month / Year): Completion date (month / Year):
9.	Duration of assignment (months):
10.	Total No. of staff months of the assignment:
11.	Name of associated consultants, if any:
12.	No. of Professional staff-months provided by associated consultants:
13.	Details of Compensation levied for delay (indicate amount) if any
14.	Did the contractor go for arbitration? If yes, total claim & total amount awarded
15.	Narrative description of project and its nature:
16.	Any latest technologies / features used: (Particularly for Human Resource Managemet) (particularly for climate control, energy, water and waste management)

Note:

- The information is to be given by individual applicant or each member of the consortium including lead member separately.
- Copy of supporting documents (in the form of certificates received) should be enclosed.
- Where currency conversion is used, specify the exchange rate and its date.
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Signature of Client

ANNEXURE 6

CVs of staff available with Applications/each constituent member of consortium

Individual applicants or each constituent member of consortium thereof must indicate the key professional staff employed (as on date of EOI notice) in following indicative categories

Discipline	Experience > 20 years	Experience 10-20 years	Experience upto 10 years	Length of services in the organization
i. Human Resource Planner ii. Experienced persons having experience of preparing rules & regulations iii. Legal advisors Others				

Note:

Applicants may add the field of specialization as per their experience.

Maximum two-page CV of each main member and key expert shall be furnished.


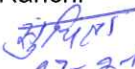
CVs of the executive head of the Applicants/lead member of consortium, and all other main members and key experts should contain the following heads:

1. Qualifications
2. Experience in years (separately for each individual field of expertise if more than one)
3. Name, nature, size of similar works handled and responsibility therein
4. Publications
5. Personal awards and recognition
6. Professional memberships
7. Other professional involvements (in fields of expertise) [Please attach proofs thereof at all places]

Pro forma: Questionnaire

1.	Name of Applicant with full address:
2.	State the structure of the applicant's Organization: (applicants to indicate as appropriate) Proprietary concern Partnership firm Private Limited Company Public Limited Company Joint Venture Consortium Other (please specify)
3.	Individual applicant or lead member (in case of consortium) to provide this information: 1. Name of the company / firm: 2. Individual applicant company / lead member of consortium: 3. Registration No. with the Country of Registration: 4. Year of Registration: 5. Registered address: 6. Principal place of business: 7. Address of Branch Offices (own): 8. Whether wholly / partially owned subsidiary of foreign company: Yes/No (give details) 9. Name and address of Principal /Parent Company (if applicable): 10. Name of contact person: 11. Contact person's designation: 12. Address, telephone, fax no. email address of authorised contact person:
4.	For applicants who are in consortium, state the following information for each member of consortium (include additional sheet if required): 1. Name of Company / Firm: 2. Legal status of company: 3. Registration No. with the Country of Registration: 4. Year of Registration: 5. Registered Address: 6. Principal Place of Business: 7. Address of Branch Offices (own): 8. Whether wholly owned subsidiary or foreign company: Yes/No 9. Name and address of Principal/Parent Company (if applicable): 10. Name of contact person: 11. Contact person's designation: 12. Address, telephone, fax no., email address of contact person:
5.	Does EOI application contain the Board Resolution/Power of Attorney/Authority Letter, which empowers the person or persons to sign the letter of application? Yes / No If no, give reasons

6.	<p>State the number of years the applicant (or each constituent member of consortium) has been in consultancy business undertaking works similar in scope and nature of work for which shortlisting is sought.</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 60%; text-align: center;">Name</th> <th style="width: 30%; text-align: center;">No. of years</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> </tbody> </table>		Name	No. of years	1.			2.			3.		
	Name	No. of years											
1.													
2.													
3.													
7.	<p>Individual applicant / each member of consortium should compile a list showing their previous experience of work as per Pro forma at Annexure 6 in the manner and for the period indicated in the Pro forma (attach separate sheets duly referred as in response to Annexure 8)</p> <p>Do you authorise RIMS to make enquiries with any of the clients listed by the applicant?</p> <p>Yes / No If no, give reasons</p> <p>Have you (each constituent member in case of consortium) provided information regarding previous experience of work as per Annexures.</p> <p>Yes / No If no, give reasons</p>												


 Director
 Rajendra Institute of Medical Sciences
 Ranchi

 27-2-16