

**F. No. 31026/14/2018-Policy/Scheme dated 27<sup>th</sup> November, 2020**

**Government of India**

**Ministry of Chemicals & Fertilizers**

**Department of Pharmaceuticals**

Selection of CPSEs as a **Project Management Consultant (PMC)**  
for Assistance to Pharmaceutical Industry for Common Facilities  
(API-CF) Scheme

**Request for Proposal (RFP)**

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## **R.F.P Document**

### **1. Request for Proposal from CPSEs for API-CF Scheme**

#### **1.1 Advertisement for RFP/ First stage of Two-stage Bidding**

Office Memorandum will be available on the website of the Department of Pharmaceuticals i.e. <https://pharmaceuticals.gov.in/whats-new>.

#### **1.2 Invitation of Request for Proposal from CPSEs in Two-stage Bidding**

The Department of Pharmaceuticals (DoP) invites RFP from CPSEs (prospective bidders) for Project Management Consultants Service (PMC) for Assistance to Pharmaceutical Industries for Common Facilities (API-CF) scheme. The successful Bidder will provide consultancy services in accordance with the specifications provided in the scheme guidelines and in the scope of work. DoP now seeks RFP from Bidders of repute for Project Management Consultants Service (PMC) for the API-CF. The RFP for this bid is in two stages viz.

- i. The Pre-qualification criteria(Technical Evaluation Criteria)
- ii. The Financial Evaluation Criteria

### **2. Introduction to the project**

DoP provides Financial Assistance for creation of common facilities to Pharmaceutical Industry. Common Facilities under the Assistance to Pharmaceuticals Industry-Common Facilities (API-CF) scheme which helps to create tangible "assets" as Common Facility Centers (CFCs). Some of the indicative activities under the Common Facilities are: -

- i. Common Testing Centers
- ii. Training Centers
- iii. R&D Centers
- iv. Effluent Treatment Plants
- v. Common Logistics Centers

The above list of common facilities is illustrative and each cluster could have its own specific requirement based on the nature of units being set up and the products proposed to be manufactured. The Scheme Steering Committee (SSC) shall approve the project components and funding thereof depending upon the merits of the proposal.

### **3. Terms of Reference (TOR)**

A Project Management Consultants Service (PMC) shall be selected by Department of Pharmaceuticals (hereinafter referred as DoP) for providing secretarial, supervisory, technical, managerial and implementation support to DoP for effective implementation of the Scheme.

The PMC would be responsible for:

- i. Sensitization of the Industry/potential beneficiaries on the Scheme and its benefits and also guiding them to form Special Purpose Vehicle (SPV), in drafting its Memorandum and Article of Association.
- ii. To assist DoP in drafting and issuing Invitation of Expression of Interest (EoI)/ Request for Proposal for inviting projects under the Scheme.
- iii. Formulating Evaluation Criteria and to assist DoP in the selection of Projects from the Proposals received in response to EoI/ RFP.

- iv. Preliminary examination of the proposals received from states/UTs/ SPVs and seeking additional/necessary information including documents from States/UTs/SPVs if required for completeness of the proposals.
- v. Appraisal of proposals and making appropriate recommendations to the Scheme Steering Committee (SSC) for approval of proposals under the Scheme.
- vi. Appraisal of DPRs including financial viability, commercial sustainability and socio-economic impact of the projects. In totality, determining project worthiness of DPR received.
- vii. Assist the SPVs in the selection of agencies/ experts for various services such as capacity building, business development, technical, engineering, etc.;
- viii. Assist the SPVs in developing suitable O&M framework for making it more effective and enforceable so as to ensure that there is no conflict of interest.;
- ix. Assisting DoP in periodic monitoring and review of the projects and timely disbursement of the funds to the SPVs and their utilization of the funds.
- x. Monitoring approved projects through implementation schedule based on Program Evaluation and Review Technique (PERT), Critical Path Method (CPM) and Gantt Chart and monthly & quarterly submission of the report to DoP/SSC.
- xi. Monitoring event report at every stage, an ex-post activity chart with a complete breakdown of activities, the originally expected dates and actual dates along with the flow of fund requirements.
- xii. Periodic physical inspection of the Approved Projects.
- xiii. To assist the SPV in achieving financial closure and obtaining necessary clearances from various authorities for the project.
- xiv. Any other matter pertaining to the Scheme assigned by DoP or SSC.

#### **4. Information to Companies regarding the procedure for submission of proposal**

a. The financial bid shall be quoted in a percentage form of the grant-in-Aid of the project cost. The Project cost can be different/varied from the actual project cost submitted by the SPV. The grant-in-aid shall be decided by SSC as per scheme Guidelines. Maximum grant-in-aid is Rs. 20 crore for each project under the API-CF scheme. Any attempt by a bidder to influence the bid evaluation process may result in the rejection of its RFP.

b. As per the Scheme API-CF, maximum 10 projects can be considered by the DoP for granting the financial assistance over a period of FY 2020-21 to FY 2024-25. The time period for the implementation of the scheme may be truncated or extended beyond the FY 2024-25. The number of projects mentioned as above may be increased or decreased as per the decision of DoP. The DoP has already granted “in-principle” approval to 4 proposals. The selected PMC will take necessary steps to scrutinize the DPRs and finalize these 4 proposals as well as invite, scrutinize and take steps as mentioned in **Para-3** for final approvals for other 6 new proposals. It will be the responsibility of the selected PMC that the project shall complete in a maximum tenure of 2 years after the final approval.

c. The highest scoring bidder (HS-1) shall be selected for all the 10 projects as per the Scheme guidelines. If the selected bidder rejects to accept the offer, then the second highest scoring (HS-2) bidder shall be offered to take up the projects at the HS-1 rate. If necessary, the DoP reserves the right to engage more than one bidder at HS-1 rate. The department may take the willingness of other bidders to work at lowest rate.

d. Once the Bidder is selected a Tripartite MoU or one to one agreement among the selected Bidder (PMC), DoP and SPV of the Project for Implementation and Monitoring etc.

#### **4.1 Completeness of response**

- i. Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents and Scheme guidelines carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP documents and Scheme guidelines with full understanding of its implications.
- ii. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of its proposal.

#### **4.2 RFP preparation costs & related issues.**

- i. The Bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in the conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of the proposal, in providing any additional information required by the DoP to facilitate the evaluation process, unless explicitly specified to the contrary.
- ii. DoP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- iii. This RFP does not commit DoP to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this RFP.

- iv. All materials submitted by the Bidders will become the property of DoP and may be returned completely at its sole discretion.

### **4.3 Pre-bid Meeting**

- i. DoP shall hold an RFP (pre-bid meeting) with the prospective Bidders on 04-12-2020 at 4.00 pm through Webinar and shall be intimated at designated email of the companies mentioned on the respective websites.
- ii. The Bidders will ensure that their queries with regard to the RFP, to be addressed by the DoP during the RFP (Pre-Bid meeting) shall reach by post, facsimile or email on or before 03-12-2020 to the officers whose details are provided below (Nodal Officer):
  - a. Shri Krishan Kumar Pilli, Director, Department of Pharmaceuticals, Janpath Bhawan, New Delhi  
  
[Email: - dir-pharma@gov.in]

### **4.4 Responses to pre-bid queries and issue of corrigendum**

- i. The Nodal Officer notified by the DoP will endeavour to provide timely response to all queries. However, DoP makes no representation as to the completeness or accuracy of any response made in good faith.
- ii. At any time prior to the last date for receipt of bids, DoP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by issuing a corrigendum.



- iii. The corrigendum (if any) & clarifications to the queries from all Bidders will be posted on the [www.pharmaceuticals.gov.in](http://www.pharmaceuticals.gov.in), and emailed to all participants of the pre-bid conference.
- iv. Any such corrigendum shall be deemed to be incorporated into this RFP.
- v. In order to afford prospective Bidders reasonable time in which to take the corrigendum into account in the preparation of their bids, DoP may, at its discretion, extend the last date for the receipt of RFP Bids.

#### **4.5 Corrigendum**

The Corrigendum, if any, will be available on the website of the Department of Pharmaceuticals

#### **4.6 Right to terminate the RFP process**

- i. DoP may terminate the RFP process at any time without assigning any reason. DoP makes no commitments, expression or implied that this process will result in a business transaction with anyone.
- ii. This RFP does not constitute an offer by the DoP. The Bidder's participation in this process may result in DoP shortlisting the Bidder to submit a complete financial response at a later date.

#### **4.7 Submission of responses**

- i. The Pre-qualification (Technical) and financial bids shall be submitted in two separated sealed covers kept in a sealed envelope and super scripted Project Management Consultancy services and Invitation letter No.....This envelope should

contain a hard copy of RFP seal marked.

- ii. Bids shall consist of supporting proofs and documents as defined in the Pre-qualification section with Financial bid.
- iii. Bidder shall submit all the required documents as mentioned in the Appendix including various templates (Form 1 to Form 4). It should be ensured that various formats mentioned in this RFP should be adhered to and no changes in the format should be done.
- iv. Envelope should indicate clearly the name, address, telephone number, Email ID and fax number of the Bidder.
- v. Each copy of the RFP should be a complete document and should be bound as a volume. The document should be page numbered, must contain the list of contents with page numbers and shall be initialed by an authorized representative of the Bidder.
- vi. Different copies must be bound separately.
- vii. Bidder must ensure that the information furnished by him or her in the original paper bid document.
- viii. RFP document submitted by the Bidder should be concise and contain only relevant information as required.

#### **4.8 Bid submission format**

The entire proposal shall be strictly as per the forms 1 to 4 specified in this RFP and any deviation may result in the rejection of the Bidder's RFP.

#### **4.9 Venue and the deadline for submission**

- i. Proposals must be received at the address specified below latest by 14-12-2020 at 17:00 hours at Shri.Navin Kishor

Joshi, US(Scheme), Room no. 235, A-wing, Shastri Bhawan, New Delhi - 110001(Address) by hand or by speed post.

- ii. Any proposal received by the DoP after the above deadline shall be rejected and returned unopened to the Bidder.
- iii. DoP shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained
- iv. The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- v. DoP reserves the right to modify and amend any of the above-stipulated condition/criteria depending upon project priorities vis-à-vis urgent commitments.

## **5. Eligibility and Pre-qualification criteria (Technical Evaluation Criteria)**

The Bid opening committee will scrutinize the mandatory documents listed in table no. 1 and the companies fulfilling the same will be scrutinized as per table no 2.

**#Table 1**

Sl.No.	Basic requirement	Specific requirements	Documents required
1.	Legal Entity	Should be a company registered under the provisions of the Indian Companies Act, 2013 or a partnership firm registered under the Indian Partnership Act, 1936 or the Limited Liability Partnerships Act, 2008. -Registered with the service tax authorities. -Should have been	Certificate of incorporation / Partnership deed -GST registration certificate - Certificate of commencement of business (if applicable)

		operating for the last three years.	
2.	Board resolution / Power of attorney in favour of Authorized signatory	A board resolution OR power of attorney in the name of the person executing the bid, authorizing the signatory to commit the Bidder.	Board resolution; OR Power of attorney with appropriate supporting documents
3.	Annual turnover	Annual turnover generated from services related to Project management during each of the last three financial years (as per the last published Balance sheets), should be in INR.	Extracts from the audited balance sheet and profit & loss; OR Certificate from the statutory auditor
4.	Technical capability	Bidder must have successfully completed at least five (5) numbers of Project development & implementation and engagement(s) of the value specified herein: Bidder must have Average turnover of minimum Rs. 5.0 crore in last three financial years from FY 2016-17, FY 2017-18 and FY 2018-19.	Completion certificates from the client, Work order Certified by the statutory auditor and Work Order and Phase Completion Certificate from the client.

## 5.1 Technical Shortlisting criteria

#Table 2

Sl. No.	Technical Criteria	Selection Score	Max Score	Minimum score to be obtained for qualification
1	Company shall have average turnover of minimum Rs. 5.0 crore over the FY 2016-17, FY 2017-18 and FY 2018-19	5	25	5
	For every additional average Rs.5 crore turnover	5		
2	Bidder must have successfully completed at least five (5) numbers of Project development & implementation and engagement(s) in the field of Pharmaceuticals or chemical processing or fertilizers	15	25	15
	For every additional of one project	5		
	Total		50	20

## 6. Financial bids opening (Financial Evaluation Criteria)

The Financial bids shall be opened of those companies which fulfill the minimum score in pre-qualification criteria(Technical evaluation criteria)i.e. 20 (score) for financial evaluation criteria as per table 3.

**# Table 3**

<b>Sl.No.</b>	<b>Financial Criteria</b>	<b>Max. Score</b>
1	The Company quoting the lowest rate (single rate) fee for all projects i.e. 10 Projects.	50
	Total	50
The Lowest bidder will get the highest Max score and further score will be calculated based on Prorata basis		
Example		
Sl.No.	Financial Criteria	Max. Score
1	The company quoting 5% fee for all the project i.e. 10 Projects	50
2	The company quoting 6% fee for all the project i.e. 10 Projects	41.67
3	The company quoting 7% fee for all the project i.e. 10 Projects	35.71
Score= (Lowest Percentage in fee* Max. Score) / Quoted Percentage rate		

## **7. Evaluation Process and Selection of Bidder**

- i. The Bid Evaluation committee constituted by the DoP shall evaluate the responses and all supporting documents & documentary evidence. Inability to submit required supporting

documents or documentary evidence may lead to rejection of the Bids.

- ii. Each of the responses shall be evaluated based on the pre-qualification (Technical) and Financial criteria respectively.
- iii. The decision of the Bid Evaluation committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the evaluation process conducted by the Bid Evaluation Committee.
- iv. The Bid Evaluation Committee reserves the right to reject any or all proposals without citing any reasons.
- v. The proposal with the highest weighted combined score (Technical and Financial, 50:50) shall be selected (HS-1) i.e. Company secured the highest score in the selection criteria (Technical and Financial evaluation) shall be selected for awarding the projects. In case of tie, the company having more turnover shall be selected.

## **8. Payment Term**

Payment Terms is in respect of implementation of the project and subsequently release of funds by the Department.

Instalment	Percentage of funds	Remarks/ Pre-requisite
1	30	After submission of Utilisation Certificate (UC) of 1 <sup>st</sup> Installment by the SPV in prescribed form GFR-12A for the amounts utilized in accordance with GFR-2017
2	30	After submission of Utilisation Certificate (UC) of 2 <sup>nd</sup> Installment by the SPV in prescribed form GFR-12A for the amounts utilized in accordance with GFR-2017
3	30	After submission of Utilisation Certificate (UC) of 3 <sup>rd</sup> Installment by the SPV in prescribed form GFR-12A for the amounts utilized in accordance

		with GFR-2017
4	10	After submission of Utilisation Certificate (UC) of 4 <sup>th</sup> Installment and completion of total project work by the SPV in prescribed form GFR-12A for the amounts utilized in accordance with GFR-2017

### **Appendix: Bid submission forms**

The Bid completed in all respects is to be submitted by hand or by speed post at Shri. Navin Kishor Joshi, US(Scheme), Room no. 235, A-wing, Shastri Bhawan, New Delhi - 110001.

Proposal / pre-qualification bid shall comprise of following forms:

**Form 1:** A letter of Invitation(Covering letter with correspondence details)

**Form 2:** Details of the Bidder's related to project implementation.

**Form 3:** Compliance sheet for pre-qualification criteria

**Form 4:** Financial Bid Quotation format



**Form 1: A letter of Invitation**(Covering letter with correspondence details)

<Location,  
Date>

To,

Shri N.K. Joshi  
Under Secretary  
Department of Pharmaceuticals  
Room No. 235, A-Wing,  
Shastri Bhawan, New Delhi-110001

Sir,

We, the undersigned, offer to provide the Project Management Consultancy Services for the Scheme Assistance to Pharmaceutical Industry for Common Facilities (API-CF).

2. Our correspondence details with regard to this RFP are:

Sl. No.	Information	Details
1.	Name of the Contact Person	
2.	Address of the Contact Person	
3.	Name, designation and contact, address of the person to whom, all references shall be made, regarding this RFP	
4.	Telephone number of the Contact Person	
5.	Mobile number of the Contact Person	
6.	Fax number of the Contact Person	
7.	Email ID of the Contact Person	
8.	Corporate website URL	

We are hereby submitting our Request For Proposal (RFP) in printed format.

We understand you are not bound to accept any proposal you receive.

We understand and agree to comply that on verification if any of the information provided here is found to be false/misleading DoP reserve the right to disqualify and terminate the work order at any point of time. We are liable to be dismissed from the selection process or termination of the resultant contract during the project.

We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

For and on behalf of <<Legal name of bidding entity>>  
<<Authorised Signatory's signature affixed with corporate seal>>  
Name: <<Insert Name of Contact>>  
Title: <<Insert Name of Contact>>  
Signature: <<Insert Signature>>

**Form 2: Details of the bidder.**

<b>Sl.No.</b>	<b>Information sought</b>	<b>Details to be furnished</b>
1	Name and address of the bidding company	
2	Incorporation status of the firm (public limited/private limited, etc.)	
3	Year of establishment	
4	Date of registration	
5	Registrar of Companies (RoC) reference no.	
6	Details of company registration	
7	Details of registration with appropriate authorities for service tax	
8	Name, address, email, phone nos. and mobile number of the contact person	

**Form 3: Compliance sheet for pre-qualification criteria  
(Technical Evaluation)**

Sl.No.	Basic requirement	Documents required	Provided (Yes/No)	Reference & page number
1.	Legal Entity	- Certificate of incorporation / Partnership deed -GST registration certificate - Certificate of commencement of business (if applicable)		
2	Board resolution / Power of attorney in favour of Authorized signatory	Board resolution; OR Power of attorney with appropriate supporting documents		
3.	Annual turnover	Extracts from the audited balance sheet and profit & loss; OR Certificate by the statutory auditor		
4.	Technical capability	Completion certificates from the client, Work order Certified by the statutory auditor and  Work Order and Phase Completion Certificate by the client		

**Form 4: Financial Bid Quotation format (Financial Evaluation)**

Sl. No.	Name of PMC	Single Price Quotation * i.e. percentage form of Grant-in-Aid

\*Single Price Quotation i.e. percentage form of Grant-in-Aid to be submitted to DoP for all the Projects.

It is to certify that the above quotation is submitted after fully understanding all the terms and conditions of the RFP and scheme guidelines.

For and on behalf of <<Legal name of bidding entity>>  
<<Authorised Signatory's signature affixed with corporate seal>>  
Name: <<Insert Name of Contact>>  
Title: <<Insert Name of Contact>>  
Signature: <<Insert Signature>>