

# **BRAHMRISHI MISSION SAMITI**



**Virat Hospice**

Vishwatma Institute of Rehabilitation & Treatment

## **REQUEST FOR PROPOSAL**

**for providing**

**Consultancy Services of  
Impact Assessment Report (IAR)**

**March 2021**

# INDEX

<b>S. No.</b>	<b>Particulars</b>	<b>Page Number</b>
1.	Abbreviations used and Instructions to RFP	04
2.	Letter of Invitation	05-06
3.	Terms For RFP	07-08
4.	Technical Proposal - Standard Forms	09-11
5.	Financial Proposal Submission Form	12
6.	Contract	13-15
7.	Data Sheet	16-18
8.	Format of Impact Assessment Report	19-20

# REQUEST FOR PROPOSALS

*Organization Name:*

**BRAHMRISHI MISSION SAMITI**

**PROJECT: VIRAT HOSPICE**

*Title of Consulting Services:*

**Impact Assessment Report (IAR)**

## **ABBREVIATIONS USED AND INSTRUCTIONS TO RFP**

1. Consultant - means any entity or person that may provide or provides the Services to Brahmishi Mission Samiti - Virat Hospice under the Contract.
2. Contract - means the Contract signed by the Parties and all the attached documents, that is the General Conditions (GC), the Special Conditions (SC), and the Appendices.
3. Instructions to Consultants - means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
4. LOI - means the Letter of Invitation being sent by Brahmishi Mission Samiti - Virat Hospice to the shortlisted Consultants.
5. Personnel - means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services.
6. Proposal - means the Technical Proposal and the Financial Proposal.
7. RFP - means the Request For Proposal to be prepared by Virat Hospice for the selection of Consultants.
8. Services - means the work to be performed by the Consultant pursuant to the Contract.
9. IAR – means the Impact Assessment Report to be prepared and submitted by the consultant to Virat Hospice at the end of Impact Assessment.

# LETTER OF INVITATION

19<sup>th</sup> March 2021

Virat Hospice  
Gopalpur, Lametaghat,  
Bhedaghat Road,  
Jabalpur (M.P)

Dear Sir/Madam

1. Virat Hospice has received donations under CSR project for the purpose of construction of Radiotherapy Unit for cancer treatment.
2. Virat Hospice now invites firms to submit proposals for providing services with respect to Impact Assessment of Radio Therapy Unit and issue a Impact Assessment Report (IAR). More details on the services to be provided can be found in the Terms of Reference.
3. Request for Proposals for this consultancy will be conducted through the Bidding procedures and is open to all bidders.
4. A firm will be selected under the Quality-Based Selection (QBS) method and procedures described in this RFP.
5. Interested and eligible consulting firms may obtain further information by emailing queries to Anil Kumar Sharma, **Email:** [virathospiceassessment@gmail.com](mailto:virathospiceassessment@gmail.com).
6. Electronic bidding will be permitted. Interested candidates are required to submit their proposal physical at the address below or as PDF files via email to [virathospiceassessment@gmail.com](mailto:virathospiceassessment@gmail.com) **on or before 2:00pm, Saturday 27 March 2021 and the physical copy of Demand Draft should be sent by post or manually to reach us on or before 2:00pm, Saturday 27 March 2021.**
7. The address referred to above is:  
Email: [virathospiceassessment@gmail.com](mailto:virathospiceassessment@gmail.com)  
Virat Hospice  
Gopalpur,Lametaghat,  
Bhedaghat Road,  
Jabalpur (M.P)  
Tel. No: 0761-4921510

8. Virat Hospice reserves the right to accept or reject any tender and to annul the process and reject all tenders at any time prior to the contract signature, without thereby incurring any liability.

Yours sincerely

**Authorised Signatory**

# TERMS FOR RFP

1. Virat Hospice will select a consulting firm/organization (the Consultant) from those who respond to publication for the submission of proposals, in accordance with the method of selection specified in the **Data Sheet**.
2. Consultants are invited to submit a **Technical Proposal and a Financial Proposal**, for consulting services required for the assignment of Impact Assessment Report (IAR). The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
3. Consultants should familiarize themselves with local and regional conditions and take them into account in preparing their Proposals.
4. Virat Hospice will provide, on a timely basis, at no cost to the Consultants the inputs and details as required while conducting assessment.
5. Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. Virat Hospice is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.
6. Conflict of Interest - Virat Hospice policy requires that Consultants provide professional, objective, and impartial advice and at all times hold Virat Hospice interest's paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.
7. Conflicting relationships - A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of Virat Hospice's staff who is directly or indirectly involved in any part of:
  - a. The preparation of the Terms of Reference of the assignment
  - b. The selection process for such assignment, or
  - c. Supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to Virat Hospice throughout the selection process and the execution of the Contract.
8. Clarification and Amendment of RFP Documents - Consultants may request a clarification of any of the RFP documents before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to Virat Hospice's address indicated in the Data Sheet. Virat Hospice will respond in writing, or by standard electronic means and will send written copies of the response to all Consultants.
9. At any time before the submission of Proposals, Virat Hospice may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an

amendment into account in their Proposals Virat Hospice may, if the amendment is substantial, extend the deadline for the submission of Proposals.

10. Preparation of Proposals - The Proposal, as well as all related correspondence exchanged by the Consultants and Virat Hospice, shall be written in the language (s) specified in the Data Sheet.
11. In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
12. Financial Proposals - The Financial Proposal shall be prepared using the attached Standard Forms.
13. Taxes - The Consultant may be subject to local taxes on amounts payable by Virat Hospice under the Contract. Virat Hospice will state in the Data Sheet if the Consultant is subject to payment of any local taxes. Any such amounts shall not be included in the Financial Proposal as they will not be evaluated, but they will be discussed at contract negotiations, and applicable amounts will be included in the Contract.
14. Virat Hospice shall open the Proposal immediately after the deadline for their submission.
15. Virat Hospice shall evaluate the Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum requirement.
16. After evaluation Virat Hospice shall award the Contract to the selected Consultant, and promptly notify all Consultants who have submitted proposals.
17. The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.



## Technical Proposal - Standard Forms

<b>S.No</b>	<b>Description</b>
1.	Technical Proposal Submission Form.
2.	Consultant's Organization and Experience.
3.	Description of the Approach, Methodology, and Work Plan for Performing the Assignment

# Technical Proposal Submission Form

To:

Virat Hospice  
Gopalpur, Lametaghat,  
Bhedaghat Road,  
Jabalpur (M.P)  
Tel. No.: 0761-4921510

Dear Sirs:

We, the undersigned, offer to provide the consulting services to conduct an **Impact Assessment (IA)** in accordance with your Request for Proposal dated **20th March 2021**. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by Brahmurishi Mission Samiti -Virat Hospice.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the **Data Sheet, Clause 1.12**.
- (c) We have no conflict of interest
- (d) We meet the eligibility requirements, and we confirm our understanding of our obligation to abide by the Virat Hospice policy in regard to corrupt and fraudulent practices
- (e) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (f) We will cover all areas mentioned in the **Format of Impact Assessment Report**.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Consultant (company's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

# Consultant's Organization and Experience

## Consultant's Organization

*[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]*

## Experience

*[Provide information of Impact Assessments undertaken like assignment name, location, duration of assignment, number of staff involved, narrative description of the project handled, description of services provided by your staff within the assignment].*

## Description of the Approach, Methodology, and Work Plan for Performing the Assignment

*[Describe briefly about the approach, methodology, and work plan to be used to complete this assignment.]*

# Financial Proposal Submission Form

To:  
Virat Hospice  
Gopalpur, Lametaghat,  
Bhedaghat Road,  
Jabalpur (M.P)  
Tel. No.: 0761- 4921510

Dear Sirs:

We, the undersigned, offer to provide the consulting services for to conduct an **Impact Assessment (IA)** in accordance with your Request for Proposal dated **20th March 2021** and our Technical Proposal.

Our attached Financial Proposal is for the sum of \_\_\_\_\_ [Insert amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

# CONTRACT

THIS CONTRACT ("Contract") is entered into this \_\_\_\_\_, March 2021 by and between Brahmurishi Mission Samiti -Virat Hospice having its principal location at Gopalpur, Lametaghat, Bhedaghat Road, Jabalpur (M.P) and \_\_\_\_\_ (hereinafter referred to as "the Consultant") having its principal office located at \_\_\_\_\_.

WHEREAS, the Brahmurishi Mission Samiti - Virat Hospice has received donations under CSR Project for the purpose of implementing the project of Radiotherapy Unit for cancer treatment and intends to get an Impact Assessment done for this project;

AND WHEREAS the Virat Hospice wishes to have a Consultant undertake the contract to conduct an "**Impact Assessment (IA)**" (hereinafter referred to as "the Services"); and

WHEREAS, the Consultant is willing and able to perform these services related to the Consultancy to Conduct an Impact Assessment (IA).

NOW THEREFORE THE PARTIES hereby agree as follows:

**1. Services –**

- a. The Consultant shall perform the services specified, "Terms of Reference"
- b. The Consultant shall provide the personnel listed to perform the Services.
- c. The Consultant shall submit to Brahmurishi Mission Samiti -Virat Hospice the reports in the form and within the time periods specified.

**2. Term –**

The Consultant shall perform the Services during the period of **15 days** or any other period as may be subsequently agreed by the parties in writing.

**3. Payment –** Payment shall be made once the report is submitted by the Consultant and accepted by Brahmurishi Mission Samiti to its satisfaction.

**4. Performance Standards –**

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that Brahmurishi Mission Samiti - Virat Hospice considers unsatisfactory.

**5. Confidentiality –**

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or Brahmurishi Mission Samiti -Virat Hospice's operations without the prior written consent of Brahmurishi Mission Samiti -Virat Hospice.

**6. Project Administration –**

a. Coordinator:

- i. Brahmurishi Mission Samiti -Virat Hospice designates Mr. Anil Kumar Sharma, as the Coordinator, for the contract, "Impact Assessment (IA)".
- ii. The Coordinator will be responsible for:
  1. The coordination of activities under this Contract

2. For acceptance and approval of the reports and of other deliverables on behalf of Brahmurishi Mission Samiti -Virat Hospice, and
3. For receiving and approving invoices for the payment.

b. Reports:

- i. The reports format listed in “”, shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph – “**Payment**”.

**7. Ownership of Material –**

- a. Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for Brahmurishi Mission Samiti -Virat Hospice under the Contract shall belong to and remain the property of Brahmurishi Mission Samiti -Virat Hospice.
- b. The Consultant may retain a copy of such documents and software however will not be allowed to disclose such information with express written approval of Brahmurishi Mission Samiti -Virat Hospice.

**8. Consultant Not to be Engaged in Certain Activities –**

- a. The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

**9. Insurance –**

The Consultant will be responsible for taking out any appropriate insurance coverage.

**10. Assignment –**

The Consultant shall not assign this Contract or sub-contract any portion of it without Brahmurishi Mission Samiti -Virat Hospice's prior written consent.

**11. Indemnity –**

The Consultant agrees to indemnify Brahmurishi Mission Samiti -Virat Hospice against any loss, damage or claims arising against Brahmurishi Mission Samiti -Virat Hospice as a result of the actions of the Consultant, his/her/its employees or subcontractors engaged by the Consultant under the Contract

**12. Termination of Contract –**

Without constituting a breach of contract by either party, the present contract may be terminated for the following reasons:

- a. Agreement between both parties; and
- b. Force majeure that may disable the fulfilment of the obligations by of the parties, if written notice is sent fifteen days beforehand. In this event, the relationship will be settled and the Consultant paid for services rendered up to the date of submission of the written justification.

The parties hereto have caused this Agreement to be executed in accordance with the laws applicable in India on the day, month and year indicated above. Any dispute, if arises, will be dealt in the courts of Jabalpur jurisdiction.

SIGNATURE:

SIGNATURE:

.....  
**Authorised Signatory**

Date: \_\_\_\_\_

.....

Date: \_\_\_\_\_

## DATA SHEET

Paragraph Reference	Instructions	
1.1	Name of the Client:  Method of selection:	Brahmrishi Mission Samiti -Virat Hospice Gopalpur, Lametaghat, Bhedaghat Road, Jabalpur (M.P)  Technical Quality-Based Selection (QBS) and Financial Evaluation
1.2	Requirement:  Assignment Name:	Technical AND Financial Proposal  Impact Assessment Report (IAR)
1.3	Pre-proposal conference will be held:  For inquiries Brahmrishi Mission Samiti -Virat Hospice's representative is:	No  Anil Kumar Sharma Gopalpur, Lametaghat, Bhedaghat Road, Jabalpur (M.P) Email: <a href="mailto:virathospiceassessment@gmail.com">virathospiceassessment@gmail.com</a> Telephone: + 0761- 4921510
1.4	Brahmrishi Mission Samiti -Virat Hospice will provide the following inputs and facilities:	<b>Nil</b>
1.5	Brahmrishi Mission Samiti -Virat Hospice is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the consultant	
1.6	Conflict of Interest	Brahmrishi Mission Samiti -Virat Hospice's policy requires that Consultants provide professional, objective, and impartial advice and at all times hold Brahmrishi Mission Samiti -Virat Hospice's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.
1.6.1 (iii)	Conflicting relationship	A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of Brahmrishi Mission Samiti -Virat Hospice's staff who is directly or indirectly involved in any part of: <ul style="list-style-type: none"> <li>i. The preparation of the Terms of Reference of the assignment</li> <li>ii. The selection process for such assignment, or</li> <li>iii. Supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been</li> </ul>



		resolved in a manner acceptable to Brahmishi Mission Samiti -Virat Hospice throughout the selection process and the execution of the Contract.
2.1	Clarifications with respect to Proposal	Clarifications may be requested no later than 5 days before the submission date at the following address:  Email: <a href="mailto:virathospiceassessment@gmail.com">virathospiceassessment@gmail.com</a> Gopalpur, Lametaghat, Bhedaghat Road, Jabalpur (M.P) Telephone: 0761- 4921510
3.1	Language of Proposal	Proposals shall be submitted in the following language: English
3.3 (b)	Fees for conducting Impact Assessment (IA)	Fees quoted by lowest bidder among Technically Qualified bidders.
3.4	Format of the Technical Proposal	The format of the Technical Proposal to be submitted is: "Technical Proposal - Standard Forms"
3.6	Format of the Financial Proposal	The Financial Proposal shall be prepared using the "Financial Proposal Submission Form".
3.7	Amounts payable by Brahmishi Mission Samiti -Virat Hospice to the Consultant under the contract to be subject to local taxation:	<b>The fees must be quoted inclusive of all taxes. No additional amount will be paid in addition to the amount quoted in Financial Proposal.</b>
3.8	Currency in which all cost is to be reported by the Consultant	Indian Rupees (₹)
4.1	Submission will be done electronically and must be clearly identified as:  <b>"Impact Assessment (IA)"</b>  Technical Proposal and Financial Proposal must be submitted as two (2) separate PDF files To the address below on or before <b>2:00pm, Saturday 27 March 2021</b> . Email: <a href="mailto:virathospiceassessment@gmail.com">virathospiceassessment@gmail.com</a> Gopalpur, Lametaghat, Bhedaghat Road, Jabalpur (M.P)	

	<p>The original and copies of the Technical AND Financial Proposal shall be placed in separate envelopes, sealed and be clearly marked “<b>TECHNICAL PROPOSAL</b>” similarly, the Financial Proposal shall be placed in a sealed envelope clearly marked “<b>FINANCIAL PROPOSAL</b>”.</p> <p>The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address below, and title of the assignment Impact Assessment Report (IAR) and be clearly marked “<b>DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, ON/OR BEFORE 2:00pm, Saturday 27 March 2021.</b>”</p> <p>Address for submission: Gopalpur, Lametaghat, Bhedaghat Road, Jabalpur (M.P) Address: Gopalpur, Lametaghat, Bhedaghat Road, Jabalpur (M.P) City: Jabalpur Country: India Telephone: 0761- 4921510</p>	
5.2	Evaluation of Proposals	Only those bids will qualify for Financial Evaluation who has submitted related experience details in the Technical Proposal covering details mentioned in the “Technical Proposal - Standard Forms”.
6.1	Expected date for commencement of consulting services:	<b>1 April 2021 and the report to be submitted within 15 days.</b>
7.1	Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract.	

# FORMAT OF IMPACT ASSESSMENT REPORT

## Background:

Virat Hospice has received donations under CSR project for the purpose of construction of Radiotherapy Unit for cancer treatment. The process of proposal submission and consideration of this project requires inter alia the conduct of an Impact Assessment (IA).

This assessment and complementing management plan are necessary to ascertain the socio-economic implications of the proposed project on the society.

The services of a suitably qualified Consultancy Firm are being sought to undertake the following Tasks (the terms of which are defined below):

- The conduct of an Impact Assessment (IA) and
- The preparation of an Impact Assessment Report (ISR)

The report should analyze social impact of the project as well as also provide assessment of the building construction quality.

## Areas mandatorily to be covered in the report:

1. Cover page
2. Content
3. Abbreviations and definition
4. Executive summary (2 pages)
5. Background of the Study
  - a. About Donor
  - b. About the Implementing agency
  - c. About the agency conducting impact assessment report.
  - d. About the project, project documents, introduction of the project, details of locations & beneficiaries, thematic areas of CSR activity, CSR policy, conformity to statutory requirements, etc.
6. Research methodology
  - a. Objective of the Study
  - b. Objective of the project
  - c. Rationale of the study
  - d. Method and participants of the data collection
  - e. Tools of data collection
  - f. Sampling method
  - g. Data analysis
  - h. Limitations, if any.
7. Findings of the study: Line graphs, pie charts, etc. detailing the findings of the study, analysis of the findings. Case studies/ testimonials etc. along with photographs.
8. Discussion

9. Conclusion and recommendation

Annexure

1. Questionnaire/ interview schedule/ FGD points/ etc.
2. Schedule 1 of MOA
3. Relevant names, lists, etc.

**Additionally, management may prescribe few more areas to be covered in the report based on the initial discussions or the draft final report.**