

**Expression of Interest (EOI) For  
Services of a Consultancy Organization for**

**PREPARATION OF DETAILED PROJECT REPORT FOR  
ESTABLISHMENT OF 'NETAJI SUBHASH CHANDRA BOSE' DEEMED UNIVERSITY,  
(under De-novo category) ANDAMAN & NICOBAR ISLANDS**

**ANDAMAN & NICOBAR ADMINISTRATION  
HIGHER EDUCATION BRANCH  
(Development- IV Section)**

**Secretariat, Port Blair – 744101**

**Tel Nos.: 236637**

**March, 2019**

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## 1. TEXT OF ADVERTISEMENT

**Andaman & Nicobar Administration  
Higher Education Branch (Development –IV Section)  
Secretariat, Port Blair – 744101**

### INVITATION FOR EXPRESSION OF INTEREST

Andaman & Nicobar Administration, Higher Education Branch (Development-IV Section), Secretariat, Port Blair invites sealed Expression of Interest (EOI) in two bid system (Part-I: Technical Bid and Part-II: Financial Bid) from Indian consulting agencies for award of contract for preparation of Detailed Project Report for establishment of 'Netaji Subhash Chandra Bose' Deemed University (under De-novo category), Andaman & Nicobar Islands.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website [www.andaman.gov.in](http://www.andaman.gov.in).

Further details, if any, may be obtained from Deputy Secretary (Hr. Edn.), Room No. 118, Secretariat, Port Blair - 744101 during working hours.

Last date for submission of EOI is 22<sup>nd</sup> April, 2019 upto 1400 hrs. Sealed envelope marked to the captioned address, containing EOI and non-refundable fee of Rs 2500.00 (Rupees two thousand five hundred only) by way of DD/Pay Order in favour of "Assistant Secretary (Cash), A&N Administration", payable at Port Blair may be submitted mentioning "EOI for preparation of Detailed Project Report for establishment of 'Netaji Subhash Chandra Bose' Deemed University" on the top cover:

"R.K. Baral, Deputy Secretary (Hr. Edn.),  
Andaman & Nicobar Administration, Room No 118,  
Secretariat, Port Blair – 744101"

Applicants meeting the qualification criteria may be invited for presentation / proposal before the selection committee of A&N Administration. Bid Document will be subsequently issued to the short listed applicants only.

R.K. Baral  
Deputy Secretary (Hr. Edn.),  
Development –IV Section,  
A&N Administration, Secretariat,  
Port Blair

Note: Higher Education Branch (Development-IV Section), A&N Administration or any of its designates reserves the right to cancel this request for EoI and/or invite afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and Higher Education Branch (Development-IV Section), A&N Administration reserves the right to amend/add further details in the EoI.

## 2. LETTER OF INVITATION

**Andaman & Nicobar Administration  
Higher Education Branch (Development –IV Section)  
Secretariat, Port Blair – 744101**

No.

Dated:

Dear Sir/Madam,

Andaman & Nicobar Administration invites sealed Expression of Interest (EOI) in two bid system (Part-I: Technical Bid and Part-II: Financial Bid) from Indian consulting agencies for award of contract for preparation of Detailed Project Report for establishment of 'Netaji Subhash Chandra Bose' Deemed University UNDER De-novo category in Andaman & Nicobar Islands.

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 A&N Administration's website [www.andaman.gov.in](http://www.andaman.gov.in).

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by 22.04.2019.

**“Deputy Secretary(Hr. Edn.)”  
Andaman & Nicobar Administration  
Room No.: 118,  
Secretariat, Port Blair – 744101**

Queries if any may be referred in writing to the Deputy Secretary (Hr. Edn.), at the above mentioned address or Telephone No. 236637 or at E-mail: [assistantsecretaryhredn@gmail.com](mailto:assistantsecretaryhredn@gmail.com).

S. No.	Critical Dates	Date	Time
1.	Publishing Date	08.03.2019	
2.	Document Download Start Date	10.03.2019	12.00 hrs
3.	Document Download End Date	22.04.2019	12.00 hrs
4.	Bid Submission Start Date	11.03.2019	10.00 hrs
5.	Bid Submission End Date	22.04.2019	14.00 hrs
6.	Bid Opening Date	22.04.2019	15.00 hrs

Yours faithfully,

Deputy Secretary (Hr. Edn.)  
For & on behalf of President of India

Encl.: EOI Document.

### 3.1 Background:

The Andaman & Nicobar Islands is an archipelago of inhabited and uninhabited, 572 islands, islets and rocks lying in the South Eastern Part of the Bay of Bengal. They lie along an arc in long and narrow broken chain, approximately North-South over a distance nearly 1200 kms from the mainland.

There are three districts in the UT of Andaman & Nicobar Islands viz., South Andaman, North & Middle Andaman and Nicobar with its capital as Port Blair situated in the South Andaman District. The majority of the population is inhabited in the South Andaman District. In order to cater to the needs of people for higher education in the UT of Andaman & Nicobar Islands, there are three Degree Colleges viz., Jawaharlal Nehru Rajkeeya Mahavidyalaya, Mahatma Gandhi Govt. College, Andaman College, one Technical Education College i.e. Dr. B.R. Ambedkar Institute of Technology, one Teachers Training College namely Tagore Govt. College of Education and one Medical Education College i.e., Andaman Nicobar Islands Institute of Medical Science, Port Blair and one Legal Education i.e., Andaman Law College, Port Blair. Out of which one college i.e., Mahatma Gandhi Govt. College is at North & Middle Andaman and the rest of the colleges are in the South Andaman District.

The areas and populations (at the 2001 and 2011 Censuses) of the three districts are:

Name	Area (km <sup>2</sup> )	Population Census 2001	Population Census 2011	Capital
South Andaman	2,640	208,471	238,142	Port Blair
North and Middle Andaman	3,536	105,613	105,597	Mayabunder
Nicobar Islands	1,765	42,068	36,842	Car Nicobar
Totals	7,950	356,152	380,581	

The Hon'ble prime Minister during his recent visit to these islands on 29.12.2019 and 30.12.2019 has announced the setting up of Netaji Subhash Chandra Bose Deemed University in the UT of A&N Islands for encouraging the Islands students to prefer higher studies in the Island itself which will also provide window for the students from mainland to come, stay and share their knowledge, facilitating a cultural interchange to promote national integration.

The population of A&N Islands from has increased to 3,80,581 as per the census 2011 and is expected to touch 5 lakhs by 2021. In view of the above there is a need for expansion of avenues of higher educations by establishing a Deemed University under

De-novo category. Table given below provides details of college, and intake capacity of existing college.

S. No.	Name of the Colleges	Total Strength	Admission in the 1 <sup>st</sup> year in UG	No. of UG Courses	No. of PG Courses	No. of Diploma Courses
1	Jawaharlal Nehru Rajkeeya Mahavidyalaya (JNRM), Port Blair	3128	1170	18	9	-
2	Tagore Government College of Education (TGCE), Port Blair	320	130	4	-	-
3	Dr. B.R. Ambedkar Institute of Technology, Port Blair	1068	474	4	-	11
4	Mahatma Gandhi Government College (MGGC), Mayabunder	931	320	6	-	-
5	Andaman College (ANCOL), Port Blair	1080	360	8	-	-
6	Andaman Law College	30	30	1	-	-
7	Andaman Nicobar Islands Institute of Medical Science	200	100	1	-	-
	<b>Total</b>		<b>2584</b>			

#### 4.0 Aims & Objectives:

The objective of the review/appraisal is to seek professional assistance in Preparation of Detailed Project Report for establishment of ‘Netaji Subhash Chandra Bose’ Deemed University under De-novo category in the UT of Andaman & Nicobar Islands for providing higher educational avenues to the students.

#### 5.0 EOI Processing Fees

A non-refundable processing fee for ₹2,500/- (Two Thousand Five Hundred Rupees only) in the form of a Demand draft or a Pay Order drawn in favour of “Assistant Secretary (Cash), A&N Administration” Payable at Port Blair has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

#### 6.0 Venue & Deadline for submission of proposal

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

## **7.0 Validity of Offer:**

The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further if required by A&N Administration.

## **8.0 TERMS OF REFERENCE**

The detailed terms of reference are enclosed at **Annexure-I**.

## **9.0 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 one soft copy in CD:-

- 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) Technical Bid – Form -8
- i) Financial Bid – Form -9 & Form-9 (A).
- j) Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.

**9.2** EOI Documents have been hosted on the website [www.andaman.gov.in](http://www.andaman.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.

## **9.3 PREPARATION OF BIDS**

The Bids as well as all correspondence relating to the Bids shall be written in English language, unless specified otherwise.

**9.4** In preparing their bids, Bidders are expected to examine in detail the documents comprising the EOI. Material deficiencies in providing the information requested may result in rejection of a Bid. The Technical Bid shall be prepared using the attached Form-8.

**9.5** While preparing the Technical Bids, Bidders must give particular attention to the evaluation criteria of the EOI.

- a) If a short-listed Bidder considers that it may enhance its expertise for the Assignment/job by

associating with other Consultants in sub-consultancy, it may associate with a non-short-listed Consultant.

- b) Alternative professional staff shall not be proposed, and only one Curriculum Vitae (CV) may be submitted for each position mentioned.
- c) A description of the Technical Approach & Methodology and Work Plan for performing the Assignment/job, Work Plan covering the following subjects: Technical Approach and Methodology and Financial Review & Procurement Audit Design.

**9.6** The Technical Bid shall not include any financial information. **A Technical Bid containing financial information will be declared as non-responsive.**

**9.7 FINANCIAL BID:** Financial Bid shall be prepared using the attached Form-9 & Form-9(A). The Administration may use the consultancy Service at the same rate after the submission of DPR to Ministry if necessary. It shall list all costs associated with the Assignment/job, including remuneration for staff. If appropriate, these costs should be broken down by activity. The financial bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

**9.8 EVALUATION OF TECHNICAL BIDS:**

The Consultancy Evaluation Committee while evaluating the Technical bids shall have no access to the Financial bids until the technical evaluation is concluded.

The Consultancy Evaluation Committee shall evaluate the Technical bids on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria to the EOI. Each responsive bid will be given a technical score. In the first stage of evaluation, a bid shall be rejected if it is found deficient as per the requirement indicated in the Data sheet for responsiveness of RFP and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the evaluation criteria to the EOI. Only responsive bids shall be further taken up for evaluation. The qualification of the consultant and the evaluation criteria for the technical proposal shall be as defined in the evaluation criteria.

**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.



<b>S. No.</b>	<b>Pre-qualification Criteria</b>	<b>Supporting document</b>	<b>Compliance</b>
<b>1.</b>	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 incorporation Deed, if any	Certificate of Partnership
<b>2.</b>	The firm should be in the business of providing similar consultancy services for at least 03 years as on 30.03.2018.	Certificate by Secretary of the Bidder's organization	Company
<b>3.</b>	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2015-16, 2016-17 & 2017-18)	Format-5 to be certified & validated by Chartered Accountant (CA) of the bidder's organization	
<b>4.</b>	The Bidder should have an annual turnover of Rupees 25 Lakh in each of the last 3 consecutive Financial Years (FY 2015-16, 2016-17 & 2017-18) from only consultancy Services rendered in India	CA certified document with name of CA registration number, signature and stamp	
<b>5.</b>	The Bidder shall have experience of providing: (i). Three completed consultancy services in the field of preparation of DPR for establishment of universities to Central Govt./State Govt./PSUs/ Govt. bodies in India costing not less than Rs. 20 Lakh each (ii). Two completed services in the field of preparation of DPR for establishment of universities costing not less than Rs. 25 Lakh each (iii). One completed services in the field of preparation of DPR for establishment of universities costing not less than Rs. 40 Lakh	Copy of Work Order / Contract	
<b>6.</b>	The consultancy firm should have at least 03 full time consultants on its pay rolls	Certificate by Statutory Auditor or Company Secretary of the Bidder's organization	
<b>7.</b>	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/ Govt. Bodies	Certificate signed by the Authorized signatory.	
<b>8.</b>	PAN No. / Service Tax Registration Certificate	Copy of Certificate to be enclosed.	

### **11.0 Response:**

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.

Application in sealed covers superscribed, as "EOI for Engagement of Consultant Service for preparation of Detailed Project Report for establishment of 'Netaji Subhash Chandra Bose' Deemed University under De-novo category.

### **12.0 Conflict of Interest:**

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform A&N Administration, detailing the conflict in writing as an attachment to this Bid.

A&N Administration will be the final arbiter in cases of potential conflicts of interest. Failure to notify A&N Administration of any potential conflict of interest will invalidate any verbal or written agreement.

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.

### **13.0 Condition under which EOI is issued:**

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

### **14.0 Last date of submission of EOI:**

The last date of submission of EOI is 22.04.2019 (1400 hrs.).

Bid Opening Date & Time is 22.04.2019 (1500 hrs.)

### **15.0 EARNEST MONEY DEPOSIT (EMD)**

#### **15.1 Earnest Money Deposit**

(a) **An EMD of Rs. 2.00 Lakh (Rs. Two Lakh only), as a token amount, in the form of Demand Draft/Banker's Cheque or Fixed Deposit Receipt or Bank Guarantee acceptable to the Authority, as per format at Appendix-II, from any of the Scheduled Banks only drawn in favor of Authority "Assistant Secretary (Cash), A&N Administration" and payable at Port Blair, must be submitted to Deputy Secretary (Hr. Edn.), Room No. 118, A&N Administration, Secretariat, Port Blair on or before last date of bid submission i.e. 22.04.2019 (1400 Hrs) without which the proposals shall be rejected as non-responsive. The validity period of such a Demand Draft/Banker's Cheque or Fixed Deposit Receipt, or Bank Guarantee shall not be less than 90 (ninety) days from the last date of submission of bid. The scanned copy of EMD should also be uploaded with other documents on CPP portal.**

- (b) No interest shall be payable by the Authority for the sum deposited as Earnest Money Deposit.
- (c) The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract with successful Consultant.
- (d) In the case of the Selected Consultant, EMD shall be retained till it has provided a Performance Security under the Contract.
- (e) The Selected Consultant's EMD will be returned, without any interest, upon the selected consultant signing the Contract and furnishing the Performance Security in accordance with the provisions thereof. The Authority may, at the Selected Consultant's option, adjust the amount of EMD in the amount of Performance Security to be provided by him in accordance with the provisions of the Contract.

15.2 The EMD shall be forfeited as Damages without prejudice to any other right or remedy that may be available to the Authority under the Proposal Documents and/ or under the Contract, or otherwise, under the following conditions:

15.3 If a Bidder engages in a corrupt practice, fraudulent practice, coercive/collusive practice, undesirable practice or restrictive practice as specified in Clause hereof of the General Conditions (GC) of Contract;

15.4 If a Bidder withdraws its bids during the period of Bid validity as specified in this EOI;

15.5 In the case of Selected Consultant, if it fails within the specified time limit -

- (a) to sign and return the duplicate copy of LOI;
- (b) to sign the Contract; or
- (c) to furnish the Performance Security within the period prescribed thereof in the Contract; or
- (d) In case the Selected Bidder, having signed the Contract, commits any breach thereof prior to furnishing the Performance Security.

#### **17.0 Performance security:**

**17.0.1** The Selected Consultant shall, for the performance of its obligations hereunder during the Contract Period, provide to the Authority no later than 5 (five) days from the date of receipt of Letter of Intent, a **Demand Draft/Banker's Cheque or Fixed Deposit Receipt or Bank Guarantee** acceptable to the Authority, as per format **at Appendix-H, drawn in favor of Authority "Assistant Secretary (Cash), A&N Administration"** and payable at **Port Blair, for a sum equivalent to 10% of the total cost of the project as "Performance Security"**. Until such time the Performance Security, is provided by the selected consultant pursuant hereto and the same comes into effect, the EMD shall remain in force and effect, and upon such provision of the Performance Security pursuant hereto, the Authority shall release the EMD to the selected consultant.

**17.0.2** Notwithstanding anything to the contrary contained in this Contract, in the event the Performance Security is not provided by the Selected consultant in accordance with the provisions laid down hereof and within the period specified therein or such extended period as may be provided by the Authority in accordance with the provisions of Clause laid down hereof, the Authority may encash the EMD and appropriate the proceeds thereof as Damages, and thereupon all rights, privileges, claims and entitlements of the selected consultant under or arising out of this Contract shall be deemed to have been waived by, and to have ceased with the concurrence of the selected consultant, and this Contract shall be deemed to have been terminated by mutual agreement of the Parties.

**17.0.3** In the event the selected consultant fails to provide the Performance Security within a period of 5 (Five) days from the date of receipt of Letter of Intent, it may seek extension of time for a period not exceeding 5 (five) days on payment of Damages for such extended period in a sum calculated at the rate of 0.1% (zero point one per cent) of the Performance Security for each day until the Performance Security is provided.

## **18.0 Validity and Release of Performance Security**

The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the successful bidder including warranty obligations. EMD shall be refunded to the successful bidder on receipt of Performance Security.

## **19.0 Payment:**

In consideration of the Services performed by the Consultant under this Contract, the "Authority" shall make to the Consultant such payments and in such manner as mutually agreed with the successful bidder.

## **19.1 Terms of Payment:**

The payments in respect of the Services shall be made as follows:

- (a) The consultant shall submit the invoice for payment when the payment is due as per the agreed terms. **The payment shall be released as per the work related as per the time frame stipulated in Annexure-I hereof.**
- (b) Once the requisite deliverables as specified in this Contract has been made. The Authority shall release the requisite payment upon acceptance of the deliverables. However, if the Authority fails to intimate acceptance of the deliverables or its objections thereto, within 30 days of receipt of it, the Authority shall release the payment to the consultant without any further delay.
- (c) Final Payment: The final payment as specified in Annexure-I shall be made only after the final report and a final statement, identified as such, shall have been submitted by the Consultant and approved as satisfactory by the "Authority". The Services shall be deemed completed and finally accepted by the "Authority" and the final report and final statement shall be deemed approved by the "Authority" as satisfactory ninety (90) calendar days after receipt of the final report and final statement by the "Authority" unless the "Authority", within such ninety (90) day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report or final statement. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated. Any amount, which the "Authority"

has paid or caused to be paid in accordance with this Clause in excess of the amounts actually payable in accordance with the provisions of this Contract, shall be reimbursed by the Consultant to the "Authority" within 30 (thirty) days after receipt by the Consultant of notice thereof. Any such claim by the "Authority" for reimbursement must be made within twelve (12) calendar months after receipt by the "Authority" of a final report and a final statement approved by the "Authority" in accordance with the above.

- (d) For the purpose of payment under Clause 19.0 above, acceptance means; acceptance of the deliverables by the Authority after submission by the consultant and the consultant has made presentation to the Authority with / without modifications to be communicated in writing by the Authority to the consultant.
- (e) If the deliverables submitted by the consultant are not acceptable to the Authority, reasons for such non-acceptance should be recorded in writing; the Authority shall not release the payment due to the consultant. This is without prejudicing the Authority's right to levy any liquidated damages if any. In such case, the payment will be released to the consultant only after it re-submits the deliverable and which is accepted by the Authority.
- (f) All payments under this Contract shall be made to the accounts of the Consultant specified in the SC.
- (g) With the exception of the final payment under (c) above, payments do not constitute acceptance of the Services nor relieve the Consultant of any obligations hereunder, unless the acceptance has been communicated by the Authority to the consultant in writing and the consultant has made necessary changes as per the comments / suggestions of the Authority communicated to the Consultant.

**20.0 FORMATS FOR SUBMISSION:**

**FORMAT – 1**

**APPLICANT'S EXPRESSION OF INTEREST**

To,

Deputy Secretary (Hr. Edn.),  
Room No. 118, Secretariat,  
A&N Administration, Port Blair-744101

**Sub: Submission of Expression of Interest for preparation of Detailed Project Report for Establishment of 'Netaji Subhash Chandra Bose' Deemed University, A&N Islands.**

Dear

In response to the Invitation for Expressions of Interest (EOI) published on \_\_\_\_\_ 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 softcopy:

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 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

<b>Experience in Related Fields</b>					
Overview of the past experience of the Organization in all aspects related to Brand Building related					
<b>S. No</b>	<b>Items</b>	Number of Assignments during last 5 years	Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Client/ Organization (Enclosed completion certificates)	
<b>1</b>	Experience of assignments of similarnature				
<b>1.1</b>	Experiencein carrying out similar assignments in Government Departments				
<b>1.2</b>	Experience in carryingout Similar assignments in Public sector undertakings.				
		Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.			Signature oftheapplicant Full name of applicant Stamp &Date



**FORMAT – 4**

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

Signature of the applicant  
Full name of applicant  
Stamp & Date

**FORMAT – 5**

<b>Financial Strength of the Organization</b>					
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	2015-16				
2	2016-17				
3	2017-18				

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 clause 10 (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 for preparation of Detailed Project Report for establishment of 'Netaji Subhash Chandra Bose' Deemed University under De-novo category in Andaman & Nicobar Islands.

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.

**FORM TECH-4 (FOR FULL TECHNICAL PROPOSAL ONLY)  
DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN  
IN RESPONDING TO THE TERMS OF REFERENCE**

Form 8: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

a) Technical Approach and Methodology

b) Work Plan

c) Organization and Staffing}

a) **Technical Approach and Methodology.**{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}

b) **Work Plan.**{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}

c) **Organization and Staffing.**{Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}

**TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS**

Key Personals	No. of Persons to be engaged	Qualification	Experience
a) Team Leader			
b) Educationalist			
c) Architect			
d) Finance Specialist			

## FINANCIAL BID SUBMISSION FORM

Location: \_\_\_\_\_ Dated: \_\_\_\_\_

To: [Name and address of Employer]

Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/job for preparation of Detailed Project Report for establishment of Deemed University under De-novo category in accordance with your Expression of Interest (EOI) dated and our Technical Bid. Our attached Financial Bid, as per TOR is for the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only)<sup>1</sup>. This amount is inclusive of the Domestic taxes / other taxes payable to appropriate authority/authorities.

We hereby confirm that the financial bid is unconditional and we acknowledge that any condition attached to financial bid shall result in rejection of our financial proposal.

Our Financial Bid shall be binding upon us up to expiration of the validity period of the Bid.

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

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

**Notes:**

1. Amounts must coincide with the ones indicated under Total Cost of Financial bid in Form- 9 (A).

**FINANCIAL BID FOR CONSULTANCY SERVICE TO PREPARE DPR**

Remuneration (Key Personals)	No. of Persons to be engaged	Rate per month	Amount in words (Rupees)
c) Team Leader			
d) Educationalist			
c) Architect			
d) Finance Specialist			
Total Cost of Financial Bid (including applicable taxes)			

AuthorizedSignature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Name of firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Bank Guarantee for Earnest Money Deposit**

B.G. No. Dated:

1. In consideration of you, \*\*\*\*\*, having its office at \*\*\*\*\*, (hereinafter referred to as the “Authority”, which expression shall unless it be repugnant to the subject or context thereof include its, successors and assigns) having agreed to receive the Bid of ..... (a trust/society/company) and having its registered office at ..... (hereinafter referred to as the “Bidder” which expression shall unless it be repugnant to the subject or context thereof include its/their executors, administrators, successors and assigns), for the preparation of Detailed Project Report for establishment of ‘Netaji Subhash Chandra Bose’ Deemed University under De-novo category in A& N Islands (hereinafter referred to as “the Project”) pursuant to the EOI Document dated ..... issued in respect of the Project and other related documents including without limitation the draft contract agreement (hereinafter collectively referred to as “Bidding Documents”), we (Name of the Bank) having our registered office at ..... and one of its branches at ..... (hereinafter referred to as the “Bank”), at the request of the Bidder, do hereby in terms of Clause 19.1 and 19.2 of the EOI Document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the Bidding Documents (including the EOI Document) by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Authority an amount of RS. .... (Rupees .....only) (hereinafter referred to as the “Guarantee”) as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfil or comply with all or any of the terms and conditions contained in the said Bidding Documents.

2. Any such written demand made by the Authority stating that the Bidder is in default of the due and faithful fulfilment and compliance with the terms and conditions contained in the Bidding Documents shall be final, conclusive and binding on the Bank.

3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the Authority is disputed by the Bidder or not, merely on the first demand from the Authority stating that the amount claimed is due to the Authority by reason of failure of the Bidder to fulfil and comply with the terms and conditions contained in the Bidding Documents including failure of the said Bidder to keep its Bid open during the Bid validity period as set forth in the said Bidding Documents for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. 2, 00,000 (Rupees two lakh only).



**PREPARATION OF DETAILED PROJECT REPORT FOR ESTABLISHMENT OF  
'NETAJI SUBHASH CHANDRA BOSE' DEEMED UNIVERSITY UNDER DE-  
NOVO CATEGORY**

**TERMS OF REFERENCE**

**1. BACKGROUND**

The Andaman & Nicobar Islands is an archipelago of inhabited and uninhabited, 572 islands, islets and rocks lying in the South Eastern Part of the Bay of Bengal. They lie along an arc in long and narrow broken chain, approximately North-South over a distance nearly 1200 kms from the mainland.

The Andaman & Nicobar Islands lies in the areas with the highest risks zone that suffers earthquakes of intensity MSK IX or greater. The IS code assigns zone factor of 0.36 for Zone 5. Structural designers use this factor for earthquake resistant design of structures in Zone 5. It is referred to as the Very High Damage Risk Zone.

There are three districts in the UT of Andaman & Nicobar Islands viz., South Andaman, North & Middle Andaman and Nicobar with its capital as Port Blair situated in the South Andaman District. The majority of the population is inhabited in the South Andaman District. In order to cater to the needs of people for higher education in the UT of Andaman & Nicobar Islands, there are three Degree Colleges viz., Jawaharlal Nehru Rajkeeya Mahavidyalaya, Mahatma Gandhi Govt. College, Andaman College, one Technical Education College i.e. Dr. B.R. Ambedkar Institute of Technology, one Teachers Training College namely Tagore Govt. College of Education and one Medical Education College i.e., Andaman Nicobar Islands Institute of Medical Science, Port Blair and one Legal Education i.e., Andaman Law College, Port Blair. Out of which one college i.e., Mahatma Gandhi Govt. College is at North & Middle Andaman and the rest of the colleges are in the South Andaman District.

The areas and populations (at the 2001 and 2011 Censuses) of the three districts are:

Name	Area (km <sup>2</sup> )	Population Census 2001	Population Census 2011	Capital
South Andaman	2,640	208,471	238,142	Port Blair
North and Middle Andaman	3,536	105,613	105,597	Mayabunder
Nicobar Islands	1,765	42,068	36,842	Car Nicobar
Totals	7,950	356,152	380,581	

The Hon'ble prime Minister during his recent visit to these islands on 29.12.2019 and 30.12.2019 has announced the setting up of Netaji Subhash Chandra Bose Deemed University in the UT of A&N Islands for encouraging the Islands students to prefer higher studies in the Island

itself which will also provide window for the students from mainland to come, stay and share their knowledge, facilitating a cultural interchange to promote national integration.

The population of A&N Islands from has increased to 3,80,581 as per the census 2011 and is expected to touch 5 lakhs by 2021. In view of the above there is a need for expansion of avenues of higher education by establishing a Deemed University under De-novo category. Table given below provides details of college, and intake capacity of existing college.

S. No.	Name of the Colleges	Total Strength	Admission in the 1 <sup>st</sup> year in UG	No. of UG Courses	No. of PG Courses	No. of Diploma Courses
1	Jawaharlal Nehru Rajkeeya Mahavidyalaya (JNRM), Port Blair	3128	1170	18	9	-
2	Tagore Government College of Education (TGCE), Port Blair	320	130	4	-	-
3	Dr. B.R. Ambedkar Institute of Technology, Port Blair	1068	474	4	-	11
4	Mahatma Gandhi Government College (MGGC), Mayabunder	931	320	6	-	-
5	Andaman College (ANCOL), Port Blair	1080	360	8	-	-
6	Andaman Law College	30	30	1	-	-
7	Andaman Nicobar Islands Institute of Medical Science	200	100	1	-	-
	<b>Total</b>		<b>2584</b>			

## 2. OBJECTIVES

The objective of the review/appraisal is to seek professional consultancy service for preparation of Detailed Project Report for establishment of 'Netaji Subhash Chandra Bose' Deemed University under De-novo category in the UT of Andaman & Nicobar Islands.

The list of courses shall be finalized upon demand analysis and in consultation with A&N Administration.

## 3. TERMS OF REFERENCE

The DPR shall reflect special emphasis on the relevant courses for Andaman & Nicobar students taking into consideration the macro economic factors, demand analysis, allocated site, layout, road connectivity, etc. The scope of work shall be as under:

- Study of socio-economic and demographic profile of A&N, present sectoral share into GDP, sectoral growth projections with special focus on education sector.
- Market Research / Demand study for higher education in A&N and neighbouring places.
- Conduct a SWOT analysis for setting up of a deemed university (under De-novo category).
- Assessment of present level of Education offerings in Academia and matching them with industry requirements in A&N.

- Identifying higher education disciplines to be addressed by the university
- Student acquisition and Faculty development strategy
- Exploring collaboration possibilities with different stakeholders to introduce international best practices.
- Incorporating R&D, consulting, project execution, skilling, faculty/student semester exchange, industry-academia linkage, placement, etc.
- Exploring outreach opportunities for the proposed University
- Mapping of constraints & opportunities in the Education sector.
- Designing of course curriculum and detailing out academic programs to be offered by the university. Academic plan shall offer sufficient scope for interdisciplinary research and learning.
- The areas of studies shall be considered after market research and demand analysis of specific education offerings under de-novo category / emerging areas of knowledge in consultation with UT of A&N.
- Determine the optimum number of student intake per academic year for each of the academic area/ programmes and with respect to the number of branches of study.
- Pedagogy: Delivery of the program shall be based on innovative teaching and learning processes and evaluation system
- Shall be supported by adequate qualified faculty as per the norms of UGC/AICTE/concerned statutory councils.
- Vision, Mission & Objective of the proposed university.
- Governance structure
- Faculty, Non-faculty and outsourcing staff requirements as per the exact norms /guidelines of governing bodies like UGC / AICTE / statutory councils, etc.
- Review the physical resources required for the university.
- Broad layout plan for administrative, academic block, faculty residence and student hostel.
- Detail the Infrastructural and Resource requirements for the university including the number of classrooms, toilets, faculty rooms, teaching & training aid, requirement of laboratories & related equipment, Wi-Fi, online admissions, UMS, ERP, virtual classrooms, workshops and central facilities like library and IT center, auditorium, playgrounds, indoor and outdoor facilities, power, air conditioning, CCTV and campus development, etc.
- Details of the student hostel, for boys and girls and faculty house including dining hall, kitchen, pantry, common room toilets, corridors, lobbies etc.
- Compliance of all infrastructural and environmental norms for creation of a Green campus.
- Prepare preliminary cost estimate based on the CPWD rates.
- Estimate of capital expenditure (CAPEX)
- Recurring expenditures on salary, maintenance, upkeep, water and electricity, hostel etc (OPEX)
- Estimates for equipment in labs and workshop, computer centre, equipments, books for the library etc.
- Perspective plan / strategic vision (P&L and Balance sheet) for 15 years and an action plan & implementation plan for next 5 years.
- Broad Environment Impact study of the proposed site.
- To assess the impact of establishment of centers on environment and identification of key parameters to mitigate the adverse impact (if any).
- To assess the risk involved with the project and identification of key parameters to mitigate the risk (if any).
- The university has to be as per the standards of green principles like zero waste generation, energy efficiency, environment friendliness and guidelines of safety & environment.
- Soil Testing – To check load bearing capacity of land and requirements for building up infrastructure (based on land availability and demand of client).
- To suggest the issues if any, related to sustainability of the project.
- The successful bidder has to execute an agreement with A&N Administration containing the Terms & conditions for completion of the project report within the stipulated time.

### 3. **METHODOLOGY**

The firm shall constitute a **Project Implementation Team (PIT)** with **Subject Matter Experts**, and shall nominate a **Project Manager** who will be a single point of contact (SPOC) for necessary coordination. The firm shall adopt the following methodology for carrying out the project:

- Create a vision and mission of the proposed University based on which detailed strategy and road-map can be designed.
- Consult the background documents prepared in this respect and conduct both primary and secondary research to understand the education landscape of A&N.
- Primary research shall include meeting the key officials of Andaman Secretariat and all the other relevant stakeholders in Andaman. Secondary research shall include analysis of the data available from secondary source such as internet and other published information.
- A detailed market research shall be carried out to understand the education sector of A&N and the demand of the courses which shall be proposed for the academic plan.
- Survey the allocated site for understanding the infrastructural requirements, details of the location and its connectivity, operations involved, and revenue/expenditure model of the proposed university.
- Study the requirements of proposed university (under de-novo category), systems, processes, design and propose appropriate model for the university confirming to international best practices.
- Infrastructural analysis shall include requirement for number of classrooms, hostels, training grounds, and other sports infrastructure, IT support, staff rooms, coaching & training aids, library, meditation room, indoor and outdoor facilities, boundary, land development, energy & green building requirements, security (CCTV), fencing, gates, etc.
- Assessment for student/faculty accommodation.
- Financial Plan viz. estimate of capital expenditure (CAPEX) and recurring expenditure (OPEX).

### 4. **TIMESCHEDULE**

A draft Preliminary report including financial plans should be submitted within 3 months of the date of issue of LoI and Draft Report should be submitted within 15 days from the date of issue of preliminary report and Final Report should be submitted within 4 months (approx.). Revision shall be undertaken on receipt of the feedback from the A & N Administration. The major findings of the draft report should be shared with the A & N Administration.

#### **INPUTS TO BE PROVIDED BY A&N ADMINISTRATION**

The A&N Administration will facilitate interaction of agency/individuals/consultants as well as their visits to the selected districts. A representative of A&N Administration would accompany the team during the site visit. It will also provide information/ data relating to the establishment of proposed Deemed University under De-novo category.

## 5. DELIVERABLES/ MILESTONES:

The firm shall affirm to the following :

Sl.	Milestones	Payments
(i)	Shall submit Preliminary Report including financial plan within 45 days from the date of issue of LOI.	30 % on completion of site visit/ preliminary consultation and data collection.
(ii)	Shall submit preliminary report including financial plan within 60 days from the date of issue of LOI.	10% on submission of preliminary report including financial plan.
(iii)	Shall submit Draft Report within 15 days of issue of preliminary report.	40% on submission of Draft Detailed Project Report for establishment of Deemed University under De-novo category.
(iv)	Shall submit Final Report within 15 days of issue of Draft DPR for establishment of Deemed university under De-novo category.	20% on submission of Final Detailed Project Report for establishment of Deemed University under De-novo category.

### **Force Majeure:**

Notwithstanding the provisions of clauses hereof, the supplier shall not be liable for, forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

If a Force Majeure situation arises, the contractor shall promptly notify the A&N Administration in writing of such conditions and the cause thereof. Unless otherwise directed by the A&N Administration in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

### **Corrigendum:**

A&N Administration reserves the right to amend, without any liability or any obligation for such request for EoI and without assigning any reason thereof. Bidder should take into account the corrigendum published from time to time before submitting the online bids.

At any time prior to the last date for receipt of EOI, A&N Administration may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the EOI document by a corrigendum. The corrigendum (if any) shall be posted online at [www.andaman.gov.in](http://www.andaman.gov.in).

Any such corrigendum shall be deemed to be incorporated into this EOI. In order to provide prospective applicants reasonable time for taking the corrigendum into account, A&N Administration may, at its discretion, extend the last date for the receipt of EOI proposals which shall again be notified online through A&N Administration portal [www.andaman.gov.in](http://www.andaman.gov.in)

### **Penalty:**

In case of default in completion of the milestones as per time frame , 2% penalty shall be imposed for each week of delay subject to a maximum of 5% of the milestone deliverables.

### **Jurisdiction:**

That in case any legal proceedings instituted for and against Andaman & Nicobar Administration arising out of this EOI they shall be instituted before the appropriate Civil Courts of Port Blair and the Courts at Port Blair only shall have jurisdiction.

## Evaluation criteria for Technical Bid

MaximumMarks (100)

### A. Experience of review of StateGovt./ Govt. Autonomous Bodies- 30 marks

1. Review of any scheme related to education sector (in last 5 years upto March, 2019)
  - (a) Consultancy contracts costing not less than Rs. 20 Lakh each and not more than Rs. 25 lakh (1 mark for each) 3
  - (b) Consultancy contracts costing not less than Rs. 25 Lakh each and not more than Rs. 40 lakh (1.25 mark for each) 4
  - (c) Consultancy contracts costing not less than Rs. 40 Lakh each (1.5 mark for each) 5
  
2. Preparation of DPR for University (in last 5 years)
  - (a) Consultancy contracts costing not less than Rs. 20 Lakh each and not more than Rs. 25 lakh (1 mark for each) 2
  - (b) Consultancy contracts costing not less than Rs. 25 Lakh each and not more than Rs.40 lakh (1 mark for each) 2
  - (c) Consultancy contracts costing not less than Rs. 40 Lakh each (1 mark for each) 5
  
3. Preparation of DPR for Deemed University under De-novo category (in last 5 years)
  - (a) Consultancy contracts costing not less than Rs. 20 Lakh each and not more than Rs. 25 lakh (1 mark for each) 2
  - (b) Consultancy contracts costing not less than Rs. 25 Lakh each and not more than Rs.40 lakh (1 mark for each) 2
  - (c) Consultancy contracts costing not less than Rs. 40 Lakh each (1 mark for each) 5

### B. Technical Approach and Methodology- 35marks

a.	Consultancy contracts costing not less than Rs. 40 Lakh each (1 mark for each)	10
b.	Determination of facilities and their extent required based on the study and accounting for potential growth rate.	5
c.	Carry out financial analysis, economic analysis and justify the investment proposal.	5
d.	Preparing detailed designs, detailed working drawings, estimates, Bill of quantities and bid Documents.	5
e.	The consultant shall conduct his own studies and prepare estimates based on schedule of rates specified by Government but updated to reflect actual market conditions.	5
f.	Geotechnical investigation including bore holes with SPT 'N' values, collection of samples and suitable tests as per relevant I.S. Standards have to be done by consultants to arrive at design parameters for the formation and safe bearing capacity.	5

**C. Infrastructure/Manpower - 35 marks**

- a. TeamLeader 10
- b. Educationalist 10
- c. Architect 8
- d. Finance Specialist 7

For evaluation of the aforesaid professionals, the following sub-criteria can be followed:-

General qualifications (education, training, and experience): 25%			
Adequacy for the Assignment (relevant experience in the sector/similar assignments ): 75%			
Total weight 100% Total points for the criteria: 35			
S. No.	Name of the Expert	Qualification*	Experience
01	Team Leader	MBA/ M.Plan	Work experience of 10 years in area related to the preparation of DPR for establishment of Universities.
02	Educationalist	Ph.D	10 years of experience in area related to the preparation of DPR for establishment of Universities.
03	Architect	Master in Architecture/ B.Architecture	5 years of experience in relevant filed with experience in designing universities.
04	Finance Specialist	Post graduate in Finance or Chartered Accountant	Chartered Accountant/ MBA from reputed university/ institution with about 7 years experience in similar projects.

**\*Notes:** - The academic qualification of the above referred experts should have been granted by UGC recognised Central & State Universities

**D. Minimum Score**

To qualify for opening of financial bid, the Applicant must have a **minimum score of 70 subject to the condition that the Applicant should have scored 50% in each viz., A- Experience, B- Technical approach methodology and C – Infrastructure/ Manpower.**