



राष्ट्रीय स्वास्थ्य मिशन मध्यप्रदेश

8, अरेरा हिल्स, जेल रोड भोपाल



क्रं/भवन/एनएचएम/2018-19/301

भोपाल, दिनांक 29/08/2018

राष्ट्रीय स्वास्थ्य मिशन द्वारा निम्न कार्य हेतु हेतु हास्पिटल परामर्शदाताओं (Hospital Planner) को सूचीबद्ध (Empanelment) करने हेतु इच्छुक हास्पिटल परामर्शदाताओं से संलग्न आवेदन पत्र में आवेदन आमंत्रित किए जाते हैं।

“Hospital Planning and Coordination for Design Development Of Hospitals of Madhya Pradesh”

आवेदन से संबंधित विवरण की जानकारी एवं आवेदन पत्र विभाग की वेबसाइट <http://www.nhmmp.gov.in> तथा <http://health.mp.gov.in/> से डाउनलोड की जा सकती है।

आवेदन पत्र दिनांक 29/08/2018 सांय 5:30 तक कार्यपालन यंत्री, (इंदौर संभाग) राष्ट्रीय स्वास्थ्य मिशन, 8 अरेरा हिल्स जेल रोड, भोपाल के कार्यालय में जमा किए जा सकते हैं।

कार्यपालन यंत्री
(इंदौर संभाग)
राष्ट्रीय स्वास्थ्य मिशन
8 अरेरा हिल्स जेल रोड, भोपाल

**National Health Mission
8, Arera Hills, Jail Road, Bhopal-462004
Email : dhsbuilding@gmail.com**

EMPANELMENT OF CONSULTANT

**Empanelment of Consultant for Hospital Planning &
Coordination for Design Development of Hospitals of
Madhya Pradesh**

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SECTION-I

NOTICE OF INVITATION

National Health Mission
8, Arera Hills, Jail Road, Bhopal-462004
Email : dhsbuilding@gmail.com

Tel :-07554092546

National Health Mission
8, Arera Hills, Jail Road, Bhopal-462004
Email : dhsbuilding@gmail.com

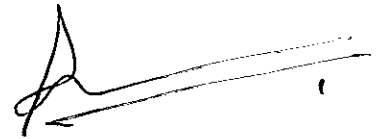
INVITATION NOTICE

**Empanelment of Consultant for Hospital Planning & Coordination for
Design Development of Hospitals of Madhya Pradesh**

1. The Mission Director, National Health Mission under administrative control of Govt of MP intends to engage highly reputed Hospital Planning consultants for Hospital Planning & Coordination for Design Development of Hospitals of Madhya Pradesh as part of expansion plan of The National Health Mission, Madhya Pradesh. The firm has to develop Project Concept along with Concept Design and has to oversee the project in terms of Interiors, Medico-technical requirement, quality execution as per the level envisaged, commissioning of the services with training & development. The Empanelment documents available on <http://www.nhmmp.gov.in> & <http://www.health.mp.gov.in>.
2. The Superintending Engineer, National Health Mission Bhopal Madhya Pradesh hereby invites proposal for Empanelment of Consultant for Hospital Planning & Coordination for Design Development of Hospitals of Madhya Pradesh
- 3 Application for empanelment are invited through only speed post from reputed Hospital planning consultants having required qualification, proven track record, expertise, required manpower and necessary experience of

preparing plans of hospitals.

- 4- Empanelment for a suitable qualified applicant will be done for three years.
 - 5 -Empanelled consultant will be awarded work on the basis of their presentation and approval of concept plan, by the selection committee for providing consultancy services.
 - 6- The empanelment for an initial period of three years shall be subjected to satisfactory performance and shall be renewed after three years subject to performance for renewal.
 - 7- The Eligibility criteria, Scope of services, Terms and Conditions and scale of fee payable will be as per laid down in document.
 - 8- Process for empanelment is open for future also.
- 8- The last Date for submission physical envelope Date:29/8/2018 up to 5.30 pm.
- 9- Mission Director, National Health Mission, 8 Arera hills Bhopal M.P. reserves every right cancel the whole process without any reason.



**Executive Engineer
National Health Mission
Indore Division**

SECTION - 2

INSTRUCTIONS TO CONSULTANT

SECTION - 2

INSTRUCTIONS TO CONSULTANT (ITC)

1. All the information must be submitted in English. Incomplete and inappropriately filled application form will be rejected.
2. Proposal should be submitted duly page numbered, indexed and strictly following sequence given in the form.
3. Separate sheets may be used wherever required. Documentary proof should be enclosed where ever necessary.
4. Each page of the documents attached should be duly signed as self attestation by the applicant or his authorized signatory (attach authorization letter).
5. All information requested in the application form (**section - 3**) shall be furnished against the respective Para and column given there in. If information is furnished in separate document reference of the same should be given in the respective Para and column of the application form. If information is 'NIL,' it should also be mentioned as 'NIL'.
6. The applicant should furnish an undertaking in a affidavit form on a stamp paper of Rs. one thousand that the applicant or its Authorized Lead Person has not been black listed by any Government department/agency/statutory body and all the information furnished with the application form are true & correct to their knowledge.
7. It may be noted that furnishing of incorrect / false information about qualification and experience and other details shall lead to rejection of the application and cancellation of empanelment, if revealed later and shall also lead to cancellation of the work already allotted on the basis of empanelment.
8. The Superintending Engineer will be the authority to empanel Hospital planning consultant. The Superintending Engineer, NHM reserves the right to reject any or all applications without assigning any reason. List of empanelled consultants will be placed on website in the public domain.
9. Joint Venture / Consortium— Not allowed.

10. Additional information, if any, required by the applicant for submission of the application may be obtained from Superintending Engineer ,NHM, 8 Arera Hills Bhopal.
11. Applications received will be evaluated by an evaluation committee constituted for this purpose. Out of total applications received only those who possess requisite qualification, shall be empanelled on the basis of the recommendation of the Evaluation Committee. Decision of the Evaluation Committee shall be final and no representation in this regard will be entertained.
12. Selection of the Hospital planning consultant for award of any work will be done on the basis of visual presentation of the concept plans before committee constituted for the purpose from amongst the empanelled consultant. First three plans shall be selected by the selection Committee/Jury. Committee/Jury reserve right to reject any or all plans without assigning any reason.
13. Payment to the consultant for services rendered will be as per scale of fee for services, attached as **schedule - 3**.
14. Payment to the consultant for services rendered by them will be in Indian Rs. only and will be done in stages as per agreement.
15. Notwithstanding proposed empanelment of Hospital planning consultant, Superintending Engineer, NHM may invite competition through open offer on the basis of condition laid down there in.
16. Empanelled consultant may be suspended if services rendered by him is found to be grossly deficient & Delayed or may be black listed if services are found to be grossly endangering / likely endangering public safety , putting/likely putting government to grave losses. Conditions for suspension / Blacklisting as per **schedule – 4** shall also be applicable.
17. The Superintending Engineer NHM, Shall be competent authority to suspend / black list in National; health Mission by giving a short notice of fifteen days and affording an opportunity to hear in writing or in person the hospital planner and take a reasoned appropriate decision in this regard. The Mission Director, NHM Bhopal will be the appellate authority to hear appeal against order of the Superintending Engineer for suspension or Black listing. Mission Director, NHM

will pronounce his decision within a month. Decision of Mission Director, NHM will be final and binding on both the parties.

18. An empanelment number shall be provided to the hospital planning consultant which shall be displayed in the name plate of concept plan drawing, report prepared by him.

Eligibility Criteria:-

- i) Have valid GST registration if applicable (A Signed copy of C A shall be attached).
- ii) The qualification and experience of applicant shall be as below :-

Sno	Qualification	Experience
1	MBBS degree with MHA (Master of Hospital Administration) or MBBS Degree with M.Phil (Master of philosophy in hospital and health system Management)	Minimum five years of experience of leading team of consultants to complete planning & design of at least two hospitals of minimum 200 bed capacity each.

SCOPE OF SERVICE OF THE CONSULTANT

The Project is divided into 5 stages. The stage wise detailed scope of works is described below:

Stage 1: Project Conceptualization

- 1a. Study and understand the requirement of the hospital for all required facilities doing gap analysis.
- 1b. Develop Facility Plan with allocation of appropriate spaces for different care requirement.
- 1c. Develop Space Program for each facility with patient friendly and service provider friendly spaces.

Submit inception report for approval of design brief.

Stage 2: Concept Design Development

- 2a. Based on the approved project design brief, concept design has to be developed for entire facility integrating with existing building if any.
- 2b. The patient for and service provider efficiency should be the essence of the concept design.
- 2c. Submit concept design for approval by the authorities.

2d. Equipment & Furniture Layout

The concept design has to be compatible for equipment and furniture layout

After stage 2 the concept will be handed over to the execution agency for appointment of architect. Once the architect is appointed, he will be briefed by Hospital planner on the concept and entire project requirement inclusive of MEP services and other functional requirements.

Stage 3: Medico-Technical Inputs

3a MEP, HVAC & MGPS Services:

The Consultant has to review design for all the services submitted by the architect.

Hospital planner has to provide specialized medico-technical inputs to respective MEP Consultants in terms of all the specialized technical requirements for each services for all the specialized medical areas to finalize such plans

Stage 4: Functional Requirement Inputs:

- 4a. For the project to be developed in line with the Patient & Service Provider Friendly Hospitals, Hospital Planner has to review execution drawings with elevation and sections and provide inputs wherever required for fulfilment of all patient's treatment, infection control protocols, procedures and safety requirements inclusive of inputs on material specifications for critical medical areas.

4b. Review BOQ to ensure incorporation of all specialized Non SOR items.

Stage 5: Project Supervision

5a. Hospital Planner has to monitor the project periodically and as and when required by the authorities.

5b. The monitoring has to be done for minimum 4 times during project execution and as and when required by the NHM authorities.

Process flow.

In addition the Hospital Planner has to provide quality inputs as desired by the NHM authorities for entire project even if they are not specified in the current scope of work.

If required their assistance can be taken for preparation of RFP for selection of Architect

A Final Project Completion Report has to be prepared by Hospital Planner and is to be submitted to The Mission Director, NHM.

Other Conditions:

Plans will be developed as per requirement of the Public Health & Family Welfare Department, Govt. Of M.P. The guidelines of IPHS /NABH or such other guideline shall be referred to in this context and be followed broadly.

Schedule - 3

SCALE OF FEE FOR SERVICES

The fee payable to consultant shall be in accordance with the stages laid down in the scope of work. The total fee will be 0.5% of the Approved Total Project cost (excluding cost of external development.) The stages of payment shall be as follow:-

Stage	Scope of Work	Fee Payble
Stage 1-Project Conceptualization and Design brief:-	<p>-Study and understand the requirement of the hospital for all required facilities after doing gap analysis.</p> <p>Develop Facility Plan with allocation of appropriate spaces for different health requirement.</p> <p>-Develop Space Program for each facility with patient friendly and service provider friendly spaces</p> <p>Submit inception report for approval of design brief</p>	25 % of total fee payable up to this stage.
Stage 2 -Concept Design Development Equipment & Furniture Layout	<p>-Based on the approved project design brief, concept design has to be developed for entire facility integrating with existing building if any.</p> <p>-The patient flow and service provider efficiency should be the essence of the concept</p>	40% of total fee payable up to this stage.

	<p>design.</p> <ul style="list-style-type: none"> -Submit concept design for approval by the authorities. -The concept design has to be compatible for equipment and furniture layout 	
<p>Stage-3 - Submit Concept Design to Architect.</p>	<ul style="list-style-type: none"> -Design handed over to architect for developing plan as per the approved concept. 	<p>50 % of total fee payable up to this stage.</p>
<p>Stage 4 -Medico-Technical Inputs</p>	<ul style="list-style-type: none"> -MEP, HVAC & MGPS Services: -The Consultant has to review design for all the services submitted by the architect. <p>Hospital planner has to provide specialized medico-technical inputs to respective MEP Consultants in terms of all the specialized technical requirements for each services for all the specialized medical areas to finalize such plans.</p>	<p>60 % of total fee payable up to this stage.</p>

<p>Stage -Functional Requirement Inputs</p>	<p>For the project to be developed in line with the Patient & Service Provider Friendly Hospitals, Hospital Planner has to review execution drawings with elevation and sections and provide inputs wherever required for fulfilment of all patient's treatment, infection control protocols pertaining to procedural and safety requirements inclusive of inputs on material specifications for critical medical areas. Review BOQ to ensure incorporation of all specialized Non SOR items.</p>	<p>80% of total fee payable up to this stage.</p>
<p>Stage 6- Project Supervision</p>	<p>-Hospital Planner has to monitor the project periodically and as and when required by the authorities. The monitoring has to be done for minimum 4 times during project execution and as and when required by the NHM authorities</p>	<p>100 % of fee payable at this stage after satisfaction of engineer in charge regarding completion of work.</p>

Schedule - 4

SUSPENSION / BLACKLISTING OF HOSPITAL PLANNING CONSULTANT

The empanelled hospital planning consultant can be suspended/ black listed in NHM on the basis of the following reasons:-

SUSPENSION

- 1 **Negligence-** Negligence of Hospital planning consultant means failure to take reasonable degree of care in the course of his engagement for rendering professional services.
- 2 **Deficient Services** – Deficiency as defined under section 2 (1) (g) of the Consumer Protection Act 1986 , means any fault, imperfection, shortcoming or inadequacy in the quality, Nature and Manner of performance which is required to be maintained by a person in pursuance of a contract or otherwise in relation to any other services.
- 3 **Delay** – If NHM finds that Consultant has not provided services on respective time repetitively.

BLACK LISTING

- 1 **Sub Standard Services** – If NHM finds that consultant has not provided services up to the satisfaction on repetitively basis.
- 2 **Loss to Govt-** If NHM finds that consultant provided services, but it has caused loss of money with reference to quality of services or delay in services.
- 3 **Public Safety** - If NHM finds that consultant provided services, but it has effected public safety with reference to quality of services or delay in services.

Note :- The Superintending Engineer, NHM shall be the competent authority to suspend/ Black list the empanelled Hospital Planning consultant in NHM.

SECTION – 3
APPLICATION FORM

National Health Mission
8, Arera Hills, Jail Road, Bhopal-462004
Email : dhsbuilding@gmail.com

FORM FOR EMPANELMENT

**(As Hospital planning Consultant for Hospital Planning &
Coordination for Design Development of Hospitals of Madhya
Pradesh)**

Photo of
Lead Persons

I Empanelment for –

1 Details of the Applicant –

Name	
Address	
Phone no	
Fax No	
Email:	

Web site	
Purpose of establishment or Area of service to be provided	
Authorisation! Accreditation /Affiliation Registration with legally constituted council / Institute / Board / Body for providing services in the field for which Firm / Company/LIP established (Attach proof.)	
Registration/Affiliation with legally constituted Council /Institutions/Board / Statutory Body_(Attach Proof):-	
Year of Establishment (Attach proof)	
PAN/ GST No	
Number of years of providing services (Experience) (Refer eligibility criteria)	

3- Details of Legally Authorised Lead Person of the Applicant –

Name	
Address	
Phone no	
Mobile no	
Email:	
Education Qualification	
Years of Experience (specify details as per eligibility criteria)	

Area of Experience	
Registration/Affiliation with Legally Constituted Council/Institution/Board/Statuary Body (Attach Proof)	
PAN No	

4 - Number of Regular Employees of the Applicant -

S.no.	Category / position	Numbers

5-Details of Key Persons Working with the Applicant –

S.no	Name of Key Person	Educational Qualification	Work Experience	
			Field/Area of Work/ Service provided	Years

6 -Major Projects Completed in Last Five Years:

Sno	Name of Assignment	Cost/Quantity/Area	Type of Assignment	Proof*

*Please attach copies of the work order and completion certificate issued by the client.

7- Major Project in Hand

Sno	Name of Assignment	Cost/Quantity/Area	Type of Assignment	Proof*

*Please attach copies of the work order and completion certificate issued by the client.

8- Software used by Applicant-

S.no.	Brief Description of the software used/in use

9- Award won by the Applicant-

S.no.	Brief Description of Award recieved	Attach Proof

10- Major Equipment/Instrument Available with the Applicant.

S.no.	Brief Description of the Equipment/Instrument	Purpose

11- Consultants Working in Association with the Applicant if any –

S.no.	Services	Name firm/Company (Attach Legal Proof)

12- Reference Persons (at least Two) who recognise work of the applicant-

S no	Name and contact Detail of the Reference Person

14 – deleted

15- Processing fee (Non Refundable) of Rs. 5000.00(Five Thousand)only is to be Deposited in favour of State health Society, Bhopal, Details to be given here below:-

S.no.	Date	Amount in Rs.	Name of Bank and Branch	Ref of Speed post Despatch

Note :-

1 -Application form shall be submitted on through speed post only to the Superintending Engineer , NHM , 8 Arera Hills, Bhopal MP.

2- Empanelment shall be done only when application form is enclosed with

a) Original Demand Draft payable as per para 15.

b) An affidavit duly notarised on non judicial stamp paper of Rs 1000/- (One Thousand) as per Section -2 ,Instruction to Consultant,para -6.