



WEST BENGAL MEDICAL SERVICES CORPORATION LIMITED

(wholly owned by Government of West Bengal)

Under Department of Health & Family Welfare

Regd. Address : Swasthya Sathi, Swasthya Bhawan Premises, GN-29, Salt Lake, Sector-V, Kolkata – 700 091

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Memo no. WBMSCL/RFP-250/2020

Date: 30.12.2020

Section-1

Request for Proposal (RFP) / BID

Through Limited Enquiry

for

Transaction Advisor / Consultant

for supporting management of comprehensive maintenance of Bio-medical equipment in the Medical Colleges / Hospitals of the State

AMENDMENT X:

Section-2

Terms of Reference (TOR)

Selection of Transaction Advisor/ Consultant

for

supporting management of comprehensive maintenance of Bio-medical equipment in the Medical Colleges / Hospitals of the State

3. Scope of services

The services will be provided by the TA through deploying a mix of On-site and Off-site resource team of experienced professionals.

The TA shall deploy one experienced Procurement Expert fulltime at the office of the WBMSCL, 5 days in a week except Govt. holidays. Necessary office space, printer and amenities will be provided by the WBMSCL. TA should also engage Medical Equipment Maintenance Expert and Finance Expert who will primarily based at the office of the TA and interact with WBMSCL / other stakeholders as per requirements and mutual discussion. They shall attend WBMSCL office as when required.

- A. The Procurement Expert shall have the following minimum qualification and experience
 - a. MBA / CA from recognised institute
 - b. Experience in preparation of Bid Document / RFP document related to Healthcare Projects / Service Level Agreement / documents related PPP Project.
 - c. Experience of at least 5 years

- B. The Medical Equipment Maintenance Expert shall have the following minimum qualification and experience
 - a. Engineering Graduate (preferably Bio-medical Engineer) with MBA from recognised institute
 - b. Experience in maintenance projects and transaction advisory for 3-6 years

- c. Demonstrated experience in organizing and facilitating stakeholder / public / private sector consultations
 - d. Excellent analytical & report writing skills
- C. The Finance Expert shall have the following minimum qualification and experience
- a. CA/ MBA Finance with minimum 6 years of experience in Healthcare / Finance / any other sector
 - b. Experience of at least 2 projects as Financial Auditor / Financial controller/ Internal Audit/ Risk management / Financial Feasibility / Financial Modelling / Cost estimation.
- D. The TA team shall be responsible for supporting the Biomedical equipment maintenance programme of WBMSCL and undertaking the following services:
1. Developing roadmap for management of comprehensive maintenance of Bio-medical equipment in the Medical Colleges / Hospitals of the State through stakeholder consultation
 2. Preparation of Procurement Policy of WBMSCL.
 3. Preparation of Request for Proposal (RFP)/ Request for Quotation (RFQ), Service Level Agreement(s), etc for selection of service provider(s) for maintenance of Bio-medical equipment in the Medical Colleges / Hospitals of the State
 4. Advising on procurement process – single/ double stage bidding, eligibility criteria, financial bid parameter, technical and financial evaluation parameters, selection process, etc.
 5. Bid process management, covering analyzing tenders / bids till signing of contract with selected service provider(s), attending pre-bid meeting, responding to bidders queries, recommending bidder(s) selection according to models, etc
 6. Monitoring operations:
 - i. Preparing guidelines, standard operating procedures for effective monitoring of maintenance activities.
 - ii. Identifying and recommending appropriate performance indicators for incorporating in the service level agreements of service provider(s) for monitoring the maintenance of Bio-Medical equipment in the Medical Colleges / Hospitals of the State.
 - iii. Reviewing progress (monitoring) to assess interim performances of the service provider(s) in accordance with the terms of contract / agreements, timeline and standard of performance.
 - iv. Regular monitoring and providing feedback, highlight / flag issues of significance on immediate basis.
 - v. Advising on corrective action or contract termination, as the case may be, related to the maintenance services of the service provider(s)
 7. Service Provider Facilitation:
 - i. Supporting WBMSCL in mapping and assessing service provider resources, developing a data base on maintenance service providers of Bio-medical equipment.
 - ii. Facilitating service provider consultation / dialogue and helping in designing and implementing plan for service provider engagement in line with State's policy.
 8. Any aspect, over and above the ones mentioned above, which are related to the core activity of this RFP, has to be taken up by the TA.