



**MALABAR CANCER CENTRE**  
**(POST GRADUATE INSTITUTE OF ONCOLOGY SCIENCES & RESEARCH)**  
(An autonomous centre under Government of Kerala)




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**NOTICE INVITING EXPRESSION OF INTEREST (EOI)**  
**FOR NIRF RANKING**

**Reference No: MCC/392/2024-P4-GAD**

	<p><b>MALABAR CANCER CENTRE</b> <b>Post Graduate Institute of Oncology Sciences and Research</b> (an autonomous Institution under Government Of Kerala) Thalassery, Kannur Dist., Kerala-670 103 Phone:+91 490 2355881,Fax:91 490 2355880 Email: mcctly@gmail.com, Web: www.mcc.kerala.gov.in</p>
<p>No. Dated 13/12/2024</p> <p><b><u>EXPRESSION OF INTEREST</u></b></p> <p>MCC-PGIOSR invites Expression of Interest (EOI) Consultancy works for NIRF Ranking Last date of submission of EOI is on <b>23/12/2024</b>. For details, please visit our website. <a href="http://www.mcc.kerala.gov.in">www.mcc.kerala.gov.in</a></p> <p>S/d <b>DIRECTOR</b></p>	

**Email: [purchase@mcc.kerala.gov.in](mailto:purchase@mcc.kerala.gov.in)**

**Website: [www.mcc.kerala.gov.in](http://www.mcc.kerala.gov.in)**

## EOI FOR CONSULTANCY WORK FOR NIRF

**Malabar Cancer Centre (Postgraduate Institute of Oncology Science & Research), Thalassery** is an autonomous institution under Health and Family Welfare Department, Government of Kerala, established under Societies Registration Act XXI of 1860. The institution is located at Kodyeri, Thalassery of Kannur District and was established in 2001 and the clinical services were started in the same year. At present MCC-PGIOSR has 300 in-patient bed strength and the Institute caters to patients from 7 Districts of Northern Kerala in addition to the neighboring states of Tamil Nadu, Karnataka and Mahe (a total population of over 1.5 crores). The main objective of the Centre is not only to provide comprehensive cancer care but also to develop as a Research and Training Centre of international standards. The control and management of the Centre are vested in the Governing Body, consisting of 23 members, with the Hon'ble Chief Minister of Kerala as the Chairman. The routine activities and functions of the Centre are supervised by the Executive Committee, with the Secretary, Department of Health and Family Welfare, Government of Kerala being the Chairman of the Committee. The members in the Governing Body and Executive Committee are functioning by virtue of their official positions. MCC-PGIOSR is providing a full spectrum of oncological care as an autonomous not-for-profit institution funded by the State Government and other sources.

Patients are categorized according to their economic status and using various financial assistance schemes of the Government and patient support systems of MCC-PGIOSR, around 90-97% are treated either free of cost or at subsidized rate using any of the financial assistance scheme. It has been undertaken that no patients will be denied treatment for financial reasons. Patients and bystanders are provided free food in addition to Dormitory for staying within the campus.

Malabar Cancer Centre, PGIOSR, is primary focused on Academic and Research work and affiliated to National Medical Council (NMC) Kerala University of Health Science (KUHS), National Board of Educations (NBE) for various course like DM Oncopathology, DNB, DrNB, FNB, BSc Nursing, BSc MRTetc.

MCC – PGIOSR is inviting EOI(**Two bid system, Technical Bid and Financial Bid**) for Consultancy services for National Institutional Ranking Framework

(NIRF) Ranking for MCC, PGIOSR's.

The Tender Document can be downloaded from Institute website [www.mcc.kerala.gov.in](http://www.mcc.kerala.gov.in) and bid is to be submitted physically in the Tender Box provided in the purchase section of **Malabar Cancer Centre, PGIOSR, Moozhikkara (P.O), Thalassery, Kannur District, Kerala, India-670103** up to the last date and time of submission of tender.

Any queries relating to the process of bid submission or queries relating to the same may be e mail to [purchase@mcc.kerala.gov.in](mailto:purchase@mcc.kerala.gov.in) for clarification.

#### **IMPORTANT DATES**

<b>Sr.</b>	<b>Particulars</b>	<b>Date</b>
1	Date of Online Publication /Download of Document (Re EOI)	13/12/2024
2	Pre-Bid Meeting	Not Applicable
3	Bid Submission Start Date	13/12/2024
4	Bid Submission Close Date	23/12/2024
5	Opening of Technical Bids	24/12/2024, 10 am

#### **AMENDMENT TO BIDDING DOCUMENTS:**

At any time prior to the due date for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

All prospective bidders who have down loaded the EOI should surf Institute website from time to time to know about the changes / modifications in the EOI Document. The changes / modifications would also be hosted on the website of the Institute and all prospective bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.

The Director, MCC-PGIOSR reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without giving any notice or assigning any reason and not bound to accept the lowest tender keeping in view the Interest of the Institute. The decision of the Director, MCC-PGIOSR in this regard shall be final and binding on all.

## **GENERAL TERMS AND CONDITIONS**

- At the first stage, the Technical Bids shall be opened on due date and technical evaluation shall be carried out based on the Technical Bid Proforma, documents submitted in support, tendered terms, conditions, eligibility etc. Tenderer who submits Financial Bid with Technical Bid shall be disqualified.
- Bidders technically disqualified shall be intimated.
- The Financial bids of only those tenderers will be opened who are declared qualified by the Technical Evaluation Committee. If tenderer quote NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered. In case of multiple tenderer emerging as Lowest(L1), the contract shall be then awarded to the tenderer amongst considering the number of institution coming under Rank 100 in NIRF.
- The tender is not transferable under any circumstances.
- Telegraphic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
- Tender in any form other than the prescribed form issued by MCC-PGIOSR shall not be considered and will be summarily rejected.\
- The term/duration of the consultancy work for NIRF Ranking is one year/one session.

## **SPECIFIC TERMS AND CONDITIONS**

1. The company should be a **registered entity**
2. The company should have at least 2 years of experience in providing consultancy services to NIRF Ranking
3. Agency must fulfill all the requirements given in the Technical Bid and terms and conditions of the tender.
4. Photocopies & supporting documents submitted should be legible.
5. Jurisdiction: The contract will be subject to Thalassery Jurisdiction, In case of any dispute, only Thalassery Court/Kerala High court will have jurisdiction.

## **SCOPE OF WORK**

1. Orientation on NIRF Overview and Significance, Methodology and Metrics of the NIRF ranking framework to NIRF Team.
2. Training the NIRF team to understand the present data status, Interpretation of data format used in Data Capturing System (DCS)
3. Providing parameter-wise gap analysis report based on NIRF ranking year 2022, 2023 and 2024.
4. Quality enhancement measures to improve the marks of the low performing Parameters.
5. NIRF 2025 Data Analysis and score prediction and offer suggestions for Data optimization if necessary.
6. To assist the Institutional team in Final Data Validation – NIRF2025.
7. Assistance for uploading data into Data Capturing System (DCS) 2025.
8. Support for giving clarifications to queries raised by NIRF.

**TECHNICAL BID**

**EOI FOR CONSULTANCY WORK FOR NIRF RANKING**

<b>Sr.</b>	<b>Particulars</b>	<b>Mention Details( Highlight relevant portion of the attached Document as Annexure 1, 2... etc)</b>
1	Name of the company	Yes/ No, Attach Copy
2	Address of the company  Name, designation of contact person.  Land Line No  Mobile No  Email  (Submit proof of address having name of the Company/Agency/Proprietor–Copy of Latest Corporation Tax Receipt OR copy of latest Land Line Telephone Bill OR copy of latest Electricity Bill, Copy of the valid Shops and Establishment Registration certificate OR Copy of valid Lease Agreement etc.)	Submitted/Not Submitted  Name of the Document  Submitted : _____
3	Legal status – Individual / proprietary / partnership firm / limited company / corporation, etc.) (Submit Copy of the appropriate registration certificate)	Legal Status : Submitted / Not Submitted
4	Month and Year of commencement consultancy work	

5	<p>Statutory details of agency / firm / company (Photocopies of the Registration Certificate / Allotment letter in the name of the agency / firm / company issued by the concerned authority to be submitted):</p> <p>1] Registration number of the firm and date of issue. Copy of the Registration certificate valid as on date to be submitted. Renewal date to be highlighted.</p> <p>2] In case of company, registration number issued by Registrar of Companies and date of issue.</p> <p>3] Permanent Account Number (PAN).</p> <p>4] GST – Registration number.</p>	
7	<p>The company should have at least 2 years of experience in providing consultancy work</p> <p>Please do not submit Work Orders / Agreements.</p> <p>Client certificate as stated above only shall be considered.</p>	<p><b>Yes / No</b></p> <p>Submitted / Not Submitted</p>
9	<p>In case EOI is signed by the person other than the sole proprietor / owner, authorization given by the Executive Body authorizing the officer / partner for signing the tender documents for this tender to be submitted on letter head.</p>	<p>Submitted / Not Submitted / Not Applicable</p>
23	<p>Detailed Proposal in Company Letter Head Should be Annexed for evaluation</p>	<p>Proposal Should Contain the following details</p> <ol style="list-style-type: none"> <li>1. Company details</li> <li>2. Strategic Guidance</li> <li>3. Training and Capacity Building</li> <li>4. Advisory on Rankings Methodologies</li> <li>5. Reputation Management</li> <li>6. Data Analysis and Benchmarking techniques</li> <li>7. Accreditation and Quality Enhancement</li> <li>8. Policy and Governance Support</li> <li>9. Continuous Improvement</li> <li>10. Customised Solutions</li> <li>11. Global Visibility</li> <li>12. Payment Conditions</li> </ol>

		13. Sustainability and Long-term Planning 14. List of institution in NIRF who are assisted by your firm ( Attach Proof) 15. Conclusion
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Place:

Date:

Office Seal

Authorized Signatory

Name:

Designation:



(To be printed from the letter head of the company)

**Financial Bid**

Total Consultancy charges for NIRF related works. TDS will be recovered as per the prevailing rate on gross billed amount.

<b>S/N</b>	<b>Particulars</b>	<b>Total charges(Rs)</b>
1	Total Consultancy Charges inclusive of GST	

**Place:**

**Date:**

**Office Seal**

**Authorized Signatory**

**Name:**

**Designation:**

Approved for Publication

1. Website :[www.mcc.kerala.gov.in](http://www.mcc.kerala.gov.in) and social media