

**DEPARTMENT OF PHARMACEUTICALS  
MINISTRY OF CHEMICALS & FERTILIZERS  
GOVERNMENT OF INDIA**

**Calls for**

**EXPRESSION OF INTEREST (EOI)  
&  
Request for Proposal (RFP)**

For **selection of a Financial Institution** for disbursement and management of soft loans to Medium Sector Pharmaceutical enterprises out of a corpus fund proposed to be created by the Department of Pharmaceuticals (DoP) to render financial assistance under its proposed Scheme to be titled as **Pharmaceutical Technology Upgradation Assistance Scheme (PTUAS) to Medium Enterprises (MEs)** for compliance to WHO/ international GMPs)

**June 2015**

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## DISCLAIMER

- The Department of Pharmaceuticals (DoP), in the Ministry of Chemicals & Fertilizers has prepared this document to give interested parties background information on the Scheme titled as **Pharmaceutical Technology Upgradation Assistance Scheme (PTUAS) to Medium Enterprises (MEs)** for compliance to WHO/ international GMPs)
- While the DoP have taken due care in the preparation of the information contained herein and believe it to be accurate, neither Ministry of Chemicals & Fertilizers, Department of Pharmaceuticals of the Government of India, nor any of its authorities or agencies or any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied, as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.
- The information is not intended to be exhaustive. Interested parties are required to make their own inquiries before taking decision to submit their Expression of Interest. The information is provided on the basis that it is non-binding on Ministry of Chemicals & Fertilizers, Department of Pharmaceuticals, any of its authorities or agencies or any of their respective officers, employees, agents or advisors.
- Ministry of Chemicals & Fertilizers, Government of India reserves the right not to proceed with the Scheme or to change the configuration of the Scheme, to extend the time-table reflected in this document or to change the process or procedure to be applied for selection process etc. It also reserves the right to decline to discuss the matter further with any party expressing interest.
- No reimbursement of the cost of any type will be paid to persons or entities expressing interest in response to this document.

## SCHEDULE FOR THE SUBMISSION OF EOI

EVENTS	DATES
Date of availability of EOI document on Government's e-procurement website	22.06.2015
Date of publication in all editions of <b>The Times of India &amp; Economic Times</b> (in English) and <b>Navbharat Times &amp; Hindustan</b> (in Hindi)	28.06.2015
Date of availability of press ad and copy of EOI document on Department of Pharmaceuticals' website	29.06.2015
Last date for receiving queries	29.07.2015
Time and Date of Pre- Application conference in the Conference Room No. 220 - A Wing, Shastri Bhawan, New Delhi 110001	2.30 PM on 31.07.2015
Date of issue of Addendum, if any	03.08.2015
<b>Application Due Date</b> (last date of submitting proposals)	10.08.2015

The completed EOI documents have to be submitted before 1600 hrs on the Application Due Date along with the prescribed fee of Rs. 5000 and necessary attachments at the following address:

**Dr. M. Ariz Ahammed,**  
**Joint Secretary,**  
Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers,  
Room No 208 D Wing, Shastri Bhawan,  
New Delhi 110 001

For any further queries interested entities may contact the above authority on his Phone Number: **011-23074010 Fax: 011 23074011**

Incomplete EOI documents or those received after the prescribed Application due date viz. **10.08.2015** would stand rejected without any reference to the applicants.

## **DEFINITIONS**

**“Applicant”** means a reputed registered Financial Institution or Banking Institution registered under any law and having requisite experience and who has downloaded the EOI document from the website of Department of Pharmaceuticals in the Ministry of Chemicals & Fertilizers and applied for undertaking the job described in the said Eoi document.

**“Application”** means the EOI submitted by an Applicant interested in the Project in the prescribed format

**“MoC&F”** means Ministry of Chemicals and Fertilizers, Government of India

**“DoP”** means Department of Pharmaceuticals, who have invited the Applications for EOI.

**“EOI”** means Expression of interest

**“RFP”** means Request for proposal

**No.D-22019/18/2009-PTUAS Vol IV**  
**Government of India**  
**Ministry of Chemicals & fertilizers**  
**Department of Pharmaceuticals**

**EOI Notice dated 22<sup>nd</sup> June 2015**

**Subject:** Call for **Expression of Interest (EOI)** and **Request for Proposal (RFP)** for selection of a financial institution for disbursement and management of soft loans to Medium Sector Pharmaceutical enterprises out of a corpus fund proposed to be created by the Department of Pharmaceuticals to render financial assistance under **Pharmaceutical Technology Upgradation Assistance Scheme (PTUAS) to Medium Enterprises (MEs)** for compliance to WHO/ international GMPs)

**A. Background, Objectives & Scope of the Eoi:**

- 1 Pharmaceutical sector is one of the most promising sectors of the Indian industry, which is growing at more than 10% annum. Being knowledge based industry; it requires to be highly regulated, more particularly, when it relates to health concerns. One of the key regulations on the industry is **Good Manufacturing Practices (GMP)** being enforced to ensure quality production and putting in place pollution and environmental control measures. These stringent regulations are being enforced both at the State and Central levels through the concerned State Drug Controllers and Central Drug Standard and Control Organization (CDSCO) respectively. The developed countries like USA, Europe, Japan, Australia etc. have adopted more stringent regulations, which are being enforced by their regulatory bodies. Other developing countries generally follow World Health Organization (WHO)-GMP norms. Any export of drugs from India to such countries must adhere to these regulations.
- 2 As per the extant regulations, no enterprise can manufacture drugs without obtaining Schedule 'M' Compliance i.e. GMP certification in India. Of late, the Government procurement agencies too insist on a minimum of WHO-GMP certification for the manufacturers to qualify for participation in tenders. Hence, small and medium enterprises (SMEs) have to be WHO-GMP compliant, if these enterprises wish to compete with other giants/ MNCs in the domestic as well as International markets.
- 3 The market share of small and medium enterprises in domestic market is 40%, which is quite substantial. It is also worth mentioning that the investments on making the units WHO-GMP compliant would definitely improve the quality, efficiency and efficacy of drugs. But, the returns on such investments may not yield the revenue to compensate for the cost of such funding. Ministry of Micro Small and Medium Enterprises (MSME) has already launched a Scheme called Credit Linked Capital Subsidy Scheme (CLCSS) which caters to the requirement of SSI units. The new Scheme viz. **Pharmaceutical Technology Upgradation Assistance Scheme (PTUAS)** is being proposed to assist medium enterprises (MEs) in terms of soft loan at the interest rate of 5% per annum for making these units WHO-GMP compliant.

- 4 Under the PTUAS around 500 Medium scale Pharmaceutical enterprises are intended to be covered through soft loans upto Rs 4 crores per unit at a concessional rate of 5% per annum. The salient features of the Scheme may be referred to on the DoP's website: <http://www.pharmaceuticals.gov.in>.
- 5 To operationalize the Scheme the DoP approached the Expenditure Finance Committee (EFC) which suggested that financial institution may be selected to implement the Scheme under the aegis of Department of Pharmaceuticals, at minimum fee to be charged as administrative charges for the services rendered and also bear the risk of non-repayment of loans if any. **The bidder should specify the amount/ percentage of administrative/operating charges for the amount/ quantity of loans they successfully disburse and recover, say; the bidder to mention administrative charges for handling loans and recovery amounting to Rs 0-100 crores/ Rs 100-200 crores /Rs 200-300 crores/ Rs 300-400 crores or Rs 400 crores and above.**

**B. The Role of Financial Institution expected will be as follows:**

- 6(i) A Corpus Fund is proposed to be kept with the selected Financial Institution for disbursement of soft loan. The corpus fund would grow through interest earnings i.e. difference between interest charged from the MEs and the amount retained by Financial Institution and cash inflow, received through repayment of loans. The fund would be utilized as revolving fund to cover around 500 MEs during the 12<sup>th</sup> and 13<sup>th</sup> Plan periods under this Scheme.
- 6(ii) The selected Financial Institution would keep the unused funds of the corpus fund in fixed deposits and the interest earned thereon will be added to the corpus fund
- 6(iii) The Financial Institution would be required to return the Corpus Fund to Government of India along with the interest credited to the Corpus Fund after completion of 10 years from the launch of the Scheme, in 5 equal annual installments.
- 6(iv) If an account becomes a non-performing asset (NPA), **the credit risk would lie with the Financial Institution.** In case the account becomes NPA or unit does not implement the scheme as envisaged or do not adhere to the guidelines of the scheme, the soft loan would be converted into normal loan from the date of NPA/ date of non-adherence to the guidelines and would attract normal rate of interest
- 6(v) The Financial Institution would operate the scheme and issue operational guidelines to its branches. The Financial Institution would monitor the soft loan benefit extended to eligible MEs through their branches by developing appropriate accounting/ reporting and auditing of their accounts. The Financial Institution would also be represented in Technical Committee, constituted for resolving technical issues for

admissibility of items for the soft loan.

6(vi) The Financial Institution will disburse soft loans to Pharma MEs only after receiving clearance from Projects Funds Appraisal Committee (PFAC), to be constituted for verifying technical feasibility of soft loan disbursement claims. **The role PFAC will be limited to sanction and of loans. The disbursement of loan will be done by the operating agency.**

6(vii) To prepare and modify the EFC Note for approval of the Scheme from the Department of Expenditure or other regulatory agencies.

### **C. Expression of Interest (Eoi ) and Request for Proposals(RFP):**

7. The Secretary, Department of Pharmaceuticals, for and on behalf of the President of India, hereby invites Expression of Interest alongwith concrete Proposals from reputed Financial Institutions having adequate experience of operating similar Schemes of the Government of India The proposal has to be **submitted positively by 1600 hours on 10<sup>th</sup> August 2015.**

### **D. Validity of Proposal**

8. The proposal should be valid for a period not less than **ninety (90) days** from the due date for receiving the proposal.

### **E. Eligibility Criteria of applicants:**

9. The applicant Financial Institution should meet the following criteria;

9.1 The Financial Institution must have at least ten(10) years' experience in rendering financial services for industrial undertakings through specific programmes/ Schemes operating under the aegis of some Government agencies. Higher experience would get due proportionate weightage.

9.2 The Financial Institutions having exposure in dealing with Government sponsored work and expertise in successfully operating financial programmes including but not limited to the drugs & pharmaceutical sector shall be preferred.

### **F. Brief Description of the Selection Process:**

10. A two stage selection process will be adopted in evaluating the Proposals. In the first stage, a **technical evaluation** will be carried out. In the second stage, a **financial evaluation** will be carried out. Proposals will finally be ranked according to their combined technical and financial scores. The first ranked Institution shall be selected while the second ranked Institution will be kept in reserve.

### **G. Timeframe and Processing Fee**



11. PTUAS being a long term project, the assignment to the Financial Institution **shall be for a long duration spanning upto 10 years from the date of issue of Assignment Letter by the DoP.** Progress Reports shall have to be made available to the DoP from time to time and shall be scrutinized so as to ensure that the objectives of the Scheme are fulfilled.
12. A non-refundable processing fee of Rs. 5000 is to be submitted alongwith the application in the form of a Demand Draft payable to **The DDO, Department of Pharmaceuticals, Shastri Bhawan, New Delhi.**

#### **H. Right to reject any or all Proposals**

13. Notwithstanding anything contained in this EoI document, the DoP reserves the right to accept or reject any Proposal and to annul the entire Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.
14. The DoP reserves the right to reject any Proposal if:
  - a) At any time, a material misrepresentation is made or uncovered; or,
  - b) The Financial Institution fails to adhere to the detailed guidelines and does not provide, within the time specified by the DoP, the supplementary information that may be sought by the DoP for evaluation of the concerned Proposal.

#### **I. Submission of Proposals**

15. The Proposal shall be typed or written in ink and signed by the Authorized Signatory of the Financial Institution, who shall initial each page, in blue ink. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal. The Proposals must be properly signed as detailed below:

While submitting the Expression of Interest and the Technical Proposals, the applicant Firm shall, in particular, ensure that:

- a) CVs of the key professionals expected to be part of the implementing team of the Financial Institution have been submitted;
  - b) Applicant Organization meets the Conditions of Eligibility;
  - c) The CVs have been recently signed in blue ink by the individual and the Team Leader. Photocopy or unsigned / countersigned CVs shall be rejected; and
  - d) The CVs shall contain an undertaking from each of the Team Member(s) about his/ her availability for the period of implementing the PTUAS.
16. Failure to comply with the requirements spelt out in Clause 9 above regarding the Eligibility & Timeframe indicated vide Clause 11 shall make the Proposal liable to be rejected.

17. If a Financial Institution or any of its employees make(s) an averment regarding his/her qualifications, experience, or other particulars and it turns out to be false, or his commitment regarding availability for the Project is not fulfilled at any stage after signing of the Letter of Acceptance, all the concerned employees of the Financial Institution shall be debarred for any future assignment of the DoP for five years.
18. The Technical Proposal shall not include any financial information relating to the Financial Proposal.
19. The DoP reserves the right to verify all statements, information & documents, submitted by the Applicant Financial Institution in response to the present request for the Expression of Interest. Failure of the DoP to undertake such verification shall not relieve the firm of its obligations or liabilities hereunder nor will it affect any rights of the DoP thereunder.
20. In case it is found during the evaluation or at any time before the issue of Letter of Acceptance (LOA) that one or more of the eligibility conditions have not been met by the applicant Financial Institution or the Team has made a material misrepresentation or has given any materially incorrect or false information, the firm shall be disqualified forthwith if not yet shortlisted for the job .If the Financial Institution has already been issued the Letter of Acceptance(LOA), the same shall, notwithstanding anything to the contrary contained therein or in this request for Expression of Interest be liable to be terminated, by a communication in writing by the DoP without the DoP being liable in any manner whatsoever to the Applicant.
21. The Proposal will have to be sealed in an outer envelope, which will bear the address of the DoP, EoI Notice No., Financial Institution's name, and the address of the Team Leader. It shall bear on top, the following:

**“Do not open, except in the presence of the Authorized Persons”**

If the envelope is not sealed and marked as instructed above, the DoP assumes no responsibility for misplacement or premature opening of the contents of the Proposal submitted.
- 21(a) The aforesaid outer envelope will contain two separate sealed envelopes; one clearly marked **“Technical Proposal”** and the other clearly marked **“Financial Proposal”**. The envelope marked **“Technical Proposal”** shall contain the Application in the prescribed format along with relevant Forms and supporting documents.
- 21(b) The envelope marked **“Financial Proposal”** shall contain the financial proposal(bid) indicating the minimum rate of service charges envisaged for implementing the PTUAS in the prescribed format.
22. The Technical Proposal and Financial Proposal shall be typed or written

in ink and signed by the authorized signatory of the Financial Institution. All pages of original Technical Proposal and Financial Proposal must be numbered and initialed by authorized signatory (on behalf of Financial Institution) signing the Proposal.

23. The completed Proposal must be delivered on or before the specified time on the due date as per Clause 24. **Proposals submitted by fax or e-mail shall not be entertained.**
24. The Proposal shall be made in the Forms specified in this EoI. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents.
25. The rates quoted shall be firm throughout the period of operation of PTUAS. Performance of the assignment after acceptance of the responsibility by the Financial Institution will be regularly monitored by the DoP and discharge of all obligations of the Financial Institution under the Agreement shall have to be fulfilled.

#### **J. Financial Proposal**

26. Applicants shall submit the financial proposal in the Forms at Annex 3 clearly indicating the total service charges for the job(both in figures and words), in Indian Rupees or as percentage of interest earnings as the case may be, and signed by the authorized signatory of the firm. In the event of any difference between the figures and words, the amount indicated in words shall be taken into account. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall be taken into account.
27. While submitting the Financial Proposal, the firm shall ensure the following:
  - 27(a) All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel, accommodation, travelling, printing of documents, taxes etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final & binding. In case any assumption or condition is indicated in Financial Proposal, it shall be considered non-responsive and liable to be rejected.
  - b) The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per applicable laws.
  - c) Costs (including break-up of costs) shall be expressed in Indian rupees(INR).

## **K. Proposal Due Date**

- 28) The proposals should be submitted on or before 1600 hours on the application due date (10.08.2015) at following address:

**Dr. M. Ariz Ahammed,**

**Joint Secretary,**

Department of Pharmaceuticals, Ministry of Chemicals & Fertilisers,

Room No 208 D Wing, Shastri Bhawan,

New Delhi 110 001

For any further queries interested entities may contact the above authority on his Phone Number: **011-23074010 Fax: 011 23074011**

## **M. Late Proposals**

- 29) Proposals received by the DoP after specified time on the Due date shall not be eligible for consideration and shall be summarily rejected.
- 30) Any alteration / modification in the Proposal or additional information or material supplied subsequent to the due date, unless the same has been expressly sought for by the DoP, shall be disregarded.

## **N. Evaluation Process**

- 31) The DoP shall open the Proposals at 1700 hours on the Due date, and in presence of Applicants who choose to attend. The envelopes marked "Technical Proposal" shall be opened first. The envelopes marked "Financial Proposal" shall be kept sealed for opening at a later date.
- 32) Prior to evaluation of Proposals, the DoP will determine whether each Proposal is responsive to the requirements of the EoI. A Proposal shall be considered responsive only if:
- a) it is received in the specified format;
  - b) it is received by the Due date including any extension thereof;
  - c) it is signed, sealed and marked as stipulated;
  - d) it contains all the information (complete in all respects) as requested in the EoI
  - e) it does not contain any condition or qualification; and
  - f) it is not non-responsive in terms hereof.
- 33) The DoP reserves the right to reject any Proposal, which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by the DoP in respect of such Proposals.

34) The Technical Evaluation will be in the following format.

Details	Marks	Criteria
Relevant experience of the Financial Institution and its team of experts	30%	Number of years' experience as Financial Institution in rendering Financial services. More weightage will be accorded for the exposure and experience in running Government sponsored Schemes.  Out of total 30% marks 10 marks will be awarded to the applicant with 10 years. Proportionately higher marks will be awarded to higher years of experience
	30%	Level of experience, especially of the team of experts to be involved in the implementation of Government sponsored Schemes.
	40%	Nature of work-specific experience and expertise for carrying out implementation of Schemes related chemicals sector including drugs and pharmaceutical Industry .  Out of 40%higher marks will be awarded to the applicants that have worked on Government sponsored Schemes and in the field of drugs & Pharma sector.
Total	100%	

35) After the technical evaluation, the DoP would prepare a list of pre-qualified Applicants for opening of their Financial Proposals. The opening of Financial Proposals shall be done in presence of Applicants who choose to be present. The DoP will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Selection Process.

#### **N. Clarifications:**

36) To facilitate evaluation of Proposals, the DoP may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the DoP for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing. If an Applicant does not provide clarifications sought above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the DoP may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding.

#### **O. Evaluation of Technical Proposals:**

37) In first stage, the Technical Proposals will be evaluated based on the experience of the Financial Institution. Only the Applicants whose Technical Proposal's score is 70 marks or more out of 100, shall qualify for further consideration, and shall be ranked from highest to lowest on the basis of their technical score (ST).

38) The scoring criteria to be used for evaluation shall be based on the number of years of experience and its relevance to the proposed scope of work. The minimum eligibility will be determined on the basis of minimum requirement of experience of rendering financial services for Government sponsored Schemes as indicated above. For successful implementation of at least two or more Government Schemes, additional weightage shall be accorded on a pro-rata basis.

**P. Evaluation of Financial Proposal:**

- 39) In the second stage, the Financial Evaluation will be carried out and each Financial Proposal will be assigned a financial score (SF).
- 40) For financial evaluation, the total cost indicated in the Financial Proposal will be considered.
- 41) The DoP will determine whether the Financial Proposals are complete, unqualified and unconditional. The service charges indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the Financial Institution to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the applicant firm. The lowest Financial Proposal ( $F_M$ ) will be given a financial score ( $S_F$ ) of 100 points. The financial scores of other proposals will be computed as follows:

$$S_F = 100 \times F_M / F \text{ (F = rate of service charges in the Financial Proposal)}$$

**Q. Combined Technical and Final Evaluation:**

- 42) Proposals will finally be ranked according to their combined technical ( $S_T$ ) and financial ( $S_F$ ) scores as follows:

$$S = S_T \times T_w + S_F \times F_w$$

Where S is the combined score,  $T_w$  and  $F_w$  are weights assigned to Technical Proposal and Financial Proposal that shall be 0.80 and 0.20 respectively.

- 43) The Selected applicant shall be the first ranked firm (having the highest combined score). The second ranked firm shall be kept in reserve in case the first ranked firm withdraws, or fails to comply with the requirements as the case may be.

## **R. Award of Study:**

- 44) After selection, a **Letter of Award(LOA)** shall be issued, in duplicate, by the DoP to the Selected Financial Institution and the Financial Institution shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. The LOA shall constitute the Agreement for the purpose of this consultancy assignment.

## **S. Proprietary data**

- 45) All documents and other information provided by the DoP or submitted by a Financial Institution to the DoP shall remain or become the property of the DoP. Financial Institutions are to treat all information as strictly confidential. The DoP will not return any Proposal or any information related thereto. All information collected, analyzed, processed, or in whatever manner provided by the Financial Institution to the DoP in relation to the this call for EoI shall become the property of the DoP.

## **T. Deliverables and Payment to the Financial Institution.**

- 46) The Financial Institution assigned the job will implement the Scheme and start disbursement of the loans to eligible MEs. The billing for the services rendered will be made on the basis of funds disbursed or received from the Government and repayments of loans as per pre-decided and DoP approved norms. Payments in respect of the Services shall be made as follows:-
- 46(a) The DoP shall consider the bill and approve the payment in consultation with the Internal Finance Division of the DoP and cause the payment due to the Financial Institution to be made within 30 (thirty) days after the receipt by the DoP of duly completed bills with necessary particulars.
- 46(b) All payments due under this Scheme shall be made to the bank account specified by the Financial Institution. Alternatively, the Financial Institution may be authorized to deduct the billed amount after it has been cleared by the Department and notified to the Financial Institution.

## **U. Performance Security**

- 47) The DoP shall retain by way of Performance Security 5 % (five percent) of all the amounts due and payable to the Financial Institution, to be appropriated against breach of Agreement or for recovery of liquidated damages. The balance remaining Performance Security shall be returned to the selected Financial Institution in case the operation of Scheme is cancelled by the Government for the reasons to be recorded in writing.

**V. Liquidated Damages for error/variation**

48) In case any error or variation is detected in the accounts submitted by the Financial Institution and such error or variation is the result of negligence or lack of due diligence on the part of the Financial Institution, the consequential damages thereof shall be quantified by the DoP in a reasonable manner and recovered from the Financial Institution by way of liquidated damages, subject to a maximum of 10 % (ten percent) of the service charges accrued to the Financial Institution in the relevant financial year.

**W. Appropriation of Performance Security**

49) The DoP shall have the right to appropriate the Performance Security, in whole or in part, without notice to the firm in the event of breach of Agreement or for recovery of liquidated damages.

**Y. Miscellaneous:**

50) The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.

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**Particulars of the Financial Institution**

1	Name of the Financial Institution
2	Name/ designation, and contact details of the Officer to be contacted : Name: Designation: Address: Phone No: E-mail address:
3	Name, designation, and contact details <b>of each of the other Members</b> of the Team to be involved, in the following manner: Name: Designation: Address: Phone No: E-mail address:
4	<b>For the Financial Institution</b> Brief information about the background indicating the annual turnover of the Financial Institution during last three Financial years. Details about the Schemes operated by the Financial Institution in the field of extending loans to manufacturing sector including the chemical Industry as well as Drugs & Pharma Industry. Information may also be provided about operation of specific Government sponsored Schemes. Accomplishments and failures, if any may be specifically brought out.
3	<b>For all Experts/ Leaders:</b> a) Number of Years in experience in dealing with financial matters including rendering Financial services b) Details of employment/experiments as required in terms of clauses 9 c) Number of years of experience in Financial Institutions d) Detailed write up about actual role played and professional accomplishments thereof (not more than 200 words).
4	For the Expert Members of the team, state the following information: a) Have the experts and members been penalized by any organization for poor quality of work or breach of contract in the last five years? .....: Yes/No b) Have the experts and Members ever failed to complete any work awarded to it by any public entity/ the DoP in last five years? .....Yes/No c) Have the experts and members been blacklisted by any Government department/Public Sector Undertaking in the last five years? Yes/No d) Have the experts and members, suffered bankruptcy/insolvency in the last five years? .....Yes/No

**Curriculum Vitae (CV) of each of the Main Experts to be involved in implementation of the Scheme (in following format):**

- 1) Name of Person:
- 2) Date of Birth:
- 3) Nationality:
- 4) Educational Qualifications:
- 5) Membership with Professional Associations/Bodies:
- 6) Other Trainings:
- 7) Countries of Work Experience:
- 8) Employment Record:  
(Starting with present position, list in reverse order every employment held.)
- 9) Details of financial services & Government sponsored Schemes wherein the expert has worked on and his contribution thereto.

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## Financial Proposal Form 1: Covering Letter

(Date and Reference)

To,

**Dr. M. Ariz Ahammed,****Joint Secretary,**

Department of Pharmaceuticals, Ministry of Chemicals &amp; Fertilisers,

Room No 208 D Wing, Shastri Bhawan, New

Delhi 110 001

Subject: **Response to the invitation of Expression of Interest (EOI) and Request for Proposal (RFP)** for selection of a Financial Institution for disbursement and management of soft loans to Medium Sector Pharmaceutical enterprises out of a corpus fund proposed to be created by the Department of Pharmaceuticals to render financial assistance under **Pharmaceutical Technology Upgradation Assistance Scheme (PTUAS) to Medium Enterprises (MEs)** for compliance to WHO/ international GMPs)

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Dear Sir,

We, \_\_\_\_\_ (Authorized signatory's name) herewith enclose Expression of Interest and the Financial Proposal for above.

We agree that this offer shall remain valid for a period of 90 (sixty) days from the due date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and  
Designation of the Authorized signatory)

- 1) The financial evaluation shall be based on the Proposal.
- 2) No escalation on any account will be payable on the above amounts.
- 3) All payments shall be made in Indian Rupees and shall be subject to applicable Indian laws, withholding taxes if any.