

Expression of Interest
(EOI) For
Research, Documentation and Consultancy

*“Conducting Study of various schemes of GOI/ HP Govt. Departments/
Boards/Corporations etc.”*

H.P. Institute of Public Administration
Fairlawn, Shimla-171012 (H.P.)

6th September, 2021

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**H.P. Institute of Public Administration
Fairlawn, Shimla-171012 (H.P.)**

EXPRESSION OF INTEREST

Reference Number: HIPA(Trg.)G(Res.Doc)10/2021 Dated: -----

H.P. Institute of Public Administration (HIPA), Fairlawn, Shimla invites **Expression of Interest from Individuals/ NGOs/ firms/ other concerned organisations for Consultancy, Research, & Documentation to conduct Study of various schemes of GOI/ HP Govt. Departments/ Boards/Corporations etc.** on or before 30.09.2021 till 3.00PM. The Offer should be submitted to undersigned through online/ offline mode. The details may be viewed/downloaded from website www.himachal.gov.in/hipa on or after 6th September, 2021 .

**Director,
H.P. Institute of Public Administration (HIPA),
Fairlawn, Shimla-171012 (H.P.)**

2.0 LETTER OF INVITATION

- 2.1** H.P. Institute of Public Administration (HIPA), Fairlawn, Shimla invites **Expression of Interest from Indian Individuals/ NGOs/ firms/ other concerned organisations** on or before 30.09.2021 till 3.00PM. The offer should be submitted to undersigned through online/ offline mode for providing Research, Documentation and Consultancy Services. The details may be downloaded from website www.himachal.gov.in/hipa.
- 2.2** The EOI Document containing qualification criteria, submission & scope of work and method of evaluation etc. is explained in proceeding paragraphs.
- 2.3** The EOI Document is also available on website www.himachal.gov.in/hipa.
- 2.4** Proposal may be submitted through offline/ online mode in a password protected PDF file titled as "EOI for providing Research, Documentation and Consultancy Services. The bidder must not share the password with the proposal submission. Password will only be disclosed by the bidder when requested at the time of opening of bids. In case offline submission, the same may be submitted in sealed involved to Director HIPA duly superscribed as **“Expression of Interest for providing Research, Documentation and Consultancy Services.”**
- 3.0** Queries, if any, may be referred in writing to the Director HIPA, at the above mentioned address or Telephone No. 9418052409 or at E-mail **hipa-hp@nic.in**

S. No.	Critical Dates	Date	Time
1.	Publishing Date Pre-Bid Meeting Pre-Bid Clarification	25-08-2021	
2.	Document Download Start Date	06-09-2021	05:00PM
3	Document Download End Date	10-09-2021	05:00PM
4.	Pre-bid meeting Date	11-09-2021	02:30PM
5.	Bid Submission Start Date	12-09-2021	11:00AM
6.	Bid Submission End Date	30-09-2021	05:00PM
7.	Bid Opening Date	03-10-2021	05:00PM

Encl.: EOI Document.

Director
H.P. Institute of Public Administration

Expression of Interest

4.0 Aims & Objectives:

- 4.1 The objective of this Expression of Interest is to shortlist reputed **Individuals/ NGOs/ firms/ other concerned organisations**, for conducting Research, Documentation and Consultancy Services for carrying out the studies of various schemes of GOI/HP Govt. Departments/ Boards/ Corporations and its outcome. Shortlisted **Individuals/ NGOs/ firms/ other concerned organisations will be engaged for such studies on agreed terms and conditions.**

5.0 SCOPE OF WORK

- 5.1 Documentation of schemes/ programme including flagship programme of GOI/State Govt being implemented in the State of Himachal Pradesh.
- 5.2 Impact/Evaluation and other demand based studies concerning schemes/ programme including flagship programme of GOI/State Govt being implemented in the State of Himachal Pradesh.
- 5.3 Studies related to capacity building/ module development/ TNA of various Departments/ Boards/ Corporations of state of Himachal Pradesh .
- 5.4 IEC Activity Plan/ Awareness Programme modules of GOI/State scheme of various Departments/ Boards/ Corporations of state of Himachal Pradesh .
- 5.5 Research and case studies on various issues/ sectors of GOI/State scheme of various Departments/ Boards/ Corporations of state of Himachal Pradesh
- 5.6 The detailed activities of the different wings of concerned departments will be provided to shortlisted firms/ agencies/individuals etc by HIPA in its website. However, the major activities of all the departments/ boards/ corporations etc can be viewed in the respective website.

6.0 Cost of EOI

- 6.1 The EOI document is available at cost of Rs 1000/-(One thousand only) in form of Demand Draft from any Scheduled Bank payable at Shimla in favour of Director H.P. Institute of Public Administration, Fairlawn, Shimla. The soft copy may also be downloaded from www.himachal.gov.in/hipa for which interested parties are required to submit the tender cost in form of Demand Draft of Rs 1000/-(one thousand only) along with the EOI.

7.0 Critical Information regarding submission of EOI

- 7.1 Interested parties are advised to study this EOI document carefully before submitting their proposals in response to EOI notice. Submission of Proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, condition and implications.

8.0 Venue & Last date for submission of proposal

- 8.1 Proposal, in its complete form in all respects as specified in the EOI, must be submitted to Director HIPA at the address specified herein earlier. In exceptional circumstances and at its discretion, Director HIPA may extend the last date for submission of proposals by issuing an amendment to be made available on HIPA website, in which case all rights and obligations of HIPA and the bidders previously subject to the original last date will thereafter be subject to the last date as

extended.

9.0 Validity of Offer:

- 9.1** 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.

10.0 Terms of Reference

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

11.0 Instructions to Bidders

- 11.1** The Expression of Interest is to be submitted either in the physical form or electronic form in the manner as prescribed below:-

(i) Physical Submission

All information as detailed below is to be submitted at the address specified herein earlier in two hard copies separately sealed envelopes and one soft copy through email:-

- 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 on payroll as per Format-4.
- e) Financial strength of bidders as per Format-5.
- f) Additional information as per Format-6.
- g) Declaration as per Format-7.
- h) Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.
- i) Bid document duly signed by authorized signatory on each and every page.

(ii) Electronic submission

- (a) Proposal may be submitted in the requisite formats through electronic mode in a password protected PDF file titled as "EOI for conducting Research, Documentation and Consultancy Services for carrying out the studies of various schemes of GOI/HP Govt. Departments/ Boards/ Corporations and its outcome ".
- (b) The proposal may be mailed to **hipa-hp@nic.in**
- (c) The bidder must not share the password with the proposal submission.
- (d) Password will only be disclosed by the bidder when requested at the time of opening of bids.
- (e) All requisite documents as per 11.1(a) should be uploaded duly digitally signed.

12.0 EOI Documents have been hosted on the website www.himachal.gov.in/hipa and may be downloaded from the website.

12.1 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.

13.0 Qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible Bidder should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

S.No.	Pre-qualification Criteria	Supporting Document	Compliance
1.	The applicant shall be Individual/firm/ company/ partnership/ Institution etc registered under the Indian Companies Act, 1956/ the partnership Act, 1932/ relevant Acts except individuals	Copy of Certificate of incorporation and Partnership Deed, if any.	
2.	The bidder should be in the business of providing similar services for at least 02 years as on 31.03.2019.	Certificate by Company Secretary of the Bidder's organization	
3.	The Bidder should have an annual turn over of Rupees five lakhs in each of the last 2 consecutive Financial Years FY 2017-18 & 2018-19) from only consultancy Services rendered in India except individual	CA certified document with name of CA registration number, signature and stamp except individual	
4	Individual bidders should submit their ITR for FY 2017-18 & 2018-19 with Income of atleast 5 lakhs. The existing scholars enrolled in State Universities are exempted for ITR.	Copies of ITR	

5.	The Bidder shall have experience of providing: i. Three similar completed consultancy services to Central Govt./State Govt./PSUs/ Govt. bodies in India costing not less than Rs. 5 Lakh each or ii. Two similar completed services costing not less than Rs. 7.5 Lakh each or iii. One similar completed services costing not less than Rs. 10 Lakh	Copy of Work Order / Contract
6.	The bidder except individual should have at least 03 full time consultants or experts on different subjects on its pay rolls	Certificate by Statutory Auditor or Company Secretary of the Bidder's organization
7.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies	Certificate signed by the Authorized signatory
8.	PAN No. / Service Tax Registration Certificate	Copy of Certificate to be enclosed.
9.	Preference will be given to agency/organization/ individuals having prior experience in Review/Appraisal of Centrally Sponsored Scheme/ State schemes for any Central /State Govt. / Govt. Autonomous Bodies in Himachal Pradesh	Documentary to be enclosed.

14.0 Pre- Bid Meeting :

- 14.1** Director shall hold a pre-bid meeting with the prospective bidders on 11-09-2021 in the premises of Himachal Pradesh Institute of Public Administration Fairlawns Shimla. The bidders will have to submit their queries for pre- bid meeting by 08-09-2021 before 5.00PM to Director/ Addl. Director Himachal Pradesh Institute of Public Administration Fairlawns Shimla or through email at hipahp@nic.in.
- 14.2** All queries to be raised in pre-bid meeting will relate to the EOI alone and no queries related to scope of the work for conducting Research, Documentation and Consultancy Services will be entertained. These issues will be amply clarified at the REP stage.
- 14.3** The pre-bid queries for the expression of interest for shortlisting of Research, Documentation and Consultancy Services under administrative control of Himachal Pradesh Institute of Public Administration Fairlawns Shimla will be submitted in the following format.

Name & Address of bidders with contact No						
Sr No	Page No	Section	Sub-Section	Heading	Existing Clause	Suggestion/ change/ clarification

15.0 Bidders Enquiries Response for HIPA

- 15.1** All enquiries/clarifications from the bidders related to this EOI must be intimated in writing exclusively to the contact person notified in this EOI document
- 15.2** Preferred mode of submitting written questions to the aforementioned contact persons would be through email.
- 15.3** Telephone calls will not be accepted
- 15.4** In no event will the Director HIPA be responsible for ensuring that bidders' enquiries have been received by HIPA.
- 15.5** After circulation of EOI, the contact person notified by Director HIPA will start accepting written questions from the bidders
- 15.6** Director HIPA will endeavor to provide a full, complete, accurate and timely response to all questions. However Director HIPA makes no guarantee as to the completeness or accuracy of any response nor does HIPA undertake to answer all the queries that have been posed by the bidder. The responses to the queries from all bidders will be circulated to all.

16.0 Amendment of EOI document

- 16.1** At any time prior to last date for receipt of bids, Director HIPA may for any reasons whether at its own initiative or in response to clarification requested by a prospective bidders may modify the EOI document by an amendment.
- 16.2** The amendment will be published in the HIPA website i.e. on 15-09-2021.
- 16.3** In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing bids, Director HIPA may, at its discretion, extend the last date for the receipt of bids.
- 16.4** The bidders will be allowed to resubmit their bids, if required, after such amendments.

17.0 Evaluation Criteria and Method of Selection:

- 17.1** Stage I: Expression of Interest(EOI)
 - 17.1.1** EOI will be evaluated by an evaluation committee for short listing agencies/ institutions/ individuals as per the pre-eligibility criteria given in this EOI. The decision of the evaluation committee will be final.
 - 17.1.2** HIPA will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience from HIPA/ other State Government Departments.
 - 17.1.3** Short listed agencies will be issued formal Request for Proposal (**RFP**)/ **Bid Documents at a later date.**
- 17.2** Stage II: Request for Proposal (RFP)
 - 17.2.1** HIPA shall circulate a detailed RFP among the shortlisted vendors only.
 - 17.2.2** The shortlisted vendors may also carry out the required study of the requirements, at their own cost, based on the RFP.
 - 17.2.3** The shortlisted vendors shall submit a detailed Technical and Financial Proposal as per RFP document. The bidding process shall be a two-stage process.
 - 17.2.4** The technical proposals submitted by the vendors shall include all details as per RFP shared with them (to be provided later to the shortlisted vendors only) and shall be evaluated by a Technical Evaluation Committee and marks assigned, to a maximum of 70.
 - 17.2.5** The financial proposals shall be submitted as per RFP format shared with them (to be provided later to the shortlisted vendors only) and shall be evaluated by the Evaluation Committee and marks assigned to a maximum of 30.
 - 17.2.6** The combined score of technical and financial will be taken into consideration and the vendors shall be ranked as per the combined score and shall be selected for further contract/ discussion.
 - 17.2.7** The Director, HIPA may empanel more bidders other than lowest one subject to the condition that such bidders agree to execute the work on L1 rates.
 - 17.2.8** The vendor should have technically qualified and well experienced in-house resource base.

18.0 Response:

- 18.1** 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.

19.0 Conflict of Interest:

- 19.1** Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform HIPA, detailing the conflict in writing as an attachment to this Bid.
- 19.2** Director HIPA will be the final arbiter in cases of potential conflicts of interest. Failure to notify HIPA of any potential conflict of interest will invalidate any verbal or written agreement.
- 19.3** 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.

20.0 Condition under which EOI is issued:

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

21.0 Last date of submission of EOI:

The last date of submission of EOI is **30.09.2021 (05:00PM.)**.

Bid Opening Date & Time is **03.10.2021 (05:00PM.)**.

22.0 Performance Security:

The shortlisted firms/ Individuals after award of work shall have to deposit performance security in shape of Bank Guarantee/ FDR of Scheduled Bank pledged in favour of Director HIPA @10% of work order.

- 23.0 Validity of Offer:** The offer shall be valid initially for a period of one year which can be extended for further desirable period on agreed rates and terms and conditions subject to satisfactory performance.

24.0 Payment Schedule:

- 24.1** No payment will be made in advance for any services and all payment will be released within 30 days from the completion of awarded work.

25.0 Penalty:

The awarded work will be completed within 90 days or other prescribed period from the date of work award letter. In case of delay in the completion of work, the penalty will be imposed at the rate:

- 25.1** 1% of the cost of the work for every week of delay of work up to four weeks.
- 25.2** 2% of the cost of the work for every week beyond four weeks up to eight weeks for any delay..
- 25.3** 5% of the cost of the work for any delay beyond eight weeks. The whole period (proceeding and succeeding) will be charged @ 5% penalty.
- 25.4** After eight weeks, the contract shall be treated as cancelled and process for forfeiture of EMD

and Performance Security will be initiated and firms/ individuals shall be declared as blacklisted.

26.0 Award of Contract:

26.1 The Director HIPA reserves the right to accept or any or all bids without assigning any reasons.

26.2 Prior to the expiry of the period of bid validity, Director HIPA will notify the successful bidders.

26.3 The work will be awarded from time to time during validity period on the basis of requisitions/ demands received for such works/ services from GOI/State Govt. Departments/ Boards/ Corporations etc.

26.4 Within ten days of receipt of the contract form, the offered bidder who has previously been declared as successful shall sign and date the Contract and return it to Indenting Officer. Any incidental expenses of execution of agreement shall be borne by the respective offered bidders.

27.0 Settlement of legal disputes :

Legal disputes if any shall be subject to the Jurisdiction of Hon'ble High Court Himachal Pradesh.

28.0 FORMATS FOR SUBMISSION:

FORMAT – 1

APPLICANT'S EXPRESSION OF INTEREST

To

The Director,
Himachal Pradesh Institute of Public Administration ,
Fairlawn, Dhalli Shimla,
HP 171012

Sub: Submission of Expression of Interest for conducting Research, Documentation and Consultancy Services for carrying out the studies of Various schemes of GOI/HP Govt. Departments/ Boards/ Corporations and its outcome".

Dear Sir/ Madam

In response to the Invitation for Expressions of Interest (EOI) published on 25-08-2021 for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we are enclosing 2 sets of the following documents in separately sealed envelopes and one soft copy:

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)

Yours sincerely,

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/ Institution/ Individual registered under the Indian Companies Act, 1956/ the partnership Act, 1932/ relevant Act	
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	
7.	Contact Person with telephone no. & e-mail ID	

Enclosed:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3above.
3. Undertaking in respect of 4 above.

Signature of applicant
Full name of the applicant
Stamp &Date

FORMAT – 3

Experience in Related Fields					
Overview of the past experience of the Organization in all aspects					
S. No	Items	Number of Assignments during last 2 years	Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention name of Client/ Organization (Enclose completion certificates)	
1	Experience of assignments of similar nature				
1.1	Experience in carrying out similar assignments in Government				
1.2	Experience in carrying out similar assignments in Public Sector.				
1.3	Experience in carrying out similar assignments in Public Sector in the State of Himachal				
	<p>Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.</p> <div style="text-align: right; margin-top: 20px;"> Signature of the applicant Full name of applicant Stamp & Date </div>				

FORMAT – 4

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

Signature of the applicant

Full name of applicant

Stamp &Date

FORMAT – 5

Financial Strength of the Organization					
S. No	Financial Year	Whether profitable Yes/NO	Annual turnover (in lakh of Rs.)	Overall annual turnover (in Lakh of Rs.)	Annual turnover from only Consultancy services rendered in India (in lakh of Rs.)
1	2017-18				
2	2018-19				
Note: Please enclose auditor's certificate in support of your claim.					

Signature of 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 Section 7
(Not more than 2

Signature of the applicant
Full name of applicant
Stamp & Date

FORMAT -7

Declaration
<p>We hereby confirm that we are interested in competing for the Consultancy Services and to undertake the task related to conducting Research, Documentation and Consultancy Services for carrying out the studies of various schemes of GOI/HP Govt. Departments/ Boards/ Corporations and its outcome".</p> <p>All the information provided herewith is genuine and accurate.</p> <p style="text-align: right;">Authorized Person's Signature Name and Designation</p> <p>Note: The declaration is to be furnished on the letter head of the organization.</p>

ANNEXURE-I

Conducting Research, Documentation and Consultancy Services for carrying out the studies of Various schemes of GOI/HP Govt. Departments/ Boards/ Corporations and its outcome''.

TERMS OF REFERENCE

1. Introduction

The Director Himachal Pradesh Institute of Public Administration Fairlawn Shimla intends to shortlist the **Indian Individuals/ NGOs/ firms/ other concerned organizations** for conducting Research, Documentation and Consultancy Services for carrying out the studies of Various schemes of GOI/HP Govt. Departments/ Boards/ Corporations and its outcome''. The main objective for short listing of such firms/ individuals is to ascertain the outcome of various schemes/plans of State Government/ Central Government being implemented in the state of Himachal Pradesh under the jurisdictions of various departments. The conducting of Research, Documentation and Consultancy Services are with the objectives to improve the socio-economic conditions of the communities through affirmative action and inclusive development, so that every citizen can be benefited with the primary objective of scheme. The improvement/ suggestions will definitely guide for future formulation/ implications of policies in building a vibrant nation and community development in all sectors including education, employment, economic activities, welfare and to will ensure their upliftment.

1.1 With the above objective and to ensure that the policies and schemes are formed/ implemented in the larger public interest, the Research, Documentation and Consultancy Services will boost for quality formulations of policies and programmes and their implementations. It is proposed to Strengthen/ Modernize existing system of formulation of policies and programme. To achieve this goal and to explore ways, HIPA intends to shortlist the firms/ individuals for conducting Research, Documentation and Consultancy Services and on the receipt of requisitions for above services from different departments, HIPA may provide the services of experts to prepare a detailed Concept Note for Strengthening/ Modernization of existing schemes and plans as required for study/research/monitoring purpose by respective Department.

2. Time Schedule

A draft appraisal report would be submitted within 2 months of the date of signing of agreement. The HIPA will be required to provide written response within 15 days of receipt of draft report. The shortlisted bidders will submit the final report within 3 months of the date of signing of agreement, after taking into account the comments of the HIPA/ concerned departments on the draft report. Four hard copies along with soft copy of the Final Report shall be submitted to HIPA within a period of three months from the date of signing of agreement.

3. Inputs to be provided by HIPA

HIPA will facilitate interaction of firms/ agencies / individuals/ consultants with the concerned officers/ officials of GOI/ States of Himachal Pradesh as well as their visits to the selected districts and tehsils and other units, if required.

4. Deliverables

The shortlisted firms/ individuals will primarily provide the reports/ output on requisitioned/ required matters. However, the shortlisted firms/ individuals can mainly be required submit a detailed report indicating the following points:

- (i) Status of Departments, the key challenges and learning.
- (ii) Existing infrastructure, curriculum, availability of manpower, technical know-how as well as Administrative set-up.
- (iii) Analysis of gaps in formulation of policy and its implication
- (iv) Analysis of key concerns faced by different stakeholders and assessment of their requirements/ aspirations from the Government.
- (v) Critical analysis of Government interventions in schemes/plans.
- (vi) Recommendation on the phased implementation, roadmap and interventions required to achieve the objective of Strengthening/ Modernisation of Scheme.
- (vii) Assessment of the budgetary support/ financial requirements for Strengthening/ Modernisation of plan/ scheme and phased requirement of funds.
- (viii) Analysis of the risk identification, evaluation and prioritization of any type of risks along with suggestions.

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