

# **Request for Proposal**

## **FOR PROVIDING SERVICE AS PROJECT MANAGEMENT CONSULTANTS (PMC) FOR STATE OF ASSAM**

**Sub:** Request for Proposal from Project Management Consultants (PMC) for managing, executing and implementing the project in the state of Assam.

Hindustan Latex Family Planning Promotion Trust (HLFPPT) is seeking a Consultant that will be responsible for assisting HLFPPT in effectively, managing, execute and implement the project, at local/state level. The nature of services provided by “Consultant” will include, but will not be limited to, assist in operating, maintenance, monitoring, advising, assisting, Liasioning and follow up on behalf of “HLFPPT” with concerned State Government and local bodies/agencies and enabling enhancement in quality and capacity of the HLFPPT at the Project Preparation stage as well as the Execution stage. The scope of services would also include assisting HLFPPT in independent quality monitoring.

Interested parties are requested to respond to the request for proposal (RFP) with detailed technical and financial proposal in the specified format.

### **I. Introduction**

#### **About HLFPPT:**

Hindustan Latex Family Planning Promotion Trust (HLFPPT) is a not-for-profit trust registered in 1992 under the Travancore-Cochin Literacy, Scientific and Charitable Societies’ Registration Act, 1955. It is promoted by HLL Lifecare Limited, a Government of India enterprise under the Ministry Health & Family Welfare (MoHFW). HLFPPT has been recognized widely for its contribution to the national health goals and population programmes. HLFPPT works primarily on maternal and child health, family planning, HIV/AIDS, adolescent health, reproductive and sexual health across the country. The vision of the organization is “Touching lives with quality care, compassion and emerge as a globally credible organization”. HLFPPT mission is to “Offer Innovative, Affordable and Sustainable Reproductive Health Solutions”.

## **I. Background of Service/Project**

HLFPPT has been awarded project of operating 130 MMUs for a period of 5 years from National Health Mission, Assam with initiative to bring health care to the doorstep of rural people with basic diagnostics facilities and specialists. MMU is a group of movable vehicle in each district with all diagnostics facilities and a team of doctors and paramedical staff will visit the unnerved areas with predefined schedule.

MMU carries out the services like Curative Care, Reproductive & Child Health Services, Family Planning Services, Diagnostic, Specialized facilities & Services, Emergency services & care in times of disaster. IEC material on health, hygiene, proper nutrition will be displayed. Counseling on Family Planning, RTI/STI or any disease prevalent in the area is also given. Each MMU team consists of Medical Officers, Nurses, Laboratory Technician, Ophthalmic Technician, Pharmacist, Handyman and driver.

## **II. Scope of Work**

The scope of service of consultant includes, but not limited to: -

- (i) After signing of MoU/Agreement with HLPPT (Hereinafter referred to as Agency) Consultant must assist Agency in preparation of a project implementation manual covering project organization, payment procedures, and project timetable and quality assurance program and shall coordinate with other team members of Agency to develop a detailed work plan and implementation schedule.
- (i) Consultant shall assist in the compliance of implementation schedule as prepared in consonance with the Agency.
- (ii) To assist in compile and prepare on behalf of “Agency” all the reports including progress report for the project in the formats acceptable to concerned Government department/local bodies/departments as detailed out in the Agreement entered.
- (iii) To assist Agency in due compliance and resolution of operational issues in the field and further action plan on the same for due smoothening of operational process.
- (iv) To ensure that invoices and reports are submitted to the specific mentioned departments,/state government authorized personnel within specified timeframe.
- (v) Ensure timely follow-up and Liasioning with the concerned State department for the invoices and reports submitted and resolution of any objections/clarifications sought for the invoices/reports.

- (vi) To assist the State Government official/auditors/inspectors/evaluators in audit/inspection of the operational working of Project/Program.
- (vii) To assist in compliance of local state laws and dispute resolution in case the need arises.
- (viii) The consultant shall provide adequate number of designated personnel's as direct point of contact with the Agency and shall be available for resolution of all queries related to program/project implementation, execution, report submission and payment follow up with Government department and other issues directly pertaining to project/program.

### **TERMS AND CONDITIONS**

(To be signed on each page and enclosed with technical bid)

1. The bidder should have an annual minimum turnover of Rs. 40 lakhs per annum.
2. The applying firm must have PAN (Permanent Account Number) and be registered with the Service Tax and the documents for the same are to be provided.
3. Bidders should provide brief profile of their work experience.
4. The Technical and Financial quotations (when called for) will be appraised by internal committee formed by HLFPT management.
5. HLFPT reserves the right to carryout inspection/visit the consultant at any point of time during the period of contract.
6. In the event of award of contract the bidder shall be able to start services immediately on the award of contract (keeping in view the timelines) as per the terms of reference provided by HLFPT.
7. Documents required to release the payment:
  - a. Bill / Invoice mentioning Permanent Account Number /Service Tax Number
  - b. Documentary proof of the deliverables as per work order.
8. Bidders who will obtain 70% marks or more in Technical evaluation only would be considered for further discussion.

9. All the technical proposals received will be opened and evaluated by a committee formed by HLPPT using the following criteria:
  - Similar work done or services provided.
  - The consultant's relevant experience and capacity in independently carrying out the assignment. A capability statement in this regard is required.
  - Key accomplishments of the consultant's management team on similar projects implemented in the past.
  - Turnover proof of the consultant.
  - Past Experience with HLPPT/ Govt Agency/ NGO/ Development Sector.
10. The bidders not qualified in the technical evaluation by the committee will not be entertained for financial bid.
11. HLPPT management reserves the right to shortlist more than two consultants for the said assignment/ empanelment.
12. HLPPT Management reserves the right to issue multiple work order from time to time to the selected consultants (as per requirement).
13. The bidders needs to submit the filled 'Technical Bid' (Annexure 1) in sealed envelopes by superscribing as "**Technical Bid for Project Management Consultant Services in the State of Assam**" Separate sealed envelope needs to be submitted for "Financial Bid" superscribing as "**Financial Bid for Project Management Consultant Services in the state of Assam**" (Annexure 2). Both the separately sealed bids shall be again put in a single envelop superscribing "**Bid for Project Management Consultant Services in the state of Assam.**"
14. The entire bid needs to reach by 6:00 p.m. on or before 20<sup>th</sup> January,2017 and addressed to:

**Head Finance , Hindustan Latex family Planning promotion Trust,  
B-14A, 2<sup>nd</sup> Floor, Sector 62, Noida, U.P. 201307**
15. Bidders would not be allowed to further subcontract, partial/full of the work will be assigned to them.
16. The rate quoted will be inclusive of all Taxes/Levies/Postal/Courier charges etc or applicable taxes should be mentioned separately.

17. HLPPT reserves the right to award the work order to the second highest scoring bidder in the event the first highest scoring bidder backs out after final discussions
18. Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
19. The RFP should be sent with capability statement with company profile & infrastructure suitable for implementing the applied services/activities.
20. The bidder has to submit along with his technical bid a copy of the terms and Conditions (all pages) and the technical bidding format duly filled, signed by the authority and stamped on all pages indicating their unqualified acceptance.
21. The bidder should also submit an undertaking (Annexure-3) duly signed & Stamped.

#### **TERMS OF PAYMENT**

- (i) The HLPPT shall make payment to the Consultant after deduction of TDS at applicable rates as per the Income Tax Act, 1961.
  - (ii) The payment to Consultant shall be made within 7 working days of receipt of hard copy of Invoice by the Agency along with all supporting documents which is complete in all respects, subject to validation and checks that will be applied by the Agency. The payment shall be further subject to the condition that
    - a) The Consultant has successfully assist the agency in implementation of the program and liaised with Government department/local bodies for release of payment to the Agency for the invoices submitted as per the terms of Project awarded.
    - b) The Agency will verify the receipt of sum from Government department/local bodies and then only release the consultancy fee of the Consultant.
    - c) Payment will be made after satisfactory completion of work by the consultant.
22. Payment will be made through local crossed cheque or NEFT/RTGS mode only.
  23. The Tenure of the agreement between HLPPT and the selected Consultant will be co terminus to the agreement of the HLPPT with NHM Assam for MMU operations and subject to continuous funding from NHM Assam for MMU operations.

**We agree and abide by all terms and conditions as mentioned above including the validity of the offer**

**Utmost confidentiality of the data provided shall be maintained.**

**HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST**  
**B-14A, 2<sup>ND</sup> FLOOR, SECTOR 62, NOIDA (U.P.) -201307**

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**ANNEXURE- 1: TECHNICAL BID FORMAT**

**Agencies are requested to send following documents in following format:**

<b>Sl. No.</b>	<b>Company Profile</b>	<b>Submitted (Yes/No)</b>
1.	a) Name of the Bidder:	
	b) Full postal address:	
	c) Full address of the premises:	
	d) Telephone number:	
	e) Email address:	
	f) Contact Person Details:	
7.	Undertaking ( attached- Annuxure-3)	
8.	Service Tax & PAN ( Xerox Copy)	
9.	Similar work done/ services provided or undertaking in this regard	

10.	The bidders relevant experience and capacity in independently carrying out the assignment	
12.	Turnover certificate proof.	
13.	Past Experience with HLPPT/Govt Agency/NGO/Development Sector with supporting documents like copy of work order if available or undertaking in this regard is required..	

*\* Management reserves the right to award the work to more than one agency on the basis of quality consideration/experience of the agency in addition to cost parameters.*

*Please Note:-*

- 1. Bid must be complete in all respects, incomplete bid are liable to be rejected.**
- 2. The bid must be duly signed and sealed.**
- 3. The bid must be submitted on or before due date and time.**

**Annexure-2 : Financial Bid Format**

**For Providing Service as Project Management Consultant in the State of Assam**

**(To be submitted in a separate envelope duly labeled “Financial Bid for Project Management Consultant Services”)**

Sl. No.	Particulars	Amount in Rs. / %age
1	Service Charge/Fees for the consultancy in INR	
2	Service Charge/Fees for the consultancy in percentage of work order.	
<b>Provide quotes for either 1 or 2 (Both Service charge and %age quote will not be accepted) Taxes as applicable should be mentioned separately.</b>		

**Note:**

1. The rate mentioned above should be inclusive of all taxes or taxes should be mentioned separately and remains valid for period of contract made with the consultant.
2. TDS will be deducted as per applicable rate of income tax.



**Annexure -3**

**Undertaking from Consultants**

This has reference to the RFP published in the website of HLPPT on 2017. In response to the RFP, we have submitted our technical & financial bids on..... at your office ..... In connection with the above bids, we hereby declare as under:-

- i- That we are neither related to any of your Trustees, Officers and other employees nor do we have any financial, commercial or other interests with any of the above persons in any capacity whatsoever.
  
- ii- That we have submitted the bids in the name of M/S.....and declare that no other bids have been submitted by us in the name of any other firms/companies/proprietors/individuals which comes under the same management and related parties.
  
- iii- We hereby undertakes that in case of any violations to the above declarations at any stage of the contract, HLPPT reserves the sole right to cancel the contract and recover the full value of the contract from us.

For and on behalf of .....

(Authorized Signatory with Company seal /Stamp.)