**Request for Proposal**

**Project Name: DLF-Primary Health Centre (Mobile Medical Unit – MMU)**

**(Operated & Managed by HLFPPT)**

**Sub:** Request for Proposal from transport owner/ company for supplying, operating & maintaining 1 no. of Mobile Medical Unit vehicle

The Hindustan Latex Family Planning Promotion Trust (HLFPPT) is seeking for transport owner/ company (hereinafter Agency) for supplying, operating & maintaining 1 no. of Mobile Medical Unit vehicle at Noida, Gautam Budh Nagar, Uttar Pradesh-201307. HLFPPT is looking for Agency who will provide us better pricing with Best quality as per our time-lines and terms and conditions.

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

**Submission of Proposal:**

Signed hard copies of the proposal (Technical and Financial ref Annexure 1 & 2) in two separate sealed covers enclosed in a master envelop superscribed with “Proposal for Mobile Medical Unit Vehicle – Noida, Gautam Budh Nagar” may be sent to the following address **on or before 6 pm of 2nd December ’ 2015 to:**

|  |
| --- |
| Mr. Biswanath Padhy, National Manager Finance  HLFPPT, B-14 A, 2nd Floor, Sector-62 Gautam Budh Nagar, Noida-201307 |

**For any queries/ site visit, please contact:**

|  |
| --- |
| Mr. Krishnendu Sengupta, Deputy Manager- CSR  **M**: +91-98186-69278, **E:** [skrishnendu@hlfppt.org](mailto:skrishnendu@hlfppt.org)  HLFPPT, B-14 A, 2nd Floor, Sector-62 Gautam Budh Nagar, Noida-201307 |

# 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”.

**About the project DLF-Primary Health Centre (Mobile Medical Unit – MMU)**

The DLF-Primary Health Centre project is an initiative of DLF Qutab Enclave Complex Medical Charitable Trust. The goal of the project is to improve the health status of under privileged community members around DLF’s operational area. The operational model of the project involves delivering doorstep preventive, promotive, basic curative and referral health services to the community through Mobile Medical Unit (MMU). The focus is on reproductive & child health, adolescent health and family planning services.

The project will be implemented in Jhuggi Jhopdi (JJ) Clusters near Sector 16, 17, 18 of Noida, Gautam Buddha Nagar, Uttar Pradesh. The MMU will operate six days a week ensuring that each cluster is covered at least three times. The medical and outreach services team comprises qualified medical doctor, ANM, Lab Technician and outreach workers. The project is operated & managed by HLFPPT.

**Operational information:**

* The MMU vehicle will run 6 days in a week covering all 3 clusters
* The MMU vehicle will do approximately 1000 KM per month calculated from and to Sector 18 or Sector 16, Noida

**Geographical location:**

Three JJ Clusters of Noida near Sector 16, 17 & 18 of District Gautam Buddha Nagar, Uttar Pradesh. MMU Movement area will be added later if it is required.

# Scope of Work

1. The Agency will provide 1 fully equipped Mobile Medical Unit along with qualified driver and will be engaged in its operations and maintenance as per the details stated in this document.
2. The Agency should have all the supporting documents (Road Permits, Fitness Certificate, Road Taxes, Insurance etc.) for plying the MMU vehicle in the state of Uttar Pradesh
3. The Agency will endeavour to ensure 100% operational serviceability of the MMU vehicle

# Responsibilities of the Agency:

1. **MMU Vehicle Specifications**
2. Type of vehicle: Force Traveler/ Eicher Canter/ TATA Winger
3. Model and Make: Make of the vehicle should not older than 2011 and in good condition.
4. **MMU vehicle Fabrication & Branding**
5. Vehicle should be equipped with all basic requirements like lights, ventilation, etc. For detailed list of requirements, please see **Annexure 4.**
6. The MMU vehicle will be branded by the agency as per the requirement of HLFPPT
7. Vehicle fabrication and branding will be approved by HLFPPT
8. Idea/brief for artwork for fabrication of vehicle will be provided by HLFPPT
9. **Upkeep Repair and Maintenances**
10. The Agency will carry out all types of minor and major repair arising out of periodical service needs or due to damage /wearing out of parts and accessories
11. Ensure AC in the MMU is functional
12. Ensure the availability and serviceability of all equipment and accessories inside the MMU
13. Periodic maintenance services arising as per the manufacturer’s service manual with respect to the MMU vehicle and technical equipment placed inside the vehicle will be undertaken
14. Check list for onsite technical inspection by the MMU vehicle driver and HLFPPT team for a daily and weekly check as part of preventive maintenance, will be prepared and compliance of the same must be ensured. Such compliance will be checked and certified periodically by the nominated Staff member of the Agency and competent authority of HLFPPT
15. All equipment placed inside the MMU vehicle will be properly secured to avoid any accidental injury and damage to staff or patients in stationary condition or during any movement
16. All such repair, maintenance and periodic servicing will be carried out with prior intimation and approval of concerned HLFPPT authorities. Suitable approval register will be maintained which will be signed jointly by HLFPPT and Agency rep.
17. Service Schedule must be prepared to ensure minimum down time. The Agency shall provide appropriate replacement for MMU vehicle for any such downtime event.
18. Agency shall be responsible for general housekeeping & maintaining all systems including cleanliness of the vehicle and equipment
19. If there are any accidental damages to the vehicle and equipment due to negligence of the driver / agency’s staff, the cost of such repairs will be borne by the Agency
20. MMU vehicle will be cleaned on a daily basis at the mutually agreed time. Deep cleaning of the vehicle will be carried once a week
21. Ensure secured parking and garaging of the van
22. **Operation of MMU vehicle**
23. The Agency will deploy a proficient driver with knowledge and experience of MMU/ ambulance operation for undertaking driving and running maintenance of the vehicle
24. Driver who is engaged must not be less than 20 and must not be more than 60 years in age
25. Driver should be medically fit and should have valid license for ambulance driving and should not have any pending case in court against him, certification to this effect must be provided
26. The driver so provided must be in the pay roll of the Agency
27. Uniform is in the scope of Agency. It will be Agency’s responsibility to ensure that the driver on duty is in proper uniform
28. Agency will maintain appropriate logbook for breakdown hours and Kms running and get it duly signed by HLFPPT officer
29. Maintaining other required documentation
30. Maintain Bio Medical waste management as per Protocol
31. Driver to provide assistance to the project in mobilizing the crowd, and organizing community events etc.
32. Any other relevant responsibility as assigned by the competent authority in HLFPPT.
33. **Compliance**
34. Agency will ensure all legal compliance with respect to the following:-
35. Vehicle: Monthly compliance as per as per prevailing Motor Vehicle Act
36. All drivers tools for the vehicle will be in the scope of the Agency
37. All safety compliances as per government norms will be complied with
38. A fine of Rs 1000/- will be imposed on non-adherence to the following as per the existing norms:-

i. Driver not wearing proper Uniform

ii. Consumption of alcohol or any other intoxicants

**Responsibility of HLFPPT:**

1. HLFPPT will be responsible for paying the monthly rental of the MMU Vehicle as per the agreed terms
2. Idea/brief for artwork for fabrication of vehicle will be provided by HLFPPT
3. Route plan for movement of the vehicle will be provided by HLFPPT
4. Provision of medical and outreach team for provision of services
5. Project management

**Annexure – 1**

**Technical Proposal Format**

**(To be submitted in a separate envelope duly labeled “Technical Proposal”)**

|  |  |  |
| --- | --- | --- |
| **1** | Owner/ Company (Agency) Name: | |
| **2** | Whether similar job work undertaken in the past; if so please attach details and photographs of the same. | |
| **A** | No. of MMU vehicle/Ambulance operated (if any) |  |
| **B** | Name of the clients with address (if applicable) |  |
| **C** | Attach copies of work orders received from the abovementioned clients**:** |  |
| **D** | No. of commercial vehicles owned: |  |
| **E** | No. of vehicles contracted: |  |
| **3** | Total Annual Turnover (value in Rs.) for the years (attach three years balance sheet or CA certificate): | |
| **4** | **Overall Manpower available with the Agency:** | |
| A | No. of drivers: |  |
| B | No. of helpers: |  |
| C | No. of skilled vehicle mechanics (if any): |  |
| D | No. of promoters: |  |
| E | No. of supervisor: |  |
| F | Any other |  |

**Annexure-2**

**Financial Proposal Format**

**(To be submitted in a separate envelope duly labeled “Financial Proposal”)**

**Unit cost of Mobile Medical Unit vehicle Amount (Rs.) inclusive of all taxes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Particulars** | | **Force Traveler** | **Tata Winger** | **Eicher Canter** |
| **1** | Vehicle Model (Year of Manufacturing) | |  |  |  |
| **2** | Cost of Fabrication of Mobile Van (One time Cost) | |  |  |  |
| **3** | Cost of running mobile van  (Including maintenance and driver salary) | **Min 1000Km (24 Days)** |  |  |  |
|  | **Min**  **1500 Km**  **(24 Days)** |  |  |  |
| **Additional Information:** | | | | | |
| a. | Cost of extra per km (above 1000 km) | |  |  |  |
| b. | Cost of extra per km (above 1500 km) | |  |  |  |

**Note:**

1. The rate mentioned above should be inclusive of all taxes and valid for 17 Months initially from the date of contract.
2. TDS will be deducted as per applicable rate of income tax.

**Annexure – 3**

**Terms & Conditions:**

1. Proposal must be submitted in sealed envelope **on or before 6 pm of 2nd December 2015.**
2. The bidder must have PAN and registered with the sales tax/service tax and the support for the same to be attached.
3. The quotation received through FAX/E-mail or received late due to postal or courier delay etc will not be accepted. The parties have to ensure the receipt of bids well in time before due date.
4. **Agencies will be evaluated on the following technical criteria:**
   1. Agency Profile
   2. Vehicle ownership
   3. Annual Turnover
   4. Past Experience of similar task (work order of the same to be enclosed)
   5. Clientele
5. The bidder must have average annual turnover of 5 Lac during immediately preceding last three years. CA certificate or audited Balance Sheet of last three years should be enclosed with the technical bid for proof of the same.
6. Award of contract shall be made to L1, the lowest bidder. In case, L1 is not able to deliver or disagrees, the order will go to L2, the 2nd lowest bidder.
7. HLFPPT shall without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages a sum equivalent to 2.5% of the price of agreed un performed services for non working days of the vehicle and delay of each day until actual delivery or performance, up to a maximum deduction of 20% of the contract price. Once the maximum is reached, HLFPPT may consider termination of the contract.
8. HLFPPT carries the right to accept or reject any quotation and to cancel the bidding process and reject all quotation at any time prior to the award of contract.
9. The desired time line for completion of the fabrication of the vehicle is within 10 working days from the award of contract. The bidder has to strictly adhere to the timeline of completion of fabrication and deliver the services otherwise the penalty clause will be applicable as per clause no.7
10. HLFPPT carries the right to negotiate with the party while awarding the contract.
11. TDS will be deducted as per applicable income tax law and verification of the work will be done as per the work order before release the payment to the agency.
12. Payment will be released after one month of submission of original bill through Cheque/ NEFT/RTGS and satisfactory completion of work.
13. Quotation should be submitted in the format provided in annexure 1 & 2; it should be sealed, dated & properly signed by the concerned person.
14. The driver must be insured (accident/injury).
15. The vehicle must be insured along with third party insurance.
16. The bidder will ensure safe parking and maintenance so as to ensure safe running of vehicle as per the decided route plan of van.
17. The bidder will ensure the availability of the vehicle and driver both on all the 6 working days
18. Brief profile of the agency

**NOTE:**

Formats for both technical and financial proposals have been attached with the RFP as Annexure 1 & 2. Proposals not submitted in the formats given may not be considered.

**Annexure – 4**

**MMU vehicle Specifications:**

* 1. Type of vehicle: Force Traveler/ Eicher Canter/ TATA Winger
  2. Model and Make: Make of the vehicle should not older than 2013.
  3. Vehicle should be equipped with all basic requirement like lights, ventilation, along with the following:-

|  |  |  |  |
| --- | --- | --- | --- |
|  | Stretcher |  | Wide 180° opening rear door |
|  | Bench seats for paramedics |  | Anti-skid flooring |
|  | Special doctor's seat & worktable |  | Factory-fitted AC |
|  | Oxygen cylinder cage |  | Fan for patient |
|  | IV bottle holding hooks |  | Cabin lights |
|  | First Aid box |  | Co-driver seating |
|  | Electric plug point |  | Attendant seats |
|  | Overhead revolving beacon |  | Lab Table/Work station |
|  | Gen set or Inverter for running small refrigerator |  | Cabinets for keeping drugs, medical reagents and equipment |
|  | Small Refrigerator |  | Should have adequate storage for keeping IEC material, Registers & Documents. |
|  | Wash basin with storage for water, soap dispenser and a towel hanger. |  | Space for biomedical waste and Infection control management |
|  | AV system fitted in a way for screening inside and outside van |  | Brand new Public Address System (Megaphone). |
|  | Complete Branding of the Van as per the specification provided by the project |  | 1 Folding table and 2 folding chairs |

**Pictures of the fabricated vehicle which we are running in the state of Rajasthan are enclosed for your ready reference.**



