**Request for Proposal**

**Project Name: Mobile Medical Unit Project- Durgapur**

**(A Joint Project of Essar Oil Pvt Ltd. and HLFPPT)**

**Sub: Request for Proposalfrom agency for running 1 Mobile Vansto cover 24 village of Kanksa and Faridpur Block of** Bardhaman **district (Near Durgapur),West Bengal .**

**Introduction:**

Hindustan Latex Family Planning Promotion Trust is implementing the Mobile medical Unit Project with support of the Essar oil Pvt. Ltd in Durgapur .The project is sanctioned to improve the health status of the community in 25 villages of District Durgapur-Faridpur and Kanksa blocks of West Bengal. The project proposes to provide accessibility to quality preventive and promotive primary health care service across the target villages and to imbibe positive health seeking behavior in community and to establish convergence with public and private stakeholders to bring in maximum impact in the primary health care delivery in the villages.

**Intervention Area:**

25 villages of District Durgapur-Faridpur and Kanksa blocks of Vardhman district (Near Durgapur),West Bangal.

**Objective of Mobile Van:**

* To provide accessibility to quality preventive and promotive primary health care service across the target villages
* To imbibe positive health seeking behavior in community by creating awareness
* Demonstrate and distribute family planning material and IEC materials.
* Screen films and play back of audio spots.
* To establish convergence with public and private stake holders in the primary health care delivery in the villages.
* Any other work assigned by the project as per local requirement.

**Rationale & Prerequisites of the Mobile ICTCVan:**

1. The van will be working 6 working days a week. Besides the out-patient activity, the mobile van will also add services during thematic health camps , community events, logistic support, local travel of the project team. All 25 villageswould be covered twice in a month, based on the need and community level.To achieve this, the van will be equipped with basic drugs and consumables as per the requirement keeping in view with the Medial quality control protocols. The mobile van will consist of a doctor ,a community health nurse, a qualified lab technician and community mobilizer and Paramdical staffs. With a well planned outreach strategy, the mobile van will reach out to the community, with pre decided timing and dates for providing –
	* 1. Out-patient care for common ailments
		2. ANC, PNC care
		3. Family Planning services
		4. Primary screening and early detection of communicable diseases, malnutrition,

 lifestyle diseases, vector borne diseases.

* + 1. Providing emergency care for minor injuries, trauma
		2. Referral and Linkage with Govt and Private facilities
1. **Specifications**
	1. Type of vehicle:Tata winger/EISHER Canter
	2. Model and Make: Make of the vehicle should not older than 2011.
	3. **Each van should be equipped with all basic requirement like lights,ventilation, along with the following:-**

|  |  |
| --- | --- |
| Stretcher | Single  |
| Bench seats for paramedics  | Yes |
| Special doctor's seat  | Yes |
| Oxygen cylinder cage  | Single |
| IV bottle holding hooks  | Yes |
| First Aid box  | Yes |
| Electric plug point  | Yes |
| Overhead revolving beacon  | Yes |
| Wide 180° opening rear door  | Yes |
| Anti-skid flooring  | Yes |
| Factory-fitted AC | Yes |
| Fan for patient  | yes |
| Cabin lights  | 2 |
| Co-driver seating  | 2 |
| Attendant seats  | Yes  |
| Lab Table/Work station | Mounted |

* Honda Gen set of not before 2010 make.
* Mounted Refrigerator
* Wash basin with storage for water, soap dispenser and a towel hanger.
* Cabinets for keeping drugs, medical reagents and equipment
* Should have adequate storage for keeping IEC material and Registers, Documents.
* Space for biomedical waste and Infection control management
* Mounted Heath care product Vending machine
* Brand new AV system including branded 21”colour TV with remote, DVD Player with remote.

(To be fitted in a way for screening inside and outside van)

* Brand new Public Address System (Megaphone).
* A digital camera (Brand – Sony-9x optical zoom and 10.2 Mega Pixel).
* Complete Branding of the Van as per the specification provided by the project
* Canopy (collapsible tent) of 6’x6” printed in accordance with the branding of the van.

The agency should also provide **manpower support**in the form of a Driver cum assistance.He should required to :-

* Ensure cleaning and maintenance of van
* Ensure secured parking and garaging of the van
* Maintaining Log book and other required documentation
* Maintain Bio Medical waste management as per Protocol
* Provide assistance to the project in mobilizing the crowd, and organizing community events etc.
* Any other relevant responsibility as assigned by the project.

**Note:**

* Van should have all the supporting documents (Road Permits, Registration Certificate of Vehicle, Fitness Certificate, Road Taxes, Insurance, RTO permit etc.) for moving in the states of west Bengal.
* Creative and artwork development for/along with van fabrication up to the satisfaction of the project office is to be done by the agency. Van layout to be approved by the project office prior to the fabrication starts.
* The vans will run for 6 days in a week.
* The van may cover minimum 2500 KM per month (26 days).
* The driver must have valid driving license of four-wheeler.
* The driver must cover with life and accidental Insurance.
* In case of any miss-happening to vehicle and driver due to like accident, breakdown etc, the HLFPPT is not liable to pay anything as compensation.

**Support from HLFPPT:**

The following support will be provided from project office(s):

* Root Plan will be provided.
* Communication materials will be provided.
* Idea/brief for artwork for fabrication of vans will be provided.(**Creativeand artworkdevelopment and van layout plan required for van fabrication up to project office is to be done by the agency).**
* One Project coordinator, Community Health Nurse and one Lab Technician will be provided on vehicle.
* List of villages the mobile vans have to cover (same as provided above under the intervention area)
* Branding Specification will be provided

**Inviting Proposal**

HLFPPT is looking for an agency/firm to customize design and fabricate the vehicles according to the needs of the project.

Interested agencies are requested to respond to the request for proposal (RFP) with detailed proposal specifying the requirement of the vehicle, time line for completion and budget. The budget should be submitted in separate sealed cover, which will be opened only if, the technical proposal is found acceptable.

**Submission of Proposal:**

Signed hard copies of the bid (Technical and Financial) in two separate sealed covers enclosed in a master envelop super scribed with “Bid for Mobile Van in WB ” may be sent to the following address **on or before 6.00pm 23rd September 2014**.

Mr. Biswanath Padhy, National Manager Finance

HLFPPT

B-14 A, 2ndFloor, Sector-62, Gautam Budh Nagar, Noida-201307

**Terms & Conditions:**

1. Proposal must be submitted in sealed envelope on or before 6pm of 23rd September 2014.
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. The rate will be valid for one year from the date of financial bids.
5. The bidder must have average annual turnover of 10 Lack 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 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 vehicles is within 15 daysfrom the award of contract.
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 billthrough Cheque/ DD/ ECS after satisfactory completion of work.
13. Quotation should be submitted in the format provided in annexure A & B, it should be dated & properly signed by the concerned person.
14. The vehicle must be insured along with third party insurance.

**NOTE:**

Formats for both technical and financial bids have been attached with the RFP as Annexure A & B. Bids not submitted in the formats given may not be considered.

**Annexure – A**

**TechnicalBidding Format**

**(To be enclosed with Technical Bid)**

|  |  |
| --- | --- |
| **1** | Company Profile: |
| **2** | Weather similar job work undertaken in the past; if so please attach details and photographs of the same.  |
| **A** | No. of vans operated |  |
| **B** | Name of the clients with address (Provide attachments of the same ): |  |
| **C** | Attach copies of work orders received from the abovementioned clients**:** |  |
| **D** | No. of vehicles owned: Make of the vehicle should not older than 2011. |  |
| **E** | No. of vehicles contracted: Make of the vehicle should not older than 2011. |  |
| **3** | Total Annual Turnover (value in Rs.)for the years(attach three years balance sheet or CA certificate): |
| **4** | **Overall Manpower details with the agency:** |
| **A** | No. of drivers |  |
| **B** | No. of helpers: |  |
| **C** | No. of skilled vehicle mechanics: |  |
| **D** | No. of promoters: |  |
| **E** | No. of supervisor: |  |
| **F** | Any other |  |

 **Annexure-B**

**(Financial Bidding Format)**

 **(To be enclosed in separate sealed cover)**

**Unit cost of one mobile van**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Particulars** | **Amount (Rs.)** |
| **1** | Cost of Fabrication of Mobile Van (One time Cost) |  |
| **2** | Cost of running mobile van (minimum of 2500 km per monthfor 26 days including driver salary and maintenance. |  |
|  **Grand Total**  |  |
| **Additional Information:** |
| **a** | Cost of extra per km(above 2500 km) |  |

**Note:**

1. The rate mentioned above should be inclusive of all taxes and valid for one year.
2. TDS will be deducted as per applicable rate of income tax.

|  |  |  |  |
| --- | --- | --- | --- |
| Stretcher | Single  | Single  | Winger Ambulance: Flat Roof**Winger Flat Roof**Wheel Base 2800 mmLength 4520 mm Height 2050 mm Width 1905 mm Engine Type 68 HP NACloseWinger Ambulance: Flat RoofWinger Ambulance: High Roof**Winger High Roof**Wheel Base 3200 mmLength 4920 mmHeight 2445 mm Width 1905 mmEngine Type 90 HP NACloseWinger Ambulance: High Roof |
| Bench seats for paramedics  | Yes  | Yes |
| Special doctor's seat  | NA  | Yes |
| Oxygen cylinder cage  | Single  | Single |
| IV bottle holding hooks  | Yes  | Yes |
| First Aid box  | Yes  | Yes |
| Electric plug point  | Yes  | Yes |
| Overhead revolving beacon  | Yes | Yes |
| Wide 180° opening rear door  | Yes | Yes |
| Anti-skid flooring  | Yes  | Yes |
| Factory-fitted AC | NA  | Yes |
| Fan for patient  | Yes  | NA |
| Cabin lights  | 2 | 2 |
| Co-driver seating  | 2 | 2 |
| Attendant seats  |  |  |