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| Request for Proposal*Empanelment of Recruitment Consultancy Firm for Providing Services For Hiring of Specialist Doctors & Other Medical Staff* HLFPPT/Recruitment Consultancy/NOIDA Dated: 09.04.2018  Hindustan Latex Family Planning Promotion Trust (HLFPPT) invites sealed proposals for Empanelment of Recruitment Consultancy Firm for Providing Services For Hiring of Specialist Doctors & Other Medical Stafffor its various projects.  Detailed List of Requirement is enclosed in Technical Bid Format as **Annexure-A** The sealed bids for the above will be received in the office of the Hindustan Latex Family Planning Promotion Trust, B-14/A, Sector 62, Noida, Uttar Pradesh-201 307 Telephone Nos.: 0120-4673600, 4231060/1/2 as per details given below: **Last Date & Time of accepting of Bid:** 18.04.2018by 3.00PM  **Address for submission of bid** : Team Leader- – Administration & Commercial  Hindustan Latex Family Planning Promotion Trust (HLFPPT)  B-14A, II Floor, Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh- 201307  Ph. 0120 – 4231060/61/62 |

**Terms and conditions**

(To be enclosed with technical bid)

1. The agency can be an individual/HUF/Association of Persons (AOP)/Society/Trust/Partnership firm/company incorporated under the laws of India. The required documents related to constitution/ incorporation of entity like partnership deed/trust deed/society by laws/memorandum and articles of association along with registration certificate of the entity should be enclosed.
2. The agency should have an average annual turnover of Rs.35 lakhs in the last minimum one financial year to be able to qualify for bidding.
3. Proof of certificate for turnover is required to be submitted with the technical bid (CA certificate or a copy of the Audited Balance Sheet, Profit & Loss account).
4. The bidder must have PAN (Permanent Account Number) and registered with the VAT/CST Tax, etc. and the documents for the same is to be attached.
5. The agency shall bear all costs associated with the preparation and submission of bid.
6. No agency shall be entitled to submit more than one bid whether jointly or separately. If one does so, all bids wherein the agency has participated shall stand disqualified.
7. Bidders should provide brief profile of their work experience with the evidences of similar work done earlier with client list (As per Performance Performa – **Annexure `B’**). Certificate/ documents evidencing past work should be enclosed.
8. The preference shall be given to the Recruitment Consultancy Firm having experience in Health Sector and that too in providing Specialist Doctors to Hospitals/Medical Institute/Medical Colleges.
9. HLFPPT reserves the right to accept /reject/ select one or more agency and to annul the bidding process any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.
10. At any point prior to the deadline for submission of tender, HLFPPT may, for any reason deemed fit by it, modify the TE documents by issuing suitable amendment(s) to it. Such an amendment will be notified on HLFPPT website.
11. The tender will be appraised by competent committee formed by HLFFPT management.
12. Successful bidder would be required to submit the delivery schedule in respect of various opening as mentioned in Annexure `D’ and would be liable to meet the delivery schedule mutually fixed by HLFPPT & the Successful Bidder. Delay/failure to meet the delivery schedule will lead to suitable penalty.
13. In case of delay on the part of HLFPPT in providing the approvals, the time of service delivery will be extended by equal number of days.
14. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.
15. The Financial Bids of agencies who do not technically qualify will not be opened and will not be considered in the final selection.
16. Financial proposal to be given in format as per **Annexure `C’**
17. Technical Evaluation of the agencies would be done on the following basis-
    1. Past Experience with HLFPPT / Government/Private Hospitals/Medical Institutes with supporting documents like copy of work order or performance certificate from the client.
    2. Preference shall be given to the agency having experience in providing Specialist Doctors/Para Medical Staff to Hospitals/Medical Institutes & Medical Colleges.
    3. Capability statement along-with Company Profile & infrastructure suitable for implementing the applied activities.
    4. Turn over certificate (Financial Status).
18. Payment Terms: 50% payment shall be released within 30 days on joining of candidate and balance 50% payment shall be released on completion of three months of that particular candidate. Documents required to release the payment:
    1. Bill / Invoice mentioning Permanent Account Number and Service Tax Registration No.
    2. Documentary proof of the deliverables as per work order.
    3. Any other detail as required by the activity, as mentioned in the work order.

Successful bidder would be required to provide free of cost replacement during first six months.

1. HLFPPT reserves the right for extending or curtailing any activity at any point of time (if required) as per programme requirement.
2. Management Reserves the Right to award the work to more than one Agency as per requirement.
3. Management reserves the right to issue multiple work order from time to time for any activity to the selected agencies (as per requirement).
4. HLFPPT management reserves the right to change (*increase or reduce*) the numbers/units as per its sole discretion and requirement.
5. The agency needs to submit ‘Technical Bid’ & ‘Financial Bid’ separately in sealed envelopes by super scribing as “Technical Proposal for Providing Consultancy Services in Recruiting Specialist Doctors & Other Medical Staff” and “Financial Proposal for Providing Consultancy Services in Recruiting Specialist Doctors & Other Medical Staff.”
6. Bids received after the specified date and time for receipt of bids would not be considered.
7. Agencies would not be allowed to further subcontract, partial/full of the work will be assigned to them.
8. HLFPPT reserves the right to cancel the contract based on performance without assigning any reason thereof.
9. The rate quoted should be inclusive of all Taxes / Levies & other charges etc.
10. The rate quoted by the agency needs to valid for a period of one year from the date of opening of financial bids.
11. HLFPPT reserves the right to award the work to L2 in the event L1 backs out after final discussions. 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 rates parameters.
12. Bid submitted with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
13. The Bid should be sent with capability statement with company profile & infrastructure suitable for implementing the applied activities.
14. 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.
15. The Agencies should also submit an undertaking (Annexure-E) duly signed & Stamped.

## 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.**

**ANNEXURE `A’**

**HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST**

**Proposal for Providing Recruitment Services for Specialist & Other Medical Staff**

##### Technical Bid Format *(to be enclosed in sealed envelope containing technical proposal)*

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|  | **SPECIFICATION (TECHNICAL)** | **AGENCY’S REPONSE**  **(AGREE/ DIASGREE)** |
| --- | --- | --- |
| 1 | Constitution of the agency whether Proprietor ship/Partnership/Company. Give details of Proprietor/ Partner/Directors. |  |
| 2 | For how many years the agency is engaged in similar line of activities. |  |
| 3 | Self-attested copy of Service tax registration certificate, Employee Provident Fund (EPF), ESI and PAN card. |  |
| 4 | List of firm’s major clientele; Performance Statement as per Performa `A’ along with relevant copies of orders and end users’ satisfaction certificate. |  |
| 5 | Submission of Undertaking on company letter head declaring for not having been blacklisted by any Central/State Government department, agency, Organization or autonomous body. |  |
| 6 | Penalty clauses will apply as per the company’s policy, as per terms of the work order: the decision of the HLFPPT/Project Management shall be final and binding in this regard. |  |

Please Note:-

1. RFP Form must be completed in all respects; incomplete forms are liable to be rejected.

2. The RFP form must be duly signed and sealed.

3. The RFP form must be submitted on or before due date and time.

**Annexure-B**

**PROFORMA FOR PERFORMANCE STATEMENT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Order Placed By  Full address of Purchaser | Order Number & Date | Description and Number of Specialist Doctors, other Medical Staff provided | Value of Order (Rs) | Date of Completion of Contract | | Remarks indicating reasons for delay, if any | Client Satisfactory Report/Certificate (attach documentary proof)\*\* |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |

We hereby certify that if at any time, information furnished by us is proved to be false or incorrect; we are liable for any action as deemed fit by the purchaser.

**Signature and seal of the Tenderer**

* The documentary proof will be a certificate from the end user with cross-reference of order no. and date in the certificate along with a notarized certification authenticating the correctness of the information furnished.

**Annexure- `C’**

**Price Schedule/Financial Cost Sheet**

1. This form is to be filled in by the Bidder for complete scope.
2. It is compulsory to quote the price as required in terms of reference/technical specifications, however the lowest rate will be considered only and it is the discretion of procuring agency to award contract as lowest evaluated bid.

Name of the Firm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Opening of Bid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Description** | **Financial offer** |
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* Over writing, cutting, use of fluid etc. are not allowed which may lead to cancellation of Bid Offered.
* Incomplete or semi filled bid shall be treated as Non-responsive.
* No other charges would be payable by HLFPPT
* The benefit of exemption from or reduction in taxes and duties shall be passed on to the HLFPPT.

Stamp & Signature of the Bidder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexure `D’**

**SCHEDULE OF REQUIREMENTS**

|  |  |
| --- | --- |
| **Sl.**  **no.** | **Designation** |
| 1 | Medical Superintendent/Hospital Administrator |
| 2 | Obstetrician |
| 3 | Pediatrician |
| 4 | Anesthetist |
| 5 | Radiologist |
| 6 | Pathologists |
| 7 | Lady Medical Officers/General Duty Medical Officer: |
| 8 | Nurse Superintendant |
| 9 | Any other opening – Medical, Paramedical Staff |

* The Recruitment Agency shall bear all the cost involved in identification, selection and present the candidates before the Recruitment Committee of HLFPPT as per Schedule of Requirement.

**Annexure -E**

**Undertaking from Agencies**

##### *(to be enclosed in sealed envelope containing technical proposal)*

This has reference to the RFP published on the website of HLFPPT on \_\_\_\_\_\_\_\_\_\_\_. 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:-

1. 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.
2. 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.
3. We herby undertakes that in case of any violations to the above declarations at any stage of the contract , HLFPPT 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)