

# Hindustan Latex Family Planning Promotion Trust (HLFPPT)

## Request for Proposal (RFP)

Ref: HLPPT/CSR/SYMPH 01/KER/2019-20

*for*

**Hiring of Passenger Vehicle (minimum 14-seater) for Day Care Elderly Home at  
Chemnkottukavu, Kozhikode districts of Kerala**



**Hindustan Latex Family Planning Promotion Trust (HLFPPT)**

(A Trust Promoted by HLL Lifecare Ltd.)

TC 19/1901

Kesavan Nair Road, Poojappura P.O

Trivandrum 12, Kerala

Ph: 0471 2340585

W: [www.hlppt.org](http://www.hlppt.org)

RFP Release Date: April 3, 2019

Signature of Authorized Signatory  
Name & Seal of the Firm/ Agency  
Address:  
Telephone/Fax

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/Fax**

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**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
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## Section I: Notice Inviting Tender

### NOTICE INVITINGTENDER

Hindustan Latex Family Planning Promotion Trust (HLFPPT), TC 19/1901, Kesavan Nair Road, Poojappura PO, Trivandrum 12, Kerala invites proposals from eligible individuals/firms (hereinafter Bidders) for “Hiring of Passenger Vehicle minimum 14-seater for elderly care home at Chenkottukavu, Kozhikode district of Kerala”. Interested bidders are requested to respond to this Request for Proposal (RFP) with detailed Technical and Financial Bid in the specified formats.

RFP No.	Name of work & Location	Date of issue of RFP	Last date of receiving Proposal (at HLFPPT Kerala Office)
HLFPPT/CSR/SYMP H 01/KER/2019-20	“Hiring of Passenger Vehicle minimum 14-seater for elderly care home at Chenkottukavu, Kozhikode district of Kerala”.	03.04.2019	12.04.2019at 18.00 Hrs.

#### Time Limits Prescribed

S.No	Activity	Time limit
1	Commencement of Operations	Within 5 days of issue of Operations Order
2	Contract Period	Contract will be for 3 Years from the date of signing of the hiring contract. However, the contract will be renewed on annual basis subject to satisfactory performances.
3	Frequency of payment of bills	After completion of every cycle / month and upon submission of invoice

The interested bidder should download the complete set of Request for Proposal (RFP) document comprising Section I to VIII and Annexure A& B from HLFPPT website ([www.hlfppt.org](http://www.hlfppt.org)) or collect the same in person from the office of TC 19/1901, Kesavan Nair Road, Poojappura P.O, Trivandrum 12, Kerala on any working day after the Tender issue date mentioned above.

Name & Signature of Authorized Signatory  
Name & Seal of the Firm/ Agency  
Address:  
Telephone/Fax

Prospective bidders are advised to fill, sign and submit hard copies of the bid (Technical Bid – Annexure A and Financial Bid - Annexure B) in two separate sealed envelopes and enclose the two separate envelopes in a master envelope superscripted “**Hiring of Passenger Vehicle minimum 14-seater for elderly care home at Chenkottukavu, Kozhikode district of Kerala**” to the following address **on or before 6 pm of 12.04.2019 to:**

**HR and Admin Assistant  
Hindustan Latex Family Planning Promotion Trust (HLFPPT)  
TC 19/1901, Kesavan Nair Road  
Poojappura P.O, Thiruvananthapuram, Kerala  
Pin – 695012**

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

Mr. Vimal Ravi (Mobile: 94477 50252)

Note: All Pages of this RFP document should be signed and stamped by the bidder

**Name & Signature of Authorized Signatory  
Name & Seal of the Firm/ Agency  
Address:  
Telephone/Fax**

## Section II: Instruction to Bidders

### A. GENERAL

#### 1. Scope of Bid

The detailed description of work, hereinafter referred as 'work', is given in the **Section III - Scope of Work**.

#### 2. Award of Order

To ensure smooth and successful implementation of the project, HLFPPPT management may at its discretion, award the entire work to L1 bidder or may give the work to other **technically qualified bidders** subject to the condition that all such bidders agree to match the financial offer of the L1 bidder.

#### 3. One Bid Per Bidder

- i. The bidder can be an individual, an entity or a joint venture. In case of partnership firm and Limited Company, certified copy of partnership deed/ Articles of Association and Memorandum of Association along with registration certificate of the company shall have to be enclosed.
- ii. No bidder shall be entitled to submit more than one bid whether jointly or severally. If one does so, all bids wherein the bidder has participated shall stand disqualified.

#### 4. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of his bid.

#### 5. Area Visit and examination of Surroundings

The bidder is advised to visit and inspect the area of operations and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract with HLFPPPT. All costs in this respect shall have to be borne by the bidder.

#### 6. Eligibility Criteria

The bidder is advised to have following legal documents:

- i. The Bidder must have PAN
- ii. Bidder must supply registration number with Sales Tax/Service Tax Authorities, (if any). Proof to be enclosed.

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/Fax**

- iii. The bidder must have average annual turnover of preceding 3 years of Rs 2.5 lakhs or more. CA certificate or audited profit and loss account of last 3 years [Fy 15-16, 16-17, 17-18] should be attached with Technical bid.

## B. BID DOCUMENTS

### 1. Content of bid documents

The Bid Document comprises of the following documents:

- Technical Bid (Annexure - A)
- Financial Bid (Annexure - B)

2. The bidder is expected to examine carefully all instructions, terms and conditions, specifications etc in the Bid Document. Bidder shall be solely responsible for his failure to do so.

### 3. Queries

Any prospective bidder may raise his queries and/or seek clarifications in writing before the last date of receiving queries as mentioned in **Section VII - Key Dates**. HLFPPPT may at its option, give such clarifications as are felt necessary.

## C. PREPARATION OF BID

The bidders have to prepare their bids and submit their signed bids in sealed envelopes as per the time schedule mentioned in the key dates of the Inviting Tenders.

### 1. Documents comprising the bid

The bid submitted by the bidder shall be in the following parts:

- i. Part 1- this shall be known as **Envelope A - Technical Bid** and contain all required information and enclosures as per details given in the Annexure A.
- ii. Part 2 - This shall be known as **Envelope B- Financial Bid** and contain financial offer in the prescribed format enclosed as Annexure B.

### 2. Language

The bid as well as all correspondence and documents relating to the bid exchanged by the Bidder and HLFPPPT shall be in English. Wherever any document, for example any government certificate, is furnished in any other language, the bidder shall have to submit an English translation of the same document.

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/Fax**

### 3. Technical Bid

- a. All the documents/ information enclosed with the Technical Bid should be self-attested and certified by the bidder.
- b. The pages of the Technical Bid should be duly numbered, otherwise it will not be considered for evaluation.

### 4. Financial Bid

- a. The bidder shall have to quote rates in **Annexure B** in absolute amount.
- b. The bidder shall have to quote rates inclusive of all duties, taxes, royalties and other levies; and HLPPT shall not be liable for the failure of the bidder to take the same into consideration.
- c. The rate shall be quoted in figures as well as in words. If any difference in figures and words is found, lower of the two shall be taken as valid and correct.

## D. SUBMISSION OF BID

1. The bidder is required to submit bid duly signed in Envelop 'A' and Envelop 'B' in physical form at the place prescribed in the NIT (Notice Inviting Tender).
2. The Envelope A & Envelope B should be enclosed in a master envelop superscripted "**Hiring of Passenger Vehicle minimum 14 seater for elderly care home at Chenkottukavu, Kozhikode district of Kerala**".
3. The quotation received through FAX/E-mail or received late due to postal or courier delay etc will not be accepted. The bidder have to ensure the receipt of bids by HLPPT well in time before due date.
4. Confidentiality
  - a. Information relating to examination, evaluation, comparison and recommendation of contract award shall not be disclosed to or any other person not officially concerned with such process until final decision on the bid.
  - b. Any attempt by bidder to influence HLPPT in the evaluation of the bids or contract award decisions may result in the rejection of his bid.

## E. AWARD OF CONTRACT

HLPPT shall notify the successful Bidder by issuing a 'Work Order' (WO) that his bid has been accepted.

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/Fax**



#### F. RELEASE OF WORK ORDER

1. The successful Bidder shall receive work order within 7 days after final negotiation.
2. The date of acceptance of Work Order will be considered as the date of Start of the branding work
3. The vehicle should be ready for operations with all fittings, branding, licenses, permissions, qualified driver etc within 20 days of the issue of work order or any other time limit specified in the Work Order. The time limit specified in the Work Order shall be final and binding.
4. Separate order will be issued for commencement of the operations.

#### G. MONITORING OF EXECUTION

HLFPPT Team and Concerned partner officials will monitor the vehicle on time to time basis. Bidder needs to follow their advise and instructions as per area conditions and scope of work strictly.

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/Fax**

### Section III: Scope of Work

Sno	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE (Agree /Disagree)
1.	The successful bidder will provide one 14 seater passenger vehicle, as offered by it in its bid and accepted by HLPPT.	
2.	The vehicle will be provided with qualified driver	
3.	The agency will be responsible for vehicle's operations and maintenance.	
4.	The successful bidder will endeavour to ensure 100% operational service ability of the vehicle 7 days in a week.	
<b>A. MMC vehicle Fabrication &amp; Branding</b>		
1	Vehicle should be equipped (fabricated) with all basic requirements like seats, lights, ventilation, etc.	
2	The vehicle bidder permits HLPPT for the branding of vehicle as per the requirement of HLPPT. The cost of branding will be met by HLPPT	
3	Vehicle fabrication and branding will be approved by HLPPT	
4	Idea/brief for artwork for fabrication of vehicle will be provided by HLPPT	
5	It should be clearly mentioned on the outer body of the vehicle that the service is provided by the bidder by an agreement between HLPPT and its donor organization. The text for this purpose will be provided HLPPT.	
<b>B. Upkeep Repair and Maintenances</b>		
1	The successful bidder 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.	
2	Ensure AC in the MMC is functional when the vehicle is in running condition.(it is optional)	

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/Fax**

Sno	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE (Agree /Disagree)
3	Ensure the availability and serviceability of all equipment and accessories inside the MMC within reasonable time.	
4	The successful bidder will do periodic maintenance services arising as per the manufacturer's service manual with respect to the	
5	Check list for onsite technical inspection by the vehicle driver and HLPPT 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 bidder and competent authority of HLPPT.	
6	All such repair, maintenance and periodic servicing will be carried out with prior intimation and approval of concerned HLPPT authorities. Suitable approval register will be maintained which will be signed jointly by HLPPT and bidder representative.	
7	Service Schedule must be prepared to ensure minimum down time. The bidder shall provide appropriate replacement for vehicle for any such downtime event.	
8	Bidder shall be responsible for general housekeeping & maintaining all systems including cleanliness of the vehicle	
9	If there are any accidental damages to the vehicle due to negligence of the driver / bidder's staff, the cost of such repairs will be borne by the bidder.	
10	Vehicle will be cleaned on a daily basis at the mutually agreed time. Deep cleaning of the vehicle will be carried once a week.	
11	Ensure secured parking and garaging of the vehicle.	
<b>C Operation of vehicle</b>		
1	The bidder will deploy a proficient driver with knowledge and experience of passenger vehicle operation for undertaking driving and running maintenance of the vehicle.	
2	Driver who is engaged must not be less than 25 years of age and must not be more than 60 years in age.	

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/Fax**

Sno	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE (Agree /Disagree)
3	Driver should have a minimum of 3 years experience.	
4	Driver should be medically fit and should have valid license for passenger vehicle driving and should not have any pending case in court against him, certification to this effect must be provided by the bidder.	
5	The driver so provided must be on the pay roll of the bidder.	
6	Uniform is in the scope of bidder. It will be bidder's responsibility to ensure that the driver on duty is in proper uniform.	
7	Bidder will maintain appropriate logbook for breakdown hours and Kms running and get it duly signed by HLPPT officer.	
8	Maintaining other required documentation.	
9	Driver is responsible Any other relevant responsibility as assigned by the competent authority in HLPPT.	
<b>D. Compliance</b>		
1	Bidder will ensure all legal compliance with respect to the following:- i. Vehicle: Monthly compliance as per prevailing Motor Vehicle Act	
2	All drivers tools for the vehicle will be the responsibility of the bidder	
3	All safety compliances as per government norms will be complied with	

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/Fax**

## Section IV: Terms & Conditions

Sno	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE (Agree /Disagree)
1.	The bidder should have all the supporting documents (Road Permits, Fitness Certificate, Driving License, Insurance etc.) for plying the passenger taxi vehicle in the state of Kerala.	
2	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 and performed services for nonworking 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, HLFPPPT may consider termination of the contract.	
3	Penalty clause 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 by the driver	
4	HLFPPT carries the right to accept or reject any bid and to cancel the bidding process and reject all quotation at any time prior to the award of contract.	
5	HLFPPT carries the right to negotiate with the party while awarding the contract.	
6	The driver must be insured (accident/injury).	
7	The vehicle must be insured along with third party insurance.	
8	The bidder will ensure the availability of the vehicle and driver both on all the 6 working days	
9	Prices quoted by the bidder shall be fixed during the bidder's performance of the contract for one year duration of the project.	
10	The proposal shall remain valid for a minimum 180 days (six months) from the date of opening of the financial bid.	
11	At any point of time, HLFPPPT reserves the right to cancel or modify the work order even if it is awarded to the successful bidder.	

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/Fax**

Sno	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE (Agree/Disagree)
12	The successful bidder shall be responsible for payment of any charges due to any statutory authorities such as Income Tax, Sales Tax, Service Tax, Customs Duties etc. In the event, if it is found that there is some statutory deduction to be made at the source, HLPPT will have the authority to do so.	
13	The successful bidder shall visit the scheduled locations for the project and choose vehicles by which these locations are accessible.	
14	The GPS device has to be functional for the entire period of operations. If the GPS device is not working for the day when the camps have been conducted by the vehicle, proportionate amount or as decided by HLPPT management team will be deducted for that day from the bill amount.	

## Section V: Evaluation Process

- 1) Envelope 'A' containing the Technical Bid (Annexure A) shall be opened first, after the last date of receiving the bids, and its contents shall be checked. In cases Envelop 'A' does not contain all requisite documents, such bid shall be treated as non-responsive, and Envelop 'B' containing the Financial Bid (Annexure B) of such bid shall not be opened. Also, Envelop 'B' of bidders who are not qualified in Technical Bid shall not be opened.
- 2) Next, Envelope 'B' shall be opened. After opening Envelop 'B' all responsive bids shall be compared to determine the lowest evaluated bid. HLPPT shall have freedom to choose and negotiate after opening of the Envelop 'B'.
- 3) HLPPT reserves the right to accept or reject any bid, and to annul the bidding process and reject all the bids at any time prior to contract award, without incurring any liability.
- 4) Bidder who will obtain 70% marks or more in Technical evaluation would be considered for opening of financial bids.
- 5) Eligible Bidders will be evaluated on the following technical criteria
  - Bidder Profile
  - Vehicle ownership (Copy of RCs to be attached)
  - Annual Turnover (Copy of Audited Profit & Loss A/c for FY 15-16, 16-17, and 17-18 or CA certificate). The CA certificate must have CAs registration number.

**Name & Signature of Authorized Signatory**  
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- Past Experience of similar task (work order of the same to be enclosed)
- Clientele list with contact details

6) Award of contract shall be made to L1, the lowest bidder. In case, L1 is not able to deliver or agrees, the order will go to L2, the 2nd lowest.

### Section VI: Payment Terms

1. Payment will be released through Cheque/NEFT/RTGS on monthly basis and upon submission of original bill along with log book.
2. TDS will be deducted as per applicable income tax law before release the payment to the bidder.

### Section VII - Key dates

We strictly advise you to follow the time schedule of the bid for proposed tasks and responsibilities. The key dates are:

Sr. No.	Stage	Date
1.	Release of RFP	03.04.2019
2.	Last date of receiving any queries	08.04.2019
3.	Last date of Receiving filled-in-Bid at HLPPT Kerala Office	12.04.2019

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/Fax**

## Section VIII - MMC Specifications

Sno	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE (Agree /Disagree)
1.	Type of vehicle: 14 seater (Force Traveller/tempo traveller/any other suitable vehicle) to accommodate minimum 14 people at a time in vehicle shall be selected in such a way that services can be provided in the project area.	
2	The successful bidder shall choose a suitable vehicle not older than 2013.	
3	The bidder shall have to get the vehicles fitted with GPS based location tracking system to enable real time tracking. A link shall be provided to HLFPPPT and also to other concerned offices to know the real-time position of the vehicle on a single screen view.	

## Section 1X - Checklist of Documents to be Included

S.No.	Item	Whether included - Yes/No
1.	Signed Copy of this Request For Proposal document (along with name & seal of the firm/agency) included	
2.	In case of partnership firm and Limited Company, certified copy of partnership deed/ Articles of Association and Memorandum of Association along with registration certificate of the company shall have to be enclosed	
3.	Copy of PAN Card included	
4.	Copy of Registration number with Tax Authorities, (if any) included	
5.	CA certificate or audited profit and loss account of last 3 years [Fy 15-16, 16-17, 17-18] has been included with the Technical bid.	

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/Fax**



6.	Registration Certificate of Vehicle ownership has been enclosed	
7.	Copy of Work Orders in support of similar or relevant experience has been enclosed	
8.	Copy of Client List has been enclosed	
9.	Envelope 'A' containing the Technical Bid (Annexure A1, A2 and A3 ) has been enclosed	
10.	Envelop 'B' containing the Financial Bid (Annexure B) has been enclosed	
11.	Both - Envelope A and B have been enclosed in another big envelope superscripted Proposal "for " <b>Hiring of Passenger Vehicles minimum 20 seater for elderly care home at Chenkottukavu, Kozhikode district of Kerala</b> ".	

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/Fax**

**1. Annexure A- Format for Receiving the Technical Bid****Envelope - A**

**(To be submitted in a separate envelope duly labeled Envelope - A "Technical Bid")**

Technical Bid - Technical Bid shall comprise the following documents

<b>Sl. No.</b>	<b>Particular</b>	<b>Details to be submitted</b>
1	Bidder details	Annexure A -1
2	Annual Turnover	Annexure A- 2
3	Declaration Form	Annexure A-3

*Note: Technical Bid should be duly page numbered.*

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/Fax**

**Bidder Details: Technical Format 1**  
**(To be submitted in Envelope A duly labeled "Technical Proposal")**  
**Ref: RFP No HLPPT/CSR/SYMPH 01/KER/2019-20**

<b>1</b>	Name of Organization/Individual/ Proprietary Firm/Entity/ Organization (Registered under Partnership Act)/Limited Company (Registered under the Companies Act-1956/2013)	<i>In case of partnership firm and limited company certified copy of partnership deed/ Articles of Association and Memorandum of Association along with registration certificate of the company shall have to be enclosed.</i>
<b>2</b>	PAN	No. _____ (Copy enclosed)
<b>3</b>	GST No. (if any)	Registration No. _____ Valid till date _____ (Copy enclosed)
<b>4</b>	Address for Communication	
<b>5</b>	Telephone Number with STD Code	

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/Fax**

6	Mobile Number of the Contact person with Name	
7	E-mail Address for all communications	
8	Whether similar job work undertaken in the past; if so please attach details along with documentary evidences and photographs of the same.	
8.1	No. of commercial vehicle operated within last 3 years (if any)	
8.2	Name of the clients with address (if applicable)	
8.3	Attach copies of work orders received from the above mentioned clients:	
8.4	No. of commercial vehicles owned (copy of RCs to be enclosed):	
8.5	No. of vehicles contracted recently (Copy of contract/Work order):	
9	Total Annual Turnover (value in Rs.) for the FY 15-16, 16-17, 17-18 (attach three years Audited Profit & Loss statement or CA certificate):	

We are hereby submitting our proposal after understanding completely the technical specifications and other terms and conditions of the RFP.

**Signature of Bidder with Seal**

Date: \_\_\_\_\_

**Annexure A - 2**  
**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/Fax**

**Bidder's Annual Turnover Statement: Technical Format 2**  
**(To be contained in Envelope A)**  
**Ref: RFP No: HLPPT/CSR/SYMPH 01/KER/2019-20**

**ON THE LETTER HEAD OF CA FIRM**

**CERTIFICATE OF ANNUAL TURNOVER**

We/I certify that the below mentioned year-wise turnover of M/s .....  
 .....are true and correct based on the books of accounts and other documents maintained by M/s  
 .....for the below mentioned years.

Sr. No.	Financial Year	Turn Over Amount (in Lakhs)*
1.	2017-18	
2.	2016-17	
3.	2015-16	
	Total	Rs _____ Lakhs

**Signature of Auditor/ Chartered Accountant along with the Stamp**

**Name:**

**Membership No.**

**Firm Regn. No.**

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/Fax**

**Bidder Declaration: Technical Format 3  
(To be contained in Envelope A)**

**Anexure A - 3**

Undertaking from the Bidder

In response to the *RFP No: HLPPT/CSR/SYMPH 01/KER/2019-20* , we have submitted our technical & financial bids for **“Hiring of Passenger Vehicle minimum 14 seater for elderly care home at Chenkottukavu, Kozhikode district of Kerala”**.at your office Hindustan Latex Family Planning Promotion Trust (HLPPT) TC 19/1901, Kesavan Nair Road, Poojappura P.O, Trivandrum 12, Kerala. 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 Work Order and recover the full value of the Work Order from us.

**Signature of Bidder of with Seal**

Date: \_\_\_\_\_

**Name & Signature of Authorized Signatory  
Name & Seal of the Firm/ Agency  
Address:  
Telephone/Fax**

## 2. Annexure B - Format for Receiving the Financial Bid

**Annexure - B**

### **Financial Bid**

**Ref: RFP No: HLPPT/CSR/SYMPH 01/KER/2019-20**

**(To be submitted in a separate envelope duly labeled Envelope B "Financial Bid")**

**NAME OF WORK: "Hiring of Passenger Vehicles minimum 14 seater for Day Care Elderly Home at ChemnkoDay Care Elderly Home at Chemnkottukavu, Kozhikode districts of Kerala".**

I/We hereby bid for the execution of the above work within the time specified at the rate and amount stated by us in the Financial Bid – Annexure B in all respects and inaccordance with the specifications and instructions in writing and in all respects in accordance with such conditions so far as applicable. I/We have visited the area of work and am/ are fully aware of scope of work and all the conditions likely to affect carrying out the work. I/We have fully acquainted myself/ourselves about the conditions in regard to accessibility of site, nature and the extent of road and working conditions, including movement of vehicle required for the satisfactory execution of contract.

Should this bid be accepted, I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions of contract.

**Signature of Bidder of with Seal**

Date: \_\_\_\_\_

**Name & Signature of Authorized Signatory  
Name & Seal of the Firm/ Agency  
Address:  
Telephone/Fax**

**Financial Format**  
**(To be contained in Envelope B)**  
**Ref: RFP No: HLPPT/CSR/SYMPH 01/KER/2019-20**

S no	SPECIFICATIONS (FINANCIAL)	AGENCY'S REPOSE (Agreed /Disagreed)
1.	Rates will be inclusive of all taxes duties & levies, etc.	
2.	TDS as applicable will deduced as per Income Tax Act, 1961	
3.	Payment will be made through cheque / NEFT/ RTGS.	
4.	Duly Certified bills will be submitted for every completed cycle on monthly basis.	
5.	Payment will be released within 30 days after submission of invoice along with Logbook and other supporting documents.	
6.	For Kilometers reading, the starting and end point will be the assigned as the old age home where the vehicle will be parked.	
7.	One cycle will be of 30 days per month	
8.	Penalty clauses will apply as per organization's policy and as per terms of the work order. The decision of the HLPPT Management shall be final and binding in this regard.	

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/Fax**



**Unit cost of operating Mobile Medical Clinic vehicle:**

S.No	Name of District	No. of Vehicle	Monthly Fixed Rental for Providing Fully-equipped vehicle ( 2000 KM running per month inclusive of driver salary, maintenance, Fabrication, Branding all taxes, levies, insurance, permit charges etc.)		Charges per extra Km in excess of 2000 kms in the month (inclusive of taxes)	
			Specify the Type of vehicle	Yr. of Mfg of MMC Vehicle	(INR/km)	
1	Kozhikode	1	Rs.		Rs.	Rs.

**Note:**

1. The rate mentioned above should be valid for 36 Months from the date of operation of the vehicle.
2. All costs should be inclusive of government taxes, Fabrication, Branding
3. Agency needs to submit brochures / technical specification of diagnostic equipment.
4. For Kilometers reading, the starting and end point will be the assigned elderly care center where the vehicle will be parked.

We are hereby submitting our proposal after understanding completely the technical specifications and other terms and conditions of the RFP.

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/Fax**