

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST
B-14A, IInd Floor, Sector 62, Noida,
Gautam Budh Nagar, Uttar Pradesh - 201307

Request for Proposal (RFP)

Empanelment of Agencies for Hiring of Vehicles to be used by us for the purpose of Mobile Medical Unit (MMU) in districts of Haridwar (Uttarakhand), Daruhera (Haryana), Jaipur (Rajasthan), Halol (Gujarat), Chittoor(Andhra Pradesh)

Scope of work: To provide, run & maintain vehicles on hiring basis in in the districts of Haridwar(Uttarakhand),Daruhera (Haryana), Jaipur (Rajasthan), Halol (Gujarat), Chittoor(Andhra Pradesh).

Hindustan Latex Family Planning Promotion Trust (HLFPPT)has an agreement for project implementation in association with Hero Moto Corp Ltd. ("HMCL") New Delhi for the Operationalization and Maintenance of Mobile Medical Unit to provide free of cost basic medical facilities services to underprivileged people at Jaipur (Rajasthan), Halol (Gujarat) Sri City (Chittoor- AP), Dharuhera (Haryana) and Haridwar (Uttarakhand) via Mobile Health Clinic for a duration of 1 years from the date of MoU signing. In this regard we propose to empanel agencies for Hiring of Vehicles to be used by us for the purpose of Mobile Medical Units (MMU)

Period of Contract: Initially the contract will be for a period of 1 years.

Terms and conditions

(To be enclosed with technical bid as per Annexure-1)

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 aarticles of aassociation along with registration certificate of the entity should be enclosed.
2. No agency shall be entitled to submit more than one bid whether jointly or severally. If one does so, all bids wherein the agency has participated shall stand disqualified.
3. The agency should have an average annual turnover of Rs.25 lakhs in the last three financial years to be able to qualify for bidding.
4. The agency shall bear all costs associated with the preparation and submission of bid.
5. 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 of immediately last preceding three years).
6. The agency must have PAN (Permanent Account Number)
7. Agencies should provide brief profile of their work experience for the last three years along with the photographs of similar work done earlier with the client list. Certificate/ documents evidencing past for the last 3 years should be enclosed.

of Authorized Signatory

Firm/ Agency

Name & Signature

Name & Seal of the

**Address:
Telephone/ Fax**

8. The RFP is for districts of Haridwar (Uttarakhand), Daruhera (Haryana), Jaipur (Rajasthan), Halol (Gujarat), Chittor(Andhra Pradesh) .
9. The route plan will be provided by HLPPT at the beginning of every month. In case of delay/breakdown of vehicle appropriate penalty will be levied as per the discretion of the Management.
10. HLPPT reserves the right to accept /reject/ select one or more than one 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 agency.
11. HLPPT reserves the right to cancel the contract based on performance without assigning any reason thereof.
12. Evaluation of the bids will be done by competent committee from HLPPT.
13. HLPPT 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 unperformed Services or 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, HLPPT may consider termination of the contract and can forfeit the security amount.
14. HLPPT also reserve the right to carryout inspection of the vehicles at any point of time during the period of contract.
15. The Vehicle should be fully fabricated as per design & specifications mentioned in the Technical Format. In the event of award of contract the agency shall be able to start the vehicle within 25 days of award of contract as per the schedule provided by HLPPT. If the Vehicle is not started within specified timeline, penalty clause will be applicable as per the terms of Work order issued to agency.
16. **Documents required to release the payment:**
 - a. Bill / Invoice mentioning Permanent Account Number of Income Tax Department
 - b. Documentary proof of the deliverables as per work order.
 - c. Crossed /cancelled cheque of Bank Account for making payment through NEFT/RTGS.
17. Agencies who will be technically qualified would only be considered for opening of financial bids.
18. Technical Evaluation of the agencies would be done on the following basis-
 - Experience with HLPPT/Govt. Agency/NGO/Development Sector with supporting documents like copy of work order or performance certificate from the client.
 - Experience in similar type of activity in urban & rural areas.
 - Company Profile with capability statement.
 - Annual Turnover - Financial Status of the agency.
 - Clientele.
 - Any other criteria as per discretion of Management.
19. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.

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20. The Financial Bids of agencies who do not technically qualify will not be opened and will not be considered in the final selection.
21. HLPPT Management Reserves the Right to award the work to more than one Agency as per requirement.
22. HLPPT Team and employees will regularly supervise the movement of vehicle to ensure the actual running of vehicle.
23. The agency needs to submit 'Technical Bid' & 'Financial Bid' separately in sealed envelopes by super scribing as '**Technical Proposal for Hiring of Vehicles to be used for the purpose of Mobile Medical Units (MMUs) in the districts of Haridwar (Uttarakhand), Daruhera (Haryana), Jaipur (Rajasthan), Halol (Gujarat), Chittor(Andhra Pradesh)**' and '**Financial Proposal for Hiring of Vehicles to be used for the purpose of Mobile Medical Units (MMUs) in the districts of Haridwar (Uttarakhand), Daruhera (Haryana), Jaipur (Rajasthan), Halol (Gujarat), Chittor(Andhra Pradesh)**'.
24. All the bid needs to be submitted by **5.00 pm on Date- 6th October '2021** at the following address:
Manager - Administration
Hindustan Latex Family Planning Promotion Trust (HLPPT)
B-14A, IInd Floor,
Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh - 201307
Ph. 0120 - 4231060/61/62
25. Agencies would not be allowed to subcontract, partial/full of the work assigned to them. In such case the Management reserves the right to cancel the contract with the agency.
26. The rates quoted by the agency will be inclusive of all Taxes/Levies/Insurance/ maintenance charges, etc.
27. The rate quoted by the agency will be valid for a period of one years from the date of award of contract. However, the cost of Diesel/Petrol will be reviewed annually and appropriate escalation as found appropriate by HLPPT management may be made admissible at its sole discretion.
28. HLPPT reserves the right to award the work order to the second highest scoring agency in the event the first highest scoring agency backs out after final discussions. In such case HLPPT reserves the right to forfeit the EMD of the concerned bidder.
29. HLPPT will share the schedule for opening of technical bids & financial bids.
30. Any technical and financial bid with inadequate information and those which do not meet the eligible criteria or received after the closing date & time will not be entertained and considered under any circumstances.
31. The agency needs to sign and stamp all pages of the technical bid along with the terms and conditions of RFP.
32. **The districts of Haridwar (Uttarakhand), Daruhera (Haryana), Jaipur (Rajasthan), Halol (Gujarat), Chittor(Andhra Pradesh)** have been grouped into different clusters based on geographical consideration . Bidders are expected to submit their financial bid in the given format for each districts of cluster.

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33. The Agencies should also submit an undertaking (**Annexure-4**) duly signed & Stamped.

34. The contract may be terminated on breach of any of the clauses of this RFP.

35. HLPPT reserves the right to cancel the bid anytime without prior information/notice.

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.

**of Authorized Signatory
Firm/ Agency**

**Name & Signature
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Hindustan Latex Family Planning Promotion Trust
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Annexure- 1: Technical Bid Format

Location -: Districts of Haridwar (Uttarakhand), Daruhera (Haryana), Jaipur (Rajasthan), Halol (Gujarat), Chittor(Andhra Pradesh) .

	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE (Agreed /Disagreed)
1.	Type of Vehicle: Force Travelers T1 OR Any other vehicle matching the same criteria	Pls mention the make & model of vehicle you would provide- Vehicle Make- Vehicle Model-
2.	The vehicle should not be more than 2 years old at the time of starting of the vehicle in the field. At no point of time during the execution of contract, the vehicle will be more than 5 years old from the date of manufacture.	
3.	Agency would act as custodian of all the equipments provided by HLPPT in the vehicle to be used for MMU. In case of any loss/damage happens to the equipments HLPPT reserves the right to recover the appropriate amount from the agency.	
4.	Insurance of Equipments would be done by HLPPT and further these equipments will remain the assets of HLPPT.	
5.	Fabrication of Vehicle should be done as per specification given by HLPPT. (layout for fabrication is attached in the annexure -2)	
6.	Branding of the Vehicle would be done as per the specification provided by HLPPT	
7.	Registration: the Vehicle should be legally registered and should be legally allowed to ply in districts of Haridwar (Uttarakhand), Daruhera (Haryana), Jaipur (Rajasthan), Halol (Gujarat), Chittor(Andhra Pradesh) .	

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8.	Fines & Penalty- Any third party liabilities including any fines and penalty imposed by any department due to negligence of Driver or agency will be the responsibility of the Agency.	
9.	<p>Technical Specifications for Fabrication The agency should provide the fabrication and fittings as per details given below for Force Travellers T1 or any other vehicle matching the same criteria</p> <div style="border: 1px solid black; padding: 5px;"> <p>Interior paneling fabricated with Aluminum Composite Panel (ACP)</p> <ul style="list-style-type: none"> • Hit-lone insulation to provide better temperature control. • Driver & patient cabin partition in (ACP) with sliding communication window. <ul style="list-style-type: none"> • Overhead Racks with sliding glass for storage. • Homogeneous non static, mark resistant, scratch proof, Anti-Skid Vinyl flooring material with Water proof ply-board. • Grab rail on rear entry door for easy access. • Roof Mounted Stainless Steel hand support rail with 2 No's of strap Handles. • Foldable Doctor Table with Chair <ul style="list-style-type: none"> • Stainless Steel Coded storage Cabinet • Awning 8'X10' on one side • Stainless Steel Wash basin with foot operated tap • Water storage tank for wash basin. • Waste bins - Color coded. • Hooks for IV Bottle's - 6 No with IV holding attachment. • Fire extinguisher 6 kg. • Full length aluminum Foot step at rear entry Door & footstep light. • Mounting Stainless Steel Pharmacy Cabinet • Split AC 1 ton • 32" LED TV • Portable Honda Generator 3 KV. </div>	Please mention the make & Model of vehicle for fabrication agreed for -----
10.	One driver will be required for each vehicle.	
11.	<p>Compliance</p> <p>1) Agency will ensure all legal compliance with respect to the following:-</p> <ol style="list-style-type: none"> a. Vehicle: Monthly compliance as per prevailing Motor Vehicle Act b. Vehicle should have all the supporting documents (Road 	

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	Permits, Fitness Certificate, Road Taxes, pollution certificate, Ambulance certificate etc.) for moving in the state of Uttarakhand, Haryana, Rajasthan, Gujarat and Andhra Pradesh. 2) All drivers tools for the vehicle will be the responsibility of the agency 3) All safety compliances as per government norms will be complied with	
12.	One cycle will be of 26 working camp days.	
13.	Minimum Km per cycle as agreed upon will be 1500 Kms. Agency can charge extra km over 1500 kms on per km basis.	
14.	The agency will have to follow the scheduled plan as agreed upon, any deviation from it would not be entertained.	
15.	Agency will maintain the proper log book & record keeping and for making valid claims for payments.	

Please Note:-

1. Form must be completed in all respects, Incomplete forms may liable to be rejected.
2. The form must be duly signed and sealed by the Authorised signatory
3. The form must be submitted on or before due date and time.

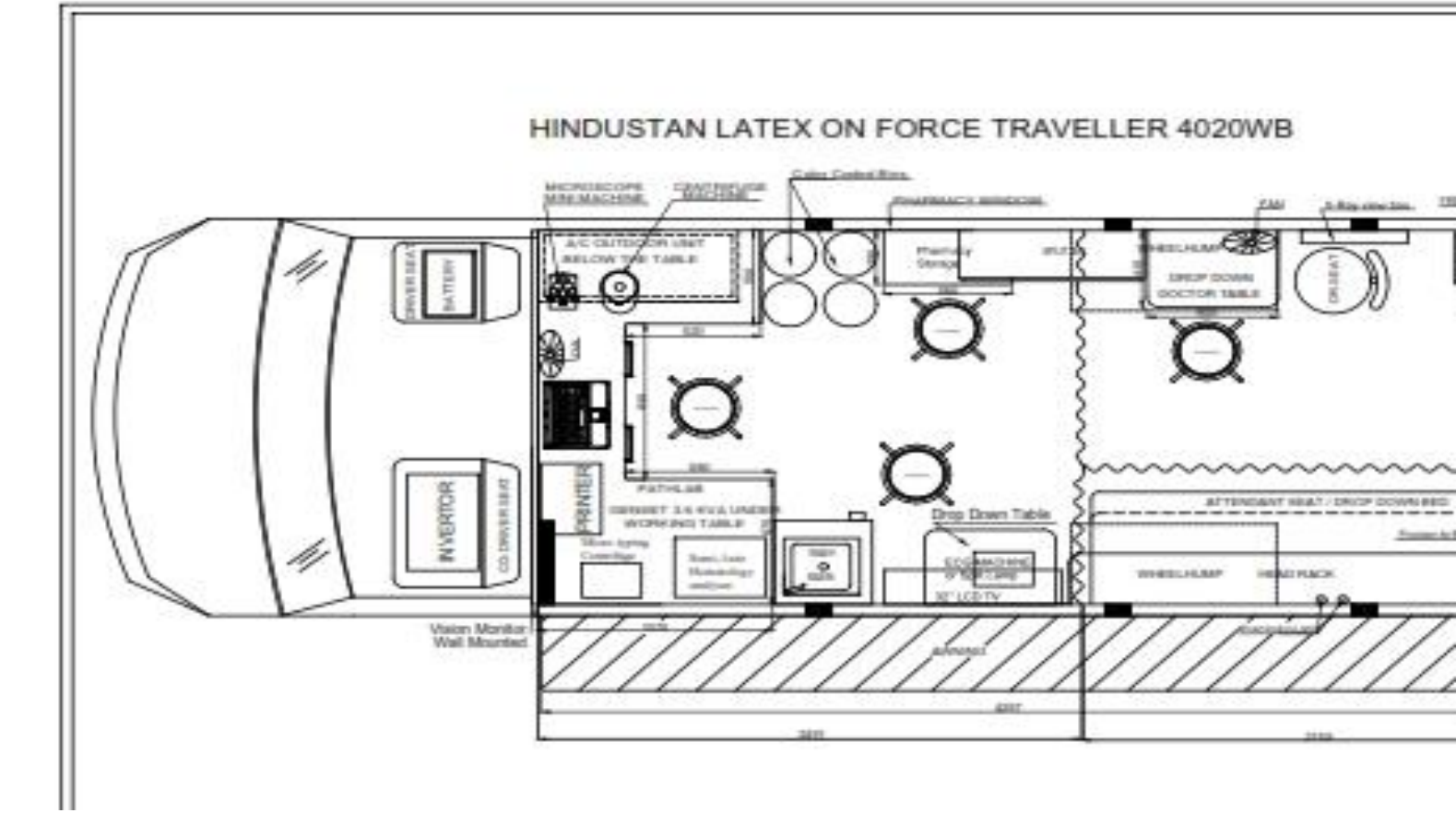
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Annexure-2: Layout for Fabrication



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Hindustan Latex Family Planning Promotion Trust
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Annexure-3: Financial Bid Format

We are hereby submitting the quotation for the Hiring of Vehicles to be used by HLFPPPT for the purpose of Mobile Medical Unit (MMU) in the State of Uttarakhand, Haryana, Rajasthan, Gujarat and Andhra Pradesh after understanding completely the technical specifications and other terms and conditions of the RFP.

SPECIFICATIONS (FINANCIAL)	
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.	Minimum Km per schedule plan as agreed upon will be 1500 km from the point of first camp as given in tour programme.
7.	One cycle will be of 26 days
8.	Penalty clauses will apply as per organization's policy and as per terms of the work order. The decision of the HLFPPPT Management shall be final and binding in this regard.

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The Charges for hiring of vehicles to be used for the purpose of Mobile Medical Unit (MMU) in the districts of Haridwar (Uttarakhand), Daruhera (Haryana), Jaipur (Rajasthan), Halol (Gujarat), Chittor(Andhra Pradesh)_ are as follows:

S. No.	Name of States	Name of Districts	Tentative number of Vehicles required*	Hiring Charges per vehicle (per cycle) inclusive of all levies (for running upto 1500 kms per month)	Charges per extra Km in excess of 1500 kms.
				(INR)	(INR/km)
			(Nos.)	Force Travelers T1 or any other vehicle Matching the same criteria	Force Travelers T1 or any other vehicle Matching the same criteria
1	Uttarakhand	Haridwar	1		
2	Haryana	Daruhera	1		
3	Rajasthan	Jaipur	1		
4	Gujarat	Halol	1		
5	Andhra Pradesh	Chittor	1		

*Note: The number of vehicle and districts may liable to change.

We are hereby submitting the quotation for the Hiring of Vehicles to be used by HILFPPT for the purpose of Mobile Medical Units (MMU) in the districts of Haridwar (Uttarakhand), Daruhera (Haryana), Jaipur (Rajasthan), Halol (Gujarat), Chittor(Andhra Pradesh)_after understanding completely the technical specifications and other terms and conditions of the RFP.

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Annexure -4

Undertaking from Vendors

This has reference to the RFP published in the website of HLPFPT 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:-

- 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, HLPFPT reserves the sole right to cancel the contract and recover the full value of the contract from us.

Annexure-5: Details of districts

S. No.	Name of States	Name of Districts
1	Uttarakhand	Haridwar
2	Haryana	Daruhera
3	Rajasthan	Jaipur
4	Gujarat	Halol
5	Andhra Pradesh	Chittor

of Authorized Signatory
Firm/ Agency

Name & Signature

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