

**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 district of Chittoor ( Andhra Pradesh)**

**Scope of work:** To provide, run & maintain vehicles on hiring basis in **in the district of 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 year.

**Terms and conditions**

1. The agency can be an individual/HUF/Association of Persons (AOP)/Society/Trust/Partnership firm/company incorporated under the laws of India.
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 shall bear all costs associated with the preparation and submission of bid.
4. The agency must have PAN (Permanent Account Number) and registered with GST and the document for the same is to be attached.
5. The RFP is for district of **Chittoor ( Andhra Pradesh)**
6. The route plan will be provided by HLFPPPT 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.
7. HLFPPPT 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.
8. HLFPPPT reserves the right to cancel the contract based on performance without assigning any reason thereof.
9. Evaluation of the bids will be done by competent committee from HLFPPPT.
10. HLFPPPT 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, HLFPPPT may consider termination of the contract and can forfeit the security amount.

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
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11. HLPPT also reserve the right to carryout inspection of the vehicles at any point of time during the period of contract.
12. 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.
13. **Documents required to release the payment:**
- Bill / Invoice mentioning Permanent Account Number of Income Tax Department
  - Documentary proof of the deliverables as per work order.
  - Crossed /cancelled cheque of Bank Account for making payment through NEFT/RTGS.
14. Agencies that will be technically qualified would only be considered for opening of financial bids.
15. Technical Evaluation of the agencies would be done on the following basis-

1	Experience with HLPPT/Govt. Agency/NGO/Development Sector	20
2	Experience in similar type of activity	20
3	Annual Turnover - Financial Status of the agency.	30
4	Clientele.	20
5	Any other criteria as per discretion of Management.	10

**Agency should submit the Technical bid with enclosed Annexure- 1: Technical Bid Format**

16. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.
17. HLPPT Management Reserves the Right to award the work to more than one Agency as per requirement.
18. HLPPT Team and employees will regularly supervise the movement of vehicle to ensure the actual running of vehicle.
19. The agency needs to submit 'Technical Bid' & 'Financial Bid' 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 district Chittoor ( Andhra Pradesh)**' and '**Financial Proposal for Hiring of Vehicles to be used for the purpose of Mobile Medical Units (MMUs) in the district of Chittoor ( Andhra Pradesh)**'.
20. All the bid needs to be submitted by **5.00 pm on Date- 6<sup>th</sup> 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**
21. 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.

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22. **The rates quoted by the agency will be inclusive of all Taxes/Levies/Insurance/ maintenance charges/Driver Salary/Branding/Fabrication/Fuel Charges etc.**
23. The rate quoted by the agency will be valid for a period of one year 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.
24. 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
25. 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.
26. The agency needs to sign and stamp all pages of the technical bid along with the terms and conditions of RFP.
27. The agencies are expected to submit their financial bid in the given format as per **Annexure - 3**.
28. The Agencies should also submit an undertaking (**Annexure-4**) duly signed & Stamped.
29. The contract may be terminated on breach of any of the clauses of this RFP.
30. 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.**

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**Hindustan Latex Family Planning Promotion Trust**  
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**Gautam Budh Nagar, Uttar Pradesh - 201307**

**Annexure- 1: Technical Bid Format**

**Location -:** District of Chittor ( Andhra Pradesh)

	<b>SPECIFICATION (TECHNICAL)</b>	<b>AGENCY'S REPOSE (Agreed /Disagreed)</b>		
1.	Type of Vehicle:  <b>Force Travelers T1</b> <b>OR</b> <b>Any other vehicle matching the same criteria</b>			
2.	The vehicle should not be more than 3 years old at the time of starting of the vehicle in the field.			
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.	<b>Registration:</b> the Vehicle should be legally registered and should be legally allowed to ply in state of Andhra Pradesh			
8.	<b>Fines &amp; Penalty-</b> 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.	<b>Technical Specifications for Fabrication</b> The agency should provide the fabrication and fittings as per details given below for Force Travellers T1 <b>or any other vehicle matching the same criteria</b>  <table border="1" style="width: 100%;"> <tr> <td><b>Interior paneling fabricated with Aluminum Composite Panel (ACP)</b></td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• Hit-lone insulation to provide better temperature control.</li> <li>• Driver &amp; patient cabin partition in (ACP) with sliding</li> </ul> </td> </tr> </table>	<b>Interior paneling fabricated with Aluminum Composite Panel (ACP)</b>	<ul style="list-style-type: none"> <li>• Hit-lone insulation to provide better temperature control.</li> <li>• Driver &amp; patient cabin partition in (ACP) with sliding</li> </ul>	
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	<p>communication window.</p> <ul style="list-style-type: none"> <li>• Overhead Racks with sliding glass for storage.</li> <li>• Homogeneous non static, mark resistant, scratch proof, Anti-Skid Vinyl flooring material with Water proof ply-board.</li> <li>• Grab rail on rear entry door for easy access.</li> <li>• Roof Mounted Stainless Steel hand support rail with 2 No's of strap Handles.</li> <li>• Fixed Doctor Table with Chair</li> <li>• Stainless Steel Coded storage Cabinet</li> <li>• Stainless Steel Wash basin with foot operated tap</li> <li>• Water storage tank for wash basin.</li> <li>• Waste bins – Color coded.</li> <li>• Hooks for IV Bottle's - 6 No with IV holding attachment.</li> <li>• Fire extinguisher 6 kg.</li> <li>• Full length aluminum Foot step at rear entry Door &amp; footstep light.</li> <li>• Mounting Stainless Steel Pharmacy Cabinet</li> </ul>	
10.	One driver will be required for vehicle.	
11.	<p><b>Compliance</b></p> <ol style="list-style-type: none"> <li>1) Agency will ensure all legal compliance with respect to the following:- <ol style="list-style-type: none"> <li>a. Vehicle: Monthly compliance as per prevailing Motor Vehicle Act</li> <li>b. Vehicle should have all the supporting documents (Road Permits, Fitness Certificate, Road Taxes, pollution certificate, Ambulance certificate etc.) for moving in the state of Andhra Pradesh</li> </ol> </li> <li>2) All drivers tools for the vehicle will be the responsibility of the agency</li> <li>3) All safety compliances as per government norms will be complied with</li> </ol>	
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.	

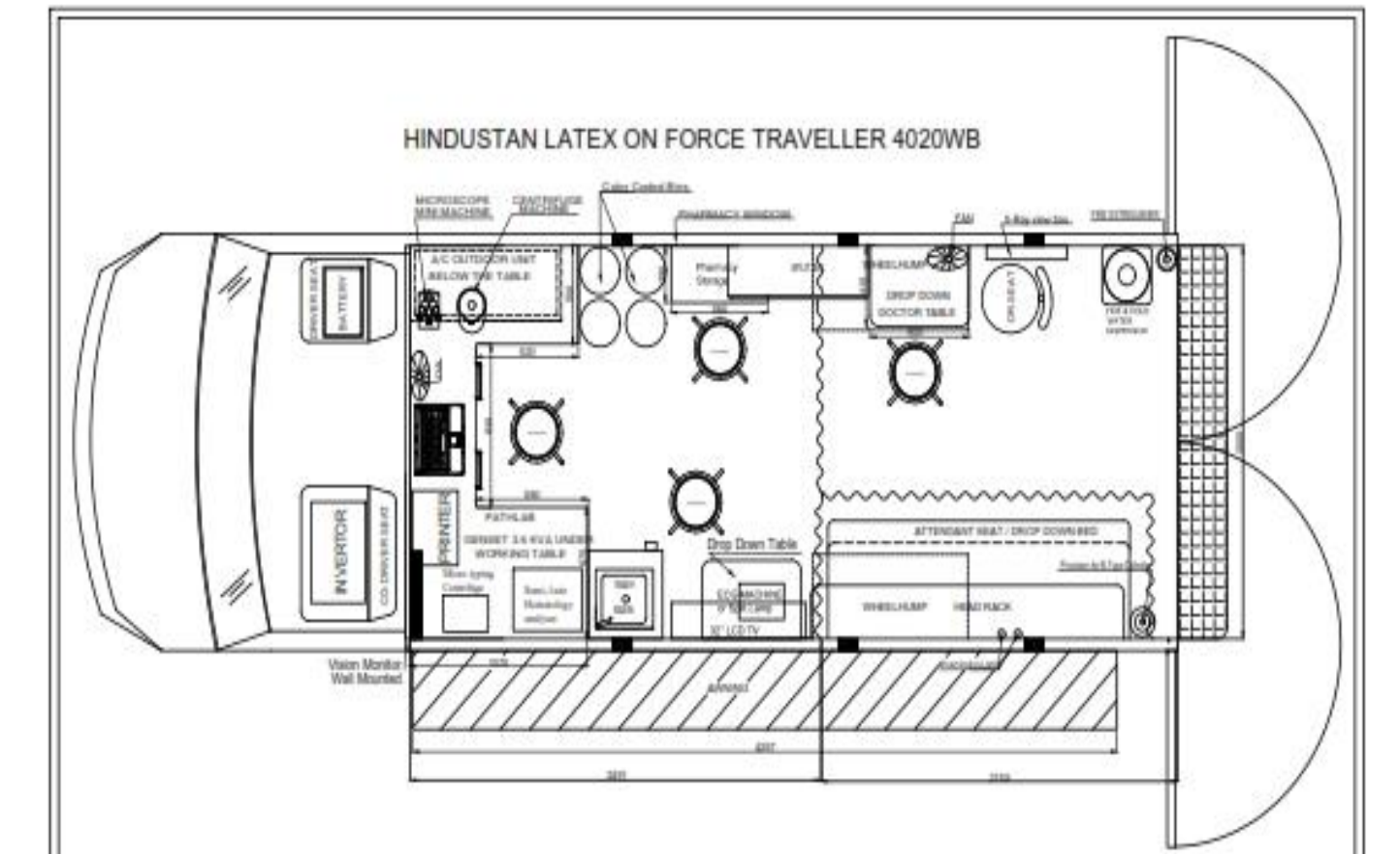
**Name & Signature of Authorized Signatory**  
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**Please Note:-**

- 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



**Name & Signature of Authorized Signatory**  
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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 Andhra Pradesh after understanding completely the technical specifications and other terms and conditions of the RFP.

SPECIFICATIONS (FINANCIAL)	
1.	Rates will be inclusive of <b>Taxes/Levies/Insurance/ maintenance charges/Driver Salary/Branding/Fabrication/Fuel Charges etc.</b>
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 district of Chittor (Andhra Pradesh) are as follows:

S. No.	Name of States	Name of District	Tentative number of Vehicles required*	Hiring Charges per vehicle (per cycle) Taxes/Levies/Insurance/maintenance charges/Driver Salary/Branding/Fabrication/Fuel Charges (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	Andhra Pradesh	Chittor	1		

\*Note: The number of vehicle and district 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 district of **Chittor (Andhra Pradesh)** 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:**  
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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.

**Name & Signature of Authorized Signatory**  
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