#### 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 Fully Equipped One Mobile Medical Clinic Vehicle in Thrissur district of Kerala State

#### Scope of work: The detailed description of work is placed in Scope of Work (Annexure 5).

Hindustan Latex family Planning and Promotion Trust (HLFPPT) is a trust established and promoted by HLL Lifecare Ltd. (a government of India Enterprise), Since its set up in the year 1992.HLFPPT has been running 8 Mobile Medical Clinics in tribal region of Kozhikode, Ernakulum, Pathananthitta, Trivandrum, Wayand, Malappuram, Palakkad and Thrissur districts of Kerala with support of Kerala Medical Service Corporation Limited for improving the health status

In this regard HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST(HLFPPT) invites proposals from eligible individual/Firms (hereinafter Bidders) for "Hiring of Fully Equipped One Mobile Medical Clinic Vehicles for Thrissur District of Kerala under NHM KMSCL Project" as per details, Terms & conditions mentioned below:

**Period of Contract:** The contract will be for a period of 01 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. All the documents / information enclosed with the Technical bid should be Self attested and certified by the bidder.
- 6. The MMC vehicle should be ready for operations with all fitting, fabrications, branding, licenses, permissions, qualified driver etc. as per schedule provide by HLFFPT.
- 7. The driver should be medically fit and should have valid license for ambulance driving and should not have any pending case in court against him. For the same the successful bidder will provide Medical fitness certificate and Police Verification certificate.

- 8. The route plan will be provided by HLFPPT 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.
- 9. HLFPPT 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.
- 10. HLFPPT reserves the right to cancel the contract based on performance without assigning any reason thereof.
- 11. Evaluation of the bids will be done by competent committee from HLFPPT.
- 12. 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 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, HLFPPT may consider termination of the contract and can forfeit the security amount.
- 13. HLFPPT also reserve the right to carryout inspection of the vehicles at any point of time during the period of contract.
- 14. HLFPPT Team and Concerned partner official will monitor the operation of MMC vehicle on time to time basis. Bidder needs to follow their advice and instruction as per area conditions and scope of work strictly.
- 15. The Vehicle should have fabrications and branding as per design & specifications provided by HLFPPT. In the event of award of contract the agency shall be able to start the vehicle from 01st March 2023 as per the schedule provided by HLFPPT. If the agency is unable to execute the work within the timeframe the penalty will be applicable as per management decisions.
- 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.
- 17. Agencies that will be technically qualified would only be considered for opening of financial bids.
- 18. The agency should submit enclosed **Annexure 1** duly seal & signed.
- 19. Technical Evaluation of the agencies would be done on the following basis-

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

Agency should submit the Technical bids as per details are placed in above table with enclosed Annexure-2: Technical Bid Format.

- 20. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.
- 21. HLFPPT Management Reserves the Right to award the work to more than one Agency as per requirement.
- 22. HLFPPT Team and employees will regularly supervise the movement of vehicle to ensure the actual running of vehicle.
- 23. The agency needs to submit 'Technical & Financial Bid' in sealed envelopes by super scribing as 'Technical and Financial Proposal for Hiring of Fully Equipped One Mobile Medical Clinic Vehicle for Thrissur District of Kerala''.
- 24. All the bid needs to be submitted by 5.00 pm on Date-16th February '2023 at the following address:

Manager – Administration Hindustan Latex Family Planning Promotion Trust (HLFPPT) B-14A, IInd Floor, Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh - 201307 Ph. 0120 – 4231060/61/62

OR

Hindustan Latex Family Planning Promotion Trust TC 19/1901, Kesavan Nair Road, Poojapura P.O, Trivandrum 695012, Kerala

- 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/ Fuel charges/Driver Salary/Fabrication/ Permit Charges and Branding etc. Agency should submit the financial bid as per the **Annexure-3: Financial Bid Format.**
- 27. The rate quoted by the agency will be valid for a period of 01 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 HLFPPT management may be made admissible at its sole discretion.
- 28. HLFPPT 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.
- 29. 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.
- 30. The agency needs to sign and stamp all pages of the technical bid along with the terms and conditions of RFP.
- 31. The Agencies should also submit an undertaking (Annexure-4) duly signed & Stamped.

- 32. The contract may be terminated on breach of any of the clauses of this RFP.
- 33. HLFPPT 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.

## Annexure- 1 Technical Bid Format (To be filled, sign & stamp by Agency)

#### A

S.No	Particulars Particulars	Remarks	Work Experience
1	Experience with HLFPPT/Govt. Agency/NGO/Development Sector	Yes/No	
2	Experience in similar Type of Product supply	Year	

В

S.No	Particulars	Last 3 Year		
2	A	2019-2020	2020-2021	2021-2022
3	Annual Turnover/ITR			

C

S.No	Particulars Particulars	Top 5 Client List
4	Clientele List	

D

S. No.	<b>Particulars</b>	Details (GST & PAN No.)
5	PAN	
6	GST	

## Hindustan Latex Family Planning Promotion Trust B-14A, IInd Floor, Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh - 201307

# Annexure- 2: Technical Bid Format Location -: Thrissur District of Kerala

	SPECIFICATION (TECHNICAL)	AGENCY'S REPONSE (Agreed/Disagreed)
1.	Type of Vehicle: Trax Cruiser/Trax Toofan/ Force Traveller	
2.	The successful bidder will provide the required number of fully equipped Mobile Medical Clinic, as offered by in its and accepted by HLFPPT, as per MMC Specification described in Annexure – 5	
3.	The vehicle should not older than 2018 onwards at the time of starting of the vehicle in the field.	
4	The agency will be responsible for vehicles' operations and maintenance.	
5	The bidder will ensure the availability of the vehicle and driver both 22 days in month.	
6.	Agency would act as custodian of all the equipments provided by HLFPPT in the vehicle to be used for Mobile Medical Clinic Vehicles. In case of any loss/damage happens to the equipments HLFPPT reserves the right to recover the Appropriate amount from the agency.	
7.	Insurance of Equipments would be done by HLFPPT and further these equipments will remain the assets of HLFPPT.	
8	Vehicles should be equipped (Fabricated) with all basis requirement like lights, ventilation, etc. For details of fabrication and list of requirements, please see Annexure – 5	
9.	Fabrication and Branding of Vehicle should be done as per artwork approved and given by HLFPPT.  The bidder shall, at its own cost, carry out fabrication and equipping of MMC vehicle as per HLFPPT  Specifications.	
10.	The successful bidder will carry out all type of minor and major repair arising out of periodical service need or due to damaged/wearing out of Parts and accessories.	
11.	If AC available, ensure AC in the MMC is Function when the vehicle is in running condition and	

	ensure that AC is function for at least 30 minutes per day, when the vehicle is in standing	
12.	The successful bidder will do periodic maintenance services arising as per the manufacture's service manual with	
	respect to the MMC vehicle and technical equipment placed inside the vehicle will be undertaken	
13.	All such repair and maintenance and periodic servicing will be carried out with prior intimation and approval of	
	concerned HLFPPT authorities. Suitable approval register will be maintenance which will be signed jointly by HLFPPT	
	and Bidder respective. Service schedule must be prepared to ensure minimum down time. The bidder shall provide	
	appropriate replacement for MMC vehicle for such downtime event.	
14.	Bidder shall be responsible for general housekeeping and maintaining all systems including cleanliness of the vehicle	
	and equipments. MMC vehicle will be cleaned on a daily basis at the mutually agree time. Deep cleaning of the vehicle	
	will be carried once a week.	
15.	If there are any accidental damages to the vehicle and equipment due to negligence of the driver/bidder's staff, the cost	
	of such repairs will be borne by the bidder.	
16.	Ensure secured parking and garaging of the vehicle. Vehicle shall be stationed at a conveniently located place preferable	
	PHC/CHC to cover identified location.	
17.	The driver must be on the payroll of the bidder. The bidder will deploy a proficient driver with knowledge and	
	experience of MMC/Ambulance operation. Driver should have a minimum of 03 years' experience. Driver must not be	
	less than 20 year of age and must not be more than 60 years in age. The driver should be medically fit and should have	
	valid license for ambulance driving and should not have any pending case in court against him. For the same the	
	successful bidder will provide Medical fitness certificate and Police Verification certificate.	
18.	Bidder will maintain appropriate logbook for breakdown hours and kms running and get it duly signed by HLFPPT	
	Officer. It will be bidder's responsibility to ensure that the driver on duty is in proper uniform.	
19.	Maintaining other required documentation and any other relevant responsibility as assigned by the competent authority	
	in HLFPPT	
20.	Maintain Bio Medical Waster Management as per Protocol	
21.	Penalty clause will be imposed on non- adherence to the following as per the existing norms:	
	Driver not wearing proper Uniform	
	Consumption of alcohol or any other intoxicants by the driver	
	Non function of GPS	
22.	The driver must be insure ( Accident / injury)	

23.	The vehicle must be insured along with third party insurance.	
24.	Registration: the Vehicle should be legally registered and should be legally allowed to ply in Kerala.	
25.	<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.	
26.	At any point of time, HLFPPT reserves the right to cancel or modify the work order even if it is awarded to the successful bidder	
27.	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 camp have been conducted by the vehicle, proportionate amount or as decider by HLFPPT management team will be deducted for that day from the bill amount.	
28.	Compliance	
	1) Agency will ensure all legal compliance with respect to the following:-	
	a. Vehicle: Monthly compliance as per prevailing Motor Vehicle Act	
	b. Vehicle should have all the supporting documents (Road Permits, Fitness Certificate, Road Taxes, pollution	
	certificate etc.) for plying/moving the MMC vehicle in the state of Kerala.	
	2) All drivers tools for the vehicle will be the responsibility of the agency/Bidder	
	3) All safety compliances as per government norms will be complied with	
29	. Minimum Km per cycle as agreed upon will be 2000 Kms. Agency can charge extra km over 2000 kms on per km basis.	
30	The agency will have to follow the scheduled plan as agreed upon, any deviation from it would not be entertained.	

## Please Note:-

- Form must be completed in all respects; incomplete forms may liable to be rejected.
   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.

### Hindustan Latex Family Planning Promotion Trust B-14A, IInd Floor, Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh - 201307

#### **Annexure-3: Financial Bid Format**

We are hereby submitting the quotation for the **Hiring of Fully Equipped 01 Number of Mobile Medical Clinic Vehicles for Thrissur District of Kerala** after understanding completely the technical specifications and other terms and conditions of the RFP.

	SPECIFICATIONS (FINANCIAL)			
1.	Rates will be inclusive of all Taxes/Levies/Insurance/ maintenance charges/ Fuel charges/Driver Salary/Fabrication, Permit Charges and Branding 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 2000 km from the point of first camp as given in tour programme. For kilometer reading, the starting and end point will be the assigned PHC/CHC where the vehicle will be parked.			
7.	One cycle will be of 22 days in a month			
8.	Penalty clauses will apply as per organization's policy and as per terms of the work order. The decision of the HLFPPT Management shall be final and binding in this regard.			

Unit cost of operating Mobile Medical Clinic vehicle: The Charges for Hiring of Fully Equipped 01 Number of Mobile Medical Clinic Vehicles for Thrissur District of Kerala state are as follows:

	N. (		Monthly Fixed Rental for Providing Fully-equipped MMC vehicle (Inclusive of 2000 KM running per month, driver salary, maintenance, Fabrication, Branding all taxes, levies, insurance, pern charges etc.)				Charges per extra Km in excess of 2000 kms in the month (inclusive of taxes)  (INR/km)	
S.No.	Name of District	No. of MMC	Force Traveller (Wheel Base 3050 mm or above, Overall Length – 4935 mm or above, Overall Width: 1900 mm or above, Overall Height – 2550 mm)	Yr. of Mfg of MMC Vehicle	Trax Cruiser/Trax Toofan( Wheel Base: 3050 mm or above, Overall Length- 4832 mm, Overall Width- 1660 mm and Overall Height – 2055 mm and a 4WD vehicle)	Yr. of Mfg of MMC Vehicle	Force Traveller 3050 mm wheelbase	Trax Toofan/ Trax Cruiser having wheel base of 3050 mm
1	Thrissur	01	Rs.	Yr.	Rs.	Yr.	Rs.	Rs.

#### Note:

- 1. The rate mentioned above should be valid for 01 year 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. The number of vehicle and districts may liable to change.

We are hereby submitting the quotation for the Hiring of Fully Equipped 01 Number of Mobile Medical Clinic Vehicles for Thrissur District of Kerala state after understanding completely the technical specifications and other terms and conditions of the RFP.

#### Annexure -4

### **Undertaking from Vendor**

iii-We hereby 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.

## Annexure - 5: Scope of Work( MMC Specification )

S.no	SPECIFICAT	AGENCY'S REPONSE			
		(Agree/Disagree)			
1.	Type of vehi				
	accommodate	the team, the equipments and shou	ld have space to prov	ride services. The vehicle shall be	
	selected in suc	th a way that services can be provide	d in tribal areas where	e roads are narrow and the regior	1
	is hilly.	· -		_	
2	The successfu	l bidder shall choose a suitable vehic	le either two wheel dr	rive or 4 wheel drive according to	
	the terrain to a	access the maximum location by vehi	cle.		
3	S.No	Vehicle Make & Model	Model	Approx Number Required	
		Force Traveller			
		Suggested Dimensions (in mm):			
	1	Wheelbase: 3050 mm or above	Not older than 2018		
		Overall length: 4935 mm	110101010111111111111111111111111111111		
		Overall width: 1975 mm			
		Overall height: 2550 mm		01	
		Trax Toofan/ Trax Cruiser having		01	
		wheel base of 3050 mm and a 4WD vehicle			
		venicie			
		Suggested Dimensions (in mm):			
	2	Suggested Differisions (in film).	Not older than 2018		
		Wheelbase: 3050 mm			
		Overall length: 4832 mm			
		Overall width: 1660 mm			
		Overall height: 2055 mm			

(Agree/Disagree)
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S.no	SPECIFICATION (TECHNICAL)	AGENCY'S REPONSE (Agree/Disagree)
	<ul> <li>Storage Cabinet</li> <li>Collapsible awning on both sides</li> <li>Stainless Steel Wash basin with foot operated tap</li> <li>Full length aluminum Foot step at rear entry Door &amp; footstep light.</li> <li>Pharmacy Cabinet</li> </ul>	
	II. Electricals  Internal lights  220V AC 15 / 5 Amp. Sockets - 3 Nos., 12 V DC Socket - 1 No.  Inverter 1000 watts (or Equivalent) capacity with additional backup battery & facility for charging from both 220 VAC & Vehicle alternator.  Charging socket for Inverter from 220 VAC with 20 meters of charging lead.  High intensity LED blinkers 2 No's each on three sides (6 No's) & LED Emergency light bar. Interior Spot Lights 12V DC - 3 No's Patient Examination Light 1 No's Electric Protection Circuit with heavy duty 12 V DC Cut off switch located near driver seat for easy accessibility.  Rear Door Switch light to illuminate Patient Cabin light. Rear door open warning alarm in Driver cabin	

o SPECIFI	CATION (TECHNICAL)		AGENCY'S REPONSI (Agree/Disagree)
	Customized External Graphics as per design provided by HLFPPT  o (50 q Ft.)  TEMS TO BE FITTED AS PART OF FABRICATION		
IV.			
S No	(Over and above what has been mentioned earlier)  Name of the Instrument & Fabrication Fitments	Quantity for each	
	(Over and above what has been mentioned earlier)	Quantity for each MMC	
S No	(Over and above what has been mentioned earlier)  Name of the Instrument & Fabrication Fitments	MMC	
S No 1.	(Over and above what has been mentioned earlier)  Name of the Instrument & Fabrication Fitments  AC	MMC 1	
S No  1. 2.	(Over and above what has been mentioned earlier)  Name of the Instrument & Fabrication Fitments  AC  Amplifier with PA system - Grand  Collapsible Awning on both sides (on the side of the outward facing	MMC 1	
S No  1. 2. 3.	(Over and above what has been mentioned earlier)  Name of the Instrument & Fabrication Fitments  AC  Amplifier with PA system – Grand  Collapsible Awning on both sides (on the side of the outward facing TV is installed)	1 1 1	
S No  1. 2. 3.	(Over and above what has been mentioned earlier)  Name of the Instrument & Fabrication Fitments  AC  Amplifier with PA system - Grand  Collapsible Awning on both sides (on the side of the outward facing TV is installed)  Cabinets for keeping drugs, medical reagents and equipment	MMC  1  1  1  As per requirement	
S No  1. 2. 3. 4. 5. 6. 7.	(Over and above what has been mentioned earlier)  Name of the Instrument & Fabrication Fitments  AC  Amplifier with PA system - Grand  Collapsible Awning on both sides (on the side of the outward facing TV is installed)  Cabinets for keeping drugs, medical reagents and equipment  Curtains  Digital clock  Drawers (should have adequate storage for keeping IEC material, Registers & Documents)	MMC  1  1  1  As per requirement  As per requirement	
S No  1. 2. 3. 4. 5. 6.	(Over and above what has been mentioned earlier)  Name of the Instrument & Fabrication Fitments  AC  Amplifier with PA system - Grand  Collapsible Awning on both sides (on the side of the outward facing TV is installed)  Cabinets for keeping drugs, medical reagents and equipment  Curtains  Digital clock  Drawers (should have adequate storage for keeping IEC material,	MMC  1  1  1  As per requirement  As per requirement  1	

S.no	SPECIFIC	AGENCY'S REPONSE (Agree / Disagree)		
	10.	Fan	4	
	11.	Fire Extinguisher	1	
	12.	Foldable Examination table	1	
	13.	Foldable seats for staff	4	
	14.	Foldable Table for Doctor	1	
	15.	Footsteps	1	
	16.	Hooks for an intravenous bottle	4	
	17.	Laboratory table	1	
	18.	Plastic Chairs -5, Stools-2, Folding Plastic Table -3	10	
	19.	Screen (Curtain around the Foldable Examination Table)	2	
	20.	Soap Container	3	
	21.	Stretcher		
	22.	Towel Holder	2	
	23.	Transfusion Bottle Hook	2	
	24.	Water Dispenser with Fridge	1	
	25.	Water Storage Tank for wash basin	1	
	26.	Waste bin (Stainless steel)	3	

Picture of the fabricated MMC for reference



## Section IX - Geography to be Covered

Sno	SPECIFICAT	AGENCY'S REPONSE			
			(Agree/Disagree)		
1.	The MMC vehicle will operate in <b>22 days per month</b> in the designated villages in the assigned districts of Kerala.				
	S.No.	District			
	1	Thrissur			