

**HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST**

**B-14A, IInd Floor, Sector 62, Noida, Gautam Budh Nagar,  
Uttar Pradesh - 201307**

**Request for proposal (RFP) for Empanelment of Agency for Providing of MMU on monthly rental basis in Bharuch district( Gujarat)  
under Gail Arogya Project**

**Scope of work:** To provide, run & maintain MMU on rental basis in the district of Bharuch (Gujarat)

**Disclaimer:**

This Request for Proposal (RFP) document contains statements derived from information believed to be true and reliable as of the date of acquisition. The RFP document does not constitute a recommendation, offer, or invitation to enter into a contract, agreement, or any other arrangement regarding the services. The provision of the services is subject to adherence to the selection process and the agreement upon appropriate documentation between HLFPPPT and any successful Bidder, as identified by HLFPPPT following the completion of the selection process outlined in this document. No contractual obligation shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized officers of HLFPPPT and the Bidder. The purpose of this RFP is to furnish the Bidder(s) with information to aid in the formulation of their proposals. This RFP does not assert to contain all the information that each Bidder may require. HLFPPPT makes no representation, warranty, and assumes no liability under any law, statute, rules, or regulations for the accuracy, reliability, or completeness of this RFP. HLFPPPT may, at its absolute discretion and without any obligation to do so, update, amend, or supplement the information in this RFP.

**Introduction:**

HLFPPT is a Not-For-Profit Trust promoted by HLL Lifecare Limited, a Government of India Enterprise under the Ministry of Health & Family Welfare. Founded in 1992, HLFPPPT is registered under the Travancore-Cochin Literary, Scientific, and Charitable Societies Registration Act, 1955. HLFPPPT works in large scale implementation of projects with Central and State Government, PSUs and Corporates. Also, HLFPPPT's core area of work is RMNCHA+, primary health care, elderly care, TB, HIV prevention & control, family planning, capacity building, skill development to serve communities deprived through health solutions and contributing towards health system strengthening through direct programme implementations, technical assistance and capacity building.

**Purpose:**

HLFPPT invites proposal to Empanel the agency for providing MMU on monthly rental basis to be used by HLFPPPT for the purpose of implementing Mobile Medical Units (MMU) project in the district of Bharuch, Gujarat for a period of 03 Years. The detailed terms and conditions for this opportunity are provided below:

**Period of Contract:** Initially the contract will be for a period of 3 years.

### Terms and conditions

1. The bidder eligible for participation encompasses a wide range of entities including individuals, Associations of Persons (AOPs), Societies, Trusts, Partnership firms, and companies incorporated under the laws of India.
2. Eligibility Criteria
  - The bidder shall be a Company registered under the Companies Act, 1956 and should have been in existence for at least four years.
  - The bidders should be in a position to provide vehicles for Gujarat states.
  - The bidder should also have executed providing Vehicle/MMU contracts with reputed private companies/Public Sector Companies/Banks/Central and State Government Departments/NGOs etc.
  - The bidder's organization should be a profit making one in the preceding two financial years. The bidder should have the minimum turnover of Rs.50 Lakhs in preceding three financial years.
3. Under no circumstances is any bidder permitted to submit more than one bid, whether jointly or separately. Violation of this rule will lead to disqualification of all bids in which the agency has taken part.
4. All costs associated with the preparation and submission of bids is the responsibility of the bidder.
5. HLPPT retains the authority to accept, reject, or choose one or multiple bidders. Additionally, the organization reserves the right to annul the bidding process or reject any and all bids before awarding a contract. This action is undertaken without incurring any liability to the impacted bidder.
6. The agency must have PAN (Permanent Account Number) and registered with GST and the document for the same is to be attached.
7. The RFP is for Bharuch District, Gujarat.
8. The route plan will be provided by HLPPT at the beginning of every month. In case of delay/breakdown of vehicle/MMU appropriate penalty will be levied as per the discretion of the Management.
9. 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.
10. HLPPT 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 HLPPT.
12. 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.
13. HLPPT also reserve the right to carryout inspection of the vehicles at any point of time during the period of contract.
14. Vehicle Details:
  - Force Traveller 3350 OR Tata Winger Ambulance 3488 High Roof Ambulance/ MMU Vehicle can be either diesel or CNG variant.
  - Vehicle provided for MMU should not be older than one year. MMU vehicle should be properly registered with RTO as a commercial vehicle.
  - MMU should be air-conditioned vehicle & fabricated to function as Mobile Medical Unit, internal cabin should provide adequate sitting arrangement for doctor & staff, Patient examination bed, water coolers, cabinets for medicines, equipment's etc.
  - Agency to ensure that they have necessary permits to operate vehicle in location mentioned in RFP. During the implementation period, no increase in whatsoever manner shall be allowed.
  - The MMU should be equipped with GPS tracking device. The selected agency would be required to create /provide online platform to track the location & movement of MMU
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 provide fully fabricated vehicle (MMU) within 20 days of award of contract provided by HLPPT. If the MMU is not started within specified timeline, penalty clause will be applicable as per the terms of Work order issued to agency.
16. HLPPT reserves the right to increase the number of MMUs and change the district. The selected bidder will be liable to abide with that on same rates, terms & conditions.
17. **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.
18. Agencies that will be technically qualified would only be considered for opening of financial bids.
19. The agency must submit the enclosed **Annexure - 1 and Annexure 2** (Technical Bid Format) with proper seal and signatures.

20. Technical evaluation of the agencies will be conducted according to the following criteria:

1	Experience with HLPPT/Govt. Agency/NGO/Development Sector	30
2.	Document submission a) Company Profile b) Experience certificates c) Available Infrastructure d) PAN Number/GST Number	30
3.	Clientele	15
4.	Copies of Work Order Satisfactory Performance Certificate from the Clientele Any other criteria as decided by HLPPT	25

The agency is required to submit the Technical bid according to the details provided in the table above.

21. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.
22. Fabrication and Branding of MMU should be done as per specification & details given by HLPPT.
23. The Financial bids of agencies who do not technically qualify will not be opened and will not be considered in the final selection.
24. HLPPT Management Reserves the Right to award the work to more than one Agency as per requirement.
25. HLPPT Team and employees will regularly supervise the movement of vehicle to ensure the actual running of vehicle.
26. The agency needs to submit 'Technical Bid' & 'Financial Bid' in sealed envelopes by super scribing as '**Technical Proposal for Providing of MMU on monthly rental basis in the district Bharuch ( Gujarat)under Gail Arogya Project** ' and '**Financial Proposal for Providing of MMU on monthly rental basis in the district Bharuch ( Gujarat) under Gail Arogya Project.**

27. All the bid needs to be submitted by 5.00 pm on Date- 15<sup>th</sup> January 2024 at the following address:

**Commercial Division  
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**

28. 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.
29. **The rates quoted by the agency will be inclusive of all Taxes/Levies/Insurance/ Maintenance charges/Driver Salary/Branding/ Fabrication/Transportation/Fuel Charges etc.**
30. The rate quoted by the agency will be valid for a period of three year from the date of award of contract.
31. 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. In such case HLFPPT the right to forfeit the EMD of the concerned bidder.
32. 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.
33. The agency needs to sign and stamp all pages of the technical bid along with the terms and conditions of RFP.
34. The agencies are expected to submit their financial bid in the given format as per **Annexure - 3**.
35. The Agencies should also submit an undertaking (**Annexure-4 & 5**) duly signed & Stamped.
36. The contract may be terminated on breach of any of the clauses of this RFP.
37. 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 - A (To be filled, sign & stamp by Agency)**

**A.**

S.No.	Particulars	Remarks	Work Experience
1	Experience with HLPPT/Govt. Agency/NGO/ Development Sector	YES/NO	

**B.**

S.No.	Technical Qualification - Documents Submission	Remarks (Yes/No)
1	Authorization Letter to Sign the Proposal/RFP	
2	Copy of Valid Registration Certificate (As applicable) <ul style="list-style-type: none"> <li>• Copy of Certificate of Incorporation</li> <li>• Copy of Registered Partnership Deed</li> </ul>	
3	Copy of GST Registration Certificate in the name of registered owner	
4	Copy of PAN or Income Tax Certificate in the name of registered owner	
5	Signed & stamped copy of all the documents including RFP	
6	Documentary evidence as per clause 2 of Terms & Conditions	

**C.**

S.No	Particulars	Top 05 Client List					
1	<p><b>Clientele List</b></p> <p>(Supported with copy of Work Order duly attested/notarized)</p> <p>The Performance Certificate to be submitted at least from 03 Clients.</p>	<table border="1" style="width: 100%; height: 100%;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					

**Annexure- 2**

**Technical Bid Format - B (To be filled, sign & stamp by Agency)**

**Location :- Bharuch District, Gujarat**

	<b>SPECIFICATION (TECHNICAL)</b>	<b>AGENCY'S REPOSE (Agreed /Disagreed)</b>
1.	Type of Vehicle: <b>Force Travelers 3350 with AC</b>  <b>OR</b>  <b>Tata Winger Ambulance 3488 with AC (High Roof Ambulance )</b>	
2.	The MMU should not be more than 1 year older from the date of RFP.	
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 MMU should be done as per specification & details given by HLPPT.	
6.	Branding of the MMU 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 Gujarat	
8.	<b>Fines &amp; Penalty-</b> Any third party liabilities including any fines and penalty imposed by any department due to negligence of Driver will be the responsibility of the Agency.	

9.	<p><b>Technical Specifications for Fabrication</b></p> <p>The agency should provide the fabrication and fittings as per details given below for Force Travellers 3350 OR Tata Winger Ambulance 3488.</p>																																																																						
	<p><b>Interior paneling fabricated with Aluminum Composite Panel (ACP)</b></p> <table border="1"> <thead> <tr> <th data-bbox="415 313 512 367">S.No</th> <th data-bbox="512 313 1245 367">Particulars</th> <th data-bbox="1245 313 1526 367">Qty.</th> </tr> </thead> <tbody> <tr> <td data-bbox="415 367 512 407">1</td> <td data-bbox="512 367 1245 407">FIBRE REINFORCED PLASTIC (FRP)</td> <td data-bbox="1245 367 1526 407">WHOLE INTERIORS</td> </tr> <tr> <td data-bbox="415 407 512 448">2</td> <td data-bbox="512 407 1245 448">COMPLETE PATIENT BODY INTERIOR INSULATION</td> <td data-bbox="1245 407 1526 448"></td> </tr> <tr> <td data-bbox="415 448 512 521">3</td> <td data-bbox="512 448 1245 521">AIR CONDITIONER, BLOWER AND COOLING COIL FOR COMPLETE MMU</td> <td data-bbox="1245 448 1526 521">1 SET</td> </tr> <tr> <td data-bbox="415 521 512 561">4</td> <td data-bbox="512 521 1245 561">CREATION OF WINDOWS ON MMU</td> <td data-bbox="1245 521 1526 561">3</td> </tr> <tr> <td data-bbox="415 561 512 602">5</td> <td data-bbox="512 561 1245 602">COMPLETE WIRING</td> <td data-bbox="1245 561 1526 602"></td> </tr> <tr> <td data-bbox="415 602 512 643">6</td> <td data-bbox="512 602 1245 643">FLOORING- WATER RESISTANT VINYL</td> <td data-bbox="1245 602 1526 643">1</td> </tr> <tr> <td data-bbox="415 643 512 683">7</td> <td data-bbox="512 643 1245 683">BENCH TYPE ATTENDANT SEATS</td> <td data-bbox="1245 643 1526 683">1</td> </tr> <tr> <td data-bbox="415 683 512 724">8</td> <td data-bbox="512 683 1245 724">EXAMINATION COUCH</td> <td data-bbox="1245 683 1526 724">1</td> </tr> <tr> <td data-bbox="415 724 512 764">9</td> <td data-bbox="512 724 1245 764">CURTAIN FOR EXAMINATION COUCH</td> <td data-bbox="1245 724 1526 764">1</td> </tr> <tr> <td data-bbox="415 764 512 837">10</td> <td data-bbox="512 764 1245 837">L TYPE WOODEN CABINET WITH DRAWER FOR STORAGE AND EQUIPMENTS</td> <td data-bbox="1245 764 1526 837">1</td> </tr> <tr> <td data-bbox="415 837 512 878">11</td> <td data-bbox="512 837 1245 878">OVERHEAD STORAGE RACK IN FRP</td> <td data-bbox="1245 837 1526 878">1</td> </tr> <tr> <td data-bbox="415 878 512 919">12</td> <td data-bbox="512 878 1245 919">HOT &amp; COLD WATER DISPENSER</td> <td data-bbox="1245 878 1526 919">1</td> </tr> <tr> <td data-bbox="415 919 512 959">13</td> <td data-bbox="512 919 1245 959">LIGHTS</td> <td data-bbox="1245 919 1526 959">8</td> </tr> <tr> <td data-bbox="415 959 512 1000">14</td> <td data-bbox="512 959 1245 1000">FANS IN PATIENTS AND DRIVER COMPARTMENT</td> <td data-bbox="1245 959 1526 1000">3</td> </tr> <tr> <td data-bbox="415 1000 512 1040">15</td> <td data-bbox="512 1000 1245 1040">ROOFTOP REVOLVING LIGHT</td> <td data-bbox="1245 1000 1526 1040">1</td> </tr> <tr> <td data-bbox="415 1040 512 1081">16</td> <td data-bbox="512 1040 1245 1081">PA SYSTEM AND HOOTER</td> <td data-bbox="1245 1040 1526 1081">1</td> </tr> <tr> <td data-bbox="415 1081 512 1122">17</td> <td data-bbox="512 1081 1245 1122">POWER /LIGHT SOCKET AND SWITCHES</td> <td data-bbox="1245 1081 1526 1122">3</td> </tr> <tr> <td data-bbox="415 1122 512 1162">18</td> <td data-bbox="512 1122 1245 1162">INVERTER, BATTERY &amp; GPS SYSYTEM</td> <td data-bbox="1245 1122 1526 1162">1</td> </tr> <tr> <td data-bbox="415 1162 512 1203">19</td> <td data-bbox="512 1162 1245 1203">FOLDABLE DOCTOR TABLE AND 03 CHAIR</td> <td data-bbox="1245 1162 1526 1203">1 Set</td> </tr> <tr> <td data-bbox="415 1203 512 1243">20</td> <td data-bbox="512 1203 1245 1243">FRP PAINT COLOUR - OFF WHITE</td> <td data-bbox="1245 1203 1526 1243"></td> </tr> <tr> <td data-bbox="415 1243 512 1284">21</td> <td data-bbox="512 1243 1245 1284">BODY PAINT AFTER CREATION OF WINDOW SPACE</td> <td data-bbox="1245 1243 1526 1284"></td> </tr> <tr> <td data-bbox="415 1284 512 1318">22</td> <td data-bbox="512 1284 1245 1318">FIRE EXTINGUISHER</td> <td data-bbox="1245 1284 1526 1318">1</td> </tr> </tbody> </table>	S.No	Particulars	Qty.	1	FIBRE REINFORCED PLASTIC (FRP)	WHOLE INTERIORS	2	COMPLETE PATIENT BODY INTERIOR INSULATION		3	AIR CONDITIONER, BLOWER AND COOLING COIL FOR COMPLETE MMU	1 SET	4	CREATION OF WINDOWS ON MMU	3	5	COMPLETE WIRING		6	FLOORING- WATER RESISTANT VINYL	1	7	BENCH TYPE ATTENDANT SEATS	1	8	EXAMINATION COUCH	1	9	CURTAIN FOR EXAMINATION COUCH	1	10	L TYPE WOODEN CABINET WITH DRAWER FOR STORAGE AND EQUIPMENTS	1	11	OVERHEAD STORAGE RACK IN FRP	1	12	HOT & COLD WATER DISPENSER	1	13	LIGHTS	8	14	FANS IN PATIENTS AND DRIVER COMPARTMENT	3	15	ROOFTOP REVOLVING LIGHT	1	16	PA SYSTEM AND HOOTER	1	17	POWER /LIGHT SOCKET AND SWITCHES	3	18	INVERTER, BATTERY & GPS SYSYTEM	1	19	FOLDABLE DOCTOR TABLE AND 03 CHAIR	1 Set	20	FRP PAINT COLOUR - OFF WHITE		21	BODY PAINT AFTER CREATION OF WINDOW SPACE		22	FIRE EXTINGUISHER	1	
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10.	One driver will be required for vehicle.																																																																						



11.	<b>Compliance</b> 1) Agency will ensure all legal compliance with respect to the following:- <ul 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 Gujarat.</li> </ul> 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 22 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 Authorized 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 Providing/Hiring of MMU on monthly rental basis to be used by HLPPT in the State of Gujarat after understanding completely the technical specifications and other terms and conditions of the RFP.

	SPECIFICATIONS (FINANCIAL)
1.	Rates offered will be inclusive of <b>Taxes/Levies/Insurance/ maintenance charges/Driver Salary/Branding/ Fabrication/Transportation/Fuel Charges etc.</b>
2.	TDS as applicable will be deducted 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 45 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 22 days.
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.

The Charges for hiring of vehicles to be used for the purpose of Mobile Medical Unit (MMU) in the district of B h a r u c h ( Gujarat)are as follows:

S. No.	Name of States	Name of District	Tentative number of Vehicle required *	Hiring Charges per vehicle (per cycle) Taxes/Levies/Insurance/ maintenance charges/Driver Salary/ Branding/ Fabrication/Transportation/Fuel Charges (for running upto 1500 kms per month)	Charges per extra Km in excess of 1500 kms.
			(Nos.)	(INR)	(INR/km)
1	Gujarat	Bharuch	1	Force Travelers MMU 3350 _____  OR  Tata Winger MMU 3488 _____	Force Travelers MMU 3350 _____  OR  Tata Winger MMU 3488 _____

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

We are hereby submitting the quotation for the Hiring of MMU on Rental basis to be used by HLFPPPT in the district of Bharuch(Gujarat) after understanding completely the technical specifications and other terms and conditions of the RFP.

## Annexure -4

### Undertaking from Vendor

#### On Rs.10/- stamp paper

This has reference to the RFP dated .....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 undertake that:
  - a) All information furnish by us in respect of fulfillment of eligibility criteria and qualification information of the Bid is complete, correct and true.
  - b) All copy of documents, credentials and documents submitted along with this Bid and genuine, authentic, true and valid.
4. We undertakes that:-
  - a) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
  - b) We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India/Public Sector Undertaking/ any Regulatory Authorities/ Multilateral Funding agency in India for any kind of fraudulent activities.
5. We hereby undertakes that If any information and document submitted is found to be false/incorrect or we violate any declaration at any stage of contract, HLPPT has right to cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues and banning of our firm etc.

**Annexure -5**

Authorization to sign documents pertaining to bid submission against RFP no:

[To be given on agency/firm/company on Rs.10 stamp paper]

It is certified that we M/s ..... having registered office at  
.....  
..... are submitting a bid proposal against RFP No.  
..... for empanelment for  
..... In this  
connection Mr./Ms..... working with our company as  
..... has been authorized to sign bid proposal documents or any other documents related to this bid submission.  
We, (name of company)..... are fully liable of the consequences arising by the act of signing  
bid documents by Mr./Ms.....

Signature .....

Name of Signatory .....