

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

Request for proposal (RFP) for Service provider to manage Fuel, Driver and Maintenance charges and providing various services under Mobile Medical Unit project supported by OTPC

Scope of work: To provide various services to manage Fuel, Driver and Maintenance on monthly rental basis, supply of small equipment, Consumables, supply of printed stationary under Mobile Medical Unit (MMU) Projects to be implemented in the selected district (Gomati & Dhalai) of Tripura through 2 MMUs.

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 HLPPT and any successful Bidder, as identified by HLPPT 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 HLPPT 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. HLPPT makes no representation, warranty, and assumes no liability under any law, statute, rules, or regulations for the accuracy, reliability, or completeness of this RFP. HLPPT may, at its absolute discretion and without any obligation to do so, update, amend, or supplement the information in this RFP.

Activity Schedule

Sl. No.	Event/Activity	Details
1	RFP Ref. with date	RFP Ref. No. HLPPT/CSR/OTPC/2024-25 / No- 112 dated 26 th April 2024
2	RFP Release Date	26 th April'2024
3	Address for communication/submission	Procurement & Commercial Division Hindustan Latex Family Planning Promotion Trust B-14A, 2 nd Floor, Noida Sector-62 Gautam Buddha Nagar-201307 Uttar Pradesh

4	Mode of Submission	<p>Agency to submit proposal in two bid system i.e. duly mentioned on envelopes:</p> <p>Technical Proposal for Engaging Agency To provide various services to manage Fuel, Driver and Maintenance on monthly rental basis, supply of small equipment, Consumables, supply of printed stationary under Mobile Medical Unit (MMU) Projects to be implemented in the selected district of Tripura through 2 MMUs;</p> <p>And</p>
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		Financial Proposal for Engaging Agency to provide various services to manage Fuel, Driver and Maintenance on monthly rental basis, supply of small equipment, Consumables, supply of printed stationary under Mobile Medical Unit (MMU) Projects to be implemented in the selected district of Tripura through 2 MMUs . The above two envelope to be kept in another envelope and shall require to be submitted at address given above (row no.3)
5	Last Date & Time for submission of Bids	03 rd May 2024 latest by 6.00PM

Any change to the Activity Schedule will be notified through website (<https://www.hfppt.org/RFP>) only

Amendments/corrigendum, if any, to this RFP would be hosted on our website only.

In case the date of an event like last date for submission of bids, opening of bids etc. are declared as holiday in Noida, the respective date shall be treated as postponed to the next working day.

1. 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, HLPPT is registered under the Travancore-Cochin Literary, Scientific, and Charitable Societies Registration Act, 1955. HLPPT works in large scale implementation of projects with Central and State Government, PSUs and Corporates. Also, HLPPT'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.

2. Purpose:

HLFPPT invites proposal from Service provider for providing various services under MMU project supported by OTPC.

3. Terms & Conditions

- 3.1 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.
- 3.2 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.
- 3.3 All costs associated with the preparation and submission of bids is the responsibility of the bidder.
- 3.4 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.
- 3.5 The agency must have PAN (Permanent Account Number) and registered with GST and the document for the same is to be attached.
- 3.6 The RFP is for deployment of MMU on rental basis along with other essential services in the selected districts of Gomati and Dhalai(Tripura).
- 3.7 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.
- 3.8 HLPPT reserves the right to cancel the contract based on performance without assigning any reason thereof.
- 3.9 Evaluation of the bids will be done by competent committee from HLPPT.
- 3.10 HLPPT also reserve the right to carryout inspection of the vehicles at any point of time during the period of contract.
- 3.11 Agencies that will be technically qualified would only be considered for opening of financial bids.
- 3.12 The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidence submitted by the agencies.
- 3.13 HLPPT Management Reserves the Right to award the work to more than one Agency as per requirement.
- 3.15 HLPPT Team and employees will regularly supervise the movement of vehicle to ensure the actual running of vehicle.
- 3.15 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.
- 3.16 The driver should be co-operative and amicable in nature and should not have any past history of criminal records or Alcoholism or Drug addiction.

- 3.17 The driver provided to the vehicle should possess valid driving license and also shall ensure are available in vehicle at all statutory certificates required by RTO or any other applicable authority like (License, Insurance, Pollution and Registration Certificate (RC) are available in vehicle at all time. This should be at cost of agency and no claim in default of this will be entertained by HLPPT.
- 3.18 Any technical and financial bid (as per Annexure 1, 1A & 2) 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.
- 3.19 The agency needs to sign and stamp all pages of the technical bid along with the terms and conditions of RFP as per Annexure 4 & 5.

4. Eligibility Criteria

- 4.1 The bidder shall be a Company registered under the Companies Act, 1956 and should have been in existence for at least four years.
- 4.2 The bidders should be in a position to provide services in the selected areas Tripura state.
- 4.3 The bidder should also have prior experience in providing above mentioned services with reputed private companies/Public Sector Companies/Banks/Central and State Government Departments/NGOs etc.
- 4.4 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.

5. Scope of Work

- 5.1 The MMU will be operational for six days per week or minimum 24 camps in a month and covering approx. 1700-2000 patient per van per month.

5.2 Vehicle Details:

- 5.2.1 Force Traveller 3350 OR Tata Winger Ambulance 3488 High Roof Ambulance/ MMU Vehicle can be either diesel or CNG variant.
- 5.2.2 Vehicle provided for MMU should be in running condition and vehicle should be properly registered with RTO as a commercial vehicle.
- 5.2.3 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.
- 5.2.4 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.
- 5.2.5 The MMU should be equipped with GPS tracking device.
- 5.3 The Vehicle should be fully fabricated as per design & specifications mentioned in the Technical Format as per "Annexure -1 A". 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.
- 5.4 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.

- 5.5 Vendor to provide the consumables/printing of stationery as per Annexure – 1A; as per indent shared by HLPPT local representative/Program Manager from Corporate Office
- 5.6 The staff deployed by the agency for the execution of Project will be solely of agency staff and there will be no Employee-Employer relationship between HLPPT and the staff hired by the agency. However, the agency to ensure that the staff hired by them are well behaved and should be punctual as per prescribed guidelines provided by the HLPPT representative at respective location.
- 5.7 The indent for printing of stationery items/consumables will be shared by HLPPT Program Manager on monthly/quarterly basis and the agency would be liable to provide the printing material at respective location within stipulated time framed. Any delay to this effect will impact penalty as deemed fit by HLPPT.
- 5.8 The vendor to communicate HLPPT in advance, if case any problem in vehicle is identified or vehicle is required to be taken for due services.
- 5.9 The agency to ensure that vehicle valid insurance and other statutory approvals are there in the vehicle during the currency of contract.
- 6. Technical Evaluation**
- 6.1 Technical evaluation of the agencies will be conducted according to the following criteria:

Sl. No	Evaluation parameter	Max. Marks	Eligible Documentary
1	Experience with HLPPT/Govt. Agency/NGO/Development Sector	20	Copy of documents to be Submitted
2	a) Company Profile - b) Copy of Valid Registration Certificate, GST Registration & PAN Card and relevant licenses and approvals – c) Available Infrastructure –	10	Copy of documents to be submitted
3	Relevant Experience	20	Operation of MMU, Ambulance in Pan India basis – documentary evidence to be Provided
4	Copies of Work Order a) 5 Copies of similar type of work – 25 Marks b) 3-4 Copies of similar type of work – 15 Mark c) 1-2 Copies of similar type of work – 10 Mark	25	Copy of documents to be submitted

Sl. No	Evaluation parameter	Max. Marks	Eligible Documentary
5	Average turnover of the bidder/lead bidder in last three financial years (2020-21,2021-22 & 2022-23): a) 50 Lac: 25 Marks a) 30-40 Lac : 20 Marks b) 10-30 Lac: 15 Marks	25	- Audited balance sheet for last 3 financial years - Certificate from CA with registration number/ seal clearly specifying the average annual turnover for the specified years.
	Total	100	

7. Rates

- 7.1 The rates quoted by the agency will be inclusive of all Taxes/Levies/Maintenance charges/Driver Salary/ Branding/Fabrication/Transportation/Fuel Charges & supply of medical items/stationary items/ reagents & consumables etc. as per “Annexure – 2”, will be paid as per indent shared by HLPPT.
- 7.2 The rate quoted by the agency will be valid for a period of One year from the date of award of contract. HLPPT reserves the right to extend the validity of work order for further period on same rates, terms & conditions. However, in case there is any substantial increase in the prices of any particular items, increase in rates with due justification & market trend shall be allowed.

8. Payment Terms

- 8.1 The agency to submit the monthly bills to HLPPT along with supported documents of each activity and the same shall be paid within 45 days from the date to submission of invoice duly verified/certified by HLPPT representative.
- 8.2 The payment will be made after due deduction, if any has stipulated in the penalty “Clause no. 9” of this RFP document.

9. Penalty Clause:

- 9.1 The agency to ensure that vehicle should be in running condition always and should strictly adhere to the camps schedule as shared by local HLPPT representative/Program Manager from Corporate Office. In case due to non-availability/non-functioning of vehicle, any penalty is there from donor side, the same shall be recovered from the agency monthly payments.
- 9.2 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 and same shall be recovered from the agency monthly payments.

10. MSME Registration:

10.1 The bidders participating as Micro/Small Enterprises (MSE) shall submit an Undertaking in the prescribed format (Annexure-6) given in Bid Document declaring the status of their firm under the provisions of Micro and Small Enterprises along with a copy of the document/ certificate issued by any of the Authority mentioned below:

- District Industries Centres
- Khadi and Village Industries Commission
- Khadi and Village Industries Board
- Coir Board
- National Small Industries Corporation (NSIC)
- Directorate of Handicrafts and Handloom
- MSEs registered under Udyam Registration (UR) portal
- Any other Body specified by Ministry of Micro, Small and Medium Enterprises.

10.2 The registration certificate submitted by MSEs issued from any one of the above agencies must be valid as on close date of the tender. The MSEs who have applied for registration or renewal of registration with any of the above agencies/bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption/preference.

11. Conflict of interest

11.1 The Vendor will warrant that, to the best of its knowledge after making diligent inquiry, at the date of signing the contract no conflict of interest exists nor is likely to arise in the performance of its obligations under the contract. A Bidder shall not have a conflict of interest that may affect the evaluation process. Any bidder found to have a conflict of Interest shall be disqualified. Bidder to require to provide undertaking to this effect as per Annexure - 3 of this RFP.

12. Right to terminate the Process

12.1 HLPPT may terminate the RFP process at any time without assigning any reasons whatsoever. HLPPT makes no commitments, express or implied, that this process will result in a business transaction with anyone.

12.2 This RFP document does not constitute an offer by HLPPT. The bidder's response to this RFP may/may not result into selection of bidder(s) after completion of selection process as detailed in this RFP document.

12.3 HLPPT reserves the right to accept or reject any proposal, and to annul the RFP process and reject all proposals at any time, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for its action. The decision of HLPPT will be final in this matter.

13. Disqualifications

- 13.1 HLPPT may, at its sole discretion and at any time during the evaluation of Proposal, disqualify any Bidder, if the Bidder has:
- 13.2 Made misleading or false representations in the forms, statements or attachments submitted in proof of the eligibility requirements.
- 13.3 Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project.
- 13.4 Submitted a proposal that is not accompanied by required documentation or is non-responsive.
- 13.5 Failed to provide clarifications related thereto, when sought.
- 13.6 Submitted more than one Proposal.
- 13.7 Been declared ineligible by the Government of India/State/UT Government/ PSUs for corrupt and fraudulent practices or blacklisted. Submitted a Proposal with price adjustment/variation provision.

14. Force Majeure**14.1 Definition**

For the purposes of this RFP, "Force Majeure" means and event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to war, riots, civil disorder, earthquake, fire, explosion, storm, flood, or other natural disaster or adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts, or other industrial actions of the Party are within the power of the Party invoking Force Majeure to prevent), or mechanical, electronic or communication failure, confiscation or any other action by Government Agencies.

"Force Majeure" shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (a) take into account at the time of the conclusion of this RFP and (b) avoid or overcome in the carrying out of its obligations hereunder.

"Force Majeure" shall not include insufficiency of funds or failure to make any payment required hereunder.

Vendor shall not be in default in the performance of its obligation under this RFP to the extent that its performance of any such obligation is prevented or delayed by a force majeure event.

14.2 No Breach of RFP

The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this RFP insofar as such inability arises from an event of Force Majeure, provided that the party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this RFP.

14.3 Measure to be taken

- a. A Party affected by an event of Force Majeure shall take all reasonable measures to ensure such Party's inability to fulfill its obligations hereunder with a minimum of delay.
- b. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- c. The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

15. Arbitration

- 15.1 If the parties fail to resolve their dispute or difference by such mutual consultations within thirty days of commencement of consultations, then either the service procuring agency or the service provider may give notice to the other party of its intention to commence arbitration, as hereinafter provided.
- 15.2 The applicable arbitration procedure will be as per the Arbitration and Conciliation Act 1996 as amended from time to time. In that event, the dispute or difference shall be referred to the sole arbitration of an officer as the arbitrator to be appointed with mutually consent from "SAROD" (Society for Affordable Redressal of Disputes) panel.
- 15.3 Work under the RFP shall, notwithstanding the existence of any such dispute or difference, continue during arbitration proceedings and no payment due or payable by the Service Procuring Agency shall be withheld on account of such proceedings unless such payments are the direct subject of the arbitration.
- 15.4 The venue of arbitration shall be the place from where the RFP has been issued.

16. Applicable Law And Jurisdiction

- 16.1 All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at NCR. No alternative offer shall be considered.

Annexure- 1

Technical Bid Format (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"> • Copy of Certificate of Incorporation • Copy of Registered Partnership Deed 	
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	Clientele List (Supported with copy of Work Order duly attested/notarized) The Performance Certificate to be submitted at least from 03 Clients.	

Annexure- 1 A

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

A- Deployment of MMUs on monthly rental basis at below location

Location -: Gomati & Dhalai (Tripura)

	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE (Agreed /Disagreed)
1.	Type of Vehicle: Force Travelers 3350 with AC OR Tata Winger Ambulance 3488 with AC (High Roof Ambulance)	
2.	The MMU should be in running condition and should have necessary registration under Commercial category.	
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.	
8.	Fines & Penalty- 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 .	One driver for each location will be required for vehicle.	
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10.	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, Ambulance certificate etc.) for moving in the state of Tripura. 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 24 working camp days.	
13.	Minimum Km per cycle as agreed upon will be 2000 Kms. Agency can charge extra km over 2000 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.	

B. Supplies of printed Stationary items -

Sr. No.	Specifications	AGENCY'S REPOSE (Agreed /Disagreed)
1	Agency will be responsible printing of stationary items including OPD slips, OPD register and Daily Drug Dispensing register for each MMU as per requirement. <i>The Number of OPDs proposed per MMU per month is approx. 1700 to 2000</i>	
2	Format of Stationary items required will be provided by HLPPT. The specification of formats are given below	
2.1	OPD slips Paper 70 GSM, Colour-Single, Printing-Single side with Type-Hard Binding, No. of Pages-100, Sheet Size A4	
2.2	OPD register Paper 70 GSM, Colour – Single, Printing – Both side, Type – Hard Binding, No. of Pages -500, Sheet Size A3	

2.3	Daily drug dispensing register	Paper 70 GSM, Colour – Single, Printing – Both side, Type – Hard Binding, No. of Pages -200, Sheet Size A3	
2.4	Medicine stock register	Paper 70 GSM, Colour – Single, Printing – Both side, Type – Hard Binding, No. of Pages -200, Sheet Size A3	

Note- Stationary items to be supplied at the respective 2 locations as per details mentioned above

C. Supply of Reagents /consumables -

S.No	Particulars	Specifications	AGENCY'S REPOSE (Agreed /Disagreed)
1	Agency will be responsible for supplying of Reagents and consumables for each MMU as per requirement as per below details <i>The Number of OPDs proposed per MMU per month is approx. <u>1700 to 2000</u></i>		
	1.	Gluco Strips (AccuSure- 50 strips)	Box
	2.	Cotton Box- 500 Gm	Box
	3.	Face Mask Packet (100 Pcs in one Packet)	PKT
	4.	Hand wash (1let)	Ltr
	5.	Hand Gloves (100 pcs)	Box
	6.	Lancet(100 Pcs)	Pkt
	7.	Paper Adhesive Tape	Pcs
	8.	Crepe Bandage	Pcs
	9.	First Aid Kit	Box
	10.	Surgical Sprit 500 ml	Bottle
	11.	Malaria Test Kit(50 pcs)	Box
	12.	HB test Strips (50) (Accusure)	Box
	13.	Sanitizer (1let)	Ltr
	14.	Gauze roll	Box
	15.	Pregnancy test kit (20 pcs)	Box

Note- The above items to be supplied at the respective 2 locations as per details mentioned above.

C. Supply of Medicines:-

S.No	Particular	Specifications	AGENCY'S REPOSE (Agreed /Disagreed)
1	Agency will be responsible for providing quality drugs (as per list attached) based on requirement/ indent generated by Doctor. <i>The Number of OPDs proposed per MMU per month is approx. 1700 to 2000 with distribution of 3 days medicine to each OPD.</i>	List of Medicine attached in Annexure	

Note- The above items to be supplied at or any of the respective 2 locations as per details mentioned above

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-2: 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 selected locations after understanding completely the technical specifications and other terms and conditions of the RFP.

SPECIFICATIONS (FINANCIAL)	
1.	Rates offered will be inclusive of all Taxes/Levies/ Maintenance charges/Driver Salary/ Fuel Charges & supply of medical items/ stationary items/ reagents & consumables etc. will be paid as per indent shared by HLPPT.
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 45 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.
7.	One cycle will be of 24 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 are as follows:

S. No.	Name of States	Name of District	Tentative number of Vehicle required *	Hiring Charges per vehicle (per cycle) Inclusive of Taxes/Levies/maintenance charges/Driver Salary/Fuel Charges (for running upto 2000 kms per month)	Charges per extra Km in excess of 2000 kms.
			(Nos.)	(INR)	(INR/km)
1	Tripura	Gomati	1	Force Travelers MMU 3350- -----	Force Travelers MMU 3350- -----
		Dhalai	1	OR Tata Winger MMU 3488 _____	OR Tata Winger MMU 3488 _____

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

B. Supplies of printed Stationary items -

Sr. No.	Name	Specifications	Rate for supply of stationary items per MMU per month (Rs.) Inclusive of all Taxes
1	OPD slips	Paper 70 GSM, Colour-Single, Printing-Single side with Type-Hard Binding, No. of Pages-100, Sheet Size A4	
2	OPD register	Paper 70 GSM, Colour – Single, Printing – Both side, Type – Hard Binding, No. of Pages -500, Sheet Size A3	
3	Daily drug dispensing Register	Paper 70 GSM, Colour – Single, Printing – Both side, Type – Hard Binding, No. of Pages -200, Sheet Size A3	
4	Medicine stock register	Paper 70 GSM, Colour – Single, Printing – Both side, Type – Hard Binding, No. of Pages -200, Sheet Size A3	

Note-

- Stationary items to be supplied at the respective 2 locations as per details mentioned above
- The Number of OPDs proposed per MMU per month is approx. 1700 to 2000
- Formats of Stationary items would be provided by HLPPT.

C. Supply of Reagents and consumables -

S.No	Particular	Specifications	Rate for supply of Reagents and Consumables per MMU per month (Rs.) Inclusive of all Taxes
1	Gluco Strips (AccuSure- 50 strips)	Box	
2	Cotton Box- 500 Gm	Box	
3	Face Mask Packet (100 Pcs in one Pocket)	PKT	
4	Hand wash (1let)	Ltr	
5	Hand Gloves (100 pcs)	Box	
6	Lancet(100 Pcs)	Pkt	
7	Paper Adhesive Tape	Pcs	
8	Crepe Bandage	Pcs	
9	First Aid Kit	Box	
10	Surgical Sprit 500 ml	Bottle	
11	Malaria Test Kit(50 pcs)	Box	
12	HB test Strips (50) (Accusure)	Box	
13	Sanitizer (1let)	Ltr	
14	gauze roll	Box	
15	pregnancy test kit (20 pcs)	Box	

Note-

- The above items to be supplied at the respective 2 locations as per details mentioned above
- *The Number of OPDs proposed per MMU per month is approx. 1700 to 2000*

C. Supply of Medicine

S.No	Particular	Specifications	Quantity	Rate for supply of medicine per MMU per Month inclusive of Freight charges at respective locations Inclusive of all Taxes (Rs.)
1	List to Medicine attached <i>The Number of OPDs proposed per MMU per month is approx. 1700 to 2000 with distribution of 3 days medicine in each OPD.</i>	As per attached list	As per indent generated by Doctor of respective MMU locations	

Note- The above items to be supplied at or any of the respective 2 locations as per details mentioned above

We are hereby submitting the quotation for providing above services/ items in the selected 2 locations after understanding completely the technical specifications and other terms and conditions of the RFP.

Annexure - 3

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 -4

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

ANNEXURE 5**UNDERTAKING ON BID SUBMISSION**

(To be submitted on Letter head duly signed and stamped)

I _____ Son/Daughter of Shri
 _____ Proprietor/Partner/Director/Authorized Signatory of
 _____(Name of Firm/Agency) sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we/am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law and forfeiture of security deposit submitted by me along with tender.

Place
Date

Signature of Authorized Person
Full Name
Address/Company's Seal

Annexure - 6**UNDERTAKING FOR BIDDERS WHO ARE REGISTERED AS MICRO/ SMALL ENTERPRISE**

(This undertaking may be included in relevant section/part of Tender Document)

I /We confirm that the provisions of Micro and Small Enterprise are applicable to us and our organization falls under the definition of the following Category:

- i. – Micro Enterprises
- ii. – Small Enterprises

Please tick in the appropriate option box and attach relevant documents/certificate issued by any of the Authority mentioned below as evidence to their applicability of Micro and Small Enterprises:

- i. District Industries Centers (DICs)
- ii. Khadi & Village Industries Commission (KVIC)
- iii. Khadi & Village Industries Board (KVIB)
- iv. Coir Board o National Small Industries Corporation (NSIC)
- v. Directorate of Handicrafts and Handloom
- vi. MSEs registered under Udyam Registration (UR) portal
- vii. Any other Body specified by Ministry of Micro, Small and Medium Enterprises (MoMSME)

I/ We also undertake to inform the change in this status as aforesaid during the currency of the Contract, if any.

Dated _____

Signature of Bidder _____

