



Sankalp Project, Uttar Pradesh
(A Joint Project of ESIC and HLPFPT)

Sub: Tender Document for running 2 Mobile Vans (one each in Ghaziabad and Kanpur zone) of UP

Introduction

Hindustan Latex Family Planning Promotion Trust (a trust promoted by HLL Life Care Ltd) has entered into a MoU with **Employees State Insurance Corporation** (ESIC) to strengthen ESIC interventions in the field of RCH and HIV AIDS and certain lifestyle diseases in the selected regions of Uttar Pradesh. Approx 3.97 Lacs of ESI covered population live in two regions, ,

The Stake Holders of the Project

ESIC management and the Ministry of Labour are the **key** stakeholders of the project HLPFPT will provide the technical assistance in planning and implementation of the project as another key stakeholder.

Goals and Objectives of the Project

Broader **goals** of the initiative are:-

1. Increase of RCH and HIV/AIDS services by 20% and prevention of vector borne, water borne and life style diseases among 75% of insured workers and their families in the intervention areas.

The project has the following **objectives**:

1. Prevention of new STI and HIV infections among insured family members of ESIC in UP
2. To ensure Care & Support services to all the identified HIV positive IPs to mitigate the impact of HIV infection
3. To increase access to quality RCH services in the families of IPs.
4. Image building and service strengthening of ESI
5. Prevention of vector borne / life style diseases among IPs and their family members in intervention areas.

To address the above objectives, the project shall adopt a three dimensional intervention strategies to reach all its stake holders.

The intervention strategies are:

1. At habitations
2. At Work Place through Workplace Intervention
3. At Hospitals/Dispensaries through Information Kiosk

Intervention area

Ghaziabad Zone (Ghaziabad, Noida, Greater Noida, Bulandshahar, Hapur, Sikandarabad and Khurja)

Kanpur Zone (Kanpur, Unnao, Jhansi and Farukhabad)

In addition to above areas the van may some time to operate in Delhi and NCR area.

Objective of the Sankalp (ICTC) Van:-

To mobilise the IPs and their families at different locations like Industries, Hospitals/Dispensaries and Habitations for the followings:

- Carrying out Integrated Counselling and HIV and Diabetes testing and services for HIV/AIDS
- Creating awareness about RTI/STI, RCH and certain lifestyle diseases issues and services available with ESI network
- Promoting positive behaviours among the insured persons and their families with the help of interactive games

And also to

- Display and distribute condoms, IEC material
- Screen films and play back of audio spots.
- Any other work assigned by the project office

Rationale & Prerequisites of the Sankalp (ICTC) Van

As a part of Behaviour Change Communication (BCC) and outreach strategies, a mobile van providing information, counseling and testing services on RCH, STIs and HIV will be used to visit industries and habitations, where the target audiences are located. For this purpose, two Mobile Vans are required to carry out the activities as specified in the objective of ICTC van. The Sankalp Project mobile ICTC team comprising of one counsellor and one lab technician will accompany the van for daily activities.

Specifications:

1. Type of Vehicle: EISHER CANTER
2. Model and Make : (please specify) model _____ make _____ (not older than 2009 make)
3. Carry out the activity between 8:30 am to 7 .00 pm.
4. The Van will run for 6 days in a week
5. The van may cover minimum 1500 km per month (26 days)
6. Each Van should be equipped with all basic requirement like fans/lights along with the following:
 - Honda Gen Set of not before 2009 make.
 - Brand new AV System including SONY's 21" color TV with remote DVD player with remote (TO be fitted in a way for screening inside and outside the van).
 - Brand New Public Address System (Megaphone)
 - **A Sleek Air Cooler / Fan (Wall Mount) / AC** to be accommodated for both the compartments of van, which if required should even run at the time of van movement
 - A digital Camera (Brand Sony-9X optical Zoom and 10.2 Mega Pixel)
 - Both the compartments should have adequate storage for IEC material/Condoms, Testing kits along with one table with drawing shelves, two folding chairs and two stools.

- One Canopy (Collapsible Tent) printed in accordance with the branding of the van of 6'X6'
- One compartment of LT should have one small wash basin and soap dispenser and towel hanger

The agency should also provide manpower support in the form of a driver and one assistant. The assistant should be able to converse with the audience, will be required for the following:

- Daily/Weekly/Monthly reporting
- Announcement for mobilising the crowd
- Conducting and organising games/quizzes etc
- Assisting the Van Staff from this office.
- Proper cleaning of vans and Waste management.
- Any other work desired by the project office

Note:

- Both the van should have all the supporting documents (Road Permits, Fitness Certificate, Road Taxes etc.) for plying in the states of UP, Delhi and Haryana.
- **Creative and artwork development for /along with van fabrication upto the satisfaction of this office is to be done by the agency. Van layout to be approved by the project office prior to the fabrication starts.**

Support from HLPPT

- Route Plan will be provided.
- Communication Material will be provided.
- Idea/brief for art work for Fabrication of the Van will be provided. **(Creative and artwork development and van layout plan required for van fabrication up to the satisfaction of this office is to be done by the agency.)**
- One counsellor and one lab technician will be provided per vehicle.

Inviting Proposal

HLFPPT is looking for an agency/firm to customize design and fabricate the vehicle according to the needs of the project.

Interested agencies are requested to respond to the request for proposal (RFP) with detailed proposal specifying the requirements of the vehicle, time line for completion and budget. The budget may be submitted in a separate sealed cover, which will be opened only if the technical proposal is found acceptable.

Submission of Proposal

Signed hard copies of the bid (Technical and Financial) in two separate sealed covers enclosed in a master envelop superscribed with “Bid for ICTC Van in UP” may be sent to the following **address** on or before 5.30 pm, 1st July,2010.

Dr. Subhra Phillips,
TSD Head,
Hindustan Latex Family Planning Promotion Trust,
B14A, Sec 62,
Noida

Contact Person for any information:

Ms Karma, Communication Coordinator
Sankalp Project, 1st Floor, ESI Hospital,Sahibabad, Ghaziabad UP.
0120-4160380-86

Terms & Conditions

Sl. No.	Important Dates	
1	Date of tender	29/6/2010
2	Last date for submission of technical and financial bids by 5.30 P.M	5/7/2010
3	Date of opening of technical bid (by 11:00 a.m.)	7/7/2010
4	Intimation to the technically qualified vendors	9/7/2010

5	Date of opening of financial bids in presence of technically qualified vendors	12/7/2010
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- The quotation received through FAX / E-Mail or received late due to postal or courier delay etc. will not be accepted. The parties have to ensure the submission of bids well on time.
 - The bidder must be registered with the sales tax/ value added tax and service tax and the support for the same is to be attached.
 - The bidder should have an annual turnover of Rs. 25 Lakhs.
 - Proof of certificate for turnover is required to be submitted with the tender (CA Certificate).
 - The successful bidder will be required to execute a performance security of ten percent of the value of the contract in form of Fixed Deposit with Nationalized Bank with lien marked to HLPPT or provide the bank guarantee. The Security should be valid for a period of three months or till the contract is valid, whichever is earlier. No interest will be paid on such deposit.
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- 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 for dealy 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.
 - The technically qualified agencies will be considered for further process.
 - The rate will be valid for 3 months from the date of financial bids.
 - The desired timeline for completion of the fabrication of the vehicles is within four weeks of the award of the contract.
 - Award of contract shall be made to a party who has the best experience and to the lowest bidder. If due to some unavoidable circumstances 1st lowest bidder is not able to complete the assigned work, the order will go to 2nd lowest bidder.
 - The financial bids of firms who are not qualified technically will be returned unopened.
 - HLPPT reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
 - A log book has to be maintained in each of the vehicle.
 - The Payments will be released after the submission of bills.

Note:A format for Technical and Financial Bid has been attached with the RFP as Annexure A & B. Bids not submitted in the formats given may not be considered.

Annexure – A
Technical Bidding Format
(To be enclosed with Technical Bid)

1	Company Profile :	
2	Weather similar job work undertaken in the past; if so please attach details and photographs of the same.	
a	No. of vans operated:	
B	Name of the clients with addresses (Provide attachment of the same):	
C	Attach copies of work orders received from the above mentioned clients:	
D	No. of vehicles owned:	
E	No. of vehicles contracted:	
3	Total Annual Turnover (value in Rs.) (attach last 2 years balance sheet)for the years	
4	Overall Manpower Details with the agency	
a	No. of drivers:	
B	No. of helpers:	
C	No. of skilled vehicle mechanics:	
D	No. of promoters:	
E	No. of supervisors:	
F	Any Other	

Annexure – B

Financial Bidding Format

(To be enclosed in separate sealed cover)

Unit cost of one mobile van

Sl.No.	Particular	Amount(In Rs.)		
		Van Fabrication		
1	Cost of Fabrication	With Fans	With Cooler	With AC
	One time Cost- the Art work to be developed by the agency (One time cost - the van should be configured into two compartments, Both the compartments should have adequate storage for IEC material/Condoms, Testing kits along with one table with drawing shelves, two folding chairs and two stools. in each compartment. There should be a separate entry/exit gates and stairs from both the compartments (Other details are given in specification column of this document)			
2	Vehicle - Rental & Running with Fuel to be quoted separately for van with Fans, Van with air coolers and AC vans			
a	Rental for running a minimum of 1500 kms per month (including fuel cost for 26 days)			
b	Total cost (The total cost should include all applicable taxes)			
	Sub Total			
3	Manpower (in Rs.)			
a	Cost of drivers' salary, including DA			
b	Cost of assistant's salary including DA			
	Sub Total			

5	Repair and Maintenance cost per month			
	Grand Total			

Additional Information:

A	Cost per extra Kms	
B	Cost per extra hour of operation beyond the time mentioned in the prerequisites.	