



PUBLIC HEALTH FOUNDATION OF INDIA (PHFI)

LIMITED TENDER

**Tender Number: PHFI/Research/UDAY/2018/003(Re)
REQUEST FOR PROPOSAL (RFP)**

**FOR SELECTION OF VENDOR FOR COLLECTION AND
TRANSPORTATION OF BIO-SAMPLES AT VISAKHAPATNAM**

May 2018

**Call for Tender Launching: May 9, 2018 by 5.00 PM
Cut-off date for downloading: May 15, 2018 by 5.00 PM
Last date of submission of Bid: May 16, 2018 by 5.00 PM**

Public Health Foundation of India

Plot No. 47, Sector-44 Institutional Area, Gurgaon-122002,
Haryana

Tel +91 124-4781400 | Web www.phfi.org
For its Project Office

Public Health Foundation of India,
50-1-48/1. Seetammadhara,
Visakhapatnam – 530013.

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1. INTRODUCTION

1.1. Purpose of call for Proposal

(a) The purpose/intent for this invitation is to invite interested agencies to collect bio-samples (14 ml of blood and 40 ml of urine) from approximately 5000 participants of end line survey under project UDAY. The survey will be conducted in the rural and urban sites of Visakhapatnam (Andhra Pradesh). Interested agencies to submit a detailed project proposal to Public Health Foundation of India (PHFI).

(b) This Request for Proposals (RFP) must be in the format as mentioned in this RFP. Agencies are required to submit a detailed proposal clearly indicating their plan for collecting the fasting blood and first void urine samples from the participants of the end line survey in their households, transporting the samples from the field to the local laboratory in Visakhapatnam and transporting the aliquots of the samples from the local laboratories to PHFI office in Gurgaon, Haryana. The proposal submitted by agencies will be reviewed by PHFI Evaluation Committee to be formed for this purpose. Agencies submitting proposals with clearly defined methodology, quality assurance including technical expertise would be given preference especially those who have had prior experience. Two or more agencies can jointly bid for the project.

1.2. Background of the Study

The Public Health Foundation of India (PHFI) aims to strengthen the capacity for training, research, and policy development in public health in India. PHFI together with partners, has been implementing Project UDAY at Visakhapatnam. Under UDAY, end line survey is being planned and, in the survey, bio samples from approx. 5000 participants ($\pm 5\%$ of the number quoted) will be collected in their households.

1.3. Key Dates

Schedule of Tender Processing (Key Dates)

	Tender Inviting Authority	Public Health Foundation of India PLOT No. 47, Sector-44, Institutional Area, Gurgaon-122002, Haryana for its Project Office 50-1-48/1, Seetammadhara, Visakhapatnam – 530013	
Sl. No	Description	Date	Time
1.	RFP released on PHFI Web Site	May 9, 2018	By 5.00 PM
2.	Last date for receiving Queries from Agencies, if any	May 15, 2018	By 11.00 AM

3.	Last date for submission of Bids	May 16, 2018	By 5.00 PM(may be dropped in Tender Box/By Courier/Speed Post)
4.	Opening of Tender Box and Technical Bids (Authorized representatives of Agencies may be present for opening of Tender Box)	May 17, 2018	At 10.00 AM
5.	Intimation to the Agencies who qualify in the Technical Bids	May 17, 2018	By 5.00 PM
6.	Interview of Qualifying Agencies (Format will be intimated through PHFI Tender email to concerned Agencies)	May 18, 2018	2.00 PM onwards
7.	Opening of Financial Bids of Technically Qualified Agencies (Authorized representative may be present)	May 21, 2018	2.00 PM onwards
8.	Interview cum Financial Negotiation with the short-listed agency	May 22, 2018	2.00 PM
9.	Issue of Letter of Intent/Award	As per the decision of PHFI management	

2. QUALIFICATION/ELIGIBILITY CRITERIA

The qualification/eligibility criteria for the agency are given below.

Sl. No	Qualification Criteria	Proof Required
1	I. Name and address of the agency II. Year of establishment	Copy of Certificate of Incorporation/ Registration/MoU as applicable
2	Whether the agency is registered under Society Registration Act or is an autonomous body or a Limited company or partnership firm, etc. and details thereof (e.g.-name (s) of partners, Managing Directors, Chief Executive Officers, Key authorized persons)	

3	The agency should have a valid PAN and GST Registration in India	Copy of PAN card and GST Registration
4	The agency should have a minimum average annual turnover of INR Forty Lakhs during the last three fiscal years	Copy of Audited Profit and Loss Statement and Balance Sheet
5	The agency should have an experience of collecting bio-samples from participants of survey	Necessary documents as evidence.
6	The agency should not have been blacklisted by Central/State Government departments/Undertakings	No conviction certificate duly signed by the authorized signatory of the organization.
7	Previous experience of work with PHFI*	1. Name of Project & Department of PHFI sponsoring the RFP (Tender No & Date) 2. Reference & Date of Service Agreement 3. Date of Commencement & Date of Completion (Whether completed as per Time Line) 4. Value of the Project Any comments on the conduct of the Project

*Any Agency which does not have a previous working experience with PHFI shall also be eligible for the Tender Process.

3. Terms of References (TORs) and Deliverables

3.1. Details of TORs to be prepared under the proposal

The following activities are to be carried out in consultation with PHFI.

The agency shall collect, store when required and transport the biological samples (blood and urine) collected from the selected approx. 5000 persons (2500 in urban Visakhapatnam and 2500 in rural Visakhapatnam [Makavarapalem and Nathavaram Mandals] Andhra Pradesh) as per the following terms and conditions:

- 1 The agency shall use enough numbers of trained phlebotomists to collect biological samples (blood and urine) of about 30 to 50 persons per day each in urban Visakhapatnam, and villages of Makavarapalem and Nathavaram Mandals in rural Visakhapatnam.
- 2 As the study requires collecting fasting blood samples and first morning void urine, all samples shall be collected early morning (5 am to 9 am) during the study period, six days a week including Sundays, by trained phlebotomists.

- 3 All samples shall be carefully labelled with sample IDs.
- 4 After collection of the biological samples in the households, the samples shall be stored in the cool containers within stipulated temperature, i.e. between 2 to 8° Celsius, to maintain the cold chain and then transported to the designated lab in Visakhapatnam as soon as possible.
- 5 The agency shall transport the processed aliquots to the central lab of PHFI situated in Delhi NCR, under strict cold chain maintenance within 24 to 48 hours of the collection.
- 6 Manpower required for collection of biological samples (blood and urine) shall be hired by the agency.
- 7 Sample ID for labelling of the biological samples shall be provided by PHFI office at Visakhapatnam.
- 8 The agency shall allow PHFI staff to supervise the collection of bio samples.
- 9 The agency shall designate a point person for coordinating and reporting on daily basis with the Lab technician in Visakhapatnam.

4. IMPLEMENTATION SCHEDULE/TIME LINES

The work would be aligned with the end line survey of UDAY. It is expected that the survey will be completed in 6 months.

5. PERFORMANCE BANK GUARANTEE

5.1. This Clause is applicable if after selection, the shortlisted bidder/organization requests for any advance payment.

5.2. **The successful organization shall submit the PBG matching with the First Advance payment.** The successful final selected organization shall have to submit a Performance Bank Guarantee within 30 (thirty) days from the date of issue of Service Agreement. Extension of time for submission of PG beyond 30(thirty) days and up to 60 days from the date of issue of Service agreement may be given by the Authority who is competent at PHFI. However, a penal interest of 24% per annum shall be charged for the delay beyond 30(thirty) days i.e. from 31st day after the date of issue of Service Agreement. In case the organization fails to submit the requisite PG even after 60 days from the date of issue of Service Agreement, the contract shall be terminated.

5.3. The PBG will be valid till completion of the project period and shall be released only after 60 days of physical completion of the work based on Satisfactory Completion Certificate issued by the PI stating that the organization has completed the work in all respects satisfactorily.

6. PAYMENT SCHEDULE

Terms of Payment will be decided with agency at the time of Final Interview & Negotiation.

7. GUIDELINES FOR SUBMITTING PROPOSAL

7.1. Preparing the Technical Proposal

The agency is required to submit a technical proposal.

7.1.1. Technical Proposal Submission Format:

The proposal should follow the format given below (but not necessarily limited to the following) and should be in English and formatted on standard A4 paper with single space, 12 point font Times New Roman and each page numbered consecutively. The proposal should capture the following information, with a maximum of 20 pages:

The plan to collect the samples, the items used for collection and transport, technical specification of the items used for collection (vacutainer brand, volume etc.), number of phlebotomists employed, qualification and experience of phlebotomists, training of phlebotomists, the plan to transport samples collected in the field to the local laboratory, transport of aliquots from the local lab to PHFI Gurgaon under cold chain, whether data logger will be used to record temperature during transport to PHFI Gurgaon.

7.1.2. Agency profile

- a. Name and address of the agency.
- b. Year of establishment.
- c. Legal status of the agency – Whether agency is registered under the Societies Registration Act or is an autonomous body or a Limited company or partnership firm, etc. and details there of (e.g. – name(s) of partners, Managing Directors, Chief Executive Officers, key authorized person)
- d. Principal nature of activities undertaken.
- e. Details of manpower as prescribed above.
- f. Communication details of the agency: mailing address, telephone and fax numbers, email address, etc.

7.1.4. Financial Status of the Organization

- a. Total revenue and expenditure of the organization for the past three fiscal years.
- b. Copies of the certified Audited Annual Accounts in support of the Financial status.

7.1.5. Income Tax Details

Whether the agency is exempted from Income Tax? If yes, please furnish the exemption certificate number and date up to which exempted. A copy of exemption certificate is to be attached. If no, furnish PAN/TAN/GSTIN number, the copy of the latest Income Tax returns and assessment order.

7.2. Preparing the Financial Proposal

- (i) The Financial Quotes should cover the following:

- entire cost of activity listed in the terms of reference;
 - personnel to be involved including number, their time commitment, unit cost, and overall personnel costs;
 - travel costs
 - material cost (vacutainers, needles, swabs etc.)
 - communication costs;
 - any other reasonable cost which the agency might incur
- (ii) The total cost quoted should be inclusive of all taxes.
- (iii) The financial proposal will be evaluated only if a field agency qualifies based on the assessment of the Technical proposal.

7.3. Submission of Bids

- (i) The Bidder shall submit a sealed cover consisting of these two sealed envelopes with a clear label for each:
- i. Technical Proposal, super scribing on the right hand side top of the cover as Technical Bid (2 copies).
 - ii. Financial Proposal super scribing on the right hand side top of the cover as Financial Bid (2 copies).
- (ii) All the pages of the Financial Proposal shall be duly signed by the Authorized Signatory of the Bidder before submission. Corrections, if any shall be counter signed.

7.4. General Instructions and Terms and Conditions

- a. The proposal along with all the correspondence and documents exchanged by the agency and PHFI shall be written in English language.
- b. **Amendments to the Tender:** Tender Committee at PHFI reserves every right to amend any of the Tender conditions or a part thereof, before the last date for the receipt of the Tender, if necessary. Amendments, if any, would be put on the website. The decision of extending the due date and time for the submission of Tender documents on account of amendments will be the sole discretion of PHFI.
- c. **Reserved Rights:** PHFI reserves the following rights with regard to this call for proposal:
 - (i) To cancel this call for proposal at any stage without assigning any reason.
 - (ii) To disqualify any Applicant(s) based on Applicant(s) failure to follow solicitation instructions
 - (iii) PHFI reserves the right to waive any deviations by Applicants from the requirements of this solicitation that in PHFI 's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
 - (iv) Extend the time for submission of all RFP responses after notification to all Applicants;
 - (v) Terminate or modify the RFP process at any time and re-issue the RFP to whomever PHFI deems appropriate;
 - (vi) PHFI reserve the right to select and negotiate with those applicants it

determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability;
(vii) PHFI reserves the right to negotiate the fee or issue an award based on the initial evaluation of Applicants without discussion;
(viii) Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

- d. No proposal shall be accepted unless it is properly sealed. Agency shall not be allowed to fill in or seal their proposal at the PHFI office. The documents should be sent by speed post/registered post/courier or hand delivered.
- e. If the envelope is found to be open, not sealed and not marked as instructed above, PHFI will not be responsible for misplacement or premature opening of the proposal submitted. Any proposal opened prematurely due to this cause shall be rejected.
- f. The bidder is advised to attach any additional information that is considered necessary in regard to establish the capabilities. No further information will be entertained after submission of application unless it is required by PHFI. PHFI, however, reserves the right to call for additional information and clarification on information submitted by the bidders.
- g. Proposals must be received by PHFI at the address specified not later than the date and time specified in the Invitation of RFP. In case the specified date for the submission of proposal being declared holiday by the PHFI, the same will be received on next working day with the same specified time. Proposals received after the due date and time specified will automatically be rejected.
- h. **Withdrawal of Proposals:** Applicants may withdraw proposal by written notice via email received at any time before contract. Proposals may be withdrawn in person by an offer or his/her authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.
- i. **Opening of Tenders:** Sealed Tenders received up to **May 15, 2018 5.00 PM** will be taken up for opening. Tenders received after specified date and time will not be accepted. PHFI reserves the right to disqualify any of the tender in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. The Technical proposals will be opened on **May 17, 2018 10.00 AM** at PHFI, address as mentioned. A representative from each Bidder is invited to be present. The Financial proposals of those Agencies qualifying on the basis of the assessment of Technical proposals will be opened on **May 21, 2018 2.00 PM** at PHFI, address mentioned above. A representative from each qualifying Bidder may be present.
- j. Any efforts by agency to influence the PHFI personnel or representatives on matters relating to proposals under study in the process of examination, clarification, evaluation and comparison of proposal and in decision concerning award of contract, shall result in the rejection of the agency's proposal. Failing to execute the contract Agreement within the said period may result in termination of contract and award of the

same to other agency/ agencies at the risk and cost of the agency.

- k. The person to sign the contract agreement shall be duly authorized.
- l. The RFP shall not bind PHFI in any way whatsoever to offer any job to the applicant if it is decided to abandon the study.
- m. PHFI assures that the documents and presentations by the applicants will be kept strictly confidential and will not be used for any purpose other than the process of selection of the final applicant. All documents created/prepared during the assignment by the selected application shall be the property of PHFI and they will have the rights associated with such documents.
- n. **Offer Verification:** PHFI may contact applicant to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.
- o. **Conflict of Interest:** Applicants must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in PHFI having to re-evaluate selection of potential Applicants.
- p. **Arbitration:** Should any dispute arise, it may be referred to an Arbitrator appointed by mutual consent. The place of Arbitration shall be New Delhi.
- q. The cost of travel and stay of the officials from the agency for attending meetings with PHFI will be met by the respective agency.
- r. **All queries/correspondences pertaining to this RFP will be done through PHFI Tender email i.e. tenders@phfi.org**

Hard copies of the Proposals should be addressed to:

The Chairman Tender Committee
RFP: FOR SELECTION OF VENDOR FOR COLLECTION AND
TRANSPORTATION OF BIO-SAMPLES AT VISAKHAPATNAM
Public Health Foundation of India
50-1-48/1. Seetammadhara,
Visakhapatnam – 530013.

The last date for submission of complete Proposal with all supporting documents (by hand or by post) is **May 16, 2018 5.00PM**. Any Proposal received after this prescribed time will not be entertained. PHFI will not be responsible for any loss in transit or postal delay.

8. EVALUTION OF PROPOSAL

8.1. Evaluation Committee

An Evaluation committee formed by PHFI would first examine the bids based on the details provided in the Invitation for proposal for those agencies who are short listed as per the qualification criteria. For final evaluation, Evaluation Committee shall take into consideration the financial proposal. The Applicants who submits the lowest quote will be awarded the project cure minimum Technical qualifying marks as mentioned in paras below.

8.2. Selection of Institution/ Organization/ Consulting Agency

- a. An agency is required to score a minimum qualifying marks of 70 points out of 100, which will be recalibrated out of 60 in the technical proposal in order to qualify for Interview and financial bid opening.
- b. Financial bid of agency will be opened only if the agency qualifies in the Technical evaluation (score of a minimum of 70 points).
- c. For the Final evaluation, the weightage for the Technical proposal, Interview and Financial proposal would be 80% and 20%, respectively.
- d. PHFI shall reserve the right to negotiate with the Bidder whose proposal has been ranked first by the Committee on the basis of Technical and Financial evaluations and the Interview.
- e. The submitted proposals will be valid for 60 days from the date of submission. PHFI will make its best effort to select the Institution/ Organization/ Consulting Agency within this period.

8.3. Technical Evaluation (60)

Technical evaluation shall be carried out based on the following:

Sr No.	Evaluation Criteria	Maximum Score
1	Technical approach	60
2	Experience in carrying out large research projects	30
3	Management plan	10
	Total score	100 (will be recalibrated out of 80)

i. Technical Approach: (60 points)

A technical approach that is well-conceived, planned and result-oriented, which demonstrates a clear understanding of the task will be scored high. The technical approach should describe the work flow chart along with a clear implementation plan, roles and responsibilities of the team, deliverables and timelines for accomplishing each job

description.

ii. Experience in conducting large research projects: (30 points)

This section should clearly describe the applicant's and its staff's experience in managing similar tasks along with other assignments involving surveys of public health/social science. The application should clearly mention the specific projects that have been undertaken at the national / state level including the names of national or international clients/organizations, value (cost) of the projects and timelines.

iii. Management Plan: (10 points)

The Management Plan will be evaluated based on its ability to achieve results. It must consist of a clear and concise description of how internal management plans, organizational structures, lines of communication are conducive to effective project implementation. The management plan should also explain the internal monitoring systems and quality assurance mechanisms.

8.5. Financial Evaluation (20)

Financial evaluation shall be carried out based on the following:

Cost will primarily be evaluated for reasonableness, realism, allowability and the applicant's understanding of the work to be performed. Effective cost saving measures to improve cost efficiency of the project will also be considered. Applications that demonstrate realistic scenario to accomplish the job in a time-bound manner with minimal resources would be considered.

Full marks will be awarded to the lowest qualifying bidder. For subsequent bidders the marks will be a ratio of the lowest bidder. If the lowest bid is "X" and bid for "Y" needs to be evaluated then its marks will be "highest mark x (X/Y)" Once the agency is finalized, additional information and discussion will occur between the applicant and PHFI during development of detailed Technical proposal.

9. CONTACT FOR MORE INFORMATION

For all correspondence please refer to PHFI general tender Email: tenders@phfi.org with subject line marked as "PHFI/Research/UDAY/2018/003(Re)"

END OF RFP

DISCLAIMER:

This RFP represents only a definition of requirements. It is merely an invitation for submission of concept paper and does not legally obligate PHFI to accept any of the submitted RFP in whole or in part, nor is PHFI obligated to select the lowest priced proposal. PHFI reserves the right to negotiate with any or all applicants, both with respect to price, cost and/or scope of services. PHFI has no contractual obligations with any offer or based upon issuance of this RFP. It is not an offer to contract. Only the execution of a written contract shall obligate PHFI in accordance with the terms and conditions contained in such contracts.