



## PUBLIC HEALTH FOUNDATION OF INDIA (PHFI)

### LIMITED TENDER

**Tender Number: PHFI/Research/UDAY/2018/002(Re)**

### **REQUEST FOR PROPOSAL (RFP)**

### **FOR SELECTION OF VENDOR TO PURCHASE CRYO-VIALS AND CRYO-BOXES AT VISAKHAPATNAM**

May 2018

**Call for Tender Launching: May 10, 2018 by 5.00 P.M.  
Cut-off date for downloading: May 16, 2018 by 5.00 PM  
Last date of submission of Bid: May 17, 2018 by 5.00 P.M.**

Public Health Foundation of India

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

**Tel +91 124-4781400 | Web [www.phfi.org](http://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 procure cryo-vials and cryo-boxes for use in end line survey of project UDAY at Visakhapatnam site.

(b) This Request for Proposals (RFP) must be in the format as mentioned in this RFP. Interested agencies are required to submit proposal clearly indicating the cost of the items (inclusive of all applicable taxes) and timeline for supply. The proposal submitted by interested agencies will be reviewed by the Committee formed by Public Health Foundation of India(PHFI).

## 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 will be collected. The processed samples will be stored in the cryo-vials and cryoboxes.

## 1.3. Key Dates

### Schedule of Tender Processing (Key Dates)

	<b>Tender Inviting Authority</b>	<b>Public Health Foundation of India PLOT No. 47, Sector-44, Institutional Area, Gurgaon- 122002, Haryana for its Project Office Public Health Foundation of India 50-1-48/1, Seetammadhara, Visakhapatnam – 530013.</b>	
<b>Sl. N</b>	<b>Description</b>	<b>Date</b>	<b>Time</b>
1.	RFP released on PHFI Web Site	April 10, 2018	By 5.00 P.M.
2.	Last date for receiving Queries from Agencies, if any	May 16, 2018	By 11.00 A.M.
3.	Last date for submission of Bids	May 17 2018	By 5.00 P.M. (may be dropped in Tender Box/By Courier/Speed Post)
4.	Opening of Tender Box and Bids (Authorized representatives of Agencies may be present for opening of Tender Box)	May 22, 2018	10.00 AM onwards

8.	Interview cum Financial Negotiation with the short-listed agency	May 23, 2018	10.00 AM onwards
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 III. 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)	Copy of Certificate of Incorporation/ Registration/MoU as applicable
2	IV. The Agency should have a valid PAN and GST Registration in India	Copy of PAN card and GST Registration
3	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
4	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.
5	Previous experience of supplying items to PHFI*	1. Name of Project & Department of PHFI 2. Reference & Date of purchase order 3. Date of supply of materials 4. Value of the material  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 items have to be supplied

- |   |            |
|---|------------|
| 1. Cryo-vials (1.8ml – Tarsons – Product code 523021)     | Qty:100000 |
| 2. Cryo-boxes (81 places – Tarsons – Product code 524010) | Qty: 1250  |

### 4. IMPLEMENTATION SCHEDULE/TIME LINES

Delivery of the item to PHFI office at Visakhapatnam within 15 Days of issue of LOI.

### 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 Contract. Extension of time for submission of PG beyond 30(thirty) days and up to 60 days from the date of issue of contract 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 contract. In case the organization fails to submit the requisite PG even after 60 days from the date of issue of contract, 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 the agency at the time of Final Interview & Negotiation.

### 7. GUIDELINES FOR SUBMITTING PROPOSAL

## 7.1. Preparing the quote

The agency is required to submit a quote. The quote should contain the

- Name of the item
- Product number
- Volume or dimension details
- Cost of per item
- Total cost of the items inclusive of all taxes

### 7.1.2. Agency profile

- a. Name and address of the agency.
- b. Year of establishment.
- c. Legal status of the Agency – Whether the 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. Customer profile.
- e. 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.

## 7.3. Submission of Bids/quotes

- a. The quotes, in two copies, shall be submitted in a sealed cover
- b. All the pages of the quotes shall be duly signed by the Authorized Signatory of agency 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 in Visakhapatnam. 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 16, 2018 by 5.00 P.M 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.
- j. Any efforts by the 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 laboratory 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 laboratory 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 laboratory agency for attending meetings with PHFI will be met by the respective laboratory agency.
- r. **All queries/correspondences pertaining to this RFP will be done through PHFI Tender email i.e. [tenders@phfi.org](mailto:tenders@phfi.org)**

Hard copies of the Proposals should be addressed to:

**The Chairman Tender Committee,  
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 17, 2018**. 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 examine the bids based on the details provided in the Invitation for proposal.

### **8.2. Selection of agency**

The agency that submits the quote adhering to the technical specification and quotes reasonable cost quote will be awarded the tender.

## **9. CONTACT FOR MORE INFORMATION**

For all correspondence please refer to PHFI general tender Email: [tenders@phfi.org](mailto:tenders@phfi.org) with subject line marked as "PHFI/Research/UDAY/2018/002(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.