



PUBLIC HEALTH FOUNDATION OF INDIA (PHFI)

Selection of supplier/distributor/agency to **Supply Ultra Low Freezers -80° C**

LIMITED TENDER

Tender No.: PHFI/Research/UDAY/2018/001(Re)

REQUEST FOR PROPOSAL (RFP)

**FOR SELECTION OF ULTRA LOW FREEZERS (-80° C)
SUPPLIERS/DISTRIBUTORS/AGENCY:**

APRIL 2018

**Call for Tender Launching: May 07, 2018 by 10:00 A.M.
Cut of Date for downloading RFP: May 13, 2018 by 5.00 P.M.
Last date of submission of Bid: May 14, 2018 by 5.00 P.M.**

Public Health Foundation of India

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

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1. INTRODUCTION

1.1. Purpose of call for Proposal

a) The purpose/intent of this call is to invite suppliers/distributors/Agency to bid to supply, install and provide annual maintenance of Ultra Low Freezer 37.6X39.6X78 in. Capacity holds 600 boxes of 2 inch. Temp. 86C (Quantity: 2), to Public Health Foundation of India (PHFI).

b) This Request for Proposals (RFP) must be in the format as mentioned in this RFP. The Proposal submitted by Agencies will be reviewed by Tender Evaluation Committee at PHFI to be formed for this purpose.

1.2. Background of the Study

The Public Health Foundation of India (PHFI) has implemented “UDAY”, a 5-year comprehensive intervention program which aims to reduce the risk of diabetes and hypertension and improve management in the two selected study sites, Sonipat (Haryana, North India) and Vizag (Andhra Pradesh, South India). It has a pre-post evaluation design with representative cross sectional surveys before and after intervention. Within these two sites, urban and rural sub-sites each with a total population of approximately 1, 00,000 people each were selected (total population of 400000) and a baseline and post intervention assessment will be conducted deploying 4 surveys (among general population, patients, healthcare providers, health facilities) which will determine: the knowledge levels about diabetes and hypertension, the proportion treated and controlled; the patient knowledge and self-management skills; healthcare providers’ management practices; the level of access and barriers to obtaining care.

In the endline survey, trained health workers will interview about 12000 individuals, conduct their body measurements and. We also intend to collect Bio samples from the 12000 individuals (fasting blood and morning urine) for the laboratory estimation of fasting plasma glucose, glycated haemoglobin (HbA1c), lipids, serum creatinine, urine albumin and urine creatinine. We will store the bio samples for future analysis of emerging biomarkers and genetics.

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	
Sl. N	Description	Date	Time
1.	RFP released on PHFI Web Site	May 07, 2018	By 5.00
2.	Last date for receiving Queries from Agencies, if any	May 09, 2018	By 5.00 P.M.
3.	Last date for submission of Bids	May 14, 2018	By 5.00 P M
4.	Opening of Tender Box and Technical Bids (Authorized representatives of Agencies may be present for opening of Tender Box)	May 15, 2018	At 11:00 AM
5.	Intimation to the Agencies who qualify in the Technical Bids	May 15, 2018	By 5.00 P.M.
6.	Opening of Financial Bids (Authorized representatives of Agencies may be present for opening of Financial Bids)	May 16, 2018	11:00 am to 1:00 pm
7.	Interview cum Financial Negotiation with the short-listed agency	May 16, 2018	2.00 P.M.
8.	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 suppliers/distributors/Agency II. Year of establishment	Copy of Certificate of Incorporation/ Registration/MoU as applicable
	III. Whether the suppliers/distributors/ 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)	
2	The suppliers/distributors/ Agency should have a valid PAN and GST Registration in India	Copy of PAN card and GST Registration
3	The suppliers/distributors/Agency should have a minimum average annual turnover of Rs. 1 Crores (2015-16, 2016-17 & 2017-18)	Copy of Audited Profit and Loss Statement and Balance Sheet
4	The agency should have an experience of supplying, installing and providing annual maintenance of ultra-low deep freezers	Necessary documents as evidence.
5	The supplier/distributor/agency should not have been blacklisted by Central/State Government departments/Undertakings	No conviction certificate duly signed by the authorized signatory of the organization.

6	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 5. Any comments on the conduct of the Project
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* 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 and deliverables to be prepared under the proposal

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

1. Supply Ultra-Low Temperature Freezer (-80° C) with 1 year standard warranty, Co2 backup kit, stabilizer and calibration certificate. Quantity 2 within 15 days timeframe
2. Installation of Supply Ultra-Low Temperature Freezer (-80° C) with 1 year standard warranty, Co2 backup kit, stabilizer and calibration certificate. Quantity 2 at PHFI lab facility based in Gurgaon
3. Providing annual maintenance for three years for supplied Supply Ultra-Low Temperature Freezer (-80° C) with 1 year standard warranty, Co2 backup kit, stabilizer and calibration certificate. Quantity 2

4. IMPLEMENTATION SCHEDULE/TIME LINES

1. Delivery within 15 days of receiving the purchase order from the PHFI for Supply Ultra-Low Temperature Freezer (-80° C) with 1 year standard warranty, Co2 backup kit, stabilizer and calibration certificate. Quantity 2
2. Installation of the Ultra-low freezers in PHFI lab within 2-4 days of the supply.

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 upto 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 the selected supplier/distributor at the time of Final Interview & Financial discussions.

7. GUIDELINES FOR SUBMITTING PROPOSAL

7.1.1. Supplier/ distributor/agency profile

- a. Name and address of the supplier/distributor/agency.
- b. Year of establishment.
- c. Legal status of the **Supplier/ distributor/agency** – Whether **Supplier/ distributor/agency** is registered and have GSTIN number 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. Communication details of the **Supplier/ distributor/agency** mailing address, telephone and fax numbers, email address, etc.
- f. Signed consent of the **Supplier/ distributor/agency** 's head to sign an agreement/purchase order and agree to abide the terms & conditions set out.

7.1.2. Financial Status of the supplier/distributor/agency.

- a. Total revenue and expenditure of the supplier/distributor/agency for the past three fiscal years.

- b. Copies of the certified Audited Annual Accounts in support of the Financial Status.

7.1.3. Income Tax Details

PAN/TAN, GSTIN number, the copy of the latest Income Tax returns and assessment order.

7.2. Preparing the Financial Proposal

- a. The Financial Quotes should cover the following:
 - (i) Cost of supplying and installing the Supply Ultra-Low Temperature Freezer (-80° C) with 1 year standard warranty, Co2 backup kit, stabilizer and calibration certificate
 - (ii) Cost of standard warranty which is included in the cost (As per Manufacturer's warranty).
 - (iii) Cost of annual maintenance of Supply Ultra-Low Temperature Freezer (-80° C) with 1 year standard warranty, Co2 backup kit, stabilizer and calibration certificate
- b. The total cost quoted should be inclusive of all applicable taxes.
- c. The Financial proposal will be evaluated only if the supplier/distributor/agency qualifies based on the assessment of the Technical proposal.

7.3. Submission of Bids

- d. The Bidder shall submit a sealed cover consisting of these two sealed envelopes with a clear label for each:
 - i. Financial Proposal super scribing on the right hand side top of the cover as Financial Bid (2 copies).
- e. 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 laboratory 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. Supplier/distributor/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 14, 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. The technical bids will be opened on **May 15, 2018 (11:00 am to 1:00 pm)**. Financial proposals will be opened on **May 16, 2018 at 11:00 am to 1.00 P.M** at PHFI, address as mentioned. A representative from each Bidder is invited to be present.
- j. Any efforts by the supplier/distributor/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 Supplier/distributor/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**

Hard copies of the Proposals should be addressed to:

**The Chairman Tender
Committee
RFP: FOR SELECTION OF ULTRA LOW FREEZERS
SUPPLIERS/DISTRIBUTORS
Public Health Foundation of India Plot 47, Sector 44
Institutional Area Gurgaon- 122002 Haryana**

The last date for submission of complete Proposal with all supporting documents (by hand or by post) is **May 14, 2018, 5.00 P.M.** 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 Technical bids based on the details provided in the Invitation for proposal for those Company/Distributor/Organization who are short listed as per the qualification criteria. The Financial bids would be assessed only for those agencies whose technical bids are considered to be adequate and secure minimum Technical qualifying marks as mentioned in paras below.

8.2. Selection of Supplier/Distributor/ Agency

- a. A Supplier/Distributor/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 Bids of Supplier/Distributor/Agency will be opened only if the Supplier/Distributor/Agency qualifies in the Technical Evaluation (score of a minimum of 70 percentage). Financial Bids will be opened on at Gurgaon at PHFI.
- c. For the Final evaluation, the weightage for the Technical proposal, Interview and Financial proposal, would be 60%, 20% 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 Supplier/Distributor/Agency within this period.

8.3. Technical Evaluation (70)

The technical evaluation will be evaluated out of total 100 points which will later recalibrated out of 70 with the following criteria;

1. Low peak variation to ensure sample protection throughout entire cabinet
2. Fast door opening recovery time
3. Low steady-state temperature variation over time
4. Long warm-up time
5. Capacity: Can hold 600 2-inch (5cm) cryoboxes
6. Co2 backup kit
7. Stabilizer
8. Calibration certificate

8.4. Financial Evaluation (30)

Financial evaluation will be based on the following broad areas:

- Cost of equipment (value for money)
- Third party items inclusion
- Warranty and AMC

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 Company/Distributor/Organization 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 “RFP for PHFI/Research/UDAY/2018/001 (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.