



**State Institute of Health and Family Welfare**

**BID DOCUMENT**

**Request for Proposal  
TO UNDERTAKE FACILITY ASSESSMENT IN 10 HIGH  
PRIORITY DISTRICTS IN RAJASTHAN**

**Last date of submission of bids through open tender**

**09-09-2016**

**State Institute of Health and Family Welfare  
(SIHFW)**

**Jhalana Institutional Area,  
Near Doordarshan Kendra  
Jaipur-302004**

Contact:

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# State Institute of Health and Family Welfare

## Request for Proposal through Open Tender

### TO UNDERTAKE FACILITY ASSESSMENT IN 10 HIGH PRIORITY DISTRICTS IN RAJASTHAN

BID REFERENCE : F-30(4)(4)/SIHFW/UNFPA/AWP/Facility Assess/2016/9210  
(Dated 24.08.2016)

DATE OF PURCHASE TENDER FORM : 26.08.16

LAST DATE FOR SUBMISSION OF

BID : 09.09.16

TIME AND DATE OF OPENING OF

TECHNICAL BIDS : 03.00 PM on 09.09.16

PROJECT COST : 10 Lakhs approx.

TENDER DOCUMENT COST : 1000/-

EARNEST MONEY : 20000/-

#### PLACE OF OPENING OF BIDS and ADDRESS FOR COMMUNICATION

State Institute of Health and Family Welfare  
(SIHFW)

Jhalana Institutional Area,  
Near Doordarshan Kendra  
Jaipur-302004

Phone: 0141 2701938 / Fax: 0141 2706534

# State Institute of Health and Family Welfare

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## **Disclaimer\***

This Tender is not an offer by SIHFW, but an invitation to receive offer from vendors. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized officers of SIHFW with the vendor after due approval of UNFPA.

**Director  
SIHFW**

\*Any grammatical or spelling errors or errors due to printing mistake are regretted. The clarification by the authorized person from the procuring entity would be final if any such situation arises.

# State Institute of Health and Family Welfare

## 1. About SIHFW

Government of Rajasthan established the State Institute of Health & Family Welfare (SIHFW), Rajasthan, at Jaipur in 1995 as an apex level autonomous training institution of State health systems.

As per Mission of SIHFW, it is committed for improvement in health care through HRD, Health Research, Consultancy and networking aiming at enhancement in the quality of life. The mission is supported by strategic approach, addressing to Develop human resource for health through trainings and capacity building Organizational Development (OD) through operational research.

### 1.1 RMNCH+A Initiative

Ministry of Health and Family Welfare, GoI has launched RMNCH+A campaign for facilitating the achievement of the MDGs and 12th five-year Plan goals in the reduction of Maternal and Infant mortality. RMNCH+A is a managerial framework for achieving the reduction of the Maternal and Infant mortality in the country and this was based on the response on Call to Action. It was envisaged there should be a focus on key high impact interventions with special emphasis on weakly/poorly performing geographies which would lead to the substantial gains in the reduction of maternal, neonatal, infant and under 5 morbidity and mortality resulting from the most common causes. On the basis of a composite health index, 184 High priority districts across 29 states was selected for focused and integrated planning and monitoring of RMNCH+A interventions. In the state of Rajasthan there are 10 high priority districts have been identified which are Udaipur, Rajsamand, Dungarpur, Banswara, Bundi, Jalore, Barmer, Jaisalmer, Karauli and Dholpur.

### 1.2 UNFPA & SIHFW Partnership

UNFPA is lead development partner in Rajasthan to provide technical support for RMNCH+A initiative. In order to provide critical support to the 10 High priority districts to strengthen the RMNCH+A framework, UNFPA initiated an Annual Work Plan (AWP) with SIHFW in 2014. Under the AWP, support was provided to make delivery points functional, equip the service providers with the evidence-based practices on maternal and newborn care, developed a continuous system of monitoring and mentoring and a resource pool of trained service providers.

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## 2. Purpose of this RFP

As part of implementation of RMNCH+A initiative, a Gap Analysis was facilitated, in 2013, in all 10 HPDs by UNFPA. The objective of the exercise was to identify gaps at the facility level and develop district specific plan. As two years have passed and during this period lot of improvements have taken places in facilities in 10 HPDs. Besides, due to transfer and other changes, changes in staffs have also taken place. Hence, in order to update the gap analysis and develop further district specific action plans to address existing gaps, facility assessment will be undertaken.

Under the AWP supported by UNFPA, SIHFW has the responsibility of facilitating the facility assessment by hiring of an experienced agency, hence this RFP has been floated. This activity needs to be carried out in 10 HPDs Rajasthan. The agency need to undertake facility assessment in all DH, SDH, CHC, PHCs and selected sub centres in 10 HPDs.

### 2.1 Facility Assessment - Objectives

- a. To analyze the functionality of the health infrastructure especially the delivery points
- b. To analyze the availability & uptake of FP, Maternal and Child health services in the 10 HPDs
- c. To analyze the functionality of the various thematic interventions like FBNC, SNCU etc
- d. To identify the existing challenges in providing health services related to maternal and child health.
- e. To analyze the status of availability of Human resources in the health facilities in HPDs
- f. To identify the training needs of the service providers in HPDs
- g. To understand the status of data and record management in the facilities in HPDs



# State Institute of Health and Family Welfare

## 3. Bidding Process

### 3.1 Invitation for bids

राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, राजस्थान  
झालाना संस्थानिक क्षेत्र, साउथ ऑफ दूरदर्शन, जयपुर-302004  
दूरभाष नं 0141-2706534, 2706496

F-30(4)(4)/SIHFW/UNFPA/AWP/Facility Assess/2016/

Date:

### प्रस्ताव हेतु अनुरोध (रिक्वेस्ट फोर प्रपोजल)

संस्थान द्वारा "टु अन्डरटेक फैसिलिटी असेसमेन्ट इन 10 हाई प्रायोरिटी डिस्ट्रीक्ट्स इन राजस्थान", हेतु पंजीकृत अनुभवी एजेन्सी/कम्पनी/ सोसायटी/ ट्रस्ट से निविदाएं आमंत्रित की जाती है:-

क्र. सं.	कार्य विवरण	अनुमानित लागत	धरोहर राशि	निविदा प्रपत्र शुल्क	निविदा फार्म प्राप्त करने की तिथि	निविदाएं जमा कराने की अंतिम तिथि एवं समय	निविदाएं खुलने की तारीख एवं समय
1	टु अन्डरटेक फैसिलिटी असेसमेन्ट इन 10 हाई प्रायोरिटी डिस्ट्रीक्ट्स इन राजस्थान	10 लाख रुपये	20000 रुपये	1000 रुपये	26.08.2016 से 09.09.2016 दोपहर 12:00 बजे तक	09.09.2016 दोपहर 01:00 बजे तक	09.09.2016 साय: 03:00 बजे

निर्धारित निविदा प्रपत्र (विस्तृत विवरण सहित) किसी भी कार्य दिवस में 1000/- रुपये नगद राशि/डिमांड ड्राफ्ट या बैंकर्स चैक जो कि निदेशक राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, जयपुर के नाम देय हो जमा करवाकर दिनांक 26.08.2016 से उक्त कार्यालय में प्रातः 10:00 से सायं: 06:00 तक प्राप्त किए जा सकते हैं। धरोहर राशि 20000/- रुपये बैंक ड्राफ्ट (जो निदेशक राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, जयपुर के नाम से देय होगा) द्वारा जमा करानी होगी। निविदा की शर्तें प्रपत्र, देखने व डाउनलोड करने हेतु संस्थान की वेब साइट [www.sihfwrajasthan.com](http://www.sihfwrajasthan.com) तथा [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) पर जाएं। धरोहर राशि के बिना प्राप्त निविदा पर विचार नहीं किया जायेगा। अधोहस्ताक्षरकर्ता को बिना कारण बताए किसी भी भाग अथवा पूर्ण निविदा को रद्द करने अथवा प्राप्त निविदा को अस्वीकार करने का अधिकार होगा।

निदेशक



# State Institute of Health and Family Welfare

State Institute of Health & Family Welfare  
Jhalana Institutional Area, South of Doordarshan Kendra, Jaipur – 302004  
Phone no. 0141-2706534, 2706496

F-30(4)(4)/SIHFW/UNFPA/AWP/Facility Assess/2016/ 9210

Date: 24.08.16

## Request for proposal (English version)

The Institute invites Request for Proposal from registered and experienced agencies/company/society/trust To UNDERTAKE FACILITY ASSESSMENT IN 10 HIGH PRIORITY DISTRICTS IN RAJASTHAN

S.no.	Work description	Expected Cost	Earnest Money	Tender form fee	Date to obtain tender form	Last date and time to submit tender	Time and date to open tender
1	TO UNDERTAKE FACILITY ASSESSMENT IN 10 HIGH PRIORITY DISTRICTS IN RAJASTHAN	Rs. 10 lakh	Rs. 20000/-	Rs. 1000/-	26.08.16 to 09.09.16 Till 12:00pm	09.09.16 till 01:00pm	09.09.16 At 03:00pm at SIHFW

The specified tender format (with full detail) can be obtained from SIHFW on any working day during working hours between 26.08.16 to 09.09.16 (till 12.00pm), by depositing the specified fee of Rs. 1000/- either in cash/ demand draft/ Banker's cheque payable to Director, State Institute of Health & Family Welfare, Jaipur. Earnest money – Rs. 20000/- would be deposited through Bank draft (payable to Director, State Institute of Health & Family Welfare, Jaipur). The details of the RFP can be seen on [www.sihfwrajasthan.com](http://www.sihfwrajasthan.com) and [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in). The form can be downloaded from these websites. No bid would be entertained in case earnest money is not given. The undersigned has the right to discard any part or complete tender without showing the cause and/or reject the received bids.

Director

# State Institute of Health and Family Welfare

## 3.2 General Information and Instructions to the Bidders

### 3.2.1 General Information

1. All terms and conditions mentioned in the RFP document would be considered a part of it.
2. The RFP would be submitted in two envelopes. The envelope containing RFP form (form A), certificates related to agency, declarations and other required information, earnest money details would be named as 'Technical Bid'. The other envelope would contain form N and named as 'Financial Bid'. Both these envelopes are to be placed in a third envelope with "TO UNDERTAKE FACILITY ASSESSMENT IN 10 HIGH PRIORITY DISTRICTS IN RAJASTHAN" mentioned in CAPITAL letters.
3. The terms 'Financial Bid' and 'Technical Bid' should be clearly written on the specified envelopes.
4. SIHFW would first open the technical bid.
5. The technical bid should be given only in Form N. Rates given in another format would not be accepted. Any cutting/ overwriting done would not be accepted and the bid would be rejected. In case it is necessary to change the entry, the same should be rewritten and signed by the bidder.
6. The bid should be filled by ball point pen or typed.

# State Institute of Health and Family Welfare

## 3.2.2 Instructions to the Bidders

Before filling up of bid form, bidders are requested to kindly go through the following instructions carefully so that their bid may not be considered invalid:

1. Go through the terms and conditions, annexure and other forms of the document carefully and meticulously.
2. It is expected from all the bidders that only a fully reliable person shall be authorized for direct communication so that the confidentiality of our bid/rates is maintained up to bid opening and that your documents are not put to any misuse. Mode of communication will be either through email at [sihfwraj@ymail.com](mailto:sihfwraj@ymail.com) or by registered post only.
3. Complaints/queries lodged in SIHFW should bear signature, name, Id proof and mobile number of the complainant who should be an authorized signatory of the tenderer.
4. In case you are given any assurance of any advantage in SIHFW, by anybody or if you are directly or indirectly threatened or intimated of harming your bidding and subsequent work in SIHFW, please inform immediately about the same to the Director, SIHFW or Registrar SIHFW. It would be better if evidence of such unfair activity of such person is produced so that action might be taken against such person/institution and their details may be put on the website.
5. It is advisable to you to authorize only those persons for SIHFW bid who are employed by you on salary basis.
6. Certificates/Licenses/Documents which are required should be complete and updated.
7. The bid security (as applicable) shall be submitted in the form of D.D./Banker's cheque in favor of State Institute of Health and Family Welfare (payable at Jaipur) only. The Bid Security may be deposited physically at SIHFW, Jaipur before the last date and time of submission of the same mentioned ahead in this document.
8. The **gross annual turnover** of the bidder shall be minimum Rs. 50 Lacs (Rs. 50,00,000) for last three years consecutively. The audited reports/Income tax returns duly certified and signed by Chartered Accountant shall be submitted along with bid, failing which the bid may be rejected.
9. Bid form must conform the terms & conditions of the bid documents.



## State Institute of Health and Family Welfare

10. Correspondence with SIHFW regarding these bids by the authorized signatory of the firm shall only be entertained.
11. The Bidding is on open tendering basis as mentioned in the bid document with specifications mentioned thereof.
12. SIHFW is not bound to accept the lowest financial bid and may reject any or all bids without assigning any reason thereof.
13. The Bidders shall have to submit all the required documents without which the bid may be summarily rejected.
14. It is clarified that the information required in bidding document should be submitted only in enclosed formats (Annexure - A to M and N) without any change or modification in it. Bids submitted with changed or modified annexure/formats may be rejected.
15. In case there is any lack of clarity due to misprinted/misspelled words or due to any other reason, the same may be referred to SIHFW for clarification through email at [sihfwraj@ymail.com](mailto:sihfwraj@ymail.com). No claim will be entertained after submission of bid for any clarification or justification without which the bid may be rendered liable for cancellation or fails to compete. The Director SIHFW bears right to make any such corrections/clarifications during the bid process till the award of contract to the most advantageous bidder.
16. The Procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids.
17. No conditional tenders shall be accepted and will be rejected summarily forthwith. SIHFW will not be responsible for any delay on account of late submission of tender.
18. All pages of tender document shall be essentially filled in (wherever required) and should be signed by the tenderer.

**Director  
SIHFW, Jaipur**



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## 3.3. Submission of offers

- a) Two cover system would be adopted for this tender. Cover-1 Original copy of DD/BC of EMD with Technical Bid and cover-2 being the Financial Bid. Each cover would be separate. The **technical proposal** should contain all the relevant information and desired enclosures in the prescribed format. The **financial proposal** should contain only price Bid Form; Financial bid. In case, any bidder mixes the financial bid with technical bid, the same shall be summarily rejected.
- b) All information called for in the attached forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "**Not Applicable**". However the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bid being summarily disqualified.
- c) The name and signature of bidder's authorized person should be recorded on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter head. The application letter format is also a part of the tender form.
- d) **Bid Validity:** Bidders must keep their offer open for a minimum period of 120 days from the date of opening of the tender, within which the bidders cannot withdraw their offer. However, subject to the period being extended further, if required, by mutual agreement from time to time.
- e) Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. The SIHFW may also independently seek information regarding the performance from the clients.
- f) The bidder firm is advised to attach any additional information, which it thinks is necessary about its capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. The bidder is however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless the Institute calls for it.
- g) **Incorrect or misleading information:** If the bidders deliberately give incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, SIHFW reserves the right to reject such a tender at any stage.
- h) All explanatory remarks and clarifications, which the Bidder may desire to make, must be, incorporated in the offer form, failing which the remarks / clarifications shall be ignored and the tender dealt with as it stands.
- i) Prospective bidders may seek clarification regarding the project and/ or the requirements for prequalification, in writing through fax 0141-2706534 or through email [sihfwraj@ymail.com](mailto:sihfwraj@ymail.com) within a reasonable time from Registrar SIHFW before last date and time of submission of bids.

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j) There is no exemption from payment of tender document fees and tenders without requisite fees shall not be accepted.

k) Apart from the original quotation to be submitted in the manner detailed above, no hard copies should be sent to SIHFW. Such offers will not be valid quotations. Offers sent through telegram/telex, email and offers not submitted in the standard formats given in the tender document will be summarily rejected.

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## 3.3.1 Important Dates

S.No	Events	Date	Location
1.	Date of publishing of RFP	24.08.16	On website of SPPP and SIHFW
		25.08.16	In News papers
2	Date of availability of Tender Document on the website	24.08.16	<a href="http://sppp.rajasthan.gov.in">http://sppp.rajasthan.gov.in</a> <a href="http://sihfwrajasthan.com">http://sihfwrajasthan.com</a>
3	Last Date & Time of Purchase of Tender Document	09.09.16 12.00 PM	SIHFW
4	Last Date & Time of Submission of Tender Document with EMD	09.09.16 01.00 PM	SIHFW
5	Date & Time of Opening of Technical Bid	09.09.16 03.00 PM	SIHFW
6	Date & Time of Opening of Financial Bid	Will be intimated to all the technically qualifying bidders only	



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## 3.3.2 Earnest Money

**A.** The tender must be accompanied by an earnest money of Rs 20,000/- (In words Rs. Twenty thousand) without which tender will not be considered. The amount of earnest money should be deposited by Banker's Cheque /Demand Draft only in favor of State Institute of Health and Family Welfare, payable at Jaipur at SIHFW by the date and time prescribed above.

**B.** The earnest money will be refunded to unsuccessful Tenderers after the final acceptance and agreement of the tender. In the case of successful tender, EMD can be treated as a part of security money on his request. SIHFW on such EMD will pay no interest.

## 3.3.3 Agreement and Performance Security

**A.** Successful Tenderer will have to submit his agreement within the given period (on Rs. 1000/- Non-Judicial Stamp Paper) in the prescribed form and deposit performance security amounting to 5% (or as required by SIHFW) of the Total cost of the work allotted, for the due performance of the contract.

**B.** Only the successful Tenderer is required to deposit security money in any one of the forms Prescribed in the Rajasthan Transparency in Public Procurement Rules 2013.

**C.** The security money will be returned after completion of the agreed contract and final payment. SIHFW on such security amount will pay no interest.

**D.** The approved firm shall pay the expenses of completing and stamping the agreement. If the successful Tenderer fails to deposit security or execute agreement within the prescribed period such failure will be treated as a breach of terms and conditions and will result in the forfeiture of the earnest money.

**E.** The security amount shall be forfeited if the Tenderer quote rates wrongly and/or the performance is found not acceptable.

## 3.3.4 Acceptance of offer

SIHFW reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason.

## 3.3.5 Filling of Rates: -

(i) All the rates in Annexure-N are required to be quoted.

(ii) **All the rates should be quoted inclusive of all Taxes and Service Tax. No additional tax levied during contract period (any kind of) will be paid by SIHFW.**

## 3.3.6. Evaluation Process

**Each proposal would be evaluated against the 70:30 criteria.** This means 70% weightage will be given to Technical proposal and 30% to financial proposal.

## A) Bid Opening and Evaluation

A duly authorized Committee will open the tender envelopes in the presence of Tenderer(s) or their authorized representative(s) who may choose to be present at the time of tender opening. The tenders shall be opened in two stages. In first stage the technical bids shall be opened and evaluated. The financial bid shall be opened of technically qualified bidders, at a later date,



## State Institute of Health and Family Welfare

which will be informed to them. In first stage, Cover 1 of the tenders will be opened. The tenderers' names, the presence (or absence) of Earnest Money, tender form fee Receipt and other details will be examined summarily in order to assess their formal conformity and agreement with the instructions and guidance to the Tenderers and the completeness. Any bid not conforming to any of these requirements may be disqualified at the discretion of the committee. It is expressly stated that the information contained in the Cover 1 of the tender will be used to define whether a tender is substantially responsive or not. The Tenderers are, therefore, advised to submit complete tenders only. Detailed technical evaluation shall be carried out by a duly authorized Technical Evaluation Committee pursuant to Technical prerequisite /criteria and other conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility terms and condition of the tender without any deviation. The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion/presentation.

### B) Technical Proposal Evaluation

As a first step, the Technical proposal submitted by each organization would be assessed against the evaluation criteria set by SIHFW. Based on the criteria a comparative score sheet would be prepared of otherwise not rejected bidders. Marks would be given on following 7 technical aspects (Criteria) of the firm's eligibility-

Sr. No.	Criteria No.	Criteria description	Max. Marks*
1	1	Turnover of minimum Rs. 30 Lacs of this particular activity per annum for past three consecutive years (five marks for 2 years, 2 marks for 1 year, no marks for less than one year)	10
2	2	Availability of qualified technical staffs (From medical field not below the nurse grade II) to facilitate the assessment (1 mark for one technical staff)	10
3	3	At least five years of registration in India with the objectives similar to the needs of this RFP and functional bank account (no marks for less than 5 years of working after registration; if the firm doesn't have a functional bank account no marks would be given despite 5 years of working experience )	10
4	4	Three years experience of conducting studies/survey/research/assessment (no marks for less than 3 years experience)	10
5	5	Experience of undertaking studies/ survey/ research/assessment in <b>health sector</b> of minimum cost Rs. 5	10

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		Lac per study(2 points for each study conducted, maximum 10 marks)	
6	6	Availability of investigators to complete survey in 1026 health facilities in 30 days in 10 HPDs of Rajasthan (40 or >, 10 marks; 30-39, 8 marks; 20-29, 5 marks; <20, No marks)	10
7	7	Past record of completing the studies within the given time frame (Attach list of projects completed in the annexure 'I' (10 marks for completion of all studies in time, 5 marks for completing one or more but not all studies in time, no marks for not completing any study in time)	10

\*A Bid, to be evaluated further, would have to secure minimum 42 marks **(TS)** in above criteria.

### C) Financial Evaluation

The financial offer of the Pre-qualified tenderers whose tender are determined responsive will be opened at a date as notified in RFP or at a later date as notified by SIHFW. The duly authorized Committee will open the tenders in the presence of any Tenderer(s) or their authorized representatives who choose to be present at the time of opening of financial tenders, and will enter the rate/amount of all tenders in the register of Opening of Tenders. If on check, there are some discrepancies, the following procedure shall be followed: - When there is a difference between the rate quoted by the tenderer in words and figures, the lower of the two rates shall be taken as valid and correct rate. When the rate quoted by the tenderer in figures and words tallies but the amount is not worked out correctly, the rate quoted by the tenderer shall be taken as correct and not the amount worked out.

**D) Correction of Arithmetic Errors:** Provided that a financial bid is substantially responsive, the procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- (i) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- (ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and.
- (iii) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (i) and (ii) above.



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If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

## **E) Financial Proposal Evaluation**

In the next step, the financial proposals would be assessed against the evaluation criteria set by SIHFW. Based on these criteria, each of the financial proposals would be assigned a score out of 30 (FS).

**F) Formula to determine the scores (FS) for the financial bids shall be as follows:**

**FS=30 x (FL/F)** where,

**FS** is the Financial Score,

**FL** is the value of lowest financial bid

**F** is the price quoted in the bid under consideration (Average)

**Total Score (TotS) = TS + FS**

**The bidder with the highest Total Score (TotS) would be offered award of contract subject to fulfillment of other terms and conditions of Tender.**

The tenders shall be financially evaluated on basis of the total amount quoted in financial bid for the entire job as per the scope of task, technical specifications and terms and conditions stipulated in the tender documents.

## **4. Scope of Work**

The agency will have the sole responsibility for all activities viz data collection, monitoring quality of the process and data entry related to facility assessment

1. Preparing detailed work plan along with team composition
2. Sharing plan with SIHFW for quality check
3. Identification of investigators in consultation/ with due approval of SIHFW
4. Preparing tools in consultation with SIHFW
5. Data collection from 1026 health facilities
6. Monitoring quality of the data collection process
7. Ensuring correctness of collected data
8. Data entry
9. Submission of data to SIHFW in hard and soft copy along with filled questionnaire

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## 4.1 Facilities to be covered and process

The facility assessment will be undertaken in all DHs, SDHs, CHCs, PHCs and delivery point sub centres (both existing and new). Selected vendor will contract the investigators for the assessment. On reaching a facility, investigator will first contact the facility in-charge and will share the objective of the visit. Further he/she will contact the relevant person to gather the required information. At the end, questionnaire will be signed by the facility in-charge.

## 4.2 Volume of work

### Details and specifications of the task

A. The approximate number of the facilities to be covered are given below

S.N o.	HPD (High Priority District) Name	Health Facilities Survey								Total
		DH	Satellite Hospital	SD H	CHC	PHC	SC		Any Othe r	
							Existin g DP	New DP		
1	Banswara	1	0	0	21	51	6	16		95
2	Barmer	1	0	1	22	97	120	20		261
3	Bundi	1	0	0	11	31	8	6		57
4	Dholpur	1	0	1	7	27	3	0		39
5	Dungarpur	1	0	1	14	55	3	1		75
6	Jaisalmer	1	0	0	8	21	11	18		59
7	Jalore	1	0	0	10	68	45	24		148
8	Karauli	1	0	1	9	36	0	0	10	57
9	Rajsamand	1	0	1	12	45	5	11		75
10	Udaipur	1	1	1	27	95	31	4		160
	Total	10	1	6	141	526	232	100	10	1026

### B. Reports required from the Firm/Concern/Company/Agency

The training of the field investigators and other team members will be facilitated by SIHFW. In case any investigator found not suitable for undertaking the assessment then the agency have to replace him/ her. Following the training, vendor need to submit detailed work plan for field assessment and data entry. After the field assessment is completed, the vendor has to provide data in soft & hard copy along with original questionnaires filled by the investigators.



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## 4.3 Deliverables

The complete project will be under the close supervision of SIHFW. SIHFW will exercise full control over the activities awarded to the agency and will ensure the adherence of the time schedule as well as meeting the quality of the assessment.

The facility assessment in 10 HPDs in Rajasthan is to be conducted by the Agency and is required to perform the following tasks:

- Sharing a complete list of team members, their qualifications and experiences before starting the assessment
- Sharing a detailed work plan along with time line, team composition before starting the assessment
- Facility assessment in 10 HPDs covering all DHs, Satellite Hospital, SDHs, CHCs, PHCs and selected SCs as per the given questionnaire
- Quality check during the facility assessment
- Data entry of filled questionnaires
- Submission of data in soft & hard copy along with original questionnaires filled by the investigators and duly signed by the facility in-charge.
- Report of task accomplished with recommendations.

## 5. TERMS AND CONDITIONS FOR UNDERTAKING FACILITY ASSESSMENT IN 10 HPDS

The following main points may please be kept in view while submitting rates for undertaking facility assessment

### 5.1. Capacity & Experience of the Firm / Concern / Company/Agency/ Institute:

A. (i) The Firm Institute should be in the area of similar actively for at least 3 years. The bidder should be registered in India for 5 years. The registered firm/ institute should be operating in India for a minimum of five years with an objective of undertaking researches/ studies/ assessments that are the subject matter of this tender and of business for last five years.

(ii) **Annual turnover of this particular activity should be minimum Rs. 30 Lacs** during each of the last three financial years. Particular activity means survey/study/research/assessments or similar. Turn over should be of the agency bidding and not that of the group to which the firm belongs. The turnover refers to a firm/institute and not the composite turnover of its subsidiaries/sister concerns etc.

(iii) The Firm should preferably have three years of conducting studies/ research in the health sector.

B. The Firm will have to **submit a certificate** from the competent authority of the concerning organization or **any other valid proof** of successful completion of similar work assigned to it. The documentary evidence in the form of work/contract and client report must be enclosed.

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(Bidder's past achievement in this regard shall be considered for technical evaluation) Note: Similar nature of work means undertaking studies/ survey/ research/assessment in social sector specially in the area of public health.

C. The Firm should mention the year of their establishment, date of registration, date of incorporation, Staff Strength and experience of key staffs in undertaking similar assignment. All these information is to be given in the Performa enclosed with Technical Bid.

D. The Firm will have to depute one focal person, who will be the nodal person for the purpose to deal with the SIHFW authorities for the entire job.

E. The Approved Firm shall not assign or sublet the contract or any substantial part thereof to any other agency.

F. The Firm has to provide all the data/ information collected in soft and hard copy and will not use the information for its own purpose.

G. The Firm should have his own Phone No. & Fax No. and have Internet/E-Mail account and file transfer protocol (FTP) site for regular message and data communication to and from SIHFW.

H. The bidder firm should have on his pay roll sufficient number of Technical staffs to manage and execute the task (the field staffs can be contracted for the duration of the task). The bidder should submit a list of the employees stating clearly how these would be involved in this work.

I. The Bidder firm should be registered with appropriate tax authorities such as Income Tax, Service Tax etc. and should submit valid certificates of registration with these authorities.

J. Even though bidders may satisfy the above requirements, they may be disqualified if they have:

- Made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.

- Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.

- If confidential inquiry reveals facts contrary to the information provided by the bidder.

- If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.

## 5.2 Award of Work

A. SIHFW reserves the right of entrusting the work to any Firm and is not bound to entrust the job to the lowest Tenderer. However, the highest marks obtained by the tendering Firm would be given the highest priority while considering the awardee of the work. If the highest marks gainer firm does not accept the work award, second highest marks gainer would be invited for award of work and so on.

## B. Award of Contract

Notification of Award Prior to the expiry of the period of tender validity (120 days), the SIHFW will notify the successful Tenderer in writing by registered letter, email or by fax, to be confirmed



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in writing by registered letter, that its tender has been accepted. The notification of award will constitute the formation of the contract, for all legal purposes. Within ten (10) days of SIHFW's notice, the successful tenderer shall sign the contract agreement. The facility assessment should be completed in 30 days as per the work plan submitted (submitted within 7 days of signing the contract) however the final deliverable should be submitted within 60 days of signing the contract.

## 5.3. Payment Procedure

A. The Firm will have to produce the bill to SIHFW for Payments as under

- a. 1<sup>st</sup> installment (25% of total amount) - After the MoU is signed by both the parties.
- b. 2<sup>nd</sup> installment (25% of total amount)- After completion and submission of data collection of 1/3 facilities.
- c. 3<sup>rd</sup> installment (25% of total amount)- After completion and submission of data collected of next 1/3 facilities.
- d. 4<sup>th</sup> installment (remaining amount)- After completion and submission of data collected of final 1/3 facilities and all the deliverables (filled and unfilled formats/ reports) as per MoU.

B. Payment as described above shall be made only after completing the required tasks. T.D.S, as per rules, will be deducted at the time of payment. Service tax as applicable shall be paid by SIHFW. LD shall be deducted as per rules.

**5.4 Deductions due to mistakes:** The job carried out by the firm must be error free and quality should be ensured. The decision of the Director SIHFW will be final in deciding the nature of mistake.

### 5.4.1 Examples Major Mistakes

1. Not completing study of all the health facilities.
  2. Not completing all the entries in the given formats
  3. Loss of data in any form like loss of filled formats
- Etc.

### 5.4.2 Examples Minor Mistakes

1. Formats not signed by the facility in-charge/respondent
  2. Phone number of the respondent not mentioned on survey form
  3. Mathematical errors
- Etc.

## 5.5 Procuring entity's right to vary quantities

At the time of award of contract, the quantity of job (number of facilities to assessed), originally specified in the bidding documents may be increased or decrease by a specified percentage or



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number, but such increase or decrease shall not exceed 20 percent of the total facilities specified in the bidding document. It shall be without any change in the unit prices or other terms and conditions of the bid and the conditions of the contract.

## 6 General Clauses

### 6.1. Termination of Contract

**A.** The Contract may be terminated at any time if the work being found unsatisfactory by SIHFW. In case the contract is terminated on the grounds of lack of capacity of the Firm to undertake facility assessment or to ensure quality of the process, the Firm would be liable to be black listed by SIHFW.

Resultantly, the security amount deposited by the Firm will be forfeited and the job allotted would be withdrawn and penalty would be levied as may be decided by the Director SIHFW. Remaining work would be got done at the risk and cost of the original allottee.

**B.** Any controversy or claim arising out of or breach thereof will be settled by the Director, SIHFW. The decision of the Director, SIHFW will be final and binding. In case of any dispute, all legal proceeding shall be lodged in the courts situated in Jaipur (Rajasthan) only.

In case of cancellation of contract, before or during the assessment, because of reasons attributable to the firm, no payment shall be made to the firm by SIHFW and the security money shall also be forfeited. Similarly, if the contract is cancelled due to reasons attributable to SIHFW, an amount equal to expenses incurred by the firm and as decided by the Director, SIHFW, till the date of cancellation of contract, would be paid to the firm and if the cancellation of contract occurs after the conduct of facility assessment, the firm would receive payment as per the steps mentioned at 5.3.

### 6.2. General principles

1. In order to provide prospective Bidders reasonable time in which to take the amendment into account in preparing their bid, the SIHFW may, at its discretion, extend the deadline for the submission of bids, in which case, the SIHFW will notify all extended deadline for submission of bid in writing.
2. **Language of Bid:** The bid prepared by the Bidder and all correspondence and documents related to the bid exchanged by the Bidder and the Department shall be written either in Hindi or English provided that any printed literature furnished by the Bidder may be written in another language, as long as such literature is accompanied by a translation of its pertinent passages in the language herein, in which case, for purposes of interpretation of the bid, the translation shall govern.

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3. The prices and amounts quoted by the Bidder shall allow for all costs including human resources, materials, equipment, travel, transport, charges, any other expenses to fulfill the obligations towards any clause of the bid document referred, Custom Duty, Octroi, Income Tax, Sales Tax, Turnover Tax, Professional Tax or any other duties, levies, taxes or charges.
4. Bid Currency; all prices shall be quoted in the Indian Rupee.
5. An undertaking under official secret act for maintaining the secrecy of the Tender Document, question papers, results or other records connected with the work given to him (as per annexure F) would have to be submitted.
6. The Director SIHFW's right to accept or reject any or all tenders at any time prior to award of contract, will not incur any liability, to the affected Tenderer or any obligation to inform the affected Tenderer or, of the grounds for the Department's action.
7. **Corrupt or Fraudulent Practices:** (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Department, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the benefits of free and open competition. Any effort by a Bidder to influence the SIHFW in the SIHFW's bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid. The SIHFW will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
8. Inspection of any work by the inspection committee/ consultants/ staffs of SIHFW could be done whenever deemed necessary.
9. The Firm will have to produce an affidavit in the format annexure H of not having a history of non compliance or Non-performance of a contract as a result of Contractor's default within the last two years prior to the deadline for Bid submission, and that any Failure to sign a contract after receiving a notice of award has not occurred in the past five years. Similarly, in the same stamp that all pending proceedings, litigation, arbitrations, actions, claims, investigations or disputes, in total, shall not represent more than fifty percent (50%) of the Bidder's net worth.
10. The Bidder shall bear all costs associated with the preparation and submission of its bid and the SIHFW will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.

### 6.3. Intellectual Property Rights

No data/ information covered by the contract shall be shared, sold, or published by the Bidder in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing of any patent right, trademark or similar right, or



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of any charge, mortgage or lien. The Bidder shall warrant that there is no infringement of any patent or intellectual proprietary rights caused while undertaking the assignment.

## 6.4. Applicable Law

The contract shall be interpreted in accordance with the laws of the Union of India and the State Government.

- The laws of India shall govern this project. Any suit, action or proceeding shall be confined to the exclusive jurisdiction of Courts at Jaipur.
- Any suit/legal action filed by any third party on account of the services made by the agency against any item related/pertaining to this project shall be settled by the agency at his own cost. SIHFW will **NOT** be a party to the same.

## 6.5 COMPLIANCE WITH THE CODE OF INTEGRITY AND NO CONFLICT OF INTEREST:

**6.5.1 Compliance with the code of integrity:** Any person participating in bid process shall-

- a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- b) Not misrepresent or omit misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- c) Not indulge in any collusion, Bid rigging or any-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- d) Not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- e) Not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any part or to its property to influence the procurement process;
- f) Not obstruct any investigation or audit of a procurement process;
- g) Disclose conflict of interest, if any; and
- h) Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

**6.5.2 Conflict of interest:** The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

A Bidder may be considered to be in Conflict of interest with one or more parties in bidding process if, including but not limited to:

- a. Have controlling partners/shareholders in common; or



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- b. Receive or have received any direct or indirect subsidy from any of them; or
- c. Have the same legal representative for purposes of the Bid; or
- d. Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
- e. The Bidder submits more than one Bid in a bidding process. Submission of more than one Bid by a Bidder will result in the disqualification of all Bids, or
- f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specification of the Goods, Works or Services that are the subject of the Bid; or
- g. Bidder or any of its affiliates have been hired (or is proposed to be hired) by the Procuring Entity as consultant for the contract.

## 6.6 GRIEVANCE REDRESSAL PROCESS:

The Designation and address of the First Appellate Authority is Registrar SIHFW.

The Designation and address of the Second Appellate Authority is Director, SIHFW

### i. Filing an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules of the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or ground on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

### ii. The Officer to whom an appeal is filed under Para (1) shall deal with the appeal as expeditiously as possible and shall Endeavour to dispose it of within thirty days from the date of the appeal.

### iii. If the officer designated under Para (1) fails to dispose of the appeal filed within the period specified in Para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to second Appellate Authority specified in the Bidding Document in this behalf

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within fifteen days from the expiry of the period specified in Para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

## iv. Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) Determination of need of services;
- (b) Provision limiting participation of Bidders in the Bid process;
- (c) The decision of whether or not to enter into negotiations;
- (d) Cancellation of a bid process;
- (e) Applicability of the provisions of confidentiality.

## v. Form of Appeal

- (a) An appeal under Para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

## vi. Fee for filling appeal

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

## vii. Procedure for disposal of appeal

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filling of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-
  - (i) Hear all the parties to appeal present before him; and
  - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties free of cost.
- (d) The order passed under sub-clause (c) above shall be placed on the State Public procurement Portal.



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## Annexure A

### Checklist

S.no.	Item	Yes/No
1.	<b>Technical Bid (Cover 1)</b>	
2.	The completely filled Bid form with all its annexure duly signed on each page by the authorized signatory	
3.	DD/BC for Tender EMD	
4.	Check List <b>Annexure A</b>	
5.	Bid Form <b>Annexure B</b>	
6.	Technical bid Tender form <b>Annexure C</b>	
7.	Particulars and qualifications of the bidders <b>Annexure D</b>	
8.	Duly authenticated list of full time Technical and Administrative Personnel to be employed for the work <b>Annexure E</b>	
9.	Undertaking <b>Annexure F</b>	
10.	Bid Application form on Firm's Letterhead <b>Annexure G</b>	
11.	Affidavit <b>Annexure H</b>	
12.	Details of Similar completed works during last 3 years. <b>Annexure I</b>	
13.	Details of work under execution or awarded. <b>Annexure J</b>	
14.	List of Satisfactory Performance report from clients <b>Annexure K</b>	
15.	Memorandum of appeal under the RTPP Act, 2012 <b>Annexure L</b>	
16.	Declaration by the bidder regarding Qualification <b>Annexure M</b>	
17.	Copy of TIN No. as applicable	
18.	Copy of PAN certificate	
19.	Copy of Service Tax Registration No.	
	<b>Financial Bid (Cover 2)</b>	
1	Price bid	



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Annexure B

(Bid form is non-transferable)

## BID FORM

### TO UNDERTAKE FACILITY ASSESSMENT IN 10 HIGH PRIORITY DISTRICTS IN RAJASTHAN

Bid Reference. No F.30(4)(4)/SIHFW/UNFPA/AWP/Facility Assess/2016/9210

Name & Address of the Bidder: M/S .....

Telephone no. of authorized representative .....

Fax No of the firm .....

Mobile No of authorized representative .....

E-mail address of the firm .....

Bid publishing date : 24.08.2016

Bid submission date and time : Upto 09.09.16 by 1.00 pm

Date and time opening of technical bids : 09.09.16 by 03.00 pm

Place of opening of bids : Board Room, SIHFW, Jaipur

Bid form fee : Rs. 1000.00

Bid security : Rs.50000.00

Address for communication : Director, State Institute of Health & Family Welfare,  
Jhalana institutional area, Near Doordarshan Kendra, Jaipur-302004  
Tel. No. 0141-2701938 Fax No. 0141-2706534

Signature of Bidder with Seal



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Annexure – C

## Technical Bid Tender Form

1. Name and Postal Address M/s.....  
.....  
.....  
.....
2. Phone Nos.....Fax .....Mobile No. ....
3. E-Mail Address: .....
4. Reference: Tender Notice No. F-30(4)(4)/SIHFW/UNFPA/AWP/Facility Assess/2016/9210 (24.08.16)
5. Tender fee of Rs. 1000/- (one thousand only) has been deposited by us through D.D./Cash receipt no. .... Dated. .... And the scanned copy of the same is enclosed herewith.
6. A sum of Rs 20,000.00 (In words Rs. Twenty thousand only) has been deposited by D.D. No. .... Dated ..... Drawn at Bank & Branch..... In favor of State Institute of Health and Family Welfare payable at Jaipur as an earnest money and the scanned copy of the same is enclosed herewith.
7. We agree to abide by all the terms and conditions mentioned in the Tender Notice issued by State Institute of Health and Family Welfare dated 24-08-16. We also agree to abide by all other conditions mentioned in the Performa enclosed, on each page of which we have put our signature in token of our acceptance
8. All Experience Certificates have been enclosed with Technical Bid.

(The firm should have its own Phone and Fax. No. and email ids only otherwise will be technically rejected).

**SIGNATURE OF TENDERER WITH SEAL**

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## Annexure D

### Particulars and qualifications of the bidders.

#### Particulars of the organization

1. Organization: - Name \_\_\_\_\_
2. Year of Incorporation / Registration in India \_\_\_\_\_  
 2(a) Registered Office Address \_\_\_\_\_  
 Telephone No.(s) \_\_\_\_\_ Mobile Nos \_\_\_\_\_ Fax No. (s) \_\_\_\_\_  
 Email \_\_\_\_\_ (b) 2(b) Jaipur office Address \_\_\_\_\_  
 Telephone No.(s) \_\_\_\_\_ Mobile Nos. Fax No. (s) \_\_\_\_\_ Email: \_\_\_\_\_
3. Year of Start of Operation in India \_\_\_\_\_
4. TIN No. \_\_\_\_\_ (if applicable)
5. PAN No. \_\_\_\_\_
6. SERVICE TAX REGISTRATION NO. \_\_\_\_\_
7. Total No. Technical Manpower: \_\_\_\_\_
8. Total No. Administrative Manpower: \_\_\_\_\_
9. Legal status of firm .....Company / Firm / Proprietorship/ Others (\_\_\_\_\_) (attach proof MOA, AOA/ Partnership Deed along with registration of partnership detail/ Affidavit by proprietor with registration detail as the case may be)

#### 10. Annual Turnover for the last 3 years

Sr, No.	year	Annual Turnover	Category wise turnover		
			Social Survey/ research studies/ assessment	Survey/ research studies/ assessment in health sector	
1	2013-14				
2	2014-15				
3	2015-16				

Please attach Balance-Sheet or Income-Expenditure and Assets-liabilities status position during these 3 years, duly audited by Chartered Accountant/ Statutory Auditors.

11. Particulars of the Center/unit associated with this project Name & Address of the Center/Unit \_\_\_\_\_ Associated with this project \_\_\_\_\_
12. Details of studies/ assessment/ survey conducted (Attach proof)

Sr No.	Particular	Description
1	Name of study/ assessment/ survey	
2	Coverage – national/ state/ few districts	
3	Number of facilities/ population covered	

13. Have your organization occurred loss during last three year : YES/NO



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14. Are you able to support facility assessment across the 10 districts in 30 days: YES/NO

15. Names, Designations, as well as residences of key staffs persons dealing with the project.

Sr No.	Names, Designations,	Addresses	Involvement in this project	Telephone & Fax No.	
				offices	Residence
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

16. Particulars of EMD (i) Name of the Bank -----  
 ----- (ii) Address of Bank branch, issuing the draft ----- Code  
 No. of Bank Branch ----- (iii) Amount of Draft -----  
 ----- (iv) Bank Draft No. & Date -----  
 ----- (vii) Valid up to ----- (Give Date)

17. Experience of Similar Project having minimum costing of Rs.5.00 lakh each. (Attach Work order/completion certificate/agreement).

Please attach duly authenticated copies of the certification claimed about the center/unit dealing with this project.

Particulars of Authorization of the person signing these documents on behalf of the bidder. Name, Designation & Address of the authorized person.

Name, Designation & Address of the person authorizing for signing the document.

Type/form of the issued authority (whether power of attorney/Authorization letter etc.)  
 Please enclose the original authorization document.

(Signature) ..... (in the capacity of: ..... )  
 Duly authorized to sign Bid for and on behalf of .....

# State Institute of Health and Family Welfare

## Annexure E

Duly authenticated list of full time Technical and Administrative Personnel to be employed for the task.

### DULY AUTHENTICATED LIST OF KEY FULL TIME TECHNICAL PERSONNEL WITH THE BIDDER

Detailed Curriculum Vitae of key personnel along with their role in the organization, who will be associated with this project, may be called for by the institute.

List of full time Professionals of the organization who will be associated with the project (to be given in the table below

Sr. No.	Name	Designation	Qualification	Date of Joining	Relevant Experience

Signatures of Authorized person of the firm

Name

Address

Phone No.



# State Institute of Health and Family Welfare

Annexure F

## Undertaking

(On Rs. 10 Non Judicial Stamp Paper)

I/We hereby undertake that:-

I/ We hereby submitted our tender TO UNDERTAKE FACILITY ASSESSMENT IN 10 HPDS IN RAJASTHAN

I / We have enclosed the scanned copy of EMD in the shape of demand draft of Rs.20,000/- (Refundable) in the name of the Director, of State Institute of Health &Family Welfare payable at Jaipur, Demand Draft . No. \_\_\_\_\_ dated. \_\_\_\_\_ Issued from Bank \_\_\_\_\_ dated and for cost of tender document demand draft of Rs.1000/- (Non Refundable) in the name of the Director, of State Institute of Health &Family Welfare, payable at Jaipur, Demand Draft . No. \_\_\_\_\_ dated. \_\_\_\_\_ issued from Bank \_\_\_\_\_ dated.

I / We hereby agree to all the terms and conditions, stipulated by SIHFW, in this connection including delivery, penalty etc. quotations for each group are being submitted under separate covers and sheets and shall be considered on their face value.

I/ We have noted that overwritten entries shall be deleted unless duly out & re-written and initialed. Tenders are duly signed (No thumb impression should be affixed).

I / We undertake to sign the contract / agreement if required within 10 (ten days) from the issue of the letter of acceptance and start the work as per instruction immediately, failing which our / my security money deposited may be forfeited and our / my name may be removed from the list of service provider at the Department of Health or any of its agency including SIHFW, Jaipur.

I / We agree to abide by this bid for a period of 120 (Number) days after the date fixed for bid opening or for any further period for which bid validity is extended and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I / We agree that until a formal contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I / We understand that you are not bound to accept the lowest or any bid you may receive.

I / We have gone through all terms & conditions of the tender documents before submitting the same and accept the same.

I/We declare that there is no conflict of interests as per clause 6.5.2

NOTE: ALL TERMS & CONDITIONS SUCH AS TAXES ETC. HAS BEEN INDICATED IN THE QUOTATION FAILING WHICH IT WILL BE PRESUMED THAT THE PRICES/RATES ARE INCLUSIVE OF ALL TAXES AND OTHER TERMS & CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.

Yours faithfully,

Signature of the authorized Signatory of  
Bidder  
Full Address

.....

WITNESS \_\_\_\_\_  
WITNESS \_\_\_\_\_

# State Institute of Health and Family Welfare

Annexure G

## Bid Application Form [On the Letter head of Bidder]

NIB Reference No.:

Date:

The Director,  
State Institute of Health and Family Welfare (SIHFW)  
Jhalana Institutional Area, Jaipur – 302004

Dear Sir,

I / We hereby submit our tender TO UNDERTAKE FACILITY ASSESSMENT IN 10 HPDS IN RAJASTHAN of the State Institute of Health & Family Welfare, Jaipur

I / We have enclosed the EMD in the shape of demand draft of Rs.20,000/- (Refundable) in the name of the State Institute of Health & Family Welfare Payable at Jaipur, Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ Issued from Bank \_\_\_\_\_

I / We hereby agree to all the terms and conditions, stipulated by the SIHFW, in this connection including delivery, penalty etc. quotation is being submitted under separate covers.

I / We have noted that overwritten entries shall be deleted unless duly struck out & re-written and initialed. Tenders are duly signed (No thumb impression should be affixed).

I / We undertake to sign the contract / agreement if required within 10 (ten days) from the issue of the letter of acceptance and start the work as per instruction immediately, failing which our / my security money deposited may be forfeited and our / my name may be removed from the list of service providers / suppliers at the department of Medical & Health, Rajasthan.

I / We agree to abide by this bid for a period of 120 (Number) days from the date of technical bid opening and/or after the date fixed for bid opening or for any further period for which bid validity is extended and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I / We agree that until a formal contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I / We understand that you are not bound to accept the lowest or any bid you may receive.

I / We have gone through all terms & conditions of the tender documents before submitting the same and accept the same.

Yours faithfully,

Date:

Signature of the Authorized Signatory of Bidder

Name of the party in whose favor the tender form has been issued \_\_\_\_\_

Full Address \_\_\_\_\_

WITNESS \_\_\_\_\_

WITNESS \_\_\_\_\_



# State Institute of Health and Family Welfare

Annexure H

**Affidavit**  
(on Rs. 100 non judicial stamp)

I/We.....Son/Daughter/wife of .....  
Authorized signatory of the Firm/Concern/Company/Agency  
(name).....

hereby declare that our firm does not have a history of non compliance or Non-performance of a contract as a result of Contractor's default within the last two years prior to the deadline for Bid submission,

and that any Failure to sign a contract after receiving a notice of award has not occurred in the past five years,

that all pending proceedings, litigation, arbitrations, actions, claims, investigations or disputes, in total, shall not represent more than fifty percent (50%) of the Bidder's net worth,

that there is no conflict of interest as per clause 6.5.2.

Name  
Designation  
of authorized signatory

Date

Seal

# State Institute of Health and Family Welfare

## Annexure I

### Details of Similar assignments completed during last 3 years.

#### PROFORMA FOR PERFORMANCE STATEMENT (SUMMARY PROFILES OF PROJECT COMPLETED DURING LAST THREE YEARS RELATED TO STUDY/ RESEARCH/ SURVEY/ ASSESSMENT)

Sr. No.	Name , address, Tele no. and fax no. of organization for which survey/ research/ assessment was undertaken	Description & Name of the of survey/ research/ assessment	Value of Contract (Rs. in lac)	Period of Execution	Delay if any from scheduled time (give reasons)	Litigation / Arbitration Pending in progress with detail	Remarks
1							
2							
3							
4							
5							
6							

The bidder will have to attach full details of similar projects involving study/ survey/ research/ assessment related to social sector specially health in India or abroad as Annexure to this list. The study/ survey/ research/ assessment of value more than Rs. 5 Lac each per annum shall be taken in to account.

Date .....(Signature) .....

Place .....(in the capacity of: .....

Duly authorized to sign Bid for and on behalf of .....



# State Institute of Health and Family Welfare

## Annexure J

### Details of work under execution or awarded.

PROFORMA FOR PERFORMANCE STATEMENT (SUMMARY PROFILES OF PROJECT UNDER EXECUTION / AWARDED RELATED TO STUDY/ RESEARCH/ SURVEY/ ASSESSMENT

Sr. No.	Name , address, Tele no. and fax no. of organization for which survey/ research/ assessment is being undertaken	Description & Name of the of survey/ research/ assessment	Value of Contract (Rs. in lac)	Period of Execution	Slow progress if any and reasons thereof)	Litigation / Arbitration Pending in progress with detail	Remarks
1							
2							
3							
4							
5							
6							

The bidder will have to attach full details of similar projects involving study/ survey/ research/ assessment related to social sector specially health in India or abroad as Annexure to this list. The study/ survey/ research/ assessment of value more than Rs. 5 Lac each per annum shall be taken in to account.

Date .....(Signature) .....

Place .....(in the capacity of: .....

Duly authorized to sign Bid for and on behalf of .....

# State Institute of Health and Family Welfare

## Annexure K

### List of Satisfactory Performance report from clients

PROFORMA FOR PERFORMANCE STATEMENT (LIST OF SATISFACTORY PERFORMANCE CERTIFICATE FROM CLIENTS RELATED TO STUDY/ RESEARCH/ SURVEY/ ASSESSMENT)

Sr. No.	Name , address, Tele no. and fax no. of organization for which survey/ research/ assessment has been executed	Description & Name of the of survey/ research/ assessment	Value of Contract (Rs. in lac)	Period of Execution	Remarks
1					
2					
3					
4					
5					
6					

Note: Attach the Satisfactory Service Certificate from the organizations for whom similar projects executed successfully as Annexure to this list.



# State Institute of Health and Family Welfare

Annexure L

FORM No. 1 [See rule 83]

## Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012

Appeal No .....of .....

Before the .....(First / Second Appellate Authority)

1. Particulars of appellant: (i) Name of the appellant: (ii) Official address, if any: (iii) Residential address:

2. Name and address of the respondent(s): (i) (ii) (iii)

3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the procuring entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:

5. Number of affidavits and documents enclosed with the appeal:

6. Grounds of appeal: .....  
.....  
.....(Supported by an affidavit)

7. Prayer: .....  
.....  
..... Place ..... Date .....

Appellant's Signature

# State Institute of Health and Family Welfare

Annexure-M

(Shall be submitted on letter head of firm)

## Declaration by the Bidder regarding Qualifications

In relation to my/our bid submitted to Director, SIHFW, Jaipur TO UNDERTAKE FACILITY ASSESSMENT IN 10 HPDS IN RAJASTHAN in response to their Notice Inviting Bids No ..... Date....., I/We hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012 that:

- 1) I/We possess the necessary professional, technical, financial and managerial resources and competence required by the bidding document issued by the Procuring Entity;
- 2) I/We have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in bidding document;
- 3) I/We are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my our business activities suspended and not the subjected of legal proceedings for any of the foregoing reasons;
- 4) I/We do not have , and our directors and officers not have , been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- 5) I/We do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

Signature of bidder

Place:

Name:

Designation:

Address:

# State Institute of Health and Family Welfare

Annexure N

## Financial Bid

To,  
The Director,  
SIHFW, Jaipur

Name of Work: Request for Proposal TO UNDERTAKE FACILITY ASSESSMENT IN 10 HPDS IN RAJASTHAN					
Tender Inviting Authority: State Institute of Health and Family Welfare					
Reference No: F.30(4)(4)/SIHFW/UNFPA/AWP/Facility Assess/2016/9210 (24.08.16)					
Bidder Name and Address :					
Sr. No.	Description of Job/work	Quantity	Amount inclusive of all expenses in Rs.	Service Tax	Total amount
1	2	3	4		
1	TO UNDERTAKE FACILITY ASSESSMENT IN 10 HIGH PRIORITY DISTRICTS IN RAJASTHAN (as per clause 4.3 of this RFP)	1026 HEALTH FACILITIES IN TEN HPDs			
	Quoted amount in Figures				
	Quoted amount in Words				
	Date		Signature of the tenderer with seal		