

Request for Proposal (RFP)

For checking, inspection, repair, calibration, servicing and maintenance of Equipment to be used for Clinical, Anthropometric and Biochemical (CAB) Tests in National Family Health Survey (NFHS)-4 2014-2015

Bid Document



(स्थापना / Established in 1956)

बेहतर भविष्य के लिए क्षमता निर्माण
Capacity Building for a Better Future

International Institute for Population Sciences
(Deemed University)

Govandi station road, Deonar, MUMBAI-400088

Tel: 91-22-42372400; Fax: 91-22-25563257

Key Events and Dates

1	Tender Inviting Authority	International Institute for Population Sciences, Govandi Station Road, Deonar, Mumbai-400 088
2	Job Requirement	Checking, inspection, repair, calibration and servicing of Equipment for Clinical, Anthropometric and Biochemical (CAB) Tests
3	Announcement of Bids	Before 25 th March 2018
4	Last date for submission of bid	25 th April 2018
5	Opening of bids, technical evaluation and financial evaluation	To be announced through IIPS website and email
6	Submission of Performance Security, Signing of Contract and submission of bank guarantee	To be announced through IIPS website and email

Checklist of eligibility for opening of bid

SLN.	Items	Tick
1	Certificate of Registration/License	
2	PAN Card	
3	Processing fees* of Rs. 1,000/-	
4	EMD* as per the proposal	

*Should be paid through Demand Drafts drawn in favour of “Director, IIPS” payable at Mumbai.

Note: It is mandatory for organization/bidder to submit one combined bid document, specifying all the details and specifications if the organization or bidder bidding for more than one biomarker item instead of providing separate bid for each of the items.

Proposal for checking, inspection, repair, calibration, servicing and maintenance of Equipment for Clinical, Anthropometric and Biochemical (CAB) Tests used in National Family Health Survey (NFHS)-4

1. INTRODUCTION

1.1: Purpose of Request for Proposal (RFP)

The purpose of this request for proposal (RFP) is to appoint authorized agents, dealers or supplier of the Clinical, Anthropometric and Biochemical (CAB) equipments for check, inspection, repair, calibration and servicing of available CAB equipments which were used in National Family Health Survey (NFHS) 4 field survey and it will be reused for conducting the fifth round of NFHS-5 in India during 2018-19.

1.2: Background

In 2018-2019, India will be implement the fifth round of the National Family Health Survey (NFHS-5). Like NFHS-4, NFHS-5 will be conducted under the stewardship of the Ministry of Health and Family Welfare, coordinated by the International Institute for Population Sciences, Mumbai, and implemented by a group of survey organizations and Population Research Centres, following a rigorous selection procedure.

As the CAB investigations done in NFHS-4 are repeated in NFHS-5 (height, weight, blood pressure, blood glucose and blood haemoglobin). The same equipments that were used in NFHS-4, can be re-used for NFHS-5. As the equipments were procured 2014 and have undergone field work in two phases of NFHS-4, to reuse these, proposals are invited to ascertain their working status, calibration and to carry out servicing and repair, if any, and for comprehensive maintenance contract till end of field work of NFHS-5 or three years whichever later.

2. General Conditions:

- i. The proposal, along with all the correspondence and documents exchanged by the bidder and IIPS, shall be written in the English language.
- ii. **Amendments to the tender:** IIPS reserves rights to amend any of the tender conditions or a part there of before the last date for the receipt of the tender, if necessary. Amendments, if any, would be placed on the Institute's website (www.iipsindia.org). The decision of extending the due date and time for the submission of tender documents on the account of amendments will be at the sole discretion of IIPS.
- iii. IIPS reserves the right to cancel the RFP at any stage without citing any reason.
- iv. **Earnest Money Deposit (EMD):** The bidders should furnish an Earnest Money Deposit (EMD) as follows for each bid submitted by means of Demand Draft/Banker Cheque drawn on any Nationalized Bank / Scheduled Bank in favour of the “**Director IIPS**” payable at Mumbai.

Estimated cost and EMD for repair, calibration and comprehensive maintenance for CAB equipment's					
Items		Units	Unit estimated cost for repair, calibration and comprehensive maintenance	Total estimated cost for repair, calibration and comprehensive maintenance	EMD
1	Mother/Infant Scale- Weighting Scale Model No. SECA 874	881	1900	1673900	30000
2	Stadiometer- Adult Height Measuring Equipment- Model SECA 213	887	850	753950	25000
3	Infantometer- Model SECA 417	884	750	663000	25000
4	(Hemocue Hemoglobinometer) Name- HB 201+ Analyzer G/DL 121769	880	313	275440	10000

The Demand Draft/Banker's Cheque for the earnest money shall be put in the envelope for the eligibility criteria as the Technical and Financial Bid would be opened only in respect of those bidders who qualify according to the prequalification criteria. The Tenders received without the Earnest Money Deposit will be summarily rejected. The Earnest Money Deposit will be refunded after the completion of the selection process as per the GFR 157. The amount remitted towards Earnest Money Deposit is liable to be forfeited in the case the bidder retracts its offer after submission of the proposal or after the acceptance of the offer by IIPS or fails to sign the Contract or to remit the Security Deposit. No interest will be payable by the IIPS on the Earnest Money Deposited/remitted.

- v. Each Bidder has to provide Processing Fees of **Rs. 1,000/-** (Non-Refundable) for each bid by means of Demand Draft/Banker Cheque drawn on any Nationalized Bank / Scheduled Bank in favour of the "**Director IIPS**" payable at Mumbai. The Demand Draft/Banker Cheque for the earnest money shall be put in the envelope for the eligibility criteria as the Technical and Financial Bid would be opened only in respect of those bidders who qualify according to the prequalification criteria.
- vi. No proposal shall be accepted unless it is properly sealed. The documents should be sent by speed post/registered post/courier or hand delivered. IIPS will not be responsible for any postal delay.
- vii. If the envelope is found to be open, not sealed and not marked as instructed above, IIPS will

not be responsible for misplacement or premature opening of the proposal submitted. Any proposal opened prematurely due to this cause shall be rejected.

- viii. The bidder is advised to attach any additional information that is considered necessary to establish its capabilities. No further information will be entertained after submission of application unless it is required by IIPS. The IIPS, however, reserves the right to call for additional information and clarification on information submitted by the bidders.
- ix. Proposals must be received by IIPS, 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 is a declared holiday at the IIPS, 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.
- x. Submission of tender: Sealed tenders received up to 5:30 PM of 25th April 2018 will be taken up for opening. Tenders received after specified date and time will not be accepted. IIPS reserves the right to disqualify any of the tenders in case it is not satisfied with the documents furnished or otherwise, without assigning any reasons thereof. Any efforts by an agency to influence the IIPS personnel or representative on matters relating to bids under consideration in the process of examination, clarification, evaluation and comparison of bids and in decision concerning award of Contract, shall result in the rejection of the bidder's bid and also lead to blacklisting of the organization.
- xi. Failing to execute the Contract within the prescribed period may result in termination of the Contract and award of the same to other agency/agencies at the risk and cost of the bidder.
- xii. The person to sign the Contract on behalf of successful bidder shall be duly authorized.
- xiii. Arbitration: Arbitration proceeding shall be conducted in accordance with procedure of the Arbitration and Conciliation Act 1996, of India. The decision of the arbitrator shall be final and binding on both parties. The place of Arbitration shall be **Mumbai**.
- xiv. Good Manufacturing Practices (GMP), WHO-GMP, or equivalent international quality certification for the product applied for is essential. Preference will be given to WHO-GMP certificate.
- xv. IIPS reserves the right to choose, accept or reject any or all request /offers, in full or part, reduce or increase the quantity, spilt the order, criteria of requirement at any stage without giving any notice or assigning any reason. The decision of the Director, IIPS in this regard shall be final.
- xvi. All bidders will have to submit at least one sample of the repairable part which will be replaced in case of damaged item, for verification and approval by the committee for evaluation of technical specifications.
- xvii. Along with the samples, each vendor will have to submit a declaration that if finally selected, they will supply the same quality of the product (model with same technical specifications) for

the entire check, inspection, repair, calibration, servicing and maintenance. Failure to do so will lead to disqualification of the agency providing the service.

- xviii. Cost of travel and stay of the officials for attending technical or financial bid opening will be borne by the bidder.
- xix. Hard copy of the Prequalification, Technical and Financial proposals should be kept in two separate envelopes dually marked as (i) eligible criteria and (ii) Technical Bid and Financial bid, (for details of technical and financial bid refer to annexure I) placed in one large envelope that must be marked as below and sent to: -

BID FOR CHECK, INSPECTION, REPAIR, CALIBRATION AND
SERVICING OF CAB EQUIPMENTS FOR NFHS-4,

To,

The Director,

International Institute for Population Sciences,

POST BOX NO.-8307

Govandi Station Road, Deonar, Mumbai-400 088

Tel: 91+22+42372400; Fax: 91+22+2556 3257

The last date for submission of complete bid with all supporting documents (by hand, by post or by courier) is 25th April, 2018 up to 5:30 PM. Any bid received after the prescribed time will not be entertained. IIPS will not be responsible for any loss or postal delay.

3. The entire work should be completed within 50 days of release of purchase order.
4. The quality check should be performed by the technically competent persons from the agency only.
5. The number of equipments and the required services may vary for each equipment, depending upon the equipment status.

6. Method of Evaluation of Proposal:

The eligibility envelop will be opened first and the technical and financial bid envelop of bidder qualifying in eligibility criteria will only be opened for further evaluation.

7. Force Majeure and Termination

7.1 Force Majeure:

7.1.1 Where the performance by the bidders of their obligations under this Contract is delayed, hindered or prevented by an event or events beyond the reasonable control of the bidders and against which an experienced bidder could not reasonably have been expected to take precautions, the bidders shall promptly notify IIPS in writing, specifying the nature of the force majeure event and stating the quantum anticipated delay in the performance of this Contract.

7.1.2 From the date of receipt of notice given in accordance with Clause 7.1.1 above, IIPS

may, at its sole discretion, either suspend this Contract for up to a period of 6 months (“the Suspension Period”) or terminate this Contract forthwith.

7.1.3 If by the end of the Suspension Period the parties have not agreed on a further period of suspension or re-instatement of the Contract, this Contract shall terminate automatically.

7.2 Suspension or Termination without Default of the bidders

7.2.1 IIPS may, at its sole discretion, suspend or terminate this Contract at any time by so notifying the bidder and giving the reason(s) for such suspension or termination.

7.2.2 Where this Contract has been suspended or terminated pursuant to Clause 7.2.1, the bidder shall:

- a) Take such steps as are necessary to terminate the provision of the Services, (including suspending or terminating any Sub-contracts) in a cost-effective, timely and orderly manner; and
- b) Provide to IIPS, not more than 30 days after IIPS notifies the bidder of the suspension or termination of this Contract an account in writing, stating:
 - i. Any costs, if any, due before the date of suspension or termination;
 - ii. Any costs to be expended after the date of suspension or termination, which the bidder necessarily incurred in the proper performance of this Contract and which it cannot reasonably be expected to avoid or recover.

Subject to IIPS approval, IIPS shall pay such amount to the bidder normally within 30 days after receipt from the bidder of an Invoice in respect of the amount due.

7.3 Termination with Default of the bidders

7.3.1 IIPS may notify the bidder of the suspension or termination of this Contract where the services or any part of them are not provided to the satisfaction of IIPS giving the reasons for such dissatisfaction and, in the case of suspension, the action required by the bidder to remedy that dissatisfaction and the time within which it must be completed.

7.3.2 Where this Contract is suspended under Clause 7.3.1 and the bidder subsequently fails to remedy the dissatisfaction, IIPS may terminate the Contract forthwith.

7.3.3 IIPS may, without prejudice to its other rights, including but not limited to the right to claim for costs and losses incurred, terminate this Contract forthwith where:

- a) The bidder or any member of the bidder’s personnel, either directly or through their servants or agents, breaches any of their obligations under this Contract; or
- b) The bidder or any member of the bidder’s personnel has committed an offence under any of the prevailing laws applicable to the project; or
- c) The bidder is an individual or a partnership and at any time:
 - i. Becomes bankrupt; or
 - ii. Is the subject of a receiving order or administration order; or
 - iii. Makes any composition or arrangement with or for the benefit of the bidder’s creditors; or

- iv. Makes any conveyance or assignment for the benefit of the bidder's creditors;
or
- d) The bidder is a company and:
 - i. An order is made or a resolution is passed for the winding up of the bidder; or
 - ii. A receiver or administrator is appointed in respect of the whole or any part of the understanding of the bidder.
- e) The bidder is a partnership or a company and there is a Change in Control. "Change in Control" means that the person(s) (including corporate bodies) directly or indirectly in Control of the bidder at the time this Contract is entered into cease to be in Control. "Control" means the power of a person to secure that the affairs of the bidders are conducted in accordance with the wishes of that person.

7.3.4 Where this Contract is terminated in accordance with this Clause 7.3.3, the bidder shall without prejudice to IIPS other remedies, take any steps necessary to terminate the provision of the Services in a timely and orderly manner but shall not be entitled to any further payment in relation to this Contract.

7.3.5 Where this Contract is terminated pursuant to Clause 7.3.3 the bidder shall pay IIPS, within 10 days of termination such amount, as IIPS shall have determined as the amount of any loss to IIPS resulting from such termination.

Annexure-I

LIST OF CAB EQUIPMENT

Sr. No.	Equipment	Approx. Quantity	Required Services**
1	Mother/Infant Scale- Weighting Scale Model No. SECA 874	881	This equipment should be calibrated as per the international norms. There is need to be check, inspect, repair, calibrate and servicing with certify of the individual equipment. The comprehensive maintenance should be provided till field work of NFHS-5 is over or for the period of four years, whichever later. The missing part or damaged part should be replaced with that of same company and not with the substitute. The servicing should be provided up to the mark with satisfaction.
2	Stadiometer- Adult Height Measuring Equipment- Model SECA 213	887	This equipment should be calibrated as per the international norms. There is need to be check, inspect, repair, calibrate and servicing with certify of the individual equipment. The comprehensive maintenance should be provided till field work of NFHS-5 is over or for the period of four years, whichever later. The missing part or damaged part should be replaced with that of same company and not with the substitute. The servicing should be provided up to the mark with satisfaction.
3	Infantometer- Model SECA 417	884	This equipment should be calibrated as per the international norms. There is need to be check, inspect, repair, calibrate and servicing with certify of the individual equipment. The comprehensive maintenance should be provided till field work of NFHS-5 is over or for the period of four years, whichever later. The missing part or damaged part should be replaced with that of same company and not with the substitute. The servicing should be provided up to the mark with satisfaction.
4	(Hemocue Hemoglobinometer) Name- HB 201+ Analyzer G/DL 121769	880	There is need to be quality check of all hemocue hemoglobinometer with individual certification. This equipment should be calibrated as per the international norms. There is need to be check, inspect, repair, calibration and servicing with certify of the individual equipment. The comprehensive maintenance should be provided till field work of NFHS-5 is over or for the period of four years, whichever later. The missing part or damaged part should be replaced with the same company not with the substitute. The servicing should be provided up to the mark with satisfaction. The required consumables for the same should be provided by the company. (The estimated consumables for this purpose are- 1. Microcuvettes 4000 2. liquid controls

			Normal 30 boxes Low 30 boxes High 30 boxes 3. hemocue hemoglobinometer cleaner 4. glass slides 100 in number)
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* The quantity of equipment may vary

** The quality check should be performed by the technically competent persons from the agency only. Depending upon the equipment status, the required services may vary for each individual equipment.