

Date: 08-Dec-2021

Tender No: IHAT/LKO/2021-22/12/002

INDIA HEALTH ACTION TRUST (IHAT)

Request for Proposal for Hiring of Taxi's - On Call Basis

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Introduction

INDIA HEALTH ACTION TRUST (IHAT) was instituted in 2003 as a Charitable Trust under the Indian Trust Act, 1882 and is registered with the Ministry of Home Affairs under the Foreign Contribution (Regulation) Act, 1976, under section 12A(a) of the Income Tax Act, 1961 and with the Ministry of Corporate Affairs under the Companies (Corporate Social Responsibility Policy) Amendment Rules 2021.

We work closely with the Government of India and state governments to achieve its public health goals. Our work is focused in areas of prevention and control of HIV and Tuberculosis, in achieving significant improvements in Reproductive, Maternal, Neonatal and Child Health, improved Nutrition among mothers and children, and strengthening health systems. Our work is aligned with the Sustainable Development Goals.

IHAT is implementing a project in Uttar Pradesh, named '*Uttar Pradesh Technical Support Unit (UP-TSU)*' under which it has been providing techno managerial support to the Department of Health & Family Welfare, Government of Uttar Pradesh (GoUP) in pursuance of a Memorandum of Cooperation signed between Bill & Melinda Gates Foundation (BMGF) and Government of Uttar Pradesh in December 2012.

A- Invitation for Tender Offers

IHAT invites sealed tender offers (Technical bid and Financial bid) for hiring taxi for use within the districts of Uttar Pradesh on KM/Hour hiring on call basis at 75 districts of Uttar Pradesh.

B- Key Events & Dates

Date and issue of Tender Document	08-Dec-21
Submission of Queries of Tender Documents	15-Dec-21
Responses of Queries to Agencies	17-Dec-21
Last date and time for submission of Tender Document	27-Dec-21
Opening of technical bids	28-Dec-21
Opening of Financial Bids of technically qualified Agencies	30-Dec-21
Validity of Proposal	Proposals must remain valid for 90 days after the submission date
Expected date of signing of Contract	Within 15 days of opening of Financial Bids
Address for submission of Bids	Director Administration, India Health Action Trust 404, 4 th Floor, Ratan Square, 20-A Vidhan Sabha Marg, Lucknow - 226001

Note: IHAT reserves the right to cancel the Tender process at any stage during the Tender Process.

C- Scope of Work

IHAT-UPTSU (India Health Action Trust – Uttar Pradesh Technical Support Unit) invites bids for Taxi services in 75 districts of Uttar Pradesh for a period of 36 Months (3 Year) and can be extended further on the basis of satisfactory performance. Normally, the vehicle will be required on working days from Monday to Saturday. However, the services sometimes may also be required on all seven days in a week and also on national holidays.

IHAT would be free to use the hired car in any manner for carrying officials, office equipment etc. as per its requirements and the bidder will not have any objection to it. The car shall be provided at places, intimated to the Contractor for travel within or outside the districts of Uttar Pradesh on call basis.

1. Compliances to all mandatory statutory requirements.
2. All vehicles should have commercial registration number.
3. Vehicle must mandatorily have FASTag.
4. The vehicles should be in good roadworthy condition with clean interior and good upholstery, fitted with Seat Belts. All vehicles provided to IHAT must have AC in

good working condition. For Hatchback & Sedan Vehicles the registration should not be older than January, 2019 & for SUV the registration should not be older than January, 2017.

5. Provide working contact details of official's / point person which is remains active at all times along with escalation matrix
6. Provide vehicle(s) as and when required during agreement period.
7. Driver must be polite, well behaved and always punctual. Besides, s/he should be well versed with the geography and traffic rules of the place s/he is deployed. Ensure that the drivers are qualified and have valid commercial Driving Licenses, with a minimum 5 years of on-road experience.
8. Using of phone and chewing of Pan Masala & the driver should never drive under the influence of drug and/or Alcohol is restricted while driving / on duty.
9. The Drivers deployed should not have any history of conviction under the Indian Penal Act or any other traffic law.
10. The Agency will solely be responsible for any sub-contracting to other agency/vendors. IHAT will not be responsible in any manner in case of such sub-contracting.
11. The vehicle must be equipped by fire extinguishers, emergency Medical Kit, Mobile chargers etc. (GPS if possible).
12. The vehicles should always have spare tyre in good condition.
13. Provide cars that are fully insured on Comprehensive PSV (Public Service Vehicle) Cover.
14. The cars should have valid permit, valid Insurance, valid pollution certificate.
15. The vehicles must be duly sanitized each day as per COVID protocols.
16. The driver should have sufficient cash to meet transit expenses i.e. any repair, toll, fuel, parking, Border tax, accommodation, food etc., No Advance or money should be taken from Travellers.
17. IHAT recognizes the importance of confidentiality of the data provided and the travel itineraries and reservations of its travellers; accordingly, the selected travel agency must keep all information provided to them confidential at all times.
18. Vendor shall inform the user and admin regarding booking details via Email & SMS/WhatsApp mentioning driver's name, mobile no. & vehicle No, prior to the commencement of any journey.
19. The vendors submitting their proposal against this bid, must have their Office in concerned districts of Uttar Pradesh.
20. IHAT shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider.
21. All the payments for services provided will be made to the declared bank account only after deduction of applicable taxes. No cash payment will be made to the vendor.
22. In case of Breakdown of vehicle, the vehicle is to be replaced at the place of breakdown with no additional cost.

In case of non-availability of requisitioned car, it will be the responsibility of the Contractor to provide upgraded model at the same rates with prior consent of IHAT.

D- Instructions for bidders

1. The Bidder may download Tender Document along-with terms and conditions from IHAT website www.ihat.in/notifications . Bidder must keep track of any corrigendum and/ or addendum or any change in the schedule or any other relevant information issued in respect of the subject tender by IHAT.
2. Bidding Agencies are requested to submit queries/clarifications pertaining to the RFP and must refer to the specific sections and clauses of the RFP in writing through email ONLY at Procurement@ihat.in . No queries/clarifications shall be entertained after 15-Dec-21
3. Bidders shall submit their offers by hand, speed post, courier in the prescribed format both for “Technical Bid” and “Financial bid” in the below address:

**To,
Director Administration,
India Health Action Trust
404, 4th Floor, Ratan Square, 20-A
Vidhan Sabha Marg,
Lucknow - 226001**

4. The envelope must be super-scribed on top of with ‘**Quotation for Hiring of Taxi on Call Basis**’.
5. **Technical Bid:** The technical information has to be prepared very carefully as indicated in the tender document since it will be the basis for the pre- qualification of bidders. Only relevant and to the point information/document should be submitted. Failure to provide any required information, may lead to the rejection of the offer. Bidders must read the tender document very carefully before signing on it. Technical formats i.e. all Annexures, except Financial Bid Annexures/Schedule, any other relevant supporting documents including all the pages of tender document must be signed by the authorized representative along with date as token of acceptance of the terms & conditions of tender.

Following Annexures / documents are to be enclosed with Technical Bid:

- Annexure 1.1 - Declaration for Technical Bid**
- Annexure 1.2 - Technical Bid Format**
- Annexure 1.3 - Declaration for Relation in IHAT**
- Annexure 1.4 - List of Clients**
- Annexure 1.5 - Detail of Current Taxi Fleet of Vehicles**
- Annexure 1.6 - Contact Details & Escalation Matrix**
- Annexure 1.7 - Format for Details of Bank Account (Also attach a copy of Cheque)**
- Incorporation Documents (if registered)**
- Copy of PAN**
- Copy GST Registration (If any)**

6- Financial Bid: This envelope shall consist of financial format/schedules. The rates as given in the schedule shall quote in figures and the rates must be exclusive of all taxes in financial bid. The bidder is required to quote for **“8 Hours & 80 Kilometres (Local Running) Hatch Back - Small Cars” (Annexure 2.1 - Financial Bid).**

- The other charges will be calculated on the basis of formulas provided in the table below”

Particulars	Hatchback (Small Cars) {X}	Sedan (Mid Size) {Y}	SUV {Z}
8 Hours & 80 Kilometres (Local Running)	X (to be quoted by bidders)	$Y = X + 25\%$	$Z = X + 50\%$
4 Hours & 40 Kilometres (Local Running)	70% of X	70% of Y	70% of Z
Additional Hour charges (Local Running)	1/12 th of X (Rounded to up to nearest Rs. 10)	1/12 th of Y (Rounded to up to nearest Rs. 10)	1/12 th of Z (Rounded to up to nearest Rs. 10)
Additional Kilometre Charges (Local Running)	1 % of X	1 % of Y	1 % of Z
Driver’s Night Charges After 10 PM & before 6 AM (Local)	1/5 th of X	1/5 th of Y	1/5 th of Z
For Outstation travel (Min 200 KMs) Per day	X + 50%	Y + 50%	Z + 50%
Additional Out Station Charges/KM	1 % of X	1 % of Y	1 % of Z
Driver’s Night Charges After 10 PM & before 6 AM (Outstation)	1/5 th of X + Rs. 40	1/5 th of Y + Rs. 40	1/5 th of Z + Rs. 40
Toll Tax/Parking/Border tax	As per Actuals on submission of receipts		
GST Rate %			

An illustration of the calculations of other charges based on a quote of Rs. 800/- for **8 Hours & 80 Kilometres (Local Running) Hatch Back - Small Cars** is provided below for reference

Particulars	Hatchback (Small Cars)	Sedan (Mid Size)	SUV
8 Hours & 80 Kilometres (Local Running)	800.00	1000.00	1200.00
4 Hours & 40 Kilometres (Local Running)	560.00	700.00	840.00
Additional Hour charges (Local Running)	70.00	80.00	100.00
Additional Kilometre Charges (Local Running)	8.00	10.00	12.00
Driver's Night Charges After 10 PM & before 6 AM (Local)	160.00	200.00	240.00
For Outstation travel (Min 200 KMs) Per day	1200.00	1500.00	1800.00
Additional Out Station Charges/KM	8.00	10.00	12.00
Driver's Night Charges After 10 PM & before 6 AM (Outstation)	200.00	240.00	280.00

- Submission of more than Five (5) bid is not allowed. One bidder can quote for maximum of 5 Districts. Separate annexure in the financial proposal to be submitted in case the rates being quotes are for more than one districts.
- IHAT reserves the right to reject any or all the offers without assigning any reasons thereof.
- The tender shall be submitted in **two separate sealed covers**, duly completed in all respects viz. one for "Technical Bid" and the second for "Financial Bid".

E- Eligibility Criteria

1. Must Have at least 1 Commercial Vehicle in fleet for the quoted district with FASTag.
2. Must have experience of providing services to NGOs / INGOs / Corporate / Government / Semi Government Departments.
3. The vehicles should be in good roadworthy condition with clean interior and good upholstery, fitted with Seat Belts. All vehicles provided to IHAT must have AC in good working condition. For Hatchback & Sedan Vehicles the registration should not be older than January, 2019 & for SUV the registration should not be older than January, 2017.
4. Must have a valid Bank Account.
5. Must have a valid PAN.
6. Must have office/s in the state of Uttar Pradesh.
7. Financial bid of only those bidders will be opened who meet the eligibility and technical criteria.

F- Award of contract

1. IHAT will award the contract to the bidder whose tender has determined to be substantially responsive and who has offered the lowest evaluated tender price as per price bid schedule.
2. Notwithstanding the above, IHAT reserves the right to accept or reject any tender or all tenders at any time prior to the award of the rate contract without assigning any reason thereof, and in suppression of any of the conditions laid down before herein or hereafter

Annexure 1.1 - Declaration for Technical Bid

I/ We (Son/Daughter/ Wife Shri
..... Proprietor / Director / Authorized Signatory of the
(Agency / Firm / Proprietor/Company) am competent
to sign this declaration and execute this tender document.

I/We undersigned, offer to provide the vehicle/s in conformity with the conditions of the contract and specifications for the amount quoted.

I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information / Documents furnished along with this application are true and authentic to the best of my/our knowledge and belief. I am fully aware that furnishing any false / misleading information / Fabricated documents would lead to rejection of my tender at any stage.

I/We declare that we have not been blacklisted by any NGOs / INGOs / Corporate / Government / Semi Government Departments

Date :

Place :

Signature of the authorized signatory
with official seal/stamp

Annexure 1.2 - Technical Bid Format

To be filled by Agency

S. No	Particulars	Agency Details
1	Name of Firm/Company/ Agency / Proprietor (Copy of the registration certificate to be enclosed 'if any')	
2	Complete address with Contact Number and email ID	
3	Type of organization (Whether Proprietorship, partnership, private proprietor/partners)	
4	Year of formation of the agency/ company (If any, attach copy)	
5	GST Registration No. (If any, attach copy)	
6	PAN. No (attach copy)	

Date :

Place :

Signature of the authorized signatory
with official seal/stamp

Annexure 1.3 - Declaration for Relation in IHAT

(To be typed and submitted on the Letter Head of Bidder)

To,

India Health Action Trust

404, 4th Floor, Ratan Square, 20-A

Vidhan Sabha Marg,

Lucknow - 226001

Dear Sir/Ma'am,

Sub: Declaration for relation in IHAT

I/We hereby submit the following information pertaining to relation/relatives of Proprietor/Partner (s)/Director(s) employed in IHAT

Tick (√) any one as applicable:

1. The Proprietor, Partner(s), Director(s) of our Company/Firm DO NOT have any relation or relatives employed in IHAT

OR

2. The Proprietor, Partner(s), or Director(s) of our Company/Firm HAVE relation/relatives employed in IHAT and their particulars are as below (Share the Names below):

(i)

(ii)

Date: _____

Place: _____

Signature of the authorized person with
official seal/stamp

Annexure 1.4 - List of Clients

S. No	Name of Organization	Location	Type of Organization	No of Vehicles Engaged	Service being provided (Start Date)	Service being provided (End Date)

(Attach Copies of Contract/WOs/Certificate)

Date: _____
Place: _____

Signature of the authorized person with
official seal/stamp

Annexure 1.5 - Detail of Current Taxi Fleet of Vehicles

S. No.	Registration No	Owned / Leased/ Hired	Make and Model	Manufacturing Year	Insurance Number and Validity (date)	PUC Number and Validity (Date)	FASTag (Yes/NO)
1							
2							
3							
4							
5							

(Also legible copy of RC, Insurance & PUC to be attached)

Date: _____

Place: _____

Signature of the authorized person with
official seal/stamp

Annexure 1.6 – Contact Details & Escalation Matrix

Contact Details

S. No	Name	Mobile Number	Email ID
1			
2			
3			
4			

Escalation Matrix

S. No.	Escalation Details	Name	Designation	Mobile No.	Email ID
1	1 st Escalation				
2	2 nd Escalation				
3	3 rd Escalation				

Date: _____

Place: _____

Signature of the authorized person with
official seal/stamp

Annexure 1.7 - Format for Details of Bank Account

Name as in Bank Account	
Account Number	
IFSC	
Bank Name	
Bank Address	

(Attach copy of Cancelled Cheque)

Date: _____

Signature of the authorized person with

Place: _____

official seal/stamp

Annexure 2.1 - Financial Bid

Name of the District:

Amount quoted for "8 Hours & 80 Kilometres (Local Running) Hatch Back - Small Cars"

Rs./-

In Words (.....)

GST @%

We agree that other charges will be calculated by IHAT according to the formulas provided in the bid document

(Use separate annexures if the rates being quoted are different for different districts)

Date: _____

Place: _____

Signature of the authorized person with
official seal/stamp

Annexure 2.1 - List of Districts

Districts Names			
1. Agra	20. Bulandshahr	39. Jaunpur	58. Muzaffarnagar
2. Aligarh	21. Chandauli	40. Jhansi	59. Pilibhit
3. Ambedkar Nagar	22. Chitrakoot	41. Kannauj	60. Pratapgarh
4. Amethi	23. Deoria	42. Kanpur Dehat	61. Prayagraj
5. Amroha	24. Etah	43. Kanpur Nagar	62. Rae Bareli
6. Auraiya	25. Etawah	44. Kasganj	63. Rampur
7. Ayodhya	26. Farrukhabad	45. Kaushambi	64. Saharanpur
8. Azamgarh	27. Fatehpur	46. Kushinagar	65. Sambhal
9. Baghpat	28. Firozabad	47. Lakhimpur Kheri	66. Sant Kabir Nagar
10. Bahraich	29. Gautam Buddha Nagar	48. Lalitpur	67. Shahjahanpur
11. Ballia	30. Ghaziabad	49. Lucknow	68. Shamli
12. Balrampur	31. Ghazipur	50. Mahoba	69. Shravasti
13. Banda	32. Gonda	51. Mahrajganj	70. Siddharth Nagar
14. Barabanki	33. Gorakhpur	52. Mainpuri	71. Sitapur
15. Bareilly	34. Hamirpur	53. Mathura	72. Sonbhadra
16. Basti	35. Hapur	54. Maunathbhanjan	73. Sultanpur
17. Bhadohi	36. Hardoi	55. Meerut	74. Unnao
18. Bijnor	37. Hathras	56. Mirzapur	75. Varanasi
19. Budaun	38. Jalaun	57. Moradabad	