

**Doctors For You, India
(DFY India)**

Open Tender

Bid Document

For

Hospital Renovation Project at Tamil Nadu (Thoppur GH)

Ref. No.: DFY/Hospital-Renovation-TN/K/2024-25/003

Doctors For You

Flat No - 201/203, Building Number – 22,

Lallubhai Compound, Mankhurd,

Mumbai-400043, Maharashtra, INDIA

Email: procurement.gfund@doctorsforyou.org

Website: www.doctorsforyou.org

Open Tender

Bid Document For

Doctors For You invites the bids from agencies for the Hospital Renovation Project at Tamil Nadu.

Key Bidding Information

| | |
|---|---|
| Bid Ref No. | DFY/Hospital-Renovation-TN/K/2024-25/003 |
| Name of the Project | Hospital Renovation Project at Tamil Nadu India(Thoppur GH) |
| Source of Funding | CSR |
| Date of Commencement of Download of Bidding Documents | 5 th November 2024 www.docotorsforyou.org |
| Last Date and Time for Receipt of Request for Clarifications | 24 th December 2024 till 04:00 PM disastersecretariat.south@doctorsforyou.org purchase.department@doctorsforyou.org |
| Last Date & Time for Submission of Bids | 25 th December 2024 till 05:00 PM |
| Date & Time for Opening of Technical Bids | 26 th December 2024 at 04:00 PM |

Open Tender

for

Doctors For You invites the bids from agencies for the Hospital Renovation Project at Tamil Nadu

1. Doctors For You (DFY), is a registered society, registered under the Societies Registration Act 1860 Section 21 having registration no. F-56886(Mum). DFY is a pan India humanitarian organization with international presence and is working in various disaster hit zones since last 18 years. DFY focuses on providing medical care to the vulnerable communities during crisis and non-crisis situation, emergency medical aid to people affected by natural disaster, conflicts and epidemics. We are also committed to reducing disaster risk to human society by delivering trainings and capacity development in emergency preparedness and response. The work of DFY is guided by humanitarian principles of humanity, impartiality, and neutrality. It offers services and assistance to people based on need, irrespective of race, class, caste, religion and gender.
Doctors For You invites the bids from agencies for the Hoskote Taluk Hospital Renovation Project for civil, electrical, and plumbing works at Karnataka.
2. The Category has been given in which renovation, electrical, and plumbing works etc. needs to be carried out Standard Operating Procedure and process of execution have been given in Scope of work.
3. DFY hereby invites bids (through email and hardcopy at given email id and address) from eligible and qualified Bidders for the Hoskote Taluk Hospital Renovation Project for civil, electrical, and plumbing works at Karnataka.
4. Bidding will be conducted through 'Open Tender Enquiry' method and procedures as per DFY's procurement policy.
5. Bidders are required to submit Bid Security Declaration as per format provided in the Bid Document. Certain class of Bidders are exempted from submission of Bid Security. Details are given in Bid Documents
6. Interested agencies to provide their bid price on per unit basis. The final payment will be based on the deliverables as per time line given in SOW.
7. The Bid Document can be freely downloaded from the website www.doctorsforyou.org and www.devnetjobsindia.org. Starting from 5TH November 2024. Bidders shall be solely responsible for checking the above website for any addendum/amendment issued subsequent to publication of this Invitation for Bids and take the same into consideration while preparing and submitting their bids.
8. **Bids must be submitted on or before 05:00 PM on 25th December 2024 by Bidders** through email and hardcopy.
9. **The Technical Bids will be opened on 26th December 2024 at 04.00 PM.**

Director, DFY

SECTION – I INSTRUCTIONS TO BIDDERS

| A. INTRODUCTION | |
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| 1. Documents Establishing conformity of Goods and Services to Bidding Documents | 1.1 The Bidder shall furnish as part of its Bid the documentary evidence that the Goods/services conform to the technical specifications and standards specified in Scope of work. The documentary evidence of conformity of the goods and services to the Bidding Documents may be in the form of brochure / technical literature. |
| 2. Qualification of the Bidder | 2.1 The bidder should submit the following documents pertaining to its firm (a) The Bidder should have an average annual turnover of a minimum of Rs. 30 Lakhs for the last three financial years (FY 2021-2022, 2022-2023 & 2023-2024) (Certificate issued by a statutory auditor along with Copy of audited Balance Sheet with the signature and seal of the Statutory auditors. (b) GST and Income Tax registration certificates. (c) The documentary evidence of conformity of the goods and services to the Bidding Documents may be in the form of brochure / technical literature, (d) Details of 3 major clients with their contact details and minimum one copy of relevant work order from each client. |
| 3. Cost of Bidding | 3.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. |
| B. THE BIDDING DOCUMENTS | |
| 4. Clarification of Bidding Documents | 4.1 A prospective bidder requiring any clarification regarding specification, required services and conditions of contract/agreement, etc. given in the document may submit a written request for clarifications to FIND India by email up to 16:00 hours on 11 th November 202 at email id: purchase.department@doctorsforyou.org . disastersecretariat.south@doctorsforyou.org |
| C. PREPARATION OF BIDS | |
| 5. Documents Constituting the Bid | 5.1 The Bid shall comprise two parts submitted simultaneously, one part containing the Technical Bid and the other part containing the Financial Bid . 5.2 At first, the Technical Bids shall be opened at the time and date specified in the Table – Key Information given at page no-2 5.3 The Technical Bids shall be evaluated first by the Purchaser. The Technical Bids which do not conform to the specified requirements will be rejected as technically non-responsive/disqualified Bids. 5.4 Financial Bids of technically qualified Bids shall be opened by the Purchaser at a later date and time communicated to all technically qualified bidders. The Financial Bids shall be evaluated for all requirements and the Contract shall be awarded to the Bidder who has been determined to be the lowest evaluated substantially responsive Bidder for full requirement. |

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| | <p>5.5 The Technical Bid submitted by the Bidder shall comprise the following:</p> <ol style="list-style-type: none"> 1) Copy of Income Tax Return for last three financial years 2) Copy of GST and Income Tax registration certificate. <p>Details of 3 major clients with their contact details and a minimum of one copy of relevant work order from each client</p> <p>5.6 The Financial Bid submitted by the Bidder shall comprise the duly filled-in Price Schedule, in accordance with the forms indicated in Section IV.</p> |
| <p>6. Bid Prices</p> | <p>6.1 The Bidder shall indicate on the Price Schedule as per in the format of Price Schedule given in Section IV.</p> <p>6.2 The rate quoted should be both in words and figures. No figure or word should be overwritten. Correction if any should be rewritten under the full signature of the person signing the bid.</p> <p>6.3 The prices quoted by the bidder should be on a firm and fixed basis during the performance of the contract, except for duties and taxes on finished goods. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.</p> |
| <p>7. Currencies of Bid</p> | <p>7.1 Prices shall be quoted in Indian Rupees only.</p> |
| <p>8. Period of Validity of Bids</p> | <p>8.1 Bids shall remain valid for the period of 60 days after the date of bid submission specified in the document.</p> <p>8.2 In exceptional circumstances, prior to the expiry of the original bid validity period, the Purchaser may request that the Bidders extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing.</p> |
| <p>9. Joint Venture, Consortium or Association</p> | <p>9.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between DFY and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>9.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of DFY.</p> <p>9.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 14 herein in respect of submitting only one proposal.</p> <p>9.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV,</p> |

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| | <p>Consortium or Association shall be subject to the eligibility and qualification assessment by DFY.</p> <p>9.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ol style="list-style-type: none"> a. Those that were undertaken together by the JV, Consortium or Association; and b. Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>9.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>9.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p> | |
| <p>10. Alternative Proposals by Bidders</p> | <p>10.1 Alternative bids shall not be accepted. The bidder should not submit more than one bid.</p> | |
| <p>11. Format and Signing of Bid</p> | <p>11.1 The bids consisting of the documents listed in this document shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract.</p> <p>11.2 Any interlineations, erasures, or overwriting to correct errors made by the Bidder should be initiated by the person or persons signing the bid.</p> | |
| <p>D. Submission of Bids</p> | | |
| <p>12. Sealing and Marking of Bids</p> | <p>12.1 Bidders need to submit their bids electronically through email ID: purchase.department@doctorsforyou.org. disastersecretariat.south@doctorsforyou.org. Bidders can quote for any no. of schedules. Evaluation will be done schedule-wise.</p> <p>Under the Two Bid System, the bidder shall submit their bids following the two-bid system comprising of: -</p> <p>Technical bid (in a PDF non-editable format) and consisting of all technical details along with commercial terms and conditions; and containing all the relevant documents listed in para 5.5</p> <p>Financial bid (in a PDF non-editable format and password protected).</p> | |

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| | <p>indicating schedule -wise price for the items mentioned in the technical bid and containing the duly filled-in Price Schedule, in accordance with the forms indicated in Section – 4</p> <p>IMP NOTE: Both, Technical Proposals and Financial Proposals should be submitted as two separate non-editable PDF attachments via e-mail. Both the above separate files should clearly mention the name of the file as Technical Bid or Financial Bid and the Bid Reference No.: DFY/Hospital-Renovation-TN/K/2024-25/003. Please note that the Financial Proposal should be password protected.</p> |
| 13. Deadline for Submission of Bids | <p>13.1 Bids must be received by the Purchaser no later than the time and date as specified in the Table – Key Information on page no. 2 of the Bid Document.</p> <p>13.2 In event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day.</p> <p>13.3 The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Sub-Para 8.2, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.</p> |
| 14. Modification and Withdrawal of Bids | <p>14.1 The bids can't be withdrawn or altered after the due date and time for the submission of bids.</p> |
| E. OPENING AND EVALUATION OF BIDS | |
| 15. Bid Opening | <p>15.1 The financial bids shall be opened by the Bid Opening Committee, through an online platform, by the Purchaser in the presence of the Bidders' authorized representatives who choose to be present, enabling them to participate in the proceedings. Details of the same will be shared with the technically qualified bidders.</p> |
| 16. Clarification of Bids | <p>16.1 During the evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted, except to correct arithmetic errors identified by the Purchaser in the evaluation of the bids.</p> |
| 17. Examination of Technical Bids and Determination of Responsiveness | <p>17.1 The Purchaser's determination of the responsiveness of a Technical Proposal is to be based on the contents of the Technical Proposal itself.</p> <p>17.2 The Purchaser will examine the technical bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order.</p> <p>17.3 The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder. Changes done</p> |

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| <p>18. Evaluation and Comparison of Bid</p> | <p><u>Preliminary Evaluation of Bids</u></p> <p>18.1 The Purchaser shall examine the Technical Proposal to confirm that all documents and technical documentation requested in RFP have been provided, and to determine the completeness of each document submitted.</p> <p>18.2 The Purchaser shall confirm that the required documents and information have been provided in the Technical Proposal.</p> <p>18.3 Likewise, following the opening of Price Proposals, the Purchaser shall examine the Price Proposals to confirm that all documents and financial documentation have been provided and to determine the completeness of each document submitted.</p> <p><u>Evaluation of Price Bids</u></p> <p>18.4 The Purchaser shall evaluate Price Proposals of each Bid for which the Technical Proposal has been determined to be responsive.</p> <p>18.5 The Purchaser's evaluation of a bid will take into account the total cost of the requirement inclusive of all duties, taxes, and other charges</p> <p>18.6 The contract shall be awarded only to the bidder who is substantially technically responsive, offer the lowest rate.</p> <p>18.7 The Purchaser shall compare all substantially responsive bids to determine the lowest evaluated bid.</p> |
| <p>F. AWARD OF CONTRACT</p> | |
| <p>19. Award Criteria</p> | <p>19.1 Pursuant to ITB Clause 17, the Purchaser will award the Contract to the Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid</p> |
| <p>20. Purchaser's Right to Accept Any Bid and to Reject Any or All Bids</p> | <p>20.1 The Purchaser reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders. No reason for such action of Purchaser shall be given.</p> |
| <p>21. Purchaser's right to vary quantities during the currency of the contract</p> | <p>21.1 The purchaser reserves the right to increase or decrease the quantity/number of works by 25% during the contract period.</p> |
| <p>22. Performance Security Amount:</p> | <p>22.1 Performance Bank Guarantee will be between 5-10% of the contract value. The exact percentage and amount will be clarified at the time of the contracting stage.</p> |

SECTION II.

General Conditions of Contract/ Order

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| 1. Packing | 1.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. |
| 2. Delivery and Documents | 2.1 Documents to be submitted to the purchaser: - Upon the delivery of the Goods, the Supplier shall notify the Purchaser in writing and deliver to the Purchaser the following documents i. One original and one copy of the commercial invoice, indicating the DFY as the Purchaser, the Contract/order number, Goods' description, quantity, unit price, and total amount. Invoices must be signed in original and stamped or sealed with the company stamp/seal. ii. One original Acknowledgement of receipt of Goods/Final Acceptance by DFY. |
| 3. Warranty | 3.1 Bidder assigns and passes through to Purchaser the Manufacturer warranties on all "consumer products" as per company warranty term, wherever applicable. 3.3 Supplier shall be provided comprehensive maintenance warranty for all refurbishment, renovation work / Goods, supply for 1 year from the date of work completion. In case of any claim arising out of this warranty, the purchaser/consignee shall promptly notify the same in writing to the supplier. 3.4 Upon receipt of such notice, the supplier shall, with all reasonable speed repairs or replace the defective goods or parts thereof, free of cost, at the ultimate destination. The supplier shall take over the replaced parts/goods after providing their replacements and no claim whatsoever shall lie on the purchaser for such replaced parts/goods thereafter. |
| 4. Payment | 4.1 The method and conditions of payments to be made to the supplier shall be paid upon under this contract shall be as follows: - a) 20% of the contract value will be paid after survey and approval of Final layout plan for both new and current office as mentioned in section III; within 30 days of submission of original Invoice with supporting document b) 50% of the contract value will be paid after satisfactory completion of agreed work mentioned on price schedule form 1, points number 1, 2, 3, and 8. c) Balance 30% of the contract value will be paid upon completion of 100% work, within 30 days of submission of original Invoice with supporting documentation and work completion certificate, indicated in clause 8.2. |

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| <p>5. Prices</p> | <p>5.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid for the duration of the Contract. Prices shall be fixed and firm for the duration of the Contract. However, GST (as and when applicable) payable shall be paid as applicable at the time of supply.</p> |
| <p>6. Work Completion Timeline</p> | <p>6.1 The proposed work must be completed within the days mentioned in the contract/agreement.</p> |
| <p>7. Liquidated Damages</p> | <p>7.1 if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the contract prices as liquidated damages, a sum equivalent to the 0.5 percent per week or part thereof of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the 10 percent of the value of delayed Goods. Once the maximum is reached, the Purchaser may consider termination of the contract.</p> |
| <p>8. Completion</p> | <p>8.1 The Supplier must notify the Purchaser's Representative in writing as soon as it considers that the Works have reached the stage of Substantial Completion.</p> <p>8.2 Final Completion Certificate Supplier's obligations will not be considered to have been completed until the Purchaser's Representative has issued the Final completion Certificate to the Supplier, stating the date on which the Supplier completed its obligations under the Contract/Agreement. The Purchaser's Representative must issue the Final Completion Certificate within 10 days of the written notification of completion of work by the supplier.</p> |
| <p>9. Jurisdiction</p> | <p>8.3 All disputes arising out of the contract shall be subject to the jurisdiction of the appropriate court at New Delhi, India, only.</p> |

Section III

Scope of Work

a. Project Scope

| S.No | Infrastructure | Unit | Area (sqft) | no.s |
|------|--|---------|-------------|------|
| 1 | Painting + plastering | Sqft | 5500 | 1 |
| 2 | Pipeline Works and Fitting | | 150 | 1 |
| 3 | Movement of Tank and platform construction | | 200 | 1 |
| 4 | Nursing Station setup(including rack, electrical, woodwork & Display Board) 180 Sq ft | Unit | 100 | 1 |
| 5 | Electrical Work | Lumpsum | 1 | 1 |
| 6 | Water Dispenser | unit | 1 | 2 |
| 7 | Solar Panel -10KW | unit | 1 | 1 |

b. Project Monitoring and Monitoring Indicators

The project's progress will be monitored through key performance indicators (KPIs) to ensure adherence to technical specifications, timelines, and overall quality. Monitoring will focus on the following indicators:

- **Infrastructure Compliance:** Verification that all civil, electrical, and plumbing works adhere to relevant healthcare infrastructure standards.
- **Water Quality:** Installation and operational efficiency of the RO system, ensuring compliance with health standards for purified water.
- **Medical Equipment:** Verification that medical equipment is ISO and other relevant standards compliant

Staff and Patient Feedback: Collection of feedback from staff and patients regarding the improvements in workspaces, cleanliness, and overall hospital experience.

Section IV. Price Bid Form (to be filled by the bidders for quoting their prices)

Price Schedule Form-1

| S.No. | Infrastructure | Price (exclusive of GST) | Rate of applicable GST | Amount of applicable GST | Total Bid Price (inclusive of applicable GST) |
|-------|---|--------------------------|------------------------|--------------------------|---|
| 1 | Painting + plastering | | | | |
| 2 | Pipeline Works and Fitting | | | | |
| 3 | Movement of Tank and platform construction | | | | |
| 4 | Nursing Station setup(including rack, electrical, woodwork & Display Board) 180 Sq ft | | | | |
| 5 | Electrical Work | | | | |
| 6 | Water Dispenser | | | | |
| 7 | Solar Panel - 10KW | | | | |

Name _____

Place: _____ Signature of Bidder _____

Date: _____ Seal of the Bidder _____

Section IV

TECHNICAL PROPOSAL- STANDARD FORMS

Form TECH-3: Bidders' Information Form

[JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM Bidders are required to provide the information sought below]

Name :
Address :
Phone :
email of the Bidder :

To be completed and returned with your Proposal if the Proposal is submitted as a joint venture / Consortium / Association.

| S.No. | Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address) | Proposed proportion of responsibilities (in %) and type of services to be performed |
|-------|---|---|
| 1 | (Complete) | (Complete) |
| 2 | (Complete) | (Complete) |
| 3 | (Complete) | (Complete) |

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| Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | (Complete) |
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture OR JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture / Consortium / Association shall be jointly and severally liable to DFY for the fulfillment of the provisions of the Contract.

Name of Partner

Name of Partner

Signature

Date:-

Signature

Date:-

Name of Partner

Signature

Date:-

Name of Partner

Signature

Date:-

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

1. Expertise of Organization: [In brief, not more than 500 words]

- Organization structure
- Years of experience in executing similar assignments
- Core areas of expertise of the organization

2. Details of staff under permanent rolls of the Bidder

- d. technical
- e. skilled
- f. unskilled

3. Financial data of the organization

Annual Turnover of Last 3 Financial Years

F.Y. 2021-22 - Rs. _____

F.Y. 2022-23 - Rs. _____

F.Y. 2023-24 - Rs. _____

P.S. Please attach Audited financial statement, including Profit & Loss Statement, Income & Expenditure statements etc. (for the last three years as above)

- Name and Address of Banker

4. DFY Reference List:

[Please provide references such as customer's details, tel. nos. etc.]

| Name of customer: | Description of service rendered | DFY's Contact person name, telephone, and e-mail Id. |
|-------------------|---------------------------------|--|
| 1. | | |
| 2. | | |
| 3. | | |

- a. Please provide DFY list of the bidder as per above table
- b. Please attach self-attested copy of Work Order / MOU / Contract or any other document in support of above experience.

5. *Contact details of persons who may be contacted for requests for clarification during bid evaluation:*

-Name/Surname:

- Tel Number (direct): Landline and Mobile no.
- Email address (direct):

Signature and seal of the Bidder

TECHNICAL PROPOSAL- STANDARD FORMS

