

## **REQUEST FOR EXPRESSION OF INTEREST (REOI)**

**For**

**Hiring of an Agency for Relocation/transportation of IVDs & other consumables**

### **Key dates and information**

<b>EOI ref. no.</b>	<b>FIND/Logistic Agency/35/2020</b>
<b>Last Date and Time for receipt of request for clarifications/ queries</b>	<b>20 January, 2020 by 1700 hours</b> <i>E-mail ID <a href="mailto:procurement.in@finddx.org">procurement.in@finddx.org</a></i>
<b>Date of pre-proposal meeting</b>	<b>21 January, 2020 at 1500 hours</b>
<b>Last Date and Time for submission of EOI</b>	<b>10 February, 2020 till 1500 hours</b>
<b>Date, Time and Place for opening of EOI</b>	<b>10 February, 2020 at 1530 hours</b>
<b>Place of Pre-Proposal meeting, Proposal Submission and Opening</b>	<b>Foundation for Innovative New Diagnostics (FIND), India</b> Flat No 6-14 (excluding No 7) 9th Floor, Vijaya Building, 17 Barakhamba Road, New Delhi-110001, India

## **REQUEST FOR EXPRESSION OF INTEREST(REOI)**

**Assignment Title: Selection of an Agency for Relocation/transportation of IVDs & other consumables**

### **Background:**

The Purpose/Intent of Request for Expression of Interest (REOI) is to hire a Transport/courier Agency for Relocation/transportation of IVDs & other consumables on Behalf of FIND-India.

FIND is an international non-profit organization based in Geneva, Switzerland. The organization is dedicated to activities that result in: 1) new diagnostic tools; 2) expanded access to these tools; and 3) strengthened diagnostic testing capacity for poverty-related diseases in low- and middle-income countries.

FIND is established in India as an independent non-profit Foundation created under Section 8 (Indian) Companies Act, 2013 with its offices in New Delhi. FIND India is the key implementing partner of Central TB Division, Ministry of Health & Family Welfare, Govt of India for strengthening and expanding TB laboratory diagnostic capacity within the Revised National TB Control Program (RNTCP) supported by the Global Fund

### **1. About the Assignment:**

The main objective of the Project is to provide Transportation/courier services, comprising the pickup and delivery of requirement as per project demand and enable the sustenance of service delivery by Air or Surface at identified TB Labs under RNTCP across the country.

The details of the consignees/stores are as under: -

<b>North</b>	<b>East</b>	<b>West</b>	<b>South</b>
Agra	Bhagalpur	Ahmedabad	IRL Bangalore
AIIMS, Delhi	Bhubaneshwar	Ajmer	IRL Chennai
Aligarh	Cuttack	Aurangabad	Hubli
Chandigarh	Guwahati	Bhopal	Hyderabad
Dehradun	Kolkata	Indore	ICELT Bangalore
Dharampur	IRL Patna	Jaipur	NIRT Chennai
JALMA, Agra	Raipur	Jamnagar	NTI Bangalore
Karnal	Ranchi	Jodhpur	Puducherry
Lucknow	Siliguri	Mumbai	Thiruvananthapuram
NDTB Centre, New Delhi	Agartala	Nagpur	Visakhapatnam
NITRD, New Delhi	Burdwan	Pune	Madurai
Patiala	IGIMS Patna	GTBH Mumbai	Sewree, Raichur
Srinagar	Darbhanga	Surat	Anantpur
Varanasi	Gangtok	Goa	Kozhikode
Meerut	Murshidabad	Jabalpur	Coimbatore
Faridkot	Mizoram	Gwalior	Tirupati

Rohtak		Bikaner	
Allahabad		Akola	

\* Average No. of shipment by Air Per month is Approx. 90-100.  
Average No. of shipment by Surface is Approx.80-90 Shipments

### **The approx. TAT (Turn Around Time)**

<b>AIR Shipments</b>	<b>Max. Time limit</b>
Metro to Metro	48hrs
Metro to Non-Metro and other Cities	72hrs
Other Cities to North East	84hrs
<b>Surface Shipments</b>	<b>Max. Time limit</b>
< 500 km	3 working days
>501 to 1500 km	5 working days
>1501 and above	7 working days

Note : Additional 1 working day for North East Location

### **2. Scope of Services, Task (components) & expected deliverables**

1. Arrange pick up of pre-packed shipment from door along with regulatory documents. Door delivery at mentioned location.
2. Should have one-point contact for Customer Service.
3. Should track individual shipment and ensure delivery as per TAT
4. Should have electronic tracking of individual shipment.
5. Proof of Delivery should be available within two working days of delivered shipment on web portal.
6. MIS for consignments picked-up and delivered be provided on web portal.
7. The mode of transport would be both surface and air.
8. The agency should be liable to pay for any damaged or lost shipment. In such instance, FIND shall not be liable to pay the freight charges of damaged or lost shipment.
9. Agency should handle the entire freight business of all the RNTCP labs and Pickup from one location to another location all over India.
10. If the agency is working on Franchisee Model, they should be working exclusively for the said Organization.
11. The agency should have professional trained manpower
12. In order to ensure guaranteed upliftment and assured deliveries, preference would be given to agency having their own aviation / aircraft.
13. To have controlled operations and consistent service levels, the agency having Hub and Spoke Model would be preferred.
14. The contract would be between FIND and Agency thus billing should be centralized.

### **3. Duration of Assignment**

The duration of the Contract will be One (1) Year **from April, 2020 to March 2021 and subject to** date of award of contract, which may be extended based on satisfactory performance of the knowledge partner subject to necessary approvals and need of the project.

#### 4. Eligibility Criteria

The eligible Agency should indicate their interest in providing the services. Interested agency must provide the following information indicating that they are qualified to perform the services (description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc). In view of the likely size of assignment, it is proposed to consider agencies having adequate financial, managerial and technical resources, and with proven relevant experience in implementing projects of similar nature. They may submit the following documents:

Agency background and profile of lead organization as well as collaborating organizations, as the case may be (Detailed address of company along with email id ).

The **preliminary selection/ eligibility criteria** and supporting documents including above to be submitted along with EOI are as follows:

Sl. No.	Eligibility Criteria	Documents Required to be Submitted with EoI
1.	The Consulting Firm along with consortium (if any) should be a legal Indian Entity (Proprietorship firm, Partnership, LLP, Company, Society, and Trust) incorporated/ registered/ recognized, as the case may be under the respective applicable laws eligible to enter into an agreement/contract with FIND to undertake the work.	Copy of certificate of Incorporation/ Registration (as applicable)
2.	The Consulting Firm along with consortium (if any) must be registered in India with appropriate tax and other administrative authorities. The Consulting firm must have PAN and registered with GST	Copy of PAN and GST registration no.
3.	The said legal entity should have been in existence for a period of at least 5 years on the date of submission of proposal against this REOI	Certificate of Incorporation
4.	The Consulting Firm along with consortium (if any) should not be blacklisted by any Central Government / State Government / Government bodies/ World Bank.	Undertaking Certificate signed by the Authorized signatory on the letter head of the organization
5.	The Agency/Firm along with consortium (if any) should have a minimum average turnover of <b>Rupees Fifty (50) lakhs</b> during last three financial years.	Certificate from the statutory auditor/ Audited balance sheet/CA Certificate
6.	Agency should be Certified with ISO 9001:2000	Valid copy of certification
7.	The agency should have electronic tracking of individual shipment	Details of web portal and work steps
8.	The agency should have minimum 5 years of experience in relevant scope of services. Experience in Transportation of IVD and consumables preferably in Health.	Details of contract work Copy of Purchase orders along with client satisfaction certificates). Also provide current list of clients and brief description of services performed for them.

	Apart from the above documents, the Bidding Firm is required to submit the Power of Attorney /authorization letter in the name of the Authorized Signatory.
--	---

Any EOI with inadequate information, or those received after the closing date may not be considered. EOI should be as concise and focused as possible to give evidence of the above requirements, including the experience statement and organization profiles. The short listing will be done on the basis of the above information/documents. RFP documents will be issued to the Shortlisted Firm & the agencies will be selected in accordance with the Quality and Cost Based Selection (QCBS) method.

Bidding Firms may associate with other firms in the form of a consortium or joint venture or a sub-consultancy to enhance their qualifications. The submission should clearly state the same with the names of Lead Partner and partner(s).

Lead Partner shall be fully responsible for all contractual obligations against required services under this REOI

## **5. EOI Proposal Preparation Costs & Related Issues**

- 5.1 The Bidding Firm will be responsible for all costs incurred in connection with the participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/presentations, and preparation of EOI along with providing any additional information required by FIND.
- 5.2 The firm should submit their proposal in format given at Annexure -1
- 5.3 FIND will in no case be responsible or liable for those costs, regardless of the conduct or outcome of this EOI.
- 5.4 This EOI does not commit FIND to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EOI.
- 5.5 All materials submitted by the consulting firm will become the property of FIND and may be returned completely at its sole discretion.

## **6. EOI Submission Process and Timelines:**

The EOI containing the Technical Proposal along with supporting documents as per Qualification criteria mentioned above under Section- Eligibility Criteria as per format given at Annexure 1 of the document should be submitted .

## **7. Deadline for EOI submission**

An authorized representative of the Consulting Firm shall duly sign the EOI submission letter in the required formats and supporting documents. The authorization shall be in the form of a written power of attorney attached in EOI.

## **8. Clarifications on REOI**

The Knowledge Partner may request a clarification of any part of the REOI to FIND before **20<sup>th</sup> January, 2020 by 1700 hours**. Any request for clarification must be sent in writing through email at **procurement.in@finddx.org** . FIND will compile and respond to all the clarifications/ queries in writing to all prospective Agencies or discuss the same in the Pre-proposal Meeting.

## **9. Pre-Proposal Meeting**

A pre-proposal meeting will be organized on **21st January, 2020** at **FIND India office, Flat No 6-14 (excluding No 7) 9th Floor, Vijaya Building, 17 Barakhamba Road, New Delhi-110001, India**. Interested Agencies may attend the same to understand scope of assignment, responsibilities of either parties or other details of REOI. Attending the pre-proposal meeting is optional.

## **10. Summary Rejection:**

- 10.1 It is expressly made clear that mere submission of EOI, eligible or not eligible, shall not confer any right whatsoever on any such entity/ Consulting firm. Any EOI submitted by a Consulting firm, which fails to satisfy the eligibility requirements set out in the Clause No 4 above, is liable to be rejected summarily.
- 10.2 FIND reserves the right to accept or reject any proposal and to annul the procurement process and reject any or all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidding Firms or any obligations to inform the firms of the grounds for the FIND's action.

**Please attach other / all relevant supporting documents as mentioned in the shortlisting criteria above at point 4 of the EOI document.**

## Annexure1

### **Form –Covering letter of EoI**

(To be submitted on the Letter head of the Consulting firm/ Applicant)

To

**Procurement officer,**

**FIND India**

Ref: EoI Notification dated .....

**Subject:**

Dear Sir/Mam,

1. Having examined the EoI document, we, the undersigned, herewith submit our response to your EoI Notification dated ..... for .....in full conformity with the said EoI document.
2. We have read the provisions of the EoI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our EoI shall not be given effect to.
3. We agree to abide by this EoI, consisting of this letter, the detailed response to the EoI and all attachments, for a period of 60 days from the closing date fixed for submission of proposal as stipulated in the EoI document.
4. We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We hereby declare that all the information and statements made in this EoI are true and accept that any misrepresentation contained in it may lead to our disqualification.
6. We understand that FIND is not bound to shortlist / accept any proposal received in response to this EoI.

Our correspondence details with regard to this EoI are as under:-

No.	Information	Details
1.	Name of the applicant/ Bidding Firm along with consortium partner (if any)	
2.	Address of the applicant	
3.	Name, designation and contact address of the person to whom all references shall be made regarding this EoI	
4.	Telephone number of the contact person	
5.	Mobile number of the contact person	
6.	Fax number of the contact person	
7.	Email ID of the contact person	

We hereby declare that our proposal submitted in response to this EoI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

[Applicant's Name with seal]

Name:

Title: Signature

Date: