

Request for Proposals

To hire Monthly/Daily Basis Vehicle in districts

About Population Foundation of India

Founded in 1970 by the late JRD Tata, Population Foundation of India is a leading NGO in the fields of population dynamics, gender equity, and sexual and reproductive health (SRH). It addresses population issues within the context of empowering women, men, and young people, enabling them to make informed decisions about their fertility, health, and well-being. The organization's approaches include strategic engagement with policymakers, media, and other key stakeholders; knowledge generation and dissemination; leveraging technology; scaling up pilot projects; and social and behaviour change communication. Population Foundation of India also collaborates closely with and provides technical support to both national and state governments, as well as other NGOs. For more details please refer website of the organisation is <https://populationfoundation.in/>

Background

Starting February 1st, 2024, under UMEED Expansion project, Population Foundation of India is scaling up family planning operations covering 50 %blocks across six districts i.e .Balrampur, Gonda, Sitapur, Barabanki, Unnao and Bahraich. In all, this scale up initiative will cover 47 blocks, 5,851 villages and impact the lives of nearly 1.25 crore people in the reproductive age group) 15-49 years. (All project interventions will focus on strengthening the existing public health system rather than creating parallel structures which are expensive to scale up and are not sustainable .

Population Foundation of India is implementing an Umeed Expansion project to catalyse faster improvements in the uptake of FP and SRH services by strengthening government public health systems, improving access to quality services and empowering woman especially young zero and low parity couples to make informed decisions on family planning and their well- being. The coverage areas of project will be 50 blocks across seven districts i.e. Balrampur, Gonda, Sitapur, Barabanki, Unnao, Bahraich & Shravasti. The major activities include:

- Setting up 1850 FP service corners in assigned the PHCs, CHCs and district hospitals in each district and visits the same public health facilities to support in well-functioning.
- Conducting trainings, meetings, cluster meetings and mentoring of CHOs ANMs and ASHAs to provide high quality FP methods, services and counselling at block levels.
- Organising campaigns, BCC activities and specials event and days block to district level to increase family planning awareness generation campaigns around early marriages, teenage pregnancy, the basket of contraceptive choices including new methods, ECP, medical abortions and male engagement.
- Handholding support from the Jan Aarogya Samiti's (JASs) at the PHC & SHC level for demand generation for FP services; enable utilisation of HWC untied funds local awareness generation activities and organise events to felicitate community champions, ASHAs, ANMs, CHOs and PRIs.
- To attend the meeting in the district health society, block coordination committee, district working group and others district & block level official's meetings

Population Foundation of India is seeking to engage an agency to facilitate the movement of staffs all through the districts. The purpose of this RFP is to solicit competitive proposals that meet our organization's transportation needs efficiently and effectively.

Scope of Work

- Population Foundation of India is inviting proposal for hiring a taxi on daily and monthly basis in Balrampur, Gonda, Sitapur, Barabanki, Unnao, Bahraich & Shravasti districts, UP.
- Sedan (Etios or Dzire) and Brezza or compact SUV with gear [We will take Sedan for daily/monthly hiring but needs quotation for Sedan and Brezza for future use]
- Monthly rental basis including 2200 kms per month with the availability of vehicle and driver for maximum 26 days in a month. Extra KM and hours to will be charge additional.
- Daily hiring for 4 hours/40 kms and 8 hours/80 kms

The selected vendor will be responsible for providing Sedan/Brezza vehicle on a monthly/daily basis for a period of 1-year in the specified districts which can be extended based on their service quality and feedback from users. The vehicles will be required for various purposes, including but not limited to:

- Official trips within and outstation districts.
- Taxi will move within districts or outstation districts
- Carrying office and training materials
- Any other relevant transportation needs for office purpose

Proposal Guidelines

Interested vendors are requested to submit their proposals in accordance with the following guidelines:

- Monthly fix charges should be for running up to 2200 kms/26 days in a month. Any usage beyond this will be charged extra.
- Daily hiring charges will be for 4 hours/40 kms and 8 hours/80 kms. Anything beyond that will be charged at extra km/extra hours.
- Vehicle to be provided shall not be registered earlier than 2017.
- Time and mileage are measured from Garage to Garage.
- Night charges and night timing should be mentioned.
- Vendor should allow to use hired vehicles for commuting across districts within UP.
- All inter district taxes, permit fees, tolls, MCD tax and Parking, etc., shall be extra as per actuals along with proofs/receipts.
- The agency needs to maintain a logbook/duty slip which shall be signed by the staff availing services and the same to be submitted by the vendor along with invoice.
- The vehicle offered shall be in good condition and must be air conditioned with all seat belts working.
- The driver provided with the car should be over 18 years, well experienced and carrying Driving License all the time.
- The vehicle and driver should be fixed and only in case driver goes on leave or car is sent for repair / service, a suitable replacement needs to be provided by the vendor.
- If required, the vehicle must provide on Sundays as well as on Holidays.
- All expenses related to vehicle and driver shall be borne by the vendor.
- All papers such as Registration Certificate (RC), Valid Insurance and Pollution Certificate etc must be in the vehicles provided to the organization.
- The vendor should be willing to provide vehicles with short notice.
- References from previous clients, preferably from organizations with similar transportation needs (if any).

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Cost-effectiveness and competitiveness of pricing.

- Availability of vehicles as per preferences shared.
- Ability to meet our organization's transportation needs efficiently.
- Experience and track record of the vendor in providing similar services.
- Availability and responsiveness to our organization's requirements.

Documents to be submitted along with proposal

- Agency Profile: Provide details about your agency, including experience in providing vehicle rental services, number of vehicles, drivers and emergency contact details.
- Pricing: Clearly outline the fixed monthly rental cost, including the specified mileage.
- Statutory document of the agency such as Pan Card, Aadhar Card, GST Certificate, Bank Details and any other document in support to the proposal.

Interested agencies may obtain further information or get clarification about RFP from Population Foundation of India’s State office by writing to samim.ansari@populationfoundation.in and shilpa.nair@populationfoundation.in or at Mobile No: 9956146258-Samim

It shall be vendor’s responsibility to ensure that your proposal reaches us on or before the given timelines. Proposals received after the submission deadline for whatever the reason maybe, may not be considered for evaluation. Any delay in agency response shall not be used as a reason for extending the deadline for submission, unless PFI determines that such an extension is necessary and communicates a new deadline to the proposers.

General Information about RFP and Timelines

Sl#	Description	Information
1	RFP Issued by	Population Foundation of India, Lucknow
2	Period	To provide taxi on a monthly/daily basis for a period of One-year in the specified districts (As mentioned above)
3	Response to RFP to be sent to	samim.ansari@populationfoundation.in
4	Date of issue of RFP	September 13, 2024
5	Date for sending and responding queries	September 19, 2024
6	Last date for submitting the final proposals	September 23, 2024

This RFP does not constitute a commitment by Population Foundation of India to award a contract or to cover any costs incurred in the preparation and submission of proposals. Population foundation of India reserves the right to accept or reject any or all proposals received in response to this RFP, in whole or in part, without assigning any reason. The designated committee at Population Foundation of India shall review the proposals received and Shortlisted agencies will be notified for discussion.

Proposal needs to be submitted in the following formats only:

Monthly Hiring Format

District Name:

Car Type	Duty Type	Monthly Amount (in Rs)	Extra Kilometre (in Rs)	Extra Hour (in Rs)	Night Charges (in Rs)
Sedan (Etios or Dzire)	Running upto 2200 kms and 26 days in a month				
Brezza or Compact SUV					
Night Charges Timing	From pm to am				
GST%					

Daily Hiring Format

District Name:

Car Type	4 Hrs/40 kms (in Rs)	8 Hrs/80 kms (in Rs)	Extra Kilometre (in Rs)	Extra Hour (in Rs)	Night Charges (in Rs)	Outstation Charges (in Rs)
Sedan (Etios or Dzire)						
Brezza or Compact SUV						
Night Charges Timing		From pm to am				
GST%						

Proposal Submission:

- All interested and eligible vendors are requested to submit the proposal through email and also in a sealed envelope to Population Foundation of India, B-1/7, E Park-2, Near Hoerner College, Mahanagar Extension, Lucknow-226006.