

SERVICES AT MVR CANCER CENTRE AND RESEARCH INSTITUTE, CHOOLOOR, CALICUT

MVR Cancer Centre and Research Institute is inviting 'Request for Proposal' (RFP) from reputed Manpower providing companies interested in the House Keeping /GDA-Attenders/Security services. **MVR Cancer Centre and Research Institute** further seek commercial bids from intending firms.

SCOPE OF WORKS

The complete scope of the **House Keeping /GDA-Attenders/Security services** would be tendered.

GENERAL INFORMATION

Cost of Tender Document –

The Tender document is free of cost and client shall accept or reject the proposal subject to its services compatibility or any other reason.

Rejection of Proposals and Split Awards

MVR Cancer Centre and Research Institute reserves the right to reject any and all proposals if they are, inter alia: received after the deadline stipulated in the Request for Proposal; not properly marked or addressed as required in the Request for Proposal; delivered to another location than the one required in the Request for Proposal; transmitted by facsimile; unsolicited; alternates proposal(s); or not otherwise in compliance with this Request for Proposal.

Withdrawals and Modification of Proposals

Proposals may be modified or withdrawn in writing, prior to the proposal closing time specified therein. Proposals may not be modified or withdrawn after that time.

Criteria for Evaluation

The evaluation procedure will consist of a formal, substantive assessment of the proposals received. Price is an important factor; however, it is not the only consideration in evaluating responses to this RFP. Detailed evaluation leading to a final selection will be based on technical and financial evaluation.

Basis of Award

The following criteria will be used to evaluate each RFP response-

- Experience of working on Services of a similar nature
- Financial stability
- Technical capacity
- Pricing
- Relationship with client
- Timely and complete response to RFP
- Track record and client reference
- Results of requested demonstration and presentation

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Schedule for Evaluation Process

Activity	Proposed Date
Proposal Submission Deadline	23 rd June, 2023
Opening of tender	24 th June , 2023
Invitation to short listed vendors meeting	Date will be notified later

PROPOSAL SUBMITTAL

Preparation and Submittal

Proposal must be submitted in the English language on the requirements specified in this RFP.

Vendors must provide all requisite information under this RFP and clearly and concisely respond to all points set out in this RFP. Any proposal, which does not fully and comprehensively address this RFP, may be rejected. However, unnecessary elaborate brochures or other presentations beyond that deemed sufficient to present complete and effective Proposals are not encouraged. **Prices must be stated in INR and all the taxes applicable must be mentioned separately.**

Number of Copies & Contact Information

Please submit One original copy (Hard copy) of your proposal, including all supporting documentation latest **by 23rd June, 2023 before 4 PM.** (Quotation along with other requested details to be submitted in a separate sealed envelope), to :

**SECRETARY - CARE FOUNDATION
MVR Cancer Centre and Research Institute
CP 7/504-A, Vellalaseri Post,
NIT (Via), Calicut District,
Kerala State - 673 601.**

Please mention the name of service for which you are offering e.g.:- **“Tender for House Keeping Services”** on the top of the envelopes.

For any query, vendor shall write an email to sudhakarantp@mvrccri.co with a copy to secretarycare@mvrccri.co or can contact to the mobile No: 7012626118

PROPOSAL FORMAT

To facilitate the evaluation of the proposal, Vendors shall utilize the following proposal

format: **Cover letter referring the RFP**

Table of Content

Company Background

Vendor shall provide a brief company description, history, number of employees, and financial status including details requested below- (Please refer the file 'Prequalification documents')

1. No. of years in the Service Industry
2. List of Hospitals where vendor has provided / executed similar work previously.
3. Details about offices in India
4. Audited balance sheet and P& L account details of last 3 years

Proposal Cost

All cost incurred by the vendor in preparing the proposal, or cost incurred in any other manner by the vendor in responding to this proposal will be solely the responsibility of the vendor. All material and document submitted by the vendor in response to this RFP become the property of **MVR Cancer Centre and Research Institute** and will not be returned back to the vendor.

Quotation for the Services

The price quotes shall be excluding all the taxes applicable. Price quotes shall include any necessary service to be provided by the selected proposer (even if such services are not expressly enumerated) in order to ensure a satisfactory fulfilment of the contract, as well as any other expenses incurred by the selected proposer, e.g. travel, accommodation, daily subsistence, telecommunication, postal charges.

Cost shall include: Total cost of services (CTC) per manpower for each category. (Please refer the "breakup of wages"- Annexure A)

Sub-Contracting

The Supplier/ Contractor shall not subcontract the part or whole of the Contract awarded.

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Ensuring Quality and Safety

The applicant shall state clearly the quality management program it adheres to and its track record in safety issues. The quality policy, Quality management system, safety policy, safety management system should be attached. ISO certifications, if adhered to shall be mentioned clearly.

Litigation History

The applicant shall provide all requisite details regarding litigations/Arbitration for the last seven years. **(Annexure B)**

If any information furnished by the applicant is found incorrect at a later date, applicant shall be liable to be disqualified and debarred from tendering and would also be liable to bear damages to MVR Cancer Centre and Research Institute, if any.

Final Decision Making Authority

MVR Cancer Centre and Research Institute reserves the right to accept or reject any applications and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.

Particulars Provisional

The particulars of the work mentioned anywhere in this document are provisional. They are liable to be changed and must be considered only as advance information to assist the applicant.

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ANNEXURE B

Litigation Details

Court cases/arbitration

Year	Name of location	Name of client with address	Title of Court case/arbitration	Details of The court/arbitrator	Status pending/decided	Disputed amount	Actual awarded amount, if decided