

**EMBASSY OF INDIA  
HARARE (ZIMBABWE)**

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**REQUEST FOR PROPOSAL**

**FOR**

**SUPPLY OF 10 UNITS OF AMBULANCES**

**TO EMBASSY OF INDIA,  
HARARE**

**For donation to - Ministry of Health, Government of Zimbabwe.**

**Request for Proposal**

1. Bids are invited for single stage 2 Bid system (Technical & Financial) from eligible bidders for supply of **10 units of ambulances** (as per technical specifications outlined below) to the Embassy of India in Harare, Zimbabwe (henceforth referred to as 'Buyer'), for the purpose of further donating the ambulances to Ministry of Health, Government of Zimbabwe.
2. **Technical Specifications** of Ambulances :

<b>Sl. No.</b>	<b>Technical Specifications</b>	<b>Specification required by the Embassy of India</b>
1.	Make/Model	Model 2019 /(Latest )
	Country of Manufacture	India

2.	Engine size	Minimum 2.5 cc
3	No. of speed gears	5 + reverse
4.	Engine type	Diesel
5.	Turbo Intercooler, Air Conditioner	Required
6.	Engine Cylinder	Minimum 4
7.	ABS and Air bags	Required
8.	Power Steering and Electric traction	Required
9.	Compliance to emission norms	As per Government of Zimbabwe compliance norms
10.	EXTERIOR Styling/Branding	Pre-coated galvanized body panels that add to the vehicle's style quotient. Alloy wheels (optional). PU super white ambulance paint with beltline paint stripes for that distinct appearance: Roof top branding for hospitals/ambulance service/help lines. Modern aerodynamic looks.

11.	Safety	<p>Beacon light, trafficator signal and siren Side linkers to caution other vehicles to make way for the ambulance Wide foot-step integrated with rear bumper for easy entrance and exit. Front and rear fog lamp. Fire Extinguisher in driver's cabin Night vision rear view camera instead of conventional rear view mirror for safer night driving (optional) Stainless steel bull bar at the front (optional) Spoiler with stop lamp for enhanced visibility even under extreme foggy conditions (optional)\ High intensity clear lens fog lamps for reversing (optional) Anti-skid, electric shock-proof floor (optional) Intercom facility between patient's and</p>
		driver's compartment (optional)
12.	Maneuverability	<p>Tubular super structure to help reduce resistance to wind so that the vehicle can travel faster. Smaller turning radius.</p>
13.	INTERIOR  Comfort	<p>A/C in patient's cabin (optional) to keep the patient at utmost ease. Ventilator fan, to keep the patient's cabin free of hospital-like smell. Ergonomically designed 6 foot long stretcher with drop down legs, to transit the tallest of patient's comfortably and Spine board. Ergonomically designed, appropriately positioned doctor's seat for the doctor to perform all medical procedures without any hindrance Day light illumination to make the doctor's job easy</p>
14.	Facilities	<p>Bell buzzer to promptly get the driver's attention. Independent Front Suspension to</p>

		<p>ensure the patient a bump-free ride and to help the doctors perform medication smoothly. Powerful 75 HP mDI CRDe engine for faster pick up and acceleration electrically operated water source for easy access to water. Secured storage under attendant's seat to carry anything the patient might need 3 seats for friends/relatives. Isolated driver's cabin so that the driver's not distracted while the doctors are at work.</p>
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### **3. Terms & Conditions for the Bidding Process**

#### **3.1) Address for submitting Bids or seeking clarifications regarding this RFP:**

Embassy of India, Harare  
 12 Natal Road, Belgravia  
 P.O.Box 4620, Harare, Zimbabwe.

Contact person: Mr. Abhijit Biswas, Second Secretary /HOC

Telephone: +263 772 125327 ; E-mail : [hoc.harare@mea.gov.in](mailto:hoc.harare@mea.gov.in)

#### **3.2) Manner of depositing the Bids:**

3.2.1.) Sealed Bids should be either handed over physically at reception of Embassy of India, Harare or sent by registered post at the above address. Bids sent by FAX or e-mail will not be considered.

3.2.2.) Bids should be prepared on the original memo / letter pad of the Bidder, furnishing, inter alia, details like VAT number, copy of Government

licence letter, Bank account number (US Dollar Account if applicable) and bank address etc. and complete postal & e-mail address of the Bidder.

3.2.3.) Technical and Financial Bids should be prepared separately and submitted in two separate sealed envelopes, both of which should be further enclosed in a larger sealed envelope superscribed with the words "Bid for Supply of 10 units of Ambulances".

3.2.4) The following documents shall form part of the bid:

- RFP (this document)
- Any Addenda to the RFP issued by Buyer
- Technical Bid
- Financial Bid
- Certificate of dealership attested by dealer with stamp

**3.3) Last Date for Submission of Bids:** The bid should be received by the Buyer by 21 days from the date of issue of RFP. Late bids will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents.

**3.4) Earnest Money Deposit (EMD) :** An EMD of **USD 17000/-** shall be submitted by the bidder, along with the bid. The EMD should be paid through Bank Transfer to Mission's US dollar Bank Account in Harare or in Johannesburg. The EMD shall not carry any interest.

**3.5) Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

**3.6) Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A scan copy of withdrawal notice may be sent by e-mail but it should be followed by an original signed confirmation copy of withdrawal notice to be sent by post and such signed confirmation should reach the Buyer not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified.

**3.7) Clarifications regarding contents of Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

**3.8) Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke rejection of bid. Conditional bids will be rejected.

**3.9) Validity of Bids:** The Bids should remain valid till (180 (Days) from the last date of submission of the Bids.

**3.10) No. of bids per make/model:** Each bidder shall submit only one bid for a particular make/model of Ambulances. A bidder who submits more than one bid for the same make/model shall be disqualified.

**3.11) Cost of bidding:** The bidder shall bear all the costs associated with the preparation and submission of bid and the buyer shall not be responsible or liable for these costs.

**3.12) Amendment of bidding document:** The Embassy of India, Harare may amend the bidding document by issuing Addenda, before the deadline for submission of bids.

**3.13) Language:** All documents relating to the bid shall be in English language.

**3.14) Eligibility of bidder:** Only Zimbabwe-based authorized suppliers/dealer of India-manufactured vehicles are eligible to participate in this tender. Further, the bidding companies should have minimum 3 years' experience of supply/ dealership of such vehicles. Bidders must establish having completed at least one similar order of a value not less than **80% of the total value** OR two similar orders of a value not less than **50% of the total value** OR three similar orders of not less than **40% of the total value**. Further, the bidding company should establish Average Annual Financial turnover during the last last 3 years, ending 31st March of the previous financial year, of at least **30% of the total value/-**.

**3.15) Price details to be specified in Bid:**

The price shall be quoted CIF, up to Harare excluding any Customs and other Government duties or taxes(from India to Harare). Clearing and forwarding charges of all Ambulances, if any, should be included in the bid itself, but shown separately, as per the following format. All rates shall be quoted in US dollars.

<b>Sl. No.</b>	<b>Description of item</b>	<b>Quantity</b>	<b>Rate per unit (In USD both in figures and in words)</b>	<b>Total price (In USD both in figures and in words)</b>
1.	Ambulances with minimum specifications as given above	10 Nos.		

2.	Clearing, Port Charges ( as per actuals)			
3.	Clearing, Port Charges ( as per actuals)			
	<b>Total</b>			

**Note:** Only basic price (excluding taxes and duties) should be quoted against serial number 1 and 2, Clearing, Port charges and port handling charges should be mentioned at Sr. no. 3 & 4, shall be included in the bid itself.

**3.16) Evaluation of all bids and announcement of successful bidder:**

The bid will be opened on \_\_\_\_\_ at 1500 hrs. at Embassy of India, Harare. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of representatives of any bidder. The name of successful bidder will be announced at the same time. If there is any doubt about the bid process, the concerned bidder should give his/her representation in writing on the same day. No such representation will be considered later.

**3.17) Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:

3.17.1) All the Technical Bids will be opened first. Bids that are not compliant with all the eligibility and qualifying requirements of the RFP will be discarded.

3.17.2) The financial bids of those bidders who pass the Technical Bid evaluation will be opened next. The successful bidder will be decided on the basis of the lowest price quoted, as per the Price Format specified earlier.

#### **4. Terms & Conditions after selection of successful bidder (henceforth 'Supplier')**

**4.1)Delivery Period:** The Supplier shall be required to deliver all the Ambulances complete in all respects in ready to gift condition within 90 days from and including the date of the award of work. The period of delivery is not extendable. Buyer would be entitled to unilaterally cancel the Order in case items are not received within the stipulated delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer.

**4.2)Delivery delayed charges:** In case of delay in delivery of Ambulances by the stipulated date, the supplier shall be liable to pay delayed charges @ 0.1% of the value of supply order for each day of delay- subject to maximum of 10% of contract amount.

**4.3)Signing of Agreement:** An Agreement will be signed between the Buyer and Supplier, as per format specified in Appendix-A.

**4.4)Exemption from Government Levies:** As the Ambulances are being procured for donation from Government of India to Government of Zimbabwe, they shall not attract any duties or taxes levied by Government of Zimbabwe. Embassy of India, Harare, shall issue necessary letter to the concerned tax authorities Zimbabwe regarding exemption from taxes and duties. The supplier shall submit original invoice and details of chassis number and engine number of all Ambulance well in advance to obtain necessary tax exemption from the relevant authorities of Government of Zimbabwe.

**4.5)Manufacturer’s Warranty:** The Supplier shall provide warranty of Ambulances against manufacturing defects and free services throughout Zimbabwe for a period of two years or 1,00,000 km whichever is later. The Supplier shall have authorized service provider in Zimbabwe.

**4.6)Technical documentation to be provided along with the Ambulances:** Standard documents accompanying the Vehicle i.e Detailed User Manual, Warranty Certificate, etc.

**4.7)Pre-delivery Inspection:** The Supplier shall conduct pre-delivery inspection of Ambulances and remove all mechanical, electrical, and physical defects, if any, before delivery of all Ambulances to the Buyer. The Supplier shall submit the PreInspection Report of the company along with the original documents before claiming the payment.

**4.8)Inspection by the Buyer:** The Embassy of India, Harare, shall also undertake physical inspection of all Ambulances at Harare (after arrival of Ambulances at Harare), through its representatives before taking their delivery. This shall, however, not be treated as discharge of the responsibility of Supplier for pre-delivery inspection of Ambulances.

**4.9)Payment:** Payment of basic cost of Ambulances shall be made by US\$ bank transfer in favor of the Supplier, after satisfactory delivery of Ambulances to the Buyer.

**4.10) Affixing of stickers/Logos:** The Supplier shall rivet the following text and Logo on the all ambulances supplied:

Description	Size
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<p>1. Round shaped Logo with slanting flags of Zimbabwe and India in cross with the text “Zimbabwe Bharat Sahyog” and “Zimbabwe India Cooperation” as per specifications given by the Embassy of India. On front and rear side</p> <p>On both sides</p>	<p><b>15” diameter</b> <b>21” diameter</b></p>
<p><b>Text ‘ Gifted by Government of India’</b></p> <p>On both sides</p>	<p><b>11’ x 8” inches</b></p>

**4.11) Performance Bank Guarantee:** The successful bidder will submit, within 30 days from receipt of supply order, a PBG equivalent to 10% of the order value. This Bank Guarantee should remain valid till the Warranty period of the vehicles is over.

**APPENDIX-A**

**AGREEMENT FOR SUPPLY OF 10 AMBULANCES TO EMBASSY OF INDIA, HARARE (ZIMBABWE)**

**1. THIS AGREEMENT** is made on the day.....2019 between **Embassy of India, Harare, Zimbabwe** (hereinafter referred to as "**the Buyer**") of the one part and..... hereinafter called "**the Supplier**") of the other part.

**2.** WHEREAS the Buyer is desirous of procurement of 10 units, of Ambulances vehicles for gifting to Ministry of Health, Government of Zimbabwe in accordance with all the requirements as set out in the contract.

**3.** AND WHEREAS the Supplier has submitted bid and the Buyer has accepted the bid submitted by Supplier for the total amount of **US\$ (approx INR only)** towards basic price of (10 Ambulances) of [details of the exact make and model specified in the winning bid]. No extra amount will be paid for cost of logos/stickers etc. to be affixed on the Ambulances.

**4.** The whole supply comprised in this Agreement shall be completed within 90 days from placing of order. In case of delay in delivery of 10 Ambulances, by the stipulated date, the supplier shall be liable to pay delayed charges @ 0.1% of the value of supply order for each day of delay.

**5.** The Supplier shall provide warranty of Ambulance against manufacturing defects and free services throughout Zimbabwe for a period of two years or 1,00,000 km whichever is later. The Supplier shall have authorized service provider in Zimbabwe.

**6.** The successful bidder shall conduct pre-delivery inspection of Ambulances vehicles and remove all mechanical, electrical, and physical defects, if any, before delivery of all Ambulance vehicles to the Embassy of India. The bidder shall submit the Pre-Inspection Report of the company along with original documents before claiming the payment.

**7.** The Embassy of India, Harare, shall also undertake physical inspection of all Ambulances through its representatives before taking their delivery. This shall, however, not be treated as discharge of the responsibility of suppliers for pre-delivery inspection of Ambulances.

**8.** Payment of cost of 10 Ambulances shall be made through Bank transfer in favour of the manufacturer, payable in India / Harare by Embassy of India,

Harare Zimbabwe after satisfactory delivery of 10 Ambulances vehicles to the Embassy of India.

**9.** In this agreement words and expressions shall have the same meaning as are respectively assigned to them in RFP No. \_\_\_\_\_ dated \_\_\_\_\_ issued by the Buyer.

**10.** The following documents shall be annexed to this Agreement, and shall form part thereof;

- a. RFP No. \_\_\_\_\_ dated \_\_\_\_\_ issued by Buyer
- b. Bid dated \_\_\_\_\_ submitted by Supplier

The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies the terms and conditions specified in the RFP shall be final.

**11.** In consideration of the payment to be made by the buyer to the supplier as hereinafter mentioned, the supplier hereby covenants with the buyer to deliver, complete and maintain all 10 Ambulance in conformity in all respects with the provisions of the Agreement.

**12.** The Buyer hereby covenants to pay the Supplier in consideration of the supply, delivery and maintenance, the price at the time and in the manner prescribed by the Agreement.

**13.** Disputes of any kind arising out of supply, acceptance, warranty, maintenance etc. shall be referred by either Buyer or Bidder/Supplier, after issuance of 30 (Thirty) days notice in writing to the other party, to a single arbitrator acceptable to both the parties. The applicable arbitration law/norms of Zimbabwe/India shall apply to the arbitration proceedings.

**IN WITNESS WHEREOF** the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day month and year first above written.

Signed on \_\_\_(date)\_\_\_\_\_ at Harare by :

For and on behalf of  
Embassy of India of India

For and on behalf of

**Second Secretary (Head of Chancery)**

**(Buyer)**

**(Supplier)**

**Witnesses:**

1.

2.