

**Hindustan Latex Family Planning Promotion Trust  
(HLFPPT)**

**Request for Proposal (RFP)**

**Ref: HLPPT/CSR/ATHC/YESHWANTHPUR/BLR/2016-17/01**

*for*

Aluminium Partition Work

at

HLFPPT's Healthcare Centre at

D Devaraj Urs Truck Terminal (DDUTL), Industrial Suburb, IInd Stage,  
Yeshwantpur, Bengaluru -560 022, Karnataka



**Hindustan Latex Family Planning Promotion Trust**

(A Trust Promoted by HLL Lifecare Ltd.)

**HO:** B-14 A, Sector-62,

Gautam Budh Nagar, Noida, Uttar Pradesh - 201 307

**T:** +91 120-4231060/1

**E:** [csr@hlppt.org](mailto:csr@hlppt.org)

**W:** [www.hlppt.org](http://www.hlppt.org)

**December 15, 2016**

## REQUEST FOR PROPOSAL

Hindustan Latex Family Planning Promotion Trust (HLFPPT), B14-A, Sector-62, Noida-201307 (U.P.), is inviting proposals from qualified firms/individuals (hereinafter bidder) for “**Aluminium Partition Work**” at its Healthcare Centre at **D Devaraj Urs Truck Terminal (DDUTL), Industrial Suburb, IInd Stage, Yeshwantpur, Bengaluru -560 022, Karnataka**. Interested bidders are requested to respond to this Request for Proposal (RFP) with their detailed Technical and Financial Bid in the specified formats.

RFP No.	Name of work & Location	Completion Period	Date of issue of RFP	Last date of receiving Proposal (at HLFPPT Bengaluru Office)
HLFPPT/CS R/ATHC/YESHWANT HPUR/BLR/2016-17/01	Aluminium Partition Work at HLFPPT’s Healthcare Centre at D Devaraj Urs Truck Terminal (DDUTL), Industrial Suburb, IInd Stage, Yeshwantpur, Bengaluru -560 022, Karnataka	Within 2 weeks from the date of award of Work Order	15.12.2016	21.12.2016 at 18.00 Hrs.

The interested bidder should download the complete set of Request for Proposal (RFP) document comprising Annexure A (1 & 2) and Annexure B from HLFPPT website ([www.hlfppt.org](http://www.hlfppt.org)) or collect the same in person from our local representative Mr Rajakumar K M ([rajakumarkm@hlfppt.org](mailto:rajakumarkm@hlfppt.org), M: 81509 12748, 97311 83722) from our Bengaluru office at “**Keshava Terminal**” C-125, First & Second Floor D. Devaraj Urs Truck Terminal (DDUTT) Yeswanthpur Industrial Suburb, 2<sup>nd</sup> Stage, Bengaluru - 560 022 on any working day after the RFP issue date mentioned above.

Prospective bidders are advised to fill, sign and submit hard copies of the bid [Technical Bid - Annexure A (1 & 2) and Financial Bid - Annexure B] in two separate sealed envelopes and then both envelopes enclosed in a sealed master envelope) superscripted “**Proposal for Aluminium Partition Work at HLFPPT’s Healthcare Centre at D Devaraj Urs Truck Terminal (DDUTL), Industrial Suburb, IInd Stage, Yeshwantpur, Bengaluru -560 022**” to the following address **on or before 6 pm of 21<sup>st</sup> December 2016:**

### Bengaluru Office Address:

**Mr. Sudhir Kumar, Manager - SCM & Admin**

Hindustan Latex Family Planning Promotion Trust (HLFPPT)  
Keshava Terminal” C-125, First & Second Floor D. Devaraj Urs  
Truck Terminal (DDUTT) Yeswanthpur Industrial Suburb, 2nd  
Stage, Bengaluru - 560 022

M: +91 9582590776: E: [sukumar@hlfppt.org](mailto:sukumar@hlfppt.org)

## 1. Scope of Work

The detailed description of work, hereinafter referred as 'work', is given below:

Item no.	Description of work	UoM	Qty
1	<b>Aluminum Partition</b> <b>Size &amp; Specifications:</b> 1.25 mm with 5 mm pinhead glass; Novapan board 12 mm Incl. of labour, materials, transportation and installation	Sqft	1000 to 1600 square feet (approx)

## 2. General Quality of Work

The work shall have to be executed in accordance with the technical specifications specified in the Scope of Work and shall have to meet high standards of materials, workmanship, safety and security of workmen and works.

## 3. Insurance

The labour casualty must be insured (accident/injury) by the bidder.

## 4. One bid per bidder

No bidder shall be entitled to submit more than one bid whether jointly or severally. If s/he does so, all bids wherein the bidder has participated shall stand disqualified.

## 5. Cost of submitting bid

The bidder shall bear all costs associated with the preparation and submission of her/his bid.

## 6. Site Visit and examination of works

The bidder is advised to visit and inspect the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for the work. All costs in respect of site visits and examination of work shall have to be borne by the bidder. For site visit, please contact our local representative Mr Rajakumar K M ([rajakumarkm@hlfppt.org](mailto:rajakumarkm@hlfppt.org), M: 81509 12748, 97311 83722).

## 7. Bid Evaluation Criteria

1. The RFP shall be evaluated strictly based on the substantive information / credentials / documentary evidence submitted by the bidders.

### Technical Bid Evaluation Criteria

All of the following technical criteria's are to be mandatorily fulfilled by the bidder for qualifying in the Technical Bid.

- o Criteria 1: The bidder must have PAN
- o Criteria 2: The bidder must have a Bank Account
- o Criteria 3: Experience Certificate/Work Order of similar work done (enclose copies of min 1 work order). Enclose photos of the work done (if available)

### Financial Bid Evaluation Criteria

Financial bids of only those bidders will be opened who fulfill the Technical Bid evaluation criteria mentioned above.

**i. Final selection of the bidder would be done on the basis of evaluation technical and financial bid scores.**

HLFPPT has the right to further negotiate with the lowest bidder.

HLFPPT reserves the right to accept or reject any bid, accepting the bid for the whole work or for a distinct part of it, and to annul the bidding process and reject all the bids at any time prior to contract award, without incurring any liability.

**8. Language**

The bid as well as all correspondence and documents relating to the RFP exchanged by the bidder and HLFPPPT shall be in English.

**9. Bid**

- a. All the documents/ information enclosed with the bid should be **self-attested** by the bidder.
- b. The bidder shall have to quote unit rate item wise in absolute amount.
- c. The bidder shall have to quote rates inclusive of all duties, taxes, royalties, other levies, etc. to complete the aluminium partition work; and HLFPPPT shall not be liable for the failure of the bidder to take the same into consideration.

**10. Submission of Bid**

- a. The bidder is required to submit bid duly signed in Envelop in physical form in the following two parts:
  - i. Part 1- this shall be known as **Envelope A - Technical Bid** and contain all required information and enclosures as per details given in the Annexure A(1) and Annexure A(2).
  - ii. Part 2 - This shall be known as **Envelope B - Financial Bid** and contain financial offer in the prescribed format enclosed as Annexure B.
- b. Bids received through FAX/E-mail or received late due to postal or courier delay etc will not be accepted. The bidder has to ensure the receipt of the bid by HLFPPPT well in time before due date.
- c. Any attempt by the bidder to influence HLFPPPT in the evaluation of the bid or contract award decisions may result in the rejection of her/his bid.

**11. Award of Contract**

HLFPPT shall notify the successful bidder by issuing a 'Work Order' (WO) that her/his bid has been accepted.

**12. Release of Work Order**

- a. The successful bidder shall receive Work Order within 7 days after final negotiation.
- b. The acceptance of the Work Order shall be reckoned as intimation to commencement of work. No separate work order shall be issued by HLFPPPT to the bidder for commencement of work.
- c. The date of acceptance of Work Order will be considered as the date of Start of the Work.
- d. The work should be completed within the specified time limit as given in the Request for Proposal.

### 13. Monitoring of Execution

HLFPPT Team and concerned stakeholders will monitor the quality of work on time to time basis. Bidder need to follow their advise and instructions as per site conditions and scope of work strictly.

### 14. Key Dates

We strictly advise you to follow the time schedule of the Request for Proposal and the proposed tasks and responsibilities. The key dates are:

Sr. No.	Stage	Date
1.	Last date of Receiving bids at HLFPPPT Bengaluru Office	21-12-2016
2.	No of weeks to complete the Work after receiving the Work Order	Within 2 Weeks of Award of Work

### 15. Checklist: Your Bid should include:

- a) Annexure A1 (along with copies as mentioned in the Annexure A1)
- b) Annexure A2 and
- c) Annexure B

All documents should be self attested with seal (if any)

### 16. Payment Terms

1. TDS will be deducted as per applicable income tax law and State Sales Tax Law. Verification of the work will be done as per the work order before release of the payment to the Bidder.
2. All the payments will be released only after physical verification and confirmation by HLFPPPT's Team.
3. Payment will be released through account payee Cheque / NEFT / RTGS after satisfactory completion of work and as per schedule below and upon receipt of proper invoice of the Bidder:

Sr. No.	Satisfactory completion of work (Percent)	Payment (Percent of total contract amount )
1	50%work	40% payment release
2	Balance 50% work	Balance 60% payment release

**ON THE LETTER HEAD OF BIDDER**

To  
Mr. Sudhir Kumar, Manager - SCM & Admin  
Hindustan Latex Family Planning Promotion Trust (HLFPPT)  
B-14A, Second Floor, Sector-62  
Gautam Budh Nagar, Noida-201307

**Annexure A (1)**  
**(To be contained in Envelope A)**

**Bidder/Firm Details - Technical Format**

Ref: RFP - Aluminium Partition Work  
at HLFPPT's Healthcare Centre at D Devaraj Urs Truck Terminal (DDUTL), Industrial  
Suburb, IInd Stage, Yeshwantpur, Bengaluru -560 022, Karnataka

Sr. No.	Particulars	Details
1.	Name of Organization/Individual/ Proprietary Firm/Entity of Organization (Registered under Partnership Act)/Limited Company (Registered under the Companies Act2013) (mandatory)	
2.	Bank Account Details <b>(mandatory)</b>	A/c No: A/c Type: Bank Name: Branch Name: IFSC Code:  (Cancelled cheque will be required from successful bidder)
3.	PAN <b>(mandatory)</b>	No. _____ (Copy enclosed)
4.	Sales Tax No/Service Tax No (if available)	Registration No. _____ Valid till date _____ (Copy enclosed)
5.	Experience of Similar <b>(mandatory, atleast 1 Work Order/Experience Certificate)</b>	(copy of minimum 1 work order or experience certificate to be enclosed). Enclose photos, if available
<b>Details of Authorized Representative</b>		

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
6.	Name	
7.	Designation	
8.	Address for communication	
9.	Telephone No with STD Code	
10.	Mobile Number	
11.	E-mail	

Note: *In case of partnership firm and limited company certified copy of partnership deed/ Articles of Association and Memorandum of Association along with registration certificate of the company shall have to be enclosed.*

**Signature of Bidder with Seal**

Date: \_\_\_\_\_

**ON THE LETTER HEAD OF BIDDER**

To  
Mr. Sudhir Kumar, Manager – SCM & Admin  
Hindustan Latex Family Planning Promotion Trust (HLFPPT)  
B-14A, Second Floor, Sector-62  
Gautam Budh Nagar , Noida-201307

**Annexure - A (2)**  
**(To be contained in Envelope A)**

**Undertaking from Bidder**

Ref: RFP - Aluminium Partition Work  
at HLFPPT's Healthcare Centre at D Devaraj Urs Truck Terminal (DDUTL), Industrial  
Suburb, IInd Stage, Yeshwantpur, Bengaluru -560 022, Karnataka

In response to the RFP, we have submitted our technical & financial bids for "Aluminium Partition Work at HLFPPT's Healthcare Centre at D Devaraj Urs Truck Terminal (DDUTL), Industrial Suburb, IInd Stage, Yeshwantpur, Bengaluru -560 022, Karnataka" at your office Hindustan Latex Family Planning Promotion Trust (HLFPPT) B-14A, Second Floor, Sector-62 Gautam Budh Nagar, Noida-201 307. In connection with the above bids, we hereby declare as under:

- i. That we are neither related to any of your Trustees, Officers and other employees, nor do we have any financial, commercial or other interests with any of the above persons in any capacity whatsoever.
- ii. That we have submitted the bids in the name of M/s.....and declare that no other bids have been submitted by us in the name of any other firms/companies/proprietors/individuals which comes under the same management and related parties.
- iii. We hereby undertakes that in case of any violations to the above declarations at any stage of the contract, HLFPPT reserves the sole right to cancel the contract and recover the full value of the contract from us.

For and on behalf of .....

(Authorized Signatory with company seal /Stamp)



**ON THE LETTER HEAD OF BIDDER**

To  
Mr. Sudhir Kumar, Manager - SCM & Admin  
Hindustan Latex Family Planning Promotion Trust (HLFPPT)  
B-14A, Second Floor, Sector-62  
GautambudhNagar , Noida-201307

**Annexure B  
(To be contained in Envelope B)**

**Financial Bid Format**

Ref: RFP - Aluminium Partition Work  
at HLFPPT's Healthcare Centre at D Devaraj Urs Truck Terminal (DDUTL), Industrial  
Suburb, IInd Stage, Yeshwantpur, Bengaluru -560 022, Karnataka

<b>Item no.</b>	<b>Description of work</b>	<b>Rate per Square Feet (Rs)</b>
<b>1</b>	<b>Aluminum Partition</b> <b>Size &amp; Specifications:</b> 1.25 mm with 5 mm pinhead glass; Novapan board 12 mm Incl. of labour, materials, transportation and installation	
	Total	
	Taxes (if any)	
	<b>Grand Total</b>	

Scope of Work: 1000 to 1600 square feet (approx)

**Signature Bidder of with Seal**

Date: \_\_\_\_\_