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

**Request for Proposal (RFP)**

**Ref: HLFPPT/MP/2016/6**

***for***

**“Supply and Installation of Children Play Equipment”** in the campus of Shaskiya Kanya Madhyamik Vidyalaya

Village Sangakheda Kalan, Babai Block

Hoshangabad, MP

**THE COMPLETE RFP DOCUMENT CONSISTS OF THE FOLLOWING:**

**Section - I (Notice Inviting Bid)**

**Section -II (Instruction to Bidder)**

**Section -III (Scope of Work)**

**Section -IV (Terms and Conditions)**

**Section-V (Evaluation Process)**

**Section-VI (Key Dates)**

**Section-VII (Payment Terms)**

**Annexure: Technical and Financial Bid Receiving Formats**

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**Hindustan Latex Family Planning Promotion Trust**

(A Trust Promoted by HLL Lifecare Ltd.)

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

Gautam Budh Nagar, Noida, Uttar Pradesh – 201307

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

**E:** csr@hlfppt.org

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

**June 16, 2016**

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# Section I: Notice Inviting Bid

**Hindustan Latex Family Planning Promotion Trust (HLFPPT),** B14-A, Second Sector-62, Noida-201307 (U.P.) is inviting Item Rate Tenders from eligible contractors/firms (hereinafter Bidders) for **“Supply and Installation of Children Play Equipment”** in the campus of Shaskiya Kanya Madhyamik Vidyalaya at village Sangakheda Kalan, Block - Babai, District - Hoshangabad, Madhya Pradesh”. Interested bidders are requested to respond to this Request for Proposal (RFP) with 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 Office) |
| HLFPPT/ MP/  2016/6 | “Supply and Installation of Children Play Equipment” in the campus of Shaskiya Kanya Madhyamik Vidyalaya, Village- Sangakheda Kalan, Block -Babai , Hoshangabad, MP | 2  Weeks from the date of Work Order | 16.06.2016 | 22.06.2016 at  18.00 Hrs. |

The interested bidder should download the complete set of Request for Proposal (RFP) document comprising Section I, II, III, IV and V from HLFPPT website (www.hlfppt.org) or collect the same in person from the office of **HLFPPT, B-14A, Second Floor, Sector-62, Noida-201307 or collect the same from Mr Manish Singh (M: 08273792897), our local representative in Hoshangabad, Madhya Pradesh**, on any working day after the Tender issue date mentioned above.

Prospective bidders are advised to fill, sign and submit hard copies of the bid (Technical Bid – Annexure A and Financial Bid - Annexure B) in two separate sealed envelopes and enclose the two separate envelopes in a master envelop superscripted **“Supply and Installation of Children Play Equipment”** to the following address as per the timeline mentioned in the Notice Inviting Tender 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  T: +91 120-4231060/1; F: +91 120-4231065  M: +91 9582590776: E: [sukumar@hlfppt.org](mailto:sukumar@hlfppt.org) |

# Section II: Instruction to Bidders

## A. GENERAL

1. **Scope of Bid**

The detailed description of work, hereinafter referred as ‘work’, is given in the Section III - Scope of Work.

1. **General Quality of Work**

The work shall have to be executed in accordance with the technical specifications specified in the RFP and shall have to meet high standards of materials, workmanship, safety and security of workmen and works. All laborers and mechanics employed by bidder in performance of this work shall be paid wages at rates as may be required by law.

1. **Insurance**

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

1. **One Bid Per Bidder**
2. The bidder can be an individual, an entity or a joint venture. 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.
3. No bidder shall be entitled to submit more than one bid for “**Proposal for supply and installation of children play equipment”** in Shaskiya Kanya Madhyamik Vidyalaya, Village Sangakheda Kalan, Hoshangabad, MP whether jointly or severally. If he does so, all bids wherein the bidder has participated shall stand disqualified.
4. **Cost of Bidding**

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

1. **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 civil renovation work. All costs in this respect shall have to be borne by the bidder.

1. **Eligibility Criteria**

The bidder is advised to have following legal documents:

1. The Bidder must have PAN
2. Bidder must supply registration number with Sales Tax/Service Tax Authorities, (if any). Proof to be enclosed.
3. The bidder must have average annual turnover of preceding 3 years of Rs 5 lacs or more. CA certificate or audited profit and loss account of last 3 years [FY 12-13; FY 13-14; and FY 14-15] should be attached with Technical bid.

## B. BID DOCUMENTS

1. **Content of bid documents**

The Bid Document comprises of the following documents:

* + Technical Bid (Annexure - A)
  + Financial Bid (Annexure – B)
  + Undertaking from Bidders (Annexure – C)

1. The bidder is expected to examine carefully all instructions, conditions of RFP in the Bid Document. Bidder shall be solely responsible for his failure to do so.
2. **Queries**

Any prospective bidder may raise his queries and/or seek clarifications in writing as mentioned in the RFP. HLFPPT may at its option, give such clarifications as are felt necessary.

## C. PREPARATION OF BID

The bidders have to prepare their bids and submit their signed bids in sealed envelope as per the time schedule mentioned in the RFP.

1. **Documents comprising the bid**

The bid submitted by the bidder shall be in the following parts:

1. Part 1- this shall be known as **Envelope A – Technical Bid** and contain all required information as per details given in the Annexure A. Please label the Envelope A as **“Technical Bid - Proposal for supply and installation of children play equipment”**
2. Part 2 – This shall be known as **Envelope B** **– Financial Bid** and contain financial offer in the prescribed format enclosed as Annexure B. Annexure C (Undertaking from Bidders) should also be enclosed with Financial bid in Envelope B. Please label the Envelope B as **“Financial Bid - Proposal for supply and installation of children play equipment”**
3. **Language**

The bid as well as all correspondence and documents relating to the bid exchanged by the Bidder and HLFPPT shall be in English.

1. **Technical Bid**
2. All the documents/information enclosed with the Technical Bid should be self-attested and certified by the bidder.
3. The pages of the Technical Bid should be duly numbered and indexed, otherwise it will not be considered for evaluation.
4. **Financial Bid** 
   1. The bidder shall have to quote rates in Annexure B item wise in absolute amount.
   2. The bidder shall have to quote rates inclusive of all duties, taxes, royalties and other levies; and HLFPPT shall not be liable for the failure of the bidder to take the same into consideration.
   3. The rate shall be quoted in figures as well as in words. If any difference in figures and words is found, lower of the two shall be taken as valid and correct.

## D. SUBMISSION OF BID

1. The bidder is required to submit bid duly signed in Envelop ‘A’ and Envelop ‘B’ in physical form also at the place prescribed in the RFP.
2. The Envelope A & Envelope B should be enclosed in a master envelop superscripted *“Proposal for supply and installation of children play equipmen*t”in Shaskiya Kanya Madhyamik Vidyalaya, Village Sangakheda Kalan, Hoshangabad, MP
3. The quotation received through FAX/E-mail or received late due to postal or courier delay etc will not be accepted. The bidder have to ensure the receipt of bids by HLFPPT well in time before due date.
4. Confidentiality
   1. Information relating to examination, evaluation, comparison and recommendation of contract award shall not be disclosed to or any other person not officially concerned with such process until final decision on the bid.
   2. Any attempt by bidder to influence HLFPPT in the evaluation of the bids or contract award decisions may result in the rejection of his bid.

## E. AWARD OF CONTRACT

HLFPPT shall notify the successful Bidder by issuing a ‘Work Order’ (WO) that his bid has been accepted.

## F. RELEASE OF WORK ORDER

* 1. The successful Bidder shall receive work order within 7 days after final negotiation.
  2. Acceptance of Work Order shall be reckoned as intimation to commencement of work. No separate work order shall be issued by HLFPPT to the Bidder for commencement of work.
  3. The date of acceptance of Work Order will be considered as the date of Start of the Work.
  4. The work should be completed within the specified time limit given in the RFP.

## G. MONITORING OF EXECUTION

HLFPPT Team and Concerned Government officials will monitor the quality of work on time to time basis. Bidder needs to follow their advise and instructions as per site conditions and scope of work strictly.

# Section III: Scope of Work

The scope of work includes supply and installation of play equipments. This is inclusive of Transportation & Installation, including all fabrication, civil work, materials and labour.

**Required Items with specifications are mention below table:**

| **Sl. No.** | **Particular** | **Specifications** |
| --- | --- | --- |
| 1 | SEE-SAW DOUBLE (2 SEATER)  6.5FT x 1.5 FT (H) | **The MS Pipes and Tubes to be used should be of:**  76mm o/d, 60 mmo/d, 48mm o/d, 42mm o/d, 32mm o/d, 25mm o/d, 19 mmo/d;  **Rectangular Sections should be of:**  4”x 2”, 2”x2”, 2”x1”, 1”x1”  **Angles should be of:**  40 mm x 5mm, 35 mm x 5 mm, 25 mm x 3 mm  Flats should be of:  35 mm x 5 mm, 25 mm x 5 mm  **Paint::**  Items should be painted with ROX and subsequently with enamel paint |
| 2 | SWING – CIRCULAR  5FT x 6FT |
| 3 | RAINBOW LADDER  8FT x 8FT |
| 4 | SLIDE  8 FT (L) x 5 FT (H) |

Play Equipment Features & Safety Aspects:

1. The play equipment must be for children aged 6 to 14 years with a primary focus on children aged 6 to 10 years.
2. All play system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of child health and safety.
3. Play equipment shall safely fit in the playground area as per site conditions.

# Section IV: Terms & Conditions

1. HLFPPT carries the right to accept or reject any bid and to cancel the bidding process and reject all quotation at any time prior to the award of contract.
2. HLFPPT carries the right to negotiate with the bidder while awarding the contract.
3. The successful bidder will ensure safety of its tools, manpower and materials supplied till the work is completed.
4. Bidder will ensure all legal compliance with respect to the safety of the equipment supplied
5. All tools and equipment required to install play equipment shall be arranged by the bidder.
6. The timeline for completion of the work is specified in the notice inviting tenders. The bidder has to strictly adhere to the timeline of completion.
7. The bidder has to conduct a post installation inspection of equipment upon completion to insure the proper installation of the equipment. If not properly installed, modifications must be submitted in writing to the HLFPPT and remedied immediately.

# Section V: Evaluation Process & Criteria

* 1. The RFP shall be evaluated strictly based on the substantive information / credentials / documentary evidence submitted by the agencies.
  2. Atleast 70% marks are required to pass the Technical Bid.
  3. Final selection of the agencies would be done on the basis of combined weightage as follows:  **Technical Bid (70%) and Financial Bid (30% )**
  4. Envelope ‘A’ containing the Technical Bid (Anne**xure A) shall be opened first and its contents** shall be checked. In cases Envelop ‘A’ does not contain all requisite documents, such bid shall be treated as non-responsive, and Envelop ‘B’ containing the Financial Bid (Annexure B) shall not be opened. Also, Envelop ‘B’ of bidders who are not qualified in Technical Bid ie does not obtain atleast 70% marks shall not be opened.
  5. After this, Envelop ‘B’ of all responsive bids shall be opened and shall be compared to determine the lowest bidder. HLFPPT shall have freedom to choose and negotiate after opening of the Envelop ‘B’.
  6. 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.
  7. Bidder will be evaluated on the following technical criteria

1. Years of Experience (Registration date and year with appropriate authority)
2. Number of Similar projects handled(work order of the same to be enclosed)
3. Average annual turnover of immediately preceding last three years.

(CA certificate or audited profit and loss account of last 3 years [FY 12-13; FY 13-14; and FY 14-15] should be attached with Technical bid for proof of the same)

# Section VI: Key Dates

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

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Stage** | **Date** |
|  | Release of RFP | 16-06-2016 |
|  | Last date of receiving any queries | 18-06-2016 |
|  | Last date of Receiving filled-in-Bid at HLFPPT Noida Office | 22-06-2016 |
|  | No of days to complete the Work after receiving the Work Order | 2 weeks |

# Section VII: Payment Terms

1. Payment will be released through Cheque/NEFT/RTGS within 30 days of receiving of bills along-with all supporting documents. Before payment, the work done will be certified to be satisfactorily completed by HLFPPT appointed authority.
2. 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.
3. HLFPPT shall without prejudice to its other remedies under the contract, deduct from the Contract Price, as Liquidated Damages a sum equivalent to 2.5% of the price of agreed unperformed Services or for delay of each day until actual delivery or performance, up to a maximum deduction of 20% of the contract Price.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |
| --- |
| Annexure: Technical and Financial Bid Receiving Formats |

**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**

**Bidder/Firm Details**

**Technical Format – Supply & Installation of Play Equipment**

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

| **Sr. No.** | **Particulars** | **Details** |
| --- | --- | --- |
|  | Name of Organization/Individual/ Proprietary Firm/Entity of Organization (Registered under Partnership Act)/Limited Company (Registered under the Companies Act2013) |  |
|  | Registration number issued by Govt. Authorities (State/central) | Registration No. \_\_\_\_\_\_\_\_\_  Valid till date\_\_\_\_\_  (Copy enclosed) |
|  | PAN | No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Copy enclosed) |
|  | Sales Tax No/Service Tax No | Registration No. \_\_\_\_\_\_\_\_\_  Valid till date\_\_\_\_\_  (Copy enclosed) |
|  | Experience of Similar work | (copy of work orders to be enclosed) |
|  | Turnover for last 3 years | (copy of Audited Profit & loss statement or CA certificate to be enclosed) |
|  | **Details of Authorized Representative** | |
|  | Name |  |
|  | Designation |  |
|  | Address for communication |  |
|  | Telephone No with STD Code |  |
|  | Mobile Number |  |
|  | 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

GautambudhNagar , Noida-201307

**Annexure B**

**Financial Format – Supply & Installation of Play Equipment**

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

| **Sl. No.** | **Particular** | **Unit Price (Rs.)** |
| --- | --- | --- |
| 1 | SEE-SAW DOUBLE (2 SEATER)  6.5FT x 1.5 FT (H) |  |
| 2 | SWING – CIRCULAR  5FT x 6FT |  |
| 3 | RAINBOW LADDER  8FT x 8FT |  |
| 4 | SLIDE  8 FT (L) x 5 FT (H) |  |
|  | Total |  |
|  | Taxes (if any) |  |
|  | **Grand Total**  This is inclusive of Transportation & Installation, including all fabrication, civil work, materials and labour. |  |
|  | **Technical Specifications:**  **The MS Pipes and Tubes to be used should be of:**  76 mm o/d, 60 mm o/d, 48 mm o/d, 42 mm o/d, 32 mm o/d, 25 mm o/d, 19 mm o/d;  **Rectangular Sections should be of:**  4”x 2”, 2”x2”, 2”x1”, 1”x1”  **Angles should be of:**  40 mm x 5mm, 35 mm x 5 mm, 25 mm x 3 mm  **Flats should be of:**  35 mm x 5 mm, 25 mm x 5 mm  **Paint:**  Items should be painted with ROX and subsequently with enamel paint | |

**Signature Bidder of 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 - C**

**Undertaking from Bidder** **– Supply & Installation of Play Equipment**

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

In response to the RFP, we have submitted our technical & financial bids on **‘Supply of Play Equipments and Installation at Shaskiya Kanya Madhyamik Vidyalaya, Sangakheda Kalan, Babai Block Hoshangabad MP**’at your office Hindustan Latex Family Planning Promotion Trust (HLFPPT) B-14A, Second Floor, Sector-62 Gautambudh Nagar, Noida-201307. In connection with the above bids, we hereby declare as under:

* + 1. 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.
    2. 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.
    3. 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)