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

**Request for Proposal (RFP)**

**Ref: HLFPPT/MP/2016/2**

***for***

Civil Work in

Shashkiya 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 (Evaluation Process)**

**Section-V (Key Dates)**

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**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 – 201307

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

**E:** csr@hlfppt.org

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**April 5, 2016**

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# Section I: Notice Inviting Bid

**NOTICE INVITING TENDER**

**Hindustan Latex Family Planning Promotion Trust (HLFPPT),** B14-A, Sector-62, Noida-201307 (U.P.) invites Item Rate Tenders from eligible contractors/firms for the following work:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RFP****No.** | **Name of work & Location** | **Completion Period** | **Date of issue of RFP** | **Last date of receiving Proposal**(at HLFPPT Office) |
| HLFPPT/ MP/2016/2 | Civil Work in Shashkiya Kanya Madhyamik Vidyalaya, village Sangakheda Kalan, Babai Block, Hoshangabad, MP | 6Weeks | 05.04.2016  | 18.04.2016 at18.00 Hrs. |

Hindustan Latex Family Planning Promotion Trust (HLFPPT) is inviting bids from qualified civil contractors (hereinafter Bidders) for Civil Work in Shashkiya 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.

The interested applicant contractors/firms 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 Amit Vidyarthi (09407433959), 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 **“Proposal for Civil Work in Shashkiya Kanya Madhyamik Vidyalaya, village Sangakheda Kalan, Hoshangabad, MP**” to the following address **on or before 6 pm of 18th April 2016 to:**

|  |
| --- |
| **Mr Awanish Awasthi,** Admin & Legal Officer Hindustan Latex Family Planning Promotion Trust (HLFPPT)B-14A, Second Floor, Sector-62Gautambudh Nagar , Noida-201307**T:** +91 120-4231060/1; F: +91 120-4231065**M:** +91 9711991604: E: aawasthi@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 Bill of Quantity, and shall have to meet high standards of materials, workmanship, safety and security of workmen and works.

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 Civil Work in Shashkiya 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).
3. Copy of Registration document issued by Madhya Pradesh Government/Nagar Palika/Public Work Department
4. The Bidder should have experience of successfully completed works during last 3 years meeting either of the following criteria given below:
* Three similar completed works each costing not less than the amount equal to Rs. 1 Lac **OR**
* Two similar completed works each costing not less than the amount equal to Rs. 1.5 Lac **OR**
* One similar completed work of costing not less than the amount equal to Rs. 3 Lac
1. The Bidder must have average annual turnover (of immediately preceding last three years) of Rs 3 lac. Filed Income Tax Returns/CA certificate/audited Balance Sheet of last three years should be enclosed with the technical bid for proof of the same.

## B. BID DOCUMENTS

1. **Content of bid documents**

The Bid Document comprises of the following documents:

* + Technical Bid (Annexure – A 1, A2 and A-3)
	+ Financial Bid (Annexure – B)
1. The bidder is expected to examine carefully all instructions, conditions of RFP, terms and conditions, specifications, bill of quantities and drawings (if any) 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 before the last date of receiving queries as mentioned in Section V – Key Dates. 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 envelopes as per the time schedule mentioned in the key dates of the Notice Inviting Tenders.

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.
2. Part 2 – This shall be known as **Envelope B** **– Financial Bid** and contain financial offer in the prescribed format enclosed as Annexure B.
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 NIT.
2. The Envelope A & Envelope B should be enclosed in a master envelop superscripted “*Proposal for Civil Work in Shashkiya 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. The accepting the 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 Section V - Key Dates.

## 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

1. Making drinking water stand as per design & specification size 13' length & 2' width complete in all respect with all related works such as RCC/brick work / tile finish granite top
2. Providing and laying CC pave blocks of 60mm thickness mold make over bed of stone dust complete in all respect with all edgings complete
3. Providing & laying rough chakra tiles 10 mm staircase complete in all respect
4. Inside Campus ground leveling work

# Section IV: Evaluation Process

* 1. Envelope ‘A’ containing the Technical Bid (Annexure A) shall be opened first at the time and date notified 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) of such bid shall not be opened. Also, Envelop ‘B’ of bidders who are not qualified in Technical Bid shall not be opened.
	2. Envelope ‘B’ shall be opened at the time and date notified in the RFP. After opening Envelop ‘B’ all responsive bids shall be compared to determine the lowest evaluated bid. HLFPPT shall have freedom to choose and negotiate after opening of the Envelop ‘B’.
	3. HLFPPT reserves the right to accept or reject any bid, and to annul the bidding process and reject all the bids at any time prior to contract award, without incurring any liability.
	4. Selection of Bidder would be done by the committee on the basis of Evaluation weighted:
* Technical 20%
* Financial 80%
	1. Bidder who will obtain 70% marks or more in Technical evaluation would be considered for opening of financial bids.
	2. Bidder will be evaluated on the following technical criteria
* Annual Turnover
* Past Experience of similar task (work order of the same to be enclosed)
* Clientele
	1. Award of contract shall be made to L1, the lowest bidder. In case, L1 is not able to deliver or disagrees, the order will go to L2, the 2nd lowest.
	2. Final Selection of the agencies would be done on the basis of total marks obtained in the Technical & Financial Evaluation.
	3. HLFPPT reserves the right of accepting the bid for the whole work or for a distinct part of it.

# Section V - 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 | 05-04-2016 |
|  | Last date of receiving any queries  | 08-04-2016 |
|  | Last date of Receiving filled-in-Bid at HLFPPT Noida Office | 18-04-2016 |
|  | Opening of Technical Bid (Envelope- A) | 19-04-2016 |
|  | Opening of Financial Bid (Envelope- B) | 19-04-2016 |
|  | Final negotiation | 21-04-2016 |
|  | Release of work order | 27-04-2016 |
|  | Completion of Work  | 31-05-2016 |

# Annexure A- Format for Receiving the Technical Bid

**Envelope – A**

**(To be submitted in a separate envelope duly labeled Envelope - A “Technical Bid”)**

Technical Bid - Technical Bid shall comprise the following documents

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Particular** | **Details to be submitted** |
| 1 | Contractor/ firm details | Annexure A -1  |
| 2 | Experience – Financial & Physical | Annexure A- 2 |
| 3 | Annual Turnover | Annexure A- 3 |

***Note:*** *Technical Bid should be duly page numbered and indexed, otherwise will not be considered.*

**Annexure A -1**

**Contractor/Firm Details: Technical Format 1**

**(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 Act–1956) |  |
|  | Registration number issued by Govt. of M.P./ Nagar Nigam/PWD | Registration No. \_\_\_\_\_\_\_\_\_ Valid till date\_\_\_\_\_(Copy enclosed) |
|  | PAN  | No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Copy enclosed) |
|  | Sales Tax No/Service Tax No | Registration No. \_\_\_\_\_\_\_\_\_ Valid till date\_\_\_\_\_(Copy enclosed) |
|  | Address for Communication |  |
|  | Telephone Number with STD Code |  |
|  | Mobile Number |  |
|  | E-mail Address for all communications |  |
|  | **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: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexure A - 2**

**Financial & Physical Experience Details: Technical Format 2**

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

**To be filled in by the Bidder:** Details of successfully completed similar works shall be furnished in the following format.

**Details of successful similar work**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agreement Number with Year** | **Name of work** | **Date of work order** | **Date of completion** | **Amount of contract** | **Employer’s name & address** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Add rows as may be necessary*

**Details of Existing commitments**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Agreement Number Year** | **Name of work** | **Date of work order** | **Date of completion** | **Amount of contract** | **Amount of balance work** | **Employer’s name & address** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*Add rows as may be necessary*

**Signature of Bidder with Seal**

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

**Annexure A - 3**

**Annual Turn Over: Technical Format 3**

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

**Requirement:**

Average annual turnover from similar works during the last 3 financial years;

**To be filled in by the Bidder:**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Financial Year** |  **Turn Over Amount\***  |
| 1. | 2014-15 |  |
| 2. | 2013-14 |  |
| 3. | 2012-13 |  |

**Signature of Bidder with Seal**

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

**\*Supporting documents (self certified) for turn over ANY ONE of the followings:**

1. Sales Tax Returns (front page only showing the total turnover amount)
2. Profit & Loss account
3. Bank Statement (highlighting the turn over amount)

# Annexure B - Format for Receiving the Financial Bid

**Annexure - B**

**Financial Bid**

**(To be submitted in a separate envelope duly labeled Envelope B “Financial Bid”)**

**NAME OF WORK: Civil Work of Shaskiya Kanya Madhyamik Vidyalaya, Sangakheda Kalan, Babai Block Hoshangabad MP**

I/We hereby bid for the execution of the above work within the time specified at the rate and amount stated by us in the Financial Bid – Annexure B in all respects and inaccordance with the specifications and instructions in writing and in all respects in accordance with such conditions so far as applicable. I/We have visited the site of work and am/ are fully aware of scope of work and all the conditions likely to affect carrying out the work. I/We have fully acquainted myself/ourselves about the conditions in regard to accessibility of site, nature and the extent of ground, working conditions including stacking of materials, installation of tools and plant conditions effecting accommodation and movement of labour etc. required for the satisfactory execution of contract.

Should this bid be accepted, I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions of contract.

**Signature Bidder of with Seal**

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

**Financial Format – Civil Work**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item no.** | **Description of work** | **UoM** | **Qty** | **Unit Rate** | **Amount (in Rs)** |
| **1** | **Civil Work** |  |  |  |  |
| **1.1** | Making drinking water stand as per design & specification size 13' length & 2' width complete in all respect with all related works such as RCC/ brick work / tile finish granite top etc includes labour and materials. | NOS. | 1 |  |  |
| **1.2** | Providing and laying CC pave blocks of 60mm thickness mold make over bed of stone dust complete in all respect with all edgings complete includes labour and materials | SQM | 290 |  |  |
| **1.3** | Providing & laying rough chakra tiles 10 mm staircase complete in all respect includes labour and materials | SQM | 25 |  |  |
| **1.4** | Inside Campus ground leveling work includes labour and materials | LS | LS |  |  |
|  | **Grand Total** (Inclusive of all Taxes) |  |
|  | **Amount in Words Rs.** |

**Signature Bidder of with Seal**

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

# 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. Payment will be released through Cheque/NEFT/RTGS after satisfactory completion of work as per schedule below:

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Satisfactory completion of work (Percent)** | **Payment** **(Percent of total contract amount )** |
|  |  |  |
| 1 | 50 | 40 |
| 2 | 100 | 50 |
| 3 | Retention amount | 10 |
|  | Total | 100 |

1. The 10% of the total work contract amount will be held as a retention amount which will be released after 3 months of satisfactory completion of work.
2. All the payments and retention amount will be released only after physical verification and confirmation by HLFPPT’s Technical Team.

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