

**REQUEST FOR PROPOSAL  
FOR**

**“Purchase of Mobile Medical Unit Lab Accessories, Test Tubes, Vision Charts and other Miscellaneous Items”**

Hindustan Latex Family Planning Promotion Trust (HLFPPT) has been awarded to implement Mobile Medical Units (MMUs) Project (130 numbers) in various districts of Assam, to provide primary & selected secondary health care services to the community. Accordingly a total of 130 MMUs will be deployed by HLFPPT in various districts of Assam including Tea Garden Areas.

In this regard HLFPPT invites sealed proposals for **“Purchase of Mobile Medical Unit Lab Accessories, Test Tubes, Vision Charts and other Miscellaneous Items”**. Interested agencies need to submit **‘Technical Bid’ & ‘Financial Bid’ separately in sealed envelopes** by super scribing as **“Technical Proposal for Purchase of Mobile Medical Unit Lab Accessories, Test Tubes, Vision Charts and other Miscellaneous Items”** and **“Financial Proposal for Purchase of Mobile Medical Unit Lab Accessories, Test Tubes, Vision Charts and other Miscellaneous Items”**. Both these proposals should be sealed in a **Master Envelope** superscripting **“Proposal for Purchase of Mobile Medical Unit Lab Accessories, Test Tubes, Vision Charts and other Miscellaneous Items”**.

Detailed List of Items to be delivered is enclosed in Technical Bid Format as Annexure-1

The sealed bids for the above will be received in the office of the Hindustan Latex Family Planning Promotion Trust, B-14/A, 2<sup>nd</sup> Floor, Sector 62, Noida, Uttar Pradesh-201 307 Telephone Nos.: 0120-4673600, 4231060/1/2

**Date of Release of RFP on website: 8<sup>th</sup> May 2017**

**Last Date & Time of accepting of Bid: 17<sup>th</sup> May 2017 till 4.00 pm**

**Address for submission of bid: Manager - Administration**

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

**B-14A, II Floor, Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh - 201307**

**Ph. 0120 - 4231060/61/62**

**Name & Signature of Authorised Signatory**

**Name & Seal of the Firm/ Agency**

**Address:**

**Telephone/ Fax**

**Request for Proposal  
for**

**“Purchase of Mobile Medical Unit Lab Accessories, Test Tubes, Vision Charts and other Miscellaneous Items”  
Terms and conditions**

(To be enclosed with technical bid)

1. The agency can be an individual/HUF/Association of Persons (AOP)/Society/Trust/Partnership firm/company incorporated under the laws of India. The required documents related to constitution/ incorporation of entity like partnership deed/trust deed/society by laws/memorandum and articles of association along with registration certificate of the entity should be enclosed.
2. The agency should have an average annual turnover of Rs. 5 lakh in the last three financial years to be able to qualify for bidding.
3. Proof of certificate for turnover is required to be submitted with the technical bid (CA certificate or a copy of the Audited Balance Sheet, Profit & Loss account of immediately last preceding three years).
4. The bidder must have PAN (Permanent Account Number) and registered with the VAT/CST Tax, etc. and the documents for the same is to be attached.
5. The agency shall bear all costs associated with the preparation and submission of bid.
6. No agency shall be entitled to submit more than one bid whether jointly or separately. If one does so, all bids wherein the agency has participated shall stand disqualified.
7. Bidders should provide brief profile of their experience for the last three years along with the evidences of similar supplies executed earlier with the client list. Certificate/ documents evidencing past supplies executed for up to last 3 years should be enclosed.
8. Schedule of supply will be provided by HLPPT at the beginning of the work. In case of delay/ disruption of the activity implementation/execution, penalty will be levied.
9. HLPPT reserves the right to accept /reject/ select one or more agency and to annul the bidding process any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.
10. The tender will be appraised by internal committee formed by HLPPT management.
11. HLPPT 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. Once the maximum is reached, HLPPT may consider termination of the contract.

**Name & Signature of Authorised Signatory**  
**Name & Seal of the Firm/ Agency**  
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12. In case of delay on the part of HLPPT in providing the approvals, the time of service delivery will be extended by equal number of days.
13. **Documents required to release the payment:**
  - a. Bill / Invoice mentioning Permanent Account Number and VAT/ CST Registration No.
  - b. Documentary proof of the deliverables as per purchase order.
  - c. Any other detail as required by the activity, as mentioned in the purchase order.
14. Technical Evaluation of the agencies would be done on the following basis-
  - i. Past Experience with Govt. Agency / NGO / Development Sector with supporting documents like copy of purchase order or performance certificate from the client.
  - ii. Past experience in supplying similar goods.
  - iii. List of clientele.
  - iv. Capability statement along-with Company Profile & infrastructure suitable for executing similar orders.
  - v. Turn over certificate (Financial Status).
15. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.
16. Financial quotation of only technically qualified agencies will be opened and the financial quotation of technically disqualified agencies will be kept sealed.
17. HLPPT reserves the right for extending or curtailing any activity at any point of time (if required) as per programme requirement.
18. Management Reserves the Right to award the purchase order to more than one Agency.
19. Management reserves the right to issue multiple purchase orders from time to time for any activity to the selected agencies (as per requirement).
20. HLPPT management reserves the right to change (increase or reduce) the items/units as per its sole discretion and requirement.

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21. The agency needs need to submit 'Technical Bid' & 'Financial Bid' separately in sealed envelopes by super scribing as "**Technical Proposal for Purchase of Mobile Medical Unit Lab Accessories, Test Tubes, Vision Charts and other Miscellaneous Items**" and "**Financial Proposal for Purchase of Mobile Medical Unit Lab Accessories, Test Tubes, Vision Charts and other Miscellaneous Items**". Both these proposals should be sealed in a Master Envelope superscripting "**Proposal for Purchase of Mobile Medical Unit Lab Accessories, Test Tubes, Vision Charts and other Miscellaneous Items**".
22. Bids received after the specified date and time for receipt of bids would not be considered.
23. Agencies would not be allowed to further subcontract, partial/full scope of the purchase order assigned to them.
24. Delivery will be at our project offices in **Guwahati, Dibrugarh and Silchar in Assam**. Complete address will be provided in purchase order.
25. The rate quoted will be inclusive of all **Taxes / Levies / Freight / Packing / transit insurance/other charges etc.**
26. The rate quoted by the agency needs to valid for a period of 180 days from the date of financial bids.
27. HLPPT reserves the right to award the purchase order to the second highest scoring agency in the event the first highest scoring agency backs out after final discussions. Management reserves the right to award the purchase order to more than one agency (on the basis of quality consideration/experience of the agency) in addition to rates parameters.
28. Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
29. The RFP should be sent with capability statement with company profile & infrastructure suitable for implementing the applied activities.
30. The bidder has to submit along with his technical bid a copy of the terms and Conditions (all pages) and the technical bidding format duly filled, signed by the authority and stamped on all pages indicating their unqualified acceptance.
31. The Agencies should also submit an undertaking (Annexure-3) duly signed & Stamped.
32. Proposal may be submitted in the prescribed format for all items or partial items under.
33. Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.
34. Agencies applying would be required to submit Rs. 5,000/- as Interest free Earnest Money Deposit (EMD) in the form of Demand Draft in favor of 'Hindustan Latex Family Planning Promotion Trust' payable at NOIDA, in the envelope containing Technical Bid. If the selected agencies will not be able to supply the items on time then the management reserves the right to forfeit the EMD. The EMD of the unsuccessful agencies would be returned within 30 days and no interest will be paid on the EMD.

**Name & Signature of Authorised Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/ Fax**

**All the bids need to be submitted by 4.00 pm on May 17, 2017 to:**

Manager - Administration

Hindustan Latex Family Planning Promotion Trust (HLFPPT)

B-14A, II Floor, Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh - 201307

Ph. 0120 - 4231060/61/62

We agree and abide by all terms and conditions as mentioned above including the validity of the offer

**Utmost confidentiality of the data provided shall be maintained.**

**Name & Signature of Authorised Signatory**

**Name & Seal of the Firm/ Agency**

**Address:**

**Telephone/ Fax**

## HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

Ref: "Purchase of Mobile Medical Unit Lab Accessories, Test Tubes, Vision Charts and other Miscellaneous Items"

**Annexure- 1:** Technical Bid Format (to be enclosed in sealed envelope along-with technical proposal)

**Location:** Delivery of goods will be at our project offices in Guwahati, Dibrugarh and Silchar in Assam

S. No.	SPECIFICATION (TECHNICAL)	AGENCY'S RESPONSE (AGREE/ DISAGREE)
1.	Supply to be done according to the quantities, specifications, quality, schedule and locations approved by HLFPT	
2.	The receipt of materials to be submitted as proof along with invoice.	
3.	The agency is capable and agrees to complete the supply within specified time as agreed upon otherwise penalty clause will be invoked.	
4.	Past experience of the agency in supply of items or similar items, as listed in this RFP, at Assam would be given preference. Please give details or provide list of clients to whom similar goods have been supplied.	
5.	Management reserves the right to award the purchase order to more than one agency (on the basis of quality consideration/experience of the agency) in addition to rates parameters.	
6.	Constitution of the agency whether Proprietor ship/Partnership/Company. Give details of Proprietor/ Partner/Directors.	
7.	For how many years the agency is engaged in similar line of activities.	
8.	Registration certificate with VAT need to be submitted along with the technical quotation.	
9.	Penalty clauses will apply as per the company's policy, as per terms of the purchase order: the decision of the HLFPT/Project Management shall be final and binding in this regard.	
10.	Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.	
11.	The rate quoted by the agency needs to valid for a period of 180 days from the date of financial bids.	

### Please Note:-

1. RFP Form must be completed in all respects; incomplete forms are liable to be rejected.

**Name & Signature of Authorised Signatory**

**Name & Seal of the Firm/ Agency**

**Address:**

**Telephone/ Fax**

2. The RFP form must be duly signed and sealed.
3. The RFP form must be submitted on or before due date and time.

**List of Lab Accessories, Test Tubes, Vision Charts and other Miscellaneous Items**

S. No	Item	Approx Qty Required for 130 MMUs
1.	Cover glass	130 set
2.	Digital Thermometer	260
3.	Tissue Forceps	130
4.	Intestinal Forceps 15 cms	130
5.	Dissecting forceps toothed 15 cms	130
6.	Glass slide	130 set
7.	Kidney Tray SS (25 cm) (10)	130
8.	Micropipette 10 micro	130
9.	Micropipette 100 micro	130
10.	Micropipette 1000 micro	130
11.	Micropipette 5 micro	130
12.	Micropipette 50 micro	130
13.	Stop Watch (handheld electronic digital)	130
14.	Test Tube (5-10 ml) [1 Box = 100 Test Tubes]	130 box
15.	Test Tube Rack	130
16.	Tips (big)	130
17.	Tips (small)	130
18.	Torniquet	260
19.	Vision Chart - Assamese	104
20.	Vision Chart - Bengali	26
21.	Vision Chart - English	130
22.	Vision Chart - Hindi	130
23.	Vision Chart - Symbols	130

**Name & Signature of Authorised Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/ Fax**

**HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST**

**Ref:** "Purchase of Mobile Medical Unit Lab Accessories, Test Tubes, Vision Charts and other Miscellaneous Items"

**Annexure-2:** Financial Bid Format (to be enclosed in sealed envelope containing financial proposal)

I am submitting below the lowest quotation for the above after understanding completely the technical specifications and other terms and conditions relating to time frame, quality as spelled out in the Bid document.

S.No	SPECIFICATIONS (FINANCIAL)	AGENCY'S RESPONSE (AGREE/ DISAGREE)
1.	Agency will quote the rates as per following- <ul style="list-style-type: none"><li>• Unit Rate for List of Items mentioned in the Financial Bid</li><li>• Delivery charge FOR at Guwahati, Dibrugarh and Silchar</li><li>• Packing cost if any</li></ul>	
2.	The rates quoted will be inclusive of all taxes/ Levies/ packing/freight/ etc.	
3.	TDS as applicable will be deduced as per I.T. rules.	
4.	Payment shall be made within 45 days after completion of the job & delivery of materials.	
5.	The payment will be done through Local Cheque / NEFT/ RTGS.	
6.	Penalty clauses will apply as per the company's policy, as per terms of the purchase order: the decision of the HLPPT/Project Management shall be final and binding in this regard.	

**Please Note:-**

1. RFP Form must be completed in all respects; incomplete forms are liable to be rejected.
2. The RFP form must be duly signed and sealed.
3. The RFP form must be submitted on or before due date and time.

**Name & Signature of Authorised Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/ Fax**



I am submitting below my lowest quotation for the above after understanding completely the technical specifications and other terms and conditions relating to time frame, quality as spelled out in the Bid document.

Sl. No	Item	Qty	Manufacturer	Brand (if any)	Unit Cost (Rs) <i>(inclusive of all taxes and deliveries cost in any of the 3 locations in Assam, namely: Guwahati, Dibrugarh and Silchar)</i>
1.	Cover glass	130 set			
2.	Digital Thermometer	260			
3.	Tissue Forceps	130			
4.	Intestinal Forceps 15 cms	130			
5.	Dissecting forceps toothed 15 cms	130			
6.	Glass slide	130 set			
7.	Kidney Tray SS (25 cm) (10)	130			
8.	Micropipette 10 micro	130			
9.	Micropipette 100 micro	130			
10.	Micropipette 1000 micro	130			
11.	Micropipette 5 micro	130			
12.	Micropipette 50 micro	130			
13.	Stop Watch (handheld electronic digital)	130			
14.	Test Tube (5-10 ml) [1 Box = 100 Test Tubes]	130 box			
15.	Test Tube Rack	130			
16.	Tips (big)	130			
17.	Tips (small)	130			
18.	Torniquet	260			
19.	Vision Chart - Assamese	104			
20.	Vision Chart - Bengali	26			

**Name & Signature of Authorised Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/ Fax**

<b>Sl. No</b>	<b>Item</b>	<b>Qty</b>	<b>Manufacturer</b>	<b>Brand (if any)</b>	<b>Unit Cost (Rs)</b> <i>(inclusive of all taxes and deliveries cost in any of the 3 locations in Assam, namely: Guwahati, Dibrugarh and Silchar)</i>
21.	Vision Chart - English	130			
22.	Vision Chart - Hindi	130			
23.	Vision Chart - Symbols	130			

**Important Note-**

- Supply to be done according to the quantities, specifications, quality, schedule and locations approved by HLPPT
- Cost of item should include all kind of packaging, processing & transportation, transit insurance and other charges along with taxes.
- Envelop should mention Proposal for “Purchase of Mobile Medical Unit Lab Accessories, Test Tubes, Vision Charts and other Miscellaneous Items”

**Name & Signature of Authorised Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/ Fax**

**Annexure -3**

**Undertaking from Agencies**

**(to be enclosed in sealed envelope containing technical proposal)**

**Ref:** "Purchase of Mobile Medical Unit Lab Accessories, Test Tubes, Vision Charts and other Miscellaneous Items"

This has reference to the RFP published on the website of HLPPT on 08/05/2017. In response to the RFP, we have submitted our technical & financial bids on..... at your office **B-14A, II Floor, Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh - 201307**. 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 , HLPPT reserves the sole right to cancel the contract and recover the full value of the contract from us.

**Name & Signature of Authorised Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/ Fax**