

REQUEST FOR PROPOSAL**FOR****“Purchase of Ophthalmic Equipments”**

Hindustan Latex Family Planning Promotion Trust (HLFPPT) is a not-for-profit trust registered in 1992 under the Travancore-Cochin Literacy, Scientific and Charitable Societies' Registration Act, 1955. It is promoted by HLL Lifecare Limited, a Government of India enterprise under the Ministry Health & Family Welfare (MoHFW).

HLFPPT is operating a health care centre in the transport hub of Yeshwantpur in Bengaluru, Karnataka. The purpose of the centre is to extend health care services, with special focus on HIV/AIDS awareness, to a population comprising truckers, helpers, mechanics, migrant workers, and commercial sex workers. In order to increase its line of care & services, HLFPPT has decided to add a Free Vision Testing Centre in its health centre.

To equip the Free Vision Testing Centre suitably, HLFPPT invites sealed proposals for **“Purchase of Ophthalmic Equipments”**

Interested agencies need to submit **‘Technical Bid’ & ‘Financial Bid’ separately in sealed envelopes** by super scribing as **“Technical Proposal for Purchase of Ophthalmic Equipments”** and **“Financial Proposal for Purchase of Ophthalmic Equipments”**. Both these proposals should be sealed in a **Master Envelope** superscripting **“Proposal for Purchase of Ophthalmic Equipments”**

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, 2nd Floor, Sector 62, Noida, Uttar Pradesh-201 307 Telephone Nos.: 0120-4673600, 4231060/1/2

Date of Release of RFP on website: 15th May 2017

Last Date & Time of accepting of Bid: 24th 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 Ophthalmic Equipments”
(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 HLFPPPT at the beginning of the work. In case of delay/ disruption of the activity implementation/execution, penalty will be levied.
9. HLFPPPT 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 purchase order without thereby incurring any liability to the affected bidders.
10. The tender will be appraised by internal committee formed by HLFPPPT management.
11. HLFPPPT 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, HLFPPPT may consider termination of the contract.
12. In case of delay on the part of HLFPPPT 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.

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14. Technical Evaluation of the agencies would be done on the following basis-
 - i. Past Experience with Govt. Agency / NGO / Development / Private 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. Management Reserves the Right to award the purchase order to more than one Agency.
18. Management reserves the right to issue multiple purchase orders from time to time to the selected agencies (as per requirement).
19. HILFPPT management reserves the right to change (increase or reduce) the items/units as per its sole discretion and requirement.
20. The agency needs need to submit 'Technical Bid' & 'Financial Bid' separately in sealed envelopes by super scribing as **"Technical Proposal for Purchase of Ophthalmic Equipments"** and **"Financial Proposal for Purchase of Ophthalmic Equipments"**. Both these proposals should be sealed in a Master Envelope superscripting **"Proposal for Purchase of Ophthalmic Equipments"**.
21. Bids received after the specified date and time for receipt of bids would not be considered.
22. Agencies would not be allowed to further subcontract, partial/full scope of the purchase order assigned to them.
23. Delivery will be at our project office in Bengaluru. Complete address will be provided in purchase order.
24. The rate quoted will be inclusive of all **Taxes / Levies / Freight / Packing / transit insurance/other charges etc.**
25. The rate quoted by the agency needs to valid for a period of 180 days from the date of financial bids.
26. HILFPPT 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.
27. Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
28. The RFP should be sent with capability statement with company profile & infrastructure suitable for implementing the applied activities.
29. 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.
30. The Agencies should also submit an undertaking (Annexure-3) duly signed & Stamped.
31. Proposal may be submitted in the prescribed format for all items or partial items under.

Name & Signature of Authorised Signatory
Name & Seal of the Firm/ Agency
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32. **The bidder must enclose brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.**
33. The bidder agrees to provide services allied and incidental to the supply of required equipment, such as transportation, installation, commissioning, and provision of technical assistance and training.

All the bids need to be submitted by 4.00 pm on May 24, 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:
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HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

Ref: "Purchase of Ophthalmic Equipments"

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

Location: Delivery of goods will be at our project office in Bengaluru

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 HLFPPT	
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 Bengaluru 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 HLFPPT/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.
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

List of Ophthalmic Equipments and their specifications

S. No	Item	Qty Required	Manufacturer	Brand Name
1.	<p>Auto Refractometer Specifications (as given below or equivalent):</p> <ul style="list-style-type: none"> The equipment should be US FDA /European CE approved. LCD Touch Screen Motorised Chinrest Built in printer facility SMPS power supply system 220 Volt, 50 Hz Refractive measurment thorough Pupils as small as 2 mm. <p>Motorized Table</p> <ul style="list-style-type: none"> Specifications: Motorized Table For Auto Refractometer 	1		
2.	<p>Retinoscope Specifications (as given below or equivalent):</p> <ul style="list-style-type: none"> Streak Retinoscope (LED) Handle Spare Bulb 	1		
3.	<p>Vision Drum Specifications (as given below or equivalent):</p> <ul style="list-style-type: none"> Specifications: Eye Testing Drum For Distance Vision Regular Model With 4 Type Language (including Kannada) 	1		
4.	<p>Trial Set Specifications (as given below or equivalent):</p> <ul style="list-style-type: none"> Trial Case with Wooden Box Full sizes positive and negatie sphere lenses Positive and Negative Cyclinder lenses Prism lenses Accessroy leses Trial frame 	1		

NOTE :- Please enclose the Brochure or complete technical specification and features of the product.

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HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

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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">• Unit Rate for List of Items mentioned in the Financial Bid• Delivery charge FOR at Bengaluru• Packing cost if any	
2.	The rates quoted will be inclusive of all taxes/ Levies/ packing/freight/ transit insurance, etc.	
3.	TDS as applicable will be deducted as per I.T. rules.	
4.	Payment shall be made within 45 days after delivery & installation of the equipments.	
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 HLPFPT/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

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

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	Model Name (if any)	Unit Cost (Rs) (inclusive of all taxes and deliveries cost at Bengaluru)
1.	Auto Refractometer Specifications (as given below or equivalent): <ul style="list-style-type: none">The equipment should be US FDA /European CE approved.LCD Touch ScreenMotorised ChinrestBuilt in printer facilitySMPS power supply system 220 Volt, 50 HzRefractive measurement thorough Pupils as small as 2 mm. Motorized Table <ul style="list-style-type: none">Specifications: Motorized Table For Auto Refractometer	1			
2.	Retinoscope Specifications (as given below or equivalent): <ul style="list-style-type: none">Streak Retinoscope (LED)HandleSpare Bulb	1			
3.	Vision Drum Specifications (as given below or equivalent): <ul style="list-style-type: none">Specifications: Eye Testing Drum For DistanceVision Regular Model With 4 Type Language (including Kannada)	1			
4.	Trial Set	1			

Name & Signature of Authorised Signatory
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Address:
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Sl. No	Item	Qty	Manufacturer	Model Name (if any)	Unit Cost (Rs) <i>(inclusive of all taxes and deliveries cost at Bengaluru)</i>
	Specifications (as given below or equivalent): <ul style="list-style-type: none"> • Trial Case with Wooden Box • Full sizes positive and negative sphere lenses • Positive and Negative Cylinder lenses • Prism lenses • Accessory lenses • Trial frame 				

Important Note-

- Supply to be done according to the quantities, specifications, quality, schedule and locations approved by HLFPT
- Cost of item should include all kind of packaging, processing & transportation, transit insurance and other charges along with taxes.
- Envelope should mention Proposal for "Purchase of Ophthalmic Equipments"

Name & Signature of Authorised Signatory
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Annexure -3

**Undertaking from Agencies
(to be enclosed in sealed envelope containing technical proposal)
Ref: "Purchase of Ophthalmic Equipments"**

This has reference to the RFP published on the website of HLFPPPT on 15/05/2017. 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 , HLFPPPT reserves the sole right to cancel the contract and recover the full value of the contract from us.

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