

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST
B-14A, II Floor, Sector 62, Noida,
Gautam Budh Nagar, Uttar Pradesh - 201307

Request for Proposal (RFP)

Scope of work: To supply Lab & Diagnostic Equipments.

Hindustan Latex Family Planning Promotion Trust (HLFPPT) has been awarded to implement Mobile Medical Units (MMUs) Project in various districts of Assam, to provide primary & 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 we are inviting sealed proposals for supply of Lab & Diagnostic Equipments

Detailed List of Lab & Diagnostic Equipments to be used in MMUs is enclosed in Technical Bid Format as Annexure-1

Terms and conditions

(To be enclosed with technical bid as per Annexure-1)

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. 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.
3. The agency should have an average annual turnover of Rs.15 lakhs in the last three financial years to be able to qualify for bidding.
4. The agency shall bear all costs associated with the preparation and submission of bid.
5. 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).
6. The agency must have PAN (Permanent Account Number) /TAN No./Sales Tax/VAT No

Name & Signature of Authorized Signatory

Name & Seal of the Firm/ Agency

Address:

Telephone/ Fax

Email-

7. Agencies should provide brief profile of their work experience.
8. HLPPT reserves the right to accept /reject/ select one or more than one 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 agency.
9. Evaluation of the bids will be done by competent committee from HLPPT.
10. **Documents required to release the payment:**
 - a. Bill / Invoice mentioning Permanent Account Number of Income Tax Department
 - b. Documentary proof of the delivery of equipments.
 - c. Crossed /cancelled cheque of Bank Account for making payment through NEFT/RTGS.
11. Agencies who will be technically qualified would only be considered for opening of financial bids.
12. Technical Evaluation of the agencies would be done on the following basis-
 - Past experience
 - Company Profile
 - Annual Turnover
 - Clientele.
 - Any other criteria as per discretion of Management.
13. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.
14. The Financial Bids of agencies who do not technically qualify will not be opened and will not be considered in the final selection.
15. HLPPT management reserves the right to award the work to more than one Agency as per requirement.
16. HLPPT management reserves the right to place purchase order for the partial supply of equipments to agency/ agencies.
17. The agency needs to submit 'Technical Bid' & 'Financial Bid' separately in sealed envelopes by super scribing as '**Technical Proposal for For supply of Lab & Diagnostic Equipments**' and '**Financial Proposal for supply of Lab & Diagnostic Equipments**'.

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18. Agencies applying would be required to submit Rs. 10,000/- 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 equipments 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.
19. All the bid needs to be submitted by 2.00 pm on Date- 22nd March 2017 at the following address:
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
20. The rates quoted by the agency will be inclusive of all Taxes/Levies/Packaging & Forwarding, Freight [FOR at Delhi & Guwahati (Assam)], etc.
21. Agencies agree to provide services allied and incidental to the supply of required equipment, such as provision of technical assistance & training and Installation.
22. The rate quoted by the agency will be valid for a period of Six months from the date of award of purchase order.
23. 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. In such case HLPPT reserves the right to forfeit the EMD of the concerned bidder.
24. The Technical Bids will be opened on 22nd March 2017.
25. The agency needs to sign and stamp all pages of the technical bid along with the terms and conditions of RFP.
26. The Agencies should also submit an undertaking (**Annexure-3**) duly signed & Stamped.
27. The contract may be terminated on breach of any of the clauses of this RFP.

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 Authorized Signatory
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**Hindustan Latex Family Planning Promotion Trust
B-14A, II Floor, Sector 62, Noida,
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Annexure- 1: Technical Bid Format

	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE
1.	Name of the firm/ Society/ Company/ Proprietary Concern	
2.	Address of registered office (along with telephone number, if any)	
3.	Address of the office at Delhi/NCR (if any) (along with telephone number, if any)	
4.	Earnest Money Deposits (EMD) submitted	Yes Or No
5.	PAN/ GIR No.	
6.	VAT/ SALE Tax Reg. No.	
7.	Agencies agree to provide services allied and incidental to the supply of required equipment, such as provision of technical assistance & training and Installation.	Yes Or NO
8.	HLFPPT's authorized representatives may undertake activities such as measuring, examining, testing, gauzing one or more characteristics of the equipment that the agencies claim that their supplied goods have.	

Name & Signature of Authorized Signatory
Name & Seal of the Firm/ Agency
Address:
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List of Equipments-

S.No.	Name of the Lab & Diagnostic Equipments	Approx Qty Required for 130 MMUs
1	Ambu bag Adult	260
2	Ambu bag Paediatric	260
3	Auto pipettes	130
4	Auto scope	130
5	B.P. Apparatus	260
6	Centrifuge machine (mini)	130
7	Dressing Drum (11x9)	260
8	ECG Machine (12 Lead)	130
9	Glucometer	130
10	Height Measurement Instrument	130
11	Hemoglobin meter (Manual & digital)	130
12	Incubator	130
13	Laryngoscope Adult	130
14	Laryngoscope Child	130
15	Micro typing Centrifuge	130
16	Microscope with Light source (Binocular)	130
17	Nebulizer	130
18	Needle cutter (manually operated)	130
19	Ophthalmoscope Digital	130
20	Semi automatic biochemistry analyzer	130
21	Semi-Auto Hematology analyzer (3 part)	130
22	Sterilizer 38 cms with electric drums	130
23	Stethoscope	260

Name & Signature of Authorized Signatory

Name & Seal of the Firm/ Agency

Address:

Telephone/ Fax

Email-

S.No.	Name of the Lab & Diagnostic Equipments	Approx Qty Required for 130 MMUs
24	Suction apparatus with accessories	130
25	Test tubes	130
26	Tonometer	130
27	Torch & spot light	130
28	Weighing Machines Adults Simple	130
29	Weighing Machines Baby Simple	130
30	Laboratory Table – Portable	130
31	Examination Table	130
32	Brackets for Oxygen Cylinder with adjustable straps	260
33	Detachable Stretcher	130
34	Hooks for an intravenous bottle	520
35	Transfusion Bottle Hook	260
36	Examination Torch	260
37	Portable Laboratory Unit	130
38	Non invasive Hb –Meter	130

Please Note:-

1. Form must be completed in all respects, Incomplete forms may liable to be rejected.
2. The form must be duly signed and sealed by the Authorised signatory
3. The form must be submitted on or before due date and time.

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Hindustan Latex Family Planning Promotion Trust
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Annexure-2: Financial Bid Format

We are hereby submitting the quotation for the supply of Lab & Diagnostic Equipments after understanding completely the technical specifications and other terms and conditions of the RFP.

S NO	SPECIFICATIONS (FINANCIAL)
1.	Rates will be inclusive of all Taxes/Levies/Packaging & Forwarding, Freight [FOR at Delhi & Guwahati(Assam)], etc.
2.	TDS as applicable will deduced as per Income Tax Act, 1961 if applicable.
3.	Payment will be made through cheque / NEFT/ RTGS.
4.	Duly Certified bills alongwith delivery receipt will be submitted.
5.	Payment will be released within 15 days after submission of invoice alongwith other supporting documents.
8.	Agency should be ready to replace the non functional equipments without any extra cost

Name & Signature of Authorized Signatory
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The rates for supplying of Lab & Diagnostic Equipments are as follows:

S.No.	Name of the Lab & Diagnostic Equipments for Mobile Medical Units	Make Offered (Manufacturer Name)	Offered Model Name	Year of Manufacturing	Approx Qty Required for 130 MMUs	Unit Price FOR at <u>Delhi</u> (All inclusive) Rs.	Unit Price FOR at <u>Guwahati (Assam)</u> (All inclusive) Rs.
1	Ambu bag Adult				260		
2	Ambu bag Paediatric				260		
3	Auto pipettes				130		
4	Auto scope				130		
5	B.P. Apparatus				260		
6	Centrifuge machine (mini)				130		
7	Dressing Drum (11x9)				260		
8	ECG Machine (12 Lead)				130		
9	Glucometer				130		
10	Height Measurement Instrument				130		
11	Hemoglobin meter (Manual & digital)				130		
12	Incubator				130		
13	Laryngoscope Adult				130		
14	Laryngoscope Child				130		
15	Micro typing Centrifuge				130		
16	Microscope with Light source (Binocular)				130		
17	Nebulizer				130		

Name & Signature of Authorized Signatory

Name & Seal of the Firm/ Agency

Address:

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S.No.	Name of the Lab & Diagnostic Equipments for Mobile Medical Units	Make Offered (Manufacturer Name)	Offered Model Name	Year of Manufacturing	Approx Qty Required for 130 MMUs	Unit Price FOR at <u>Delhi</u> (All inclusive) Rs.	Unit Price FOR at <u>Guwahati (Assam)</u> (All inclusive) Rs.
18	Needle cutter (manually operated)				130		
19	Ophthalmoscope Digital				130		
20	Semi automatic biochemistry analyzer				130		
21	Semi-Auto Hematology analyzer (3 part)				130		
22	Sterilizer 38 cms with electric drums				130		
23	Stethoscope				260		
24	Suction apparatus with accessories				130		
25	Test tubes				130		
26	Tonometer				130		
27	Torch & spot light				130		
28	Weighing Machines Adults Simple				130		
29	Weighing Machines Baby Simple				130		
30	Laboratory Table – Portable				130		
31	Examination Table				130		
32	Brackets for Oxygen Cylinder with adjustable straps				260		
33	Detachable Stretcher				130		

Name & Signature of Authorized Signatory

Name & Seal of the Firm/ Agency

Address:

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S.No.	Name of the Lab & Diagnostic Equipments for Mobile Medical Units	Make Offered (Manufacturer Name)	Offered Model Name	Year of Manufacturing	Approx Qty Required for 130 MMUs	Unit Price FOR at <u>Delhi</u> (All inclusive) Rs.	Unit Price FOR at <u>Guwahati (Assam)</u> (All inclusive) Rs.
34	Hooks for an intravenous bottle				520		
35	Transfusion Bottle Hook				260		
36	Examination Torch				260		
37	Portable Laboratory Unit				130		
38	Non invasive Hb –Meter				130		

***Note:** The Agencies may quote the rates for all items as mentioned above or partial items as per their availability

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Annexure -3

Undertaking from Vendors

This has reference to the RFP published in the website of HLPPT on..... .In response to the RFP, we have submitted our technical & financial bids on..... .at your office 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.

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