Request For Proposal (RFP)

**Subject: Request for Proposal (RFP) for Hosting Dedicated server on rent basis for IUCD project**

Ref. No. HLFPPT/NOIDA/IT/Server-IUCD

INVITATION TO BIDS

**Requested by:**

Hindustan Latex Family Planning Promotion Trust (HLFPPT),

B-14 A, II Floor, Sector 62, Gautam Budh Nagar, NOIDA- 201301

Ph: 0120-4673673- Website: www.hlfppt.org

***Organisation Profile:*** *Hindustan Latex Family Planning Promotion Trust (HLFPPT) was constituted in year 1992 as a not for profit organization, promoted by HLL Lifecare Limited (A Government of India Enterprise) to work on various Reproductive and Child Health (RCH) issues with a vision to offer innovative solutions for better health. HLFPPT is registered as a society under the Travancore Cochin Charitable Trust Act. HLFPPT is one of the leading Non Government Organisations in India, working in close association with the community for improving their lives through, Social Marketing of Products and Services, Social Franchising of clinical health care, Planning & Implementation of HIV/AIDS, Prevention & Care Programmes and Consultancy.*

**REQUEST FOR PROPOSAL (RFP)**

**HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST**

(A Trust Promoted by HLL Lifecare Ltd.)

Corp. Office: B-14A, 2nd Floor, Sector-62, Noida- 201301(U.P.)

Ref. No. HLFPPT/NOIDA/IT/ Server-IUCD Date: 05.11.2014

**Title of Request for Proposal: Request for Proposal** (RFP) for Hosting dedicated server on rent basis for IUCD Project**.**

**Scope of work:**

Request for Proposal for Hosting dedicated server on rent basis for IUCD Project

**Submission of bid:**

Interested parties can send their quotations with complete details in form of Annexure ‘A’ (Technical Bid) and Annexure ‘B’ (Financial Bid) to, Sr. Manager-IT at HLFPPT, B-14A, 2nd Floor, Sector-62, Noida -201307 (U.P.) on any working day upto 18.00 hours on or before 20.11.2014. For any further information please contact Sr. Manager-IT, contact no. 0120-4673600 The Technical and Financial Bid must be submitted in separate sealed envelopes clearly super-scribing “Technical Bid” or “Financial Bid” for Request for Proposal for Supply of Server respectively on them. Both the sealed envelopes should be kept in a third sealed envelope super-scribing “Request for Hosting dedicated server on rent basis for IUCD Project due on 20.11.2014”

**Terms & conditions:**

The bidding is open to all qualified bidders who fully meet the following minimum qualifying requirements and provide satisfactory evidence in support, failing which their bid may be rejected:

1. The bidder must have PAN (Permanent Account Number) and registered with the Sales/Service Tax departments and the registration documents/certificate for the same is to be attached.
2. The bidder must have average annual turnover of 10 lacs during immediately preceding last three years. CA certificate or audited Balance Sheet of last three years should be enclosed with the technical bid for proof of the same.
3. The Rate offered by the agency should be valid for one month.
4. Bidders should provide brief profile of their work experience along with client list.

1. The bid received through FAX/ E-mail or received late due to postal delay etc. will not be accepted. The parties have to ensure the receipt of bids well in time.
2. Those who are not qualified technically will not be entertained in financial bid.
3. The bidder has to submit along with his financial bid, and the technical bidding format duly filled, signed and stamped on all pages indicating their unqualified acceptance.
4. Bidders should quote their unconditional rates strictly in the prescribed Performa, cutting, over-writing, if any, should be duly counter-signed.
5. TDS as applicable will be deducted as per IT rules.
6. The competent authority reserves the right to accept or reject any bid in full or part without assigning any reason thereof. The decision of the competent authority in this regard shall be final and binding on the firm.
7. The Bidder shall submit all necessary documentary evidence to establish that the Bidder meets the above qualifying requirements.
8. No further discussion/interface will be granted to bidders whose bids have been disqualified. HLFPPT reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever.
9. Please note that the cost of preparing a proposal and of negotiating a contract including visits to HLFPPT, if any is not reimbursable as a direct cost of the assignment.
10. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.

**Annexure “A”**

**Technical Bid for RFP- Supply of Server**

|  |  |  |
| --- | --- | --- |
| a. | Name of the Agency, address, telephone and fax nos. |  |
| b. | Name (s) of the Proprietors /  Directors |  |
| c. | Partnership Deed/Registration Certificate of the firm to be submitted) |  |
| d. | E-mail Address: |  |
| e. | Name of the Contact Person  Telephone/Mobile No. |  |
| f. | Permanent Account Number: (Copy to be submitted) |  |
| g. | TIN No. / Sales Tax No.: (Copy to be submitted) |  |
| h. | Service Tax No.: (Copy to be submitted) |  |
| i. | List of clients in Delhi/NCR (To be submitted) |  |
| j | Company Profile (To be attached) |  |
| k | Audited Financial Statement of Last Three year to be attached |  |

I/We hereby declare that all above particulars are correct. I/We have read the terms and conditions of the RFP enclosed with this form duly signed on each page and I/We shall abide the same.

Date: (Signature of bidder)

Place: Address of the firm/Seal……………

**Annexure “B”**

**Financial Bid for Request for Proposal (RFP)- Hosting dedicated server on rent basis for IUCD Project**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Server Brand** | **Configuration** | **Qty** | **Rate** | **Tax** | **Total (Rs.)** |
| 2 x Intel Xeon 5420 CPU | Dual Gigabit NICs 16 GB RAM 2 x 1TBGB HDD  100 MBPS Shared Public Switch Port Uplink  5000 GB monthly data transfer  Free KVM over IP On-Demand  Free Remote Reboots  Full root access | 01 |  |  |  |

Note:

1. The Rate offered by the agency should be valid for one month.
2. The payment for the supply of the goods will be made within 45 days on receipt of bill from the agency.

I/We hereby declare that all above particulars are correct. I/We have read the terms and conditions of the RFP enclosed with this form duly signed on each page and I/We shall abide the same.

Date: (Signature of bidder)

Place: Address of the firm/Seal……………

**Undertaking from Vendors**

This has reference to the RFP. 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, 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.)