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| **REQUEST FOR PROPOSAL OF INTERIOR WORKS AT MERRY LIFE CLINIC, LUCKNOW**  Hindustan Latex Family Planning Promotion Trust is a trust promoted by HLL Lifecare Ltd; A Government of India Enterprise, invites bids for the following.   1. We require Interior work done of MERRY LIFE CLINIC at Lucknow.   **For RFP details, please visit our site** [www.hlfppt.org/tender.html](http://www.hlfppt.org/tender.html) The sealed bids for the above will be received in the office of Hindustan Latex Family Planning Promotion Trust, 9/316 Vikas Nagar, Lucknow Uttar Pradesh-226022 Telephone No.: 0522-4150000 **Last Date & Time of accepting of Bid 06.07.2015 till 3.00 pm** |
| Bid needs to be addressed to :  Finance Manager  Hindustan Latex Family Planning Promotion Trust,  9/316 Vikas Nagar, Lucknow  Uttar Pradesh-226022  Telephone No.0522-4150000 |

**REQUEST FOR PROPOSAL**

**SCOPE OF WORK: PROPOSAL FOR INTERIOR WORKS AT MERRY LIFE FAMILY PLANNING CLINIC, LUCKNOW**

HLFPPT proposes the development of self sustained -model family planning clinic at Lucknow with the objective to provide family planning products, services and counseling that are affordable and of high quality to underserved community. It is expected the FP clinic will serve as a single platform that provides affordable and high quality FP service and products, and Increase the choice among clients for contraceptives and FP services. This FP clinic would also be accredited under Hausla Sajheedari scheme under UP Government.

**Terms and conditions:-**

1. The bidder must have average annual turnover of 20 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.
2. The bidder must have PAN (Permanent Account Number) and be registered with the VAT /CST/Service Tax etc. and the documents for the same are to be provided.
3. Bidder should provide brief profile of their work experience for the last three years along with the samples of work done earlier with the client list.
4. This RFP is for Interior Works of Merrylife-Family Planning Clinic.
5. The Technical and Financial quotations will be appraised by internal committee formed by HLFFPT management.
6. HLFPPT shall without prejudice to its other remedies under the contract, deduct from the Contract Price, as Liquidated Damages a sum equivalent to 2.5% per day of the price of agreed unperformed services 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, HLFPPT may consider termination of the contract.
7. In case of delay on the part of HLFPPT in providing the approvals, the time of delivery will be extended by equal number of days.
8. Selection of agencies would be done by the committee on the basis of Evaluation for Technical 70% marks & Financial 30% marks.
9. Agencies who will obtain 70% marks or more in Technical evaluation only would be considered for opening of financial bids.
10. **Technical Evaluation of the agencies would be done on the following basis.**

a. Past Experience in undertaking the applied tender activities.

b. Sample of similar work done in the past. (Photographs of the same should be provided)

c. List of Clientele

d. Company Profile

e. Turn over financial status

f. Any other criteria decided by the committee.

1. The agencies not qualified in the technical evaluation by the committee will not be entertained for financial bid.
2. HLFPPT reserves the right for extending or curtailing any activity at any point of time (if required) as per programme requirement.
3. Management reserves the right to award the work to more than one agency as per requirement.
4. Management reserves the right to issue multiple work order from time to time to the selected agencies (as per requirement).

Name & Signature of Authorized Signatory

Name & Seal of Firm/Agency

Address :-

Tele/Fax-

1. The agency needs to submit the filled ‘Technical Bid’ & ‘Financial Bid’ separately in sealed envelopes by superscripting as ‘Technical Proposal for Interior Works of Merrylife-Family Planning Clinic” and ‘Financial Proposal for Interior Works of Merrylife-Family Planning Clinic”.
2. Agencies would not be allowed to further subcontract, partial/full of the work will be assigned to them.
3. The rate quoted will be for Lucknow and inclusive of all Taxes/Levies/Postal/Courier charges etc.
4. The Agency will be liable to finish the work within the specified period.
5. The rate quoted by the agency needs to be valid for a period of one year from the date of financial bids.
6. HLFPPT reserves the right to award the work order to the second highest scoring agency in the event the first highest scoring agency backs out after final discussions.
7. Financial bids of only those bidders, who qualify technically, will be opened & financial bids of technically unsuccessful bidders will be returned unopened.
8. Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
9. The RFP should be sent with Capability Statement, Company Profile & Relevant Expertise for implementing the applied activities.
10. 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 in and signed by the concerned authority and stamped on all pages indicating their unqualified acceptance.
11. The Agencies should also submit an undertaking (Annexure‐1) duly signed and stamped.
12. Payment will be made within 30 days of submission of bills after satisfactory completion of work by the agency.
13. Payment will be made through local crossed cheque or NEFT only.
14. HLFPPT reserves the right to cancel the contract at any point of time, in case of non‐compliance by the agencies with respect to terms and conditions of the RFP.
15. 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

Name & Seal of Firm/Agency

Address:-

Tele/Fax

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

9/316, VIKAS NAGAR, LUCKNOW

##### Annexure- 1: Technical Bid Format:-

##### Location (Lucknow-UP)

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|  | **Company Profile** | **Submitted (Yes/No)** |
| 1 | a) Name of the Bidder |  |
| 2 | b) Full postal address |  |
| 3 | c) Website , if any |  |
| 4 | d) Telephone number |  |
| 5 | e) Email address |  |
| 6 | **List of Clients and Phone no.** |  |
| 7 | 1) |  |
| 8 | 2) |  |
| 9 | 3) |  |
| 10 | Prior working experience in Interior Works |  |
| 11 | Sample of the task (Previous work) enclosed |  |
| 12 | Undertaking ( See Annuxure‐1) |  |
| 13 | Service Tax & PAN Number (Photocopy) |  |
| 14 | Turnover certificate/Audited financial statements  immediately preceding last three years duly certified by  Chartered Accountant. |  |
| 15 | Terms & Conditions duly signed |  |
| 16 | Agencies should have own set‐up for printing |  |
| 17 | Agencies should not further sub‐contract, partial/full of  the work will be assigned to them. |  |

Name & Signature of Authorized Signatory

Name & Seal of Firm/Agency

Address :-

Tele/Fax-

**List of documents to be attached with Technical Bids:**

* + Company profile with prior working experience in designing and printing newsletter of similar documents and list of clientele.
  + Sample of similar task done
  + Sample of paper quality to be used
  + List of equipment available of Interior works
  + Undertaking
  + Copy of Service Tax, VAT and PAN number.
* Turnover certificate / audited financial statements of last 3 years during immediately preceding last three years duly certified by Chartered Accountants.
  + Terms & Conditions duly signed

Name & Signature of Authorized Signatory

Name & Seal of Firn/Agency

Address :-

Tele/Fax-

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

9/316, VIKAS NAGAR, LUCKNOW

**(B) Financial Proposal**

We are submitting below the lowest quotation for the above after understanding completely the technical specifications and other terms and conditions relating to time frame, quality explained to me by the project committee.

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|  | **SPECIFICATIONS (FINANCIAL)** | AGENCY’S RESPONSE |
| 1 | Rates quoted will be inclusive of all taxes, Levies and other cost, if any etc. |  |
| 2 | TDS as applicable will be deduced as per I.T. Act, 1961. |  |
| 3 | The payment will be done through Local Cheque / NEFT/ RTGS. |  |
| 4 | Payment will be released within 30 days after submission of bill. |  |
| 5 | Penalty clauses will apply as per the company’s policy, as per terms of the work order: the decision of the HLFPPT/Project Management shall be final and binding in this regard. |  |

Name & Signature of Authorized Signatory

Name & Seal of Firm/Agency

Address :-

Tele/Fax-

**Financial Bid Details-**

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| **Interior work of MERRY LIFE CLINIC at Lucknow** | | | | | |
| **S.No** | **Particulars** | **Qty** | **Unit** | **Rate** | **Amount** |
| 1 | 1st Class brick wall partition 4.5” wide in 1.5 cement, sand mortar up to slab with plaster finish as per dimension. | 1100 | Sq.ft |  |  |
| 2 | RCC work in 1:2:3 ratio in 5” thick for lintels, ramp shed column base finishing and other is any structural required work per site condition. | 85 | Sq.ft |  |  |
| 3 | Aluminum partition with upper and lower pre laminated board with 1.2 aluminum section and center china made glass including all fittings | 840 | Sq.ft |  |  |
| 4 | Front covering iron shed structure in arch shape with four supporting pillars | 350 | Sq.ft |  |  |
| 5 | Front covering shed polycarbonate sheet 18 gage (Bhushan Brand) | 350 | Sq.ft |  |  |
| 6 | Plumbing work with all pipe fitting (supreme) including drain and supply pipes with labour and all materials as per required. | 2 | Nos. |  |  |
| 7 | Toilet sanitary providing and fixing of all fittings & fixtures like comod, wash basin urinals (jaguar equivalent). | 2 | Nos. |  |  |
| 8 | Flooring and wall tiles toilets floors and walls upto 7’ high with growing and good finish work. | 550 | Sq.ft |  |  |
| 9 | Tile cladding for O.T(major & minor)wall upto 7’ high orient made | 390 | Sq.ft |  |  |
| 10 | Toilet and O.P.D room shed covering iron structure with polycarbonate sheet. | 150 | Sq.ft |  |  |
| 11 | Doors for all toilets & room in aluminum frame and door with handle lock and door closer and stoppers including all fittings and fasteners. | 7 | Nos. |  |  |
| 12 | Electrical work all wirings and fittings with electrical supply wiring as per required powers. | 1 | Job |  |  |
| 13 | Water drainage sump with auto pump. |  |  |  |  |
| 14 | Painting work burger emulsion with 1 coat putty, 1 – coat primer and 2- coat paint finish. | 2000 | Sq.ft |  |  |
| 15 | Front work elevation work for display shining board with lighting shed. | 350 | Sq.ft |  |  |
| 16 | False ceiling work 2x2 armstrong tile grids ceiling with all fittings. | 2000 | Sq.ft |  |  |
| **Total Amount in (Rs.) inclusive Tax** | | | | |  |

Name & Signature of Authorized Signatory

Name & Seal of Firm/Agency

Address :-

Tele/Fax-

**Annexure‐1**

**UNDERTAKING FROM VENDORS.**

This has reference to the RFP emailed to us. In response to the RFP, we have submitted our technical and 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 undertake 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.)