

**REQUEST FOR PROPOSAL FOR
Agency empanelment for procurement of IT items Noida**

Hindustan Latex Family Planning Promotion Trust (HLFPPT) is a national not-for-profit health services organisation, working on the entire spectrum of RMNCH+A (Reproductive, Maternal, Newborn, Child & Adolescent Healthcare), HIV Prevention & Control and Primary Healthcare.

HLFPPT is promoted by HLL Lifecare Ltd (a Mini Ratna PSU under the Ministry of Health & Family Welfare, Govt). It was founded in 1992 and is registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955.

HLFPPT invites sealed proposals for **“Agency empanelment for procurement of IT items-”**

Detailed Specification 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 No.: 0120-4673600**

Last Date & Time of accepting of Bid: 26th July 2017 till 06.00 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 – 4673673

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

**Request for Proposal for
Agency empanelment for procurement of IT items-Noida
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. 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).
3. The bidder must have PAN (Permanent Account Number) and registered under GST and the documents for the same is to be attached.
4. The agency shall bear all costs associated with the preparation and submission of bid.
5. 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.
6. Bidders should provide brief profile of their experience.
7. Schedule of supply will be provided by HLPPT at the beginning of the Purchase Order. 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.

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10. The quotes will be appraised by internal committee formed by HLFPT management.
11. HLFPT 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/good supply 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, HLFPT may consider termination of the contract.
12. In case of delay on the part of HLFPT 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 GST 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. Profile of the bidder
 - ii. No. of years of establishments
 - iii. Turnover for the financial year 2013-14, 2014-15 , 2015-16
 - iv. Credit period given in the course of normal business
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. HLFPT 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 order from time to time for any activity to the selected agencies (as per requirement).

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20. The agency needs to submit 'Technical Bid' & 'Financial Bid' separately in sealed envelopes by super scribing as **“Technical Proposal for Agency empanelment for procurement of IT items-Noida”** and **“Financial Proposal for Agency empanelment for procurement of IT items-Noida “**. **Both these envelopes should be enclosed in a Master Envelope by super scribing “Proposal for Agency empanelment for procurement of IT items-Noida”**.
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 of the purchase order assigned to them.
23. The rate quoted will be inclusive of all **Taxes and other charges etc.**
24. The rate quoted by the agency needs to valid for a period of 30 days from the date of financial bids.
25. 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.
26. Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
27. The RFP should be sent with Capability statement along-with Company Profile for supplying the applied product.
28. 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.
29. The Agencies should also submit an undertaking (Annexure-3) duly signed & Stamped.
30. Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.
31. The final price will remain valid for minimum 30 days from the award of the contract.

32. All the bids need to be submitted by 06.00 pm on July 26th 2017 to:

Manager – Administration
Hindustan Latex Family Planning Promotion Trust (HLPPT)
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

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Scope of Work

HLFPPT needs to empanel agency for procurement of various type of IT related items. A list of IT items are mentioned below, agency also can edit the same for adding more items with description etc.

List of IT items

S.No.	Item	Capacity/Description	Brand	Rate (inclusive of all taxes)
1	Hard disk (External)	250 GB to 4 TB	All brand	
2	Hard disk (internal)	250 GB to 4 TB	All brand	
3	RAM	from 1 GB to Maximum range	All brand	
4	DVD-RW		All brand	
5	Monitor	TFT/LED 14" to 27"	All brand	
6	Keyboard	Wireless/Wired	All brand	
7	Mouse	Wireless/Wired	All brand	
8	Speaker	Wireless/Wired/basic speakers/portable	All brand	
9	Web cam		All brand	

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10	UPS	for Desktop	All brand	
11	Head Phone	normal/with mic	All brand	
12	Card reader			
13	Pen Drive	from 16 GB to Maximum range	All brand	
14	HDD converter		All brand	
15	HDD casing			
16	LAN Switch	from 16 port to meximum	All brand	
17	Router			
18	LAN Cable			
19	Software	Office/windows/Antivirus etc.		
20	Laptop Keyboard		All brand	
21	Voice Recorder		All brand	
22	Voice recorder with Mic		All brand	
23	Laptop Screen	All size	All brand	
24	Laptop power adaptor		All brand	
25	power cables		All brand	
26	Toner cartridge (Ink jet)		All brand	
27	Toner cartridge (Laserjet)		All brand	
28	Laptop battery		All brand	

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29	USB LAN card		All brand	
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HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

Ref: RFP Agency empanelment for procurement of IT items-Noida”

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

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 HLPPT	
2.	The receipt of products 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 similar work, as listed in this RFP. Please give details or provide list of clients to whom similar work have been done.	
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 under GST 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 HLPPT/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 final price will remain valid for minimum 30 days from the award of the contract.	
12.	The agency shall provide standard warranty of the work.	

Name & Signature of Authorised Signatory

Name & Seal of the Firm/ Agency

Address:

Telephone/ Fax

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.

HINDUSTAN LATEX FAMILY PLANNING PROMOT

Ref: RFP Agency empanelment for procurement of IT items-Noida”

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 of the List of IT items mentioned on page no.5 and 6 as per following-	
2.	The rates quoted will be inclusive of all taxes etc.	
3.	TDS as applicable will be deduced as per I.T. rules.	
4.	Payment shall be made within 45 days after delivery of goods	
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.

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Annexure -3
Undertaking from Agencies
(to be enclosed in sealed envelope containing technical proposal)
Ref: RFP Agency empanelment for procurement of IT items-Noida”

This has reference to the RFP published on the website of HLPPT on 20/07/2017. In response to the RFP, we have submitted our 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.

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