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| **HLFPPT/CSR/MMU/ASSAM/BAM/2017-18** Dated: August 24, 2017**REQUEST FOR PROPOSAL****FOR****“Purchase of Biometric Attendance Machines and their Installation in Mobile Medical Units”** 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 invites sealed proposals from eligible firms/agencies/individuals (hereinafter Bidders) for **“Purchase of Biometric Attendance Machines and their Installation in Mobile Medical Units”.** Interested agenciesneed to submit **‘Technical Bid’** & **‘Financial Bid’** separately in sealed envelopes by super scribing as **“Technical Proposal for Purchase of Biometric Attendance Machines and their Installation in Mobile Medical Units”** and **“Financial Proposal** **for Purchase of Biometric Attendance Machines and their Installation in Mobile Medical Units”**. Both these proposals should be sealed in a Master Envelope superscripting **Proposal** **for “Purchase of Biometric Attendance Machines and their Installation in Mobile Medical Units”.**Detailed List of Item (s) to be delivered and installed is enclosed in Technical Bid Format as Annexure-1. For any **TECHNICAL QUERIES** related to the procurement, please call **Mr Alok Singh, Sr Manger – IT, HLFPPT (98114 68324).**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**Date of Release of RFP on website: 24th August 2017****Last Date & Time of accepting of Bid: 31st August 2017 till 6.00 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 – 4673600** |

**Request for Proposal**

**for**

**“Purchase of Biometric Attendance Machines and their Installation in Mobile Medical Units”**

 (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. 2 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 GST Number 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 and place of delivery will be provided by HLFPPT at the beginning of the work. In case of delay/ disruption of the activity implementation/execution, penalty will be levied.
9. HLFPPT 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 HLFFPT management.
11. 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% 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, HLFPPT may consider termination of the contract.
12. In case of delay on the part of HLFPPT in providing the approvals, the time of service delivery will be extended by equal number of days.
13. **Documents required to release the payment:**
	* 1. Bill / Invoice mentioning Permanent Account Number and GST Number
		2. Documentary proof of the deliverables as per purchase order.
		3. 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-
	1. Past Experience with Govt. Agency / NGO / Development / Private Sector with supporting documents like copy of purchase order or performance certificate from the client.
	2. Past experience in supplying similar goods.
	3. List of clientele.
	4. Capability statement along-with Company Profile & infrastructure suitable for executing similar orders.
	5. 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. HLFPPT 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 Biometric Attendance Machines and their Installation in Mobile Medical Units”** and **“Financial Proposal for Purchase of Biometric Attendance Machines and their Installation in Mobile Medical Units”**. Both these proposals should be sealed in a Master Envelope superscripting **“Proposal for Purchase of Biometric Attendance Machines and their Installation in Mobile Medical Units”.**
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 offices in Guwahati, Dibrugarh and Silchar. Complete address will be provided in purchase order. Installation will be made in the MMUs at their respective Parking Locations spread over 27 districts of Assam. Location details of MMUs will be provided for installations.
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. HLFPPT 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-A3) duly signed & Stamped.
31. Proposal may be submitted in the prescribed format for all items or partial items under.
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 6.00 pm on 31st August, 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 – 4673600**

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.**

 **Annexure 1: List of Item (s) with Specifications**

|  |  |
| --- | --- |
| Product | **Approx Qty** |
| Biometric Attendance Machine **Technical Specification – 1500 Finger Print*** Approx Size: 21 X 3.5 X 14.5 cm
* Approx User Capacity: 1,500
* Approx Transaction Storage :50,000
* Communications: RS232 , RS485, TCP/IP ,USB
* Identification time : < =2S
* FAR: <=0.0001%
* FRR: <=1% Operating
* Temperature : 0°C - 45°C
* Operating Humidity : 20%-80%
* Sensor: OEM Optical Sensor 500 DPI
* Language: English
* Algorithm Version: 9.0/10.0

**The Product should match above specifications or should be close equivalent** |   130  |

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

# Format for Receiving the Technical Bid

**Envelope – A**

**(To be submitted in a separate envelope duly labeled Envelope - A “Technical Bid”)**

Technical Bid - Technical Bid shall comprise the following documents

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Particular** | **Details to be submitted** |
| 1 | Bidder details  | Annexure - A1  |
| 2 | Annual Turnover | Annexure - A2 |
| 3 | Declaration Form | Annexure - A3 |

***Note:*** *Technical Bid should be duly page numbered, otherwise will not be considered.*

**HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST**

**Proposal for** **“Purchase of Biometric Attendance Machines and their Installation in Mobile Medical Units”**

**Ref:** *HLFPPT/CSR/MMU/ASSAM/BAM/2017-18*

**Annexure- A1:** Technical Bid Format (to be enclosed in sealed envelope along-with technical proposal)

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

**Installation**: Installations in 130 MMUs across Assam

**Annexure -A1**

|  |  |  |
| --- | --- | --- |
| **1** | Name of Organization/Individual/ Proprietary Firm/Entity of Organization (Registered under Partnership Act)/Limited Company (Registered under the Companies Act–1956) | *In case of partnership firm and limited company certified copy of partnership deed/ Articles of Association and Memorandum of Association along with registration certificate of the company shall have to be enclosed.* |
| **2** | PAN  | No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Copy enclosed) |
| **3** | GST Number | No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Copy enclosed) |
| **4** | Address from where Invoicing will be done |  |
| **5** | Address for Communication |  |
| **6** | Telephone Number with STD Code |  |
| **7** | Mobile Number |  |
| **8** | E-mail Address for all communications |  |
| **9** | Whether similar job work undertaken in the past; if so please attach details along with documentary evidences and photographs of the same.  |
| **9.1**  | Name of the clients with address (if applicable) |  |
| **9.2** | Attach copies of work orders received from the above mentioned clients**:** |  |
| **10** | Total Annual Turnover (value in Rs.) for the FY 13-14, 14-15, 15-16 (attach three years Audited Profit & Loss statement or CA certificate): |

| **S. No.** | **SPECIFICATION (TECHNICAL)** | **AGENCY’S RESPONSE** **(AGREE/ DISAGREE)** |
| --- | --- | --- |
|  | Supply to be done according to the quantities, specifications, quality, schedule and locations approved by HLFPPT |  |
|  | The receipt of materials to be submitted as proof along with invoice. |  |
|  | The agency is capable and agrees to complete the supply within specified time as agreed upon otherwise penalty clause will be invoked. |  |
|  | Past experience of the agency in supply of items or similar items in Assam, as listed in this RFP, would be given preference. Please give details or provide list of clients to whom similar goods have been supplied. |  |
|  | 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. |  |
|  | Constitution of the agency whether Proprietor ship/Partnership/Company. Give details of Proprietor/ Partner/Directors. |  |
|  | For how many years the agency is engaged in similar line of activities. |  |
|  | GST Registration certificate has been submitted along with the technical quotation. |  |
|  | 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. |  |
|  | Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant, has been enclosed |  |
|  | The rate quoted by us is valid for a period of 180 days from the date of financial bid opening |  |

**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.

We are hereby submitting our proposal after understanding completely the technical specifications and other terms and conditions of the RFP.

**Signature of Bidder with Seal**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexure - A2**

**Bidder’s Annual Turnover Statement**

**(To be contained in Envelope A)**

**Ref:** *RFP No: HLFPPT/CSR/MMU/ASSAM/BAM/2017-18*

ON THE LETTER HEAD OF CA FIRM

**CERTIFICATE OF ANNUAL TURNOVER**

We/I certify that the below mentioned year-wise turnover of M/s …………………………. …………………………………………………………are

true and correct based on the books of accounts and other documents maintained by M/s …………………………………………………………for the

below mentioned years.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Financial Year** |  **Turn Over Amount (in Lakhs)\***  |
| 1. | 2015-16 |  |
| 2. | 2014-15 |  |
| 3. | 2013-14 |  |
|  | Total |  Rs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Lakhs |

 **Signature of Auditor/ Chartered Accountant**

 **Name:**

 **Membership No.**

 **Firm Regn. No.**

**Annexure -A3**

**Undertaking from Agencies**

**(to be enclosed in sealed envelope containing technical proposal)**

**Ref: “Purchase of Biometric Attendance Machines and their Installation in Mobile Medical Units”**

This has reference to the RFP published on the website of HLFPPT. 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 herby 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.

**Annexure – 2**

**HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST**

**Ref:** **“Purchase of Biometric Attendance Machines and their Installation in Mobile Medical Units”**

**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)** |
|  | Agency will quote the rates as per following-* Unit Rate for List of Items mentioned in the Financial Bid
* Delivery charge FOR at
* Packing cost if any
 |  |
|  | The rates quoted will be inclusive of all taxes/ Levies/ packing/freight/ transit insurance, etc. |  |
|  | TDS as applicable will be deduced as per I.T. rules. |  |
|  | Payment shall be made within 45 days after delivery & installation of the equipments. |  |
|  | The payment will be done through Local Cheque / NEFT/ RTGS. |  |
|  | 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. |  |

**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.

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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Product |  **Qty** | **Make and Model No**. | **Unit Rate** | **Tax** |  **Total Amount****(inclusive of all taxes, deliveries** **at any of the 3 locations in Assam, namely: Guwahati, Dibrugarh and Silchar and their Installation in 130 MMUs stationed across 27 districts of Assam)** |
| **Biometric Attendance Machine** Technical Specification – 1500 Finger Print* Approx Size: 21 X 3.5 X 14.5 cm
* Approx User Capacity: 1,500
* Approx Transaction Storage :50,000
* Communications: RS232 , RS485, TCP/IP USB; Identification time : < =2S;
* FAR: <=0.0001%
* FRR: <=1% Operating
* Temperature : 0°C - 45°C
* Operating Humidity : 20%-80%
* Sensor: OEM Optical Sensor 500 DPI
* Language: English
* Algorithm Version: 9.0/10.0

**The Product should match above specifications or should be close equivalent**  |   130  |  |  |  |  |

Important Note-

* Supply to be done according to the quantities, specifications, quality, schedule and locations approved by HLFPPT
* Installations to be done as per list of MMU Parking Locations provided by HLFPPT
* Cost of item should include all kind of packaging, processing & transportation, transit insurance and other charges along with taxes. Envelop should mention Proposal for **“Purchase of Biometric Attendance Machines and their Installation in Mobile Medical Units”**

**Checklist of Documents to be Included**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Item** | **Whether included – Yes/No** |
|  | Signed Copy of this Request For Proposal document (along with name & seal of the firm/agency) included  |  |
|  | In case of partnership firm and Limited Company, certified copy of partnership deed/ Articles of Association and Memorandum of Association along with registration certificate of the company shall have to be enclosed |  |
|  | Copy of PAN Card included  |  |
|  | Copy of GST Registration number included  |  |
|  | CA certificate or audited profit and loss account of last 3 years [Fy 13-14. 14-15, 15-16] has been included with the Technical bid. |  |
|  | Original brochure, if any, of the items has been enclosed |  |
|  | Copy of Work Orders in support of similar or relevant experience has been enclosed  |  |
|  | Copy of Client List has been enclosed  |  |
|  | Envelope ‘A’ containing the Technical Bid (Annexure A1, A2 and A3 ) has been enclosed  |  |
|  | Envelop ‘B’ containing the Financial Bid (Annexure 2) has been enclosed |  |
|  | Both – Enveloped A and Envelope B have been enclosed in another big envelope superscripted **“Proposal for Purchase of Biometric Attendance Machines and their Installation in Mobile Medical Units”.** |  |