

**REQUEST FOR PROPOSAL  
FOR  
Purchase of Server for COE - DEIC, UP**

“Hindustan Latex Family Planning Promotion Trust (HLFPPT) is establishing and operationalizing a Centre of Excellence (COE) District Early Intervention Centre (DEIC) and Training Centre in the state with support from Ministry of Health & Family Welfare and Rashtriya Bal Swasthya Karyakram (RBSK) & NHM. Model DEIC would be established in Super Specialty Pediatric Hospital & Post Graduate Teaching Institute (SSPHPGTI), Sector-30, Noida. The objectives of the COE-DEIC is to deliver accessible health facilities with infrastructure and resource for interdisciplinary evaluation and intervention to be delivered under one roof. To provide early detection, intervention and referrals for all infants discharged from SNCU, children referred from RBSK, Mobile Health Teams, Delivery points, ASHA, Private medical practitioners and self-referral. To act as Regional COE for conducting training of other DEICs technical staff in the state of UP”.

In this regard HLFPPT invites sealed proposals for **“Purchase of Server for COE - DEIC, UP”**

Detailed List, Specification & Quantities of Items to be procured 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, 2<sup>nd</sup> Floor, Sector 62, Noida, Uttar Pradesh-201 307 Telephone Nos.: 0120-4673600, 4231060/1/2

Last Date & Time of accepting of Bid: 16<sup>th</sup> October, 2017 till 4.00 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**  
**Purchase of Server for COE - DEIC, UP**  
**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. The bidder must have PAN (Permanent Account Number) and registered with the GSTIN , etc. and the documents for the same is to be attached.
3. The agency shall bear all costs associated with the preparation and submission of bid.
4. 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.
5. Bidders should provide brief profile of their experience for the last three years along with the evidences of similar orders executed earlier along with the client list. Certificate/ documents evidencing past supplies for up to last 3 years should be enclosed.
6. Schedule of installation 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.
7. 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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8. The tender will be appraised by internal committee formed by HLPFPT management.
9. HLPFPT 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, HLPFPT may consider termination of the contract.
10. In case of delay on the part of HLPFPT in providing the approvals, the time of service delivery will be extended by equal number of days.
11. **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.
12. Technical Evaluation of the agencies would be done on the following basis-
  - Past experience
  - Company Profile
  - 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. Financial quotation of only technically qualified agencies will be opened and the financial quotation of technically disqualified agencies will be kept sealed.
15. HLPFPT reserves the right for extending or curtailing any activity at any point of time (if required) as per programme requirement.
16. Management reserves the right to cancel partial / complete order at any point of time (if required) as per the program requirement or the case may be.
17. HLPFPT management reserves the right to change (increase or reduce) the numbers/units as per its sole discretion and requirement.

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18. The agency needs to submit 'Technical Bid' & 'Financial Bid' separately in sealed envelopes by super scribing as "**Technical Proposal for Purchase of Server for COE - DEIC, UP**" and "**Financial Proposal for Purchase of Server for COE - DEIC, UP**". **Both these envelopes should be enclosed in a Master Envelope by super scribing "Proposal for Purchase of Server for COE - DEIC, UP"**.
19. Bids received after the specified date and time for receipt of bids would not be considered.
20. Agencies would not be allowed to further subcontract, partial/full of the purchase order assigned to them.
21. Delivery will be at our Noida office. Complete address will be provided in purchase order.
22. The rate quoted will be inclusive of all **Taxes / Levies / Freight / Packing / transit insurance/other charges etc.**
23. The rate quoted by the agency needs to valid for a period of 60 days from the date of financial bids.
24. 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.
25. Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
26. The RFP should be sent with Capability statement along-with Company Profile for supplying the applied products.
27. 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.
28. The Agencies should also submit an undertaking (Annexure-3) duly signed & Stamped.
29. Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.
30. The final price will remain valid for minimum 45 days from the award of the contract.

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

34. All the bids need to be submitted by 4.00 pm on 16<sup>th</sup> October, 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 - 4673673

We agree and abide by all terms and conditions as mentioned above including the validity of the offer

**Name & Signature of Authorised Signatory**

**Name & Seal of the Firm/ Agency**

**Address:**

**Telephone/ Fax**

**HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST**

**Ref: RFP Purchase of Server for COE - DEIC, UP**

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

**Location:** Delivery of product will be at our Noida office.

| <b>S.No.</b> | <b>SPECIFICATION (TECHNICAL)</b>  | <b>AGENCY'S RESPONSE (AGREE/ DISAGREE)</b> |
|--------------|---|--|
| 1.           | Supply / installation to be done according to the quantities, specifications, quality, schedule and locations   |  |
| 2.           | The acknowledgement of installation & functioning of Server to be submitted as a proof along with   |  |
| 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 supply of items or similar items, as listed in this RFP. Please give details or provide list of clients to whom similar goods have been supplied.    |  |
| 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.   | Years-                                     |
| 8.           | Registration certificate with 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 HLFPPPT/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 60 days from the award of the contract.   |  |
| 12.          | The agency shall provide standard warranty of the Server.   |  |

**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.

**Name & Signature of Authorised Signatory**

**Name & Seal of the Firm/ Agency**

**Address:**

**Telephone/ Fax**

**HINDUSTAN LATEX FAMILY PLANNING PROMOT**

**Ref: RFP Purchase of Server for COE- DEIC, UP**

**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 as per following- <ul style="list-style-type: none"><li>• Supply of Server</li></ul>  |                                     |
| 2.   | The rates quoted will be inclusive of all taxes/ Levies/ packing/freight/ 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 HLFPPPT/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.

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

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.

| Item   | Configuration   | Qty | Rate | Tax | Total (Rs.)<br>(inclusive of all taxes) |
|--------|---|-----|------|-----|---|
| SERVER | TOWER MODEL – Dell Server T430<br><br>Intel® Xeon® E5-2609v4 (1.7GHz/ 8C / 15MB / 85W), 12 DIMMS, 1X8GB DDR4, upto 8 Drives (3.5inch) Hot Plug SATA, 1X1TB SATA (3.5 inch) 7.2K RPM, RAID 0,1,5 (H330), DVD Writer, 1X inbuilt (495W), 3 Yrs. Pro-Support & Mission Critical/ 24x7 4Hr Onsite | 1   |      |     |   |
|        |   |     |      |     |   |

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



Important Note-

- Supply to be done according to the quantities, specifications, quality, schedule and locations approved by HLFPPT
- The rates quoted shall be valid for 45 days from issue of purchase order.
- 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 Server for COE - DEIC, UP”

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

**Annexure -3**  
**Undertaking from Agencies**  
**(to be enclosed in sealed envelope containing technical proposal)**  
**Ref: RFP Purchase of Server for COE - DEIC, UP**

This has reference to the RFP published on the website of HLFPPPT on 09/10/2017. 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 , HLFPPPT reserves the sole right to cancel the contract and recover the full value of the contract from us.

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