

HLFPPT/NOIDA/2018-19

Dated: January 4, 2019

**REQUEST FOR PROPOSAL
FOR
Purchase of Laptops**

HLFPPT is a trust promoted by HLL Life care Ltd. (A Govt. of India enterprise) having its corporate office at Noida Sector - 62, U.P. It is implementing various Health related projects across India.

In this regard HLPPT invites sealed proposals for **“Purchase of Laptops”**

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, 2nd Floor, Sector 62, Noida, Uttar Pradesh-201 307 Telephone Nos.: 0120-4673600, 4231060/1/2

Last Date & Time of accepting of Bid: 14th January 2019 till 5.00 pm

Address for submission of bid: Team Leader - Administration & Commercial
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 Laptops
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 agency should have an average annual turnover of Rs. 35 lakhs 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 registered with the VAT/CST Tax, etc. 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 orders executed earlier along with the client list. Certificate/ documents evidencing past supplies for up to last 3 years should be enclosed.
8. Schedule of supply will be provided by HLFPPPT at the beginning of the Purchase Order. In case of delay/ disruption of the activity implementation/execution, penalty will be levied.
9. HLFPPPT 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 tender 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 VAT/ CST 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. Past Experience with Govt. Agency / NGO / Development Sector with supporting documents like copy of purchase order or performance certificate from the client.
 - ii. Past experience in undertaking similar activities.
 - iii. List of clientele.
 - iv. Capability statement along-with Company Profile for supplying the applied products.
 - v. 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. 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. HLPPT management reserves the right to change (increase or reduce) the numbers/units as per its sole discretion and requirement.
21. The agency needs to submit 'Technical Bid' & 'Financial Bid' separately in sealed envelopes by super scribing as **“Technical Proposal for Purchase of Laptops”** and **“Financial Proposal for Purchase of Laptops ”**. **Both these envelopes should be enclosed in a Master Envelope by super scribing “Proposal for Purchase of Laptops ”**.
22. Bids received after the specified date and time for receipt of bids would not be considered.
23. Agencies would not be allowed to further subcontract, partial/full of the purchase order assigned to them.
24. Delivery will be confirm at our Noida Office. Complete address will be provided in purchase order.
25. The rate quoted will be inclusive of all **Taxes / Levies / Freight / Packing / transit insurance/other charges etc.**
26. The rate quoted by the agency needs to valid for a period of 30 days from the date of financial bids.
27. 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.
28. Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
29. The RFP should be sent with Capability statement along-with Company Profile for supplying the applied products.
30. 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.
31. The Agencies should also submit an undertaking (Annexure-3) duly signed & Stamped.
32. Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.
33. The final price will remain valid for minimum 45 days from the award of the contract.

Name & Signature of Authorised Signatory
Name & Seal of the Firm/ Agency
Address:
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34. All the bids need to be submitted by 5.00 pm on 14th January, 2019 to:

Team Leader

Administration &
Commercial

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 Laptops"

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

Location: Delivery of product will be at our Noida Offices

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 HLFPPPT	
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 supply of items or similar items, as listed in this RFP, at Assam would be given preference. 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.	
8.	Registration certificate with VAT 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 45 days from the award of the contract.	
12.	The agency shall provide standard warranty of the Laptops.	

Please Note:-

Name & Signature of Authorised Signatory

Name & Seal of the Firm/ Agency

Address:

Telephone/ Fax

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 Purchase of Laptops"

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- Supply of Laptops	
2.	The rates quoted will be inclusive of all taxes/ Levies/ packing/freight/ etc.	
3.	TDS as applicable will be deducted 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.

Laptop Brand	Configuration	Qty	Rate	Tax	Total (Rs.) (inclusive of all taxes)
HP	HP 250 G6 3XL40PA 15.6-inch Screen Size Laptop(Intel Celeron Dual Core/4GB Ram/1TB HDD/DOS/BAG/Black)	130			
HP	HP 250 G6 , i3, 6TH , / 4GB/1TB/DOS/15.6"/DVD/3 YR Warranty/BAG	21			
HP	HP 250 G6 , i3, 6TH , / 4GB/1TB/ WIN 10/15.6"/DVD/ 3 Year /BAG				

Important Note-

- Supply to be done according to the quantities, specifications, quality, schedule and locations approved by HLPPT
- 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 Laptops"

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 Laptops"

This has reference to the RFP published on the website of HLPPT on 04/01/2019. 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 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.

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