

REQUEST FOR PROPOSAL**FOR****“Rate Contract for Purchase of Stationeries and other miscellaneous items”**

Hindustan Latex Family Planning Promotion Trust (HLFPPT) has been awarded to implement Mobile Medical Units (MMUs) Project (130 numbers) in various districts of Assam, to provide primary & selected secondary health care services to the community. Accordingly, a total of 130 MMUs will be deployed by HLPPT in various districts of Assam including Tea Garden Areas.

For smooth operations of the MMU, stationery and other miscellaneous items would be required on a regular basis. In this regard HLPPT invites sealed proposals for **“Rate Contract for Purchase of Stationeries and other miscellaneous items”**. Interested agencies need to submit ‘Technical Bid’ & ‘Financial Bid’ separately in sealed envelopes by super scribing as “Technical Proposal for Rate Contract for Purchase of Stationeries and other miscellaneous items” and “Financial Proposal for Rate Contract for Purchase of Stationeries and other miscellaneous items”. Both these proposals should be sealed in a Master Envelope superscripting “Proposal for Rate Contract for Stationeries and other miscellaneous items”.

Detailed List of Items to be delivered 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, 4673673

Last Date & Time of accepting of Bid: 22nd April 2019 till 6:00 pm

**Address for submission of bid: Administration Department
Hindustan Latex Family Planning Promotion Trust (HLFPPT)
B-14A, II Floor, Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh - 201307
Ph. 0120 – 4673600, 4673673**

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

Request for Proposal
for
“Rate Contract for Stationeries and other miscellaneous items”
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 VAT/CST Tax, 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 supplies executed earlier with the client list. Certificate/ documents evidencing past supplies executed for up to last 3 years should be enclosed.**
6. Schedule of supply will be provided by HLPPT at the beginning of the work. 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.
8. The tender will be appraised by internal committee formed by HLPPT management.
9. HLPPT 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, HLPPT may consider termination of the contract.
10. In case of delay on the part of HLPPT in providing the approvals, the time of service delivery will be extended by equal number of days.

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11. 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.

12. Technical Evaluation of the agencies would be done on the following basis-

- Past experience in undertaking similar activities.
- List of clientele.
- Agency Profile.

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. HLPPT 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 award the purchase order to more than one Agency.

17. Management reserves the right to issue multiple purchase orders from time to time for any activity to the selected agencies (as per requirement).

18. HLPPT management reserves the right to change (increase or reduce) the numbers/units as per its sole discretion and requirement.

19. The agency needs to submit 'Technical Bid' & 'Financial Bid' separately in sealed envelopes by super scribing as "Technical Proposal for Rate Contract for Purchase of Stationeries and other miscellaneous items" and "Financial Proposal for Rate Contract for Purchase of Stationeries and other miscellaneous items". Both these proposals should be sealed in a Master Envelope superscripting "Proposal for Rate Contract for Stationeries and other miscellaneous items".

20. Bids received after the specified date and time for receipt of bids would not be considered.

21. Agencies would not be allowed to further subcontract, partial/full scope of the purchase order assigned to them.

22. Delivery will be at our project offices in **Guwahati, Dibrugarh and Silchar in Assam**. Complete address will be provided in purchase order.

23. The rate quoted will be inclusive of all **Taxes / Levies / Freight / Packing / transit insurance/other charges etc.**

24. The rate quoted by the agency needs to valid for a period of **One Year** from the date of financial bids.

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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 with company profile & infrastructure suitable for implementing the applied activities.
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. Proposal for rate contract may be submitted in the prescribed format for all items or partial items under the rate contract.**
31. Enlistment under Rate Contract with HLPPT does not ensure business of any quantum, whatsoever.
32. Attach brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.
- 33.** If successful, the price list/final negotiated price list being furnished with the proposal will remain valid for minimum **One Year** from the award of the contract.
34. 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.
- 35. All the bids need to be submitted by 6.00 pm on April '22, 2019 to:**
 - Administration Department**
 - Hindustan Latex Family Planning Promotion Trust (HLPPT)**
 - B-14A, II Floor, Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh - 201307**
 - Ph. 0120 – 4673600, 4673673**

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 the Firm/ Agency
Address:
Telephone/ Fax

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

Ref: "Rate Contract for Purchase of Stationeries and other miscellaneous items"

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

Location: Delivery of goods will be at our project offices in Guwahati, Dibrugarh and Silchar in Assam

Sr.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 materials 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 HLPPT/Project Management shall be final and binding in this regard.	
10.	Attach brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.	
11.	Enlistment under Rate Contract with HLPPT does not ensure business of any quantum, Whatsoever	
12.	If successful, the price list/final negotiated price list being furnished with the proposal will remain valid for minimum One Year from the award of the contract.	

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 Authorized Signatory

Name & Seal of the Firm/ Agency

Address:

Telephone/ Fax

Table: Detailed List of Items to be delivered

Sr.No	Item
1	Acrylic Display Stand (2 –way paper inserts) of size 3”x6”
2	Battery Cell - Medium Size
3	Battery Cell – Pencil Type for torch
4	Flat File
5	Gum (Fevistick) 8 gm
6	Hand Wash(liquid) 215 ml Lifebuoy or other equivalent brand
7	Handwash refill (liquid) 185 ml Lifebuoy or any other equivalent brand
8	Permanent Marker Pen - Black
9	Permanent Marker Pen - Red (Small)
10	Dairy Crate with partition (size:470x370x170) mm)
11	Paper Rim (A4 Size,65 gsm)
12	Pen (Ball Type)
13	Printing Paper roll for Auto analyzer (57 mm width Thermal Paper)
14	Punch Machine (8 cm)
15	Register No. 2 - for Staff attendance
16	Register No. 5 - for Stock Entry
17	Register No. 8 - Single Line
18	Register No. 8 - for Stock Entry
19	Register No. 12 - Single Line
20	Rubber Band (Flexi Rubber Bands, Black - 1/2 inch Diameter) (Packets)

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

21	Scale (Wooden -30cm)
22	Scissor - 8 inch (stainless steel)
23	Stapler (Kangaroo - No 10)
24	Stapler Pins (Kangaroo - No 10)
25	Whitener (Pen type)
26	Bucket - Plastic (10 litres)
27	Hand Towel
28	Mug - Plastic (250 ml)
29	Room Freshener (300 ml)
30	Envelop -Small (10*4") (50/pkt)
31	Envelop - A 3 Size (50/pkt)
32	Notepad-1/8"
33	Phenyl-1 Ltr
34	Harpik- 500 ml
35	Toilet Roll- 2 ply
36	Tissue Paper- plain (100/pkt)
37	Tissue Paper –Box
38	Odonil- 50 gm (Mix-3+1)
39	Cello Tape (Brown)- 2 inch, 100 mtr
40	Cello Tape (White)- 2 inch, 100 mtr
41	Whiteboard Marker Pen (Cello) (Blue/ Black/Red)

Agencies may offer the rates for full or partial list of items as per their availability with them

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

HINDUSTAN LATEX FAMILY PLANNING PROMOT

Ref: "Rate Contract for Purchase of Stationeries and other misc. items"

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- <input type="checkbox"/> Rate Contract for Purchase of Stationeries and other misc. items <input type="checkbox"/> Delivery charge FOR at Guwahati, Dibrugarh and Silchar <input type="checkbox"/> Packing cost if any	
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 60 days after completion of the job & delivery of materials.	
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.

Name & Signature of Authorized 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.

Sr.No	Item	Manufacturer	Brand if any	Annual requirement (Approx) for all three region	Rate per unit (inclusive of all taxes and deliveries cost) - Rs		
					Guwahati	Dibrugarh	Silchar
1	Acrylic Display Stand (2 –way paper insert) of size 3”x6”			500			
2	Battery Cell - Medium Size			800			
3	Battery Cell – Pencil Type for torch			800			
4	Flat File			800			
5	Gum (Fevistick) 8 gm			400			
6	Hand Wash(liquid) 215 ml Lifebuoy or other equivalent brand			300			
7	Handwash refill (liquid) 185 ml Lifebuoy or any other equivalent brand			800			
8	Permanent Marker Pen - Black			300			
9	Permanent Marker Pen - Red (Small)			300			
10	Dairy Crate with partition (size:470x370x170) mm)			200			
11	Paper Rim (A4 Size,65 gsm)			260			
12	Pen (Ball Type)			3000			
13	Printing Paper roll for Auto analyzer (57 mm width Thermal Paper)			3000			
14	Punch Machine (8 cm)			130			

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

Sr.No	Item	Manufacturer	Brand if any	Annual requirement (Approx) for all three region	Rate per unit (inclusive of all taxes and deliveries cost) - Rs		
					Guwahati	Dibrugarh	Silchar
15	Register No. 2 - for Staff attendance			130			
16	Register No. 5 - for Stock Entry			400			
17	Register No. 8 - Single Line			130			
18	Register No. 8 - for Stock Entry			400			
19	Register No. 12 - Single Line			130			
20	Rubber Band (Flexi Rubber Bands , Black - 1/2 inch Diameter) (Packets)			800			
21	Scale (Wooden -30cm)			130			
22	Scissor - 8 inch (stainless steel)			130			
23	Stapler (Kangaroo - No 10)			130			
24	Stapler Pins (Kangaroo - No 10)			800			
25	Whitener (Pen type)			300			
26	Bucket - Plastic (10 litres)			130			
27	Hand Towel			200			
28	Mug - Plastic (250 ml)			130			
29	Room Freshener (300 ml)			130			
30	Envelop -Small (10*4") (50/pkt)			As per requirement			
31	Envelop - A 3 Size (50/pkt)			As per requirement			

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

Sr.No	Item	Manufacturer	Brand if any	Annual requirement (Approx) for all three region	Rate per unit (inclusive of all taxes and deliveries cost) - Rs		
					Guwahati	Dibrugarh	Silchar
32	Notepad-1/8"			As per requirement			
33	Phenyl-1 Ltr			As per requirement			
34	Harpik- 500 ml			As per requirement			
35	Toilet Roll- 2 ply			As per requirement			
36	Tissue Paper- plain (100/pkt)			As per requirement			
37	Tissue Paper –Box			As per requirement			
38	Odonil- 50 gm (Mix-3+1)			As per requirement			
39	Cello Tape (Brown)- 2 inch, 100 mtr			As per requirement			
40	Cello Tape (White)- 2 inch, 100 mtr			As per requirement			
41	Whiteboard Marker Pen (Cello) (Blue/ Black/Red)			As per requirement			

Important Note-

1. Supply to be done according to the quantities, specifications, quality, schedule and locations approved by HLPPT
2. The rates quoted shall be valid for 1 year from issue of purchase order.
3. Cost of item should include all kind of packaging, processing & transportation, transit insurance and other charges along with taxes.
4. Envelop should mention Proposal for "Rate Contract for Purchase of Stationeries and other misc. items"
5. Agencies may quote for full or partial list of items as per their availability with them

Name & Signature of Authorized Signatory
Name & Seal of the Firm/ Agency
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Telephone/ Fax

Annexure -3

Undertaking from Agencies

(to be enclosed in sealed envelope containing technical proposal)

Ref: "Rate Contract for Purchase of Stationeries and other misc. items"

This has reference to the RFP published on the website of HLPPT on ----- . 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 Authorized Signatory
Name & Seal of the Firm/ Agency
Address:
Telephone/ Fax