



HLFPPT/HIV AIDS & TB DIVISION/2021-22/73/A416

Dated:10-03-2022

**Sub: Request for proposal to renewal of AWS server for HLPPT**

Dear Sir / Madam,

We invite you to tender/bid quotes for renewal of **AWS server** for **Hindustan Latex Family Planning Promotion Trust (HLFPPT)** for our SOCH program development & deployment and ticket support application. Below are the services required by HLPPT

On Demand Linux t3a.2xlarge Instance @ / instance hour/ month
EBS gp3 1000 GB @ / month
Data Transfer @ on actuals as per AWS

Kindly send us a hard copy of your detailed technical and financial proposal, in separate sealed envelope on or before 20<sup>th</sup> March 2022, 05:00PM.

**Sealed envelope is to be submitted at HLPPT Corporate office**

**Address:** B 14A, IInd Floor, Institutional Area, Block B, Sector 62, Noida, Uttar Pradesh 201309

Kindly note that the taxes and duties levied will be paid separately at actual and at rates prevailing from time to time as stipulated by the government.

This document is further divided into two parts; kindly go through all of them carefully. They are –

- 1. Conditions of Offer**
- 2. SOW**

The challenge as we see it, for both our institutions, is to work towards a win-win situation that will enable both entities to take benefit of an opportunity that prevails. Please rest assured that HLPPT would respect the confidentiality of all information furnished in this RFP.

Thank You.  
Sincerely

**For Hindustan Latex Family Planning Promotion Trust**

**HR & IT Team**



## **PART – 1: CONDITIONS OF OFFER**

### **1. Introduction**

- 1.1. This document describes the conditions relating to the submission of Offers in response to invitations by **Hindustan Latex Family Planning Promotion Trust (HLFPPT)** (hereinafter referred to as 'HLFPPT') to companies to submit bids or proposals.
- 1.2. In order to simplify administration and to prevent a proliferation of “standard conditions” for different types of competitive acquisitions, HLFPPT uses a single set of standards “Conditions of Offer”. For this reason, this document adopts the following customized definitions:

<b>“Bid”</b>	:	a generic term covering “Proposal” or “Tender” submitted in response to this RFP
<b>“Bidder”</b>	:	a generic term meaning a respondent to this RFP
<b>“Conditions of Offer”</b>	:	a generic term meaning either “Conditions of Proposal” or “Conditions of Tender” as appropriate the agreement(s) to be entered into between <b>Hindustan Latex</b>
<b>“Contract(s)”</b>	:	<b>Family Planning Promotion Trust</b> and a successful Bidder or Bidders as a result of this Request for Offer
<b>“Offer”</b>	:	shall be interpreted to mean a response or proposals submitted by bidders to this RFP
<b>“Request for Offer”</b>	:	this term takes the meaning of Request for Proposal (RFP)

### **2. Late or Non-Compliant BIDS**

- 2.1. HLFPPT will not be obliged to consider any Bid submitted later than the closing date or otherwise not totally in accordance with the terms and conditions of this Request for Proposal.

### **3. Alterations, Erasures or Illegibility**

- 3.1. Bids having alterations or erasures therein or Bids in which prices in the Price Schedule are not clear and legible shall at HLFPPT discretion be excluded from consideration.

### **4. Language of BIDS**

- 4.1. All Bids, including supporting technical data, shall be written in the English language and unless otherwise specified, measurements expressed in International Standard (SI) units.

### **5. BID Validity Period**

- 5.1. This Bid shall be available for acceptance by HLFPPT till March 20<sup>th</sup> 2022, 05:00PM.

## **6. Acceptance of BID**

- 6.1. Neither the lowest priced nor any Bid will necessarily be accepted. No Bid shall be deemed to have been accepted unless and until the fact of such acceptance has been notified to the Bidder in writing.
- 6.2. HLPPT shall be under no obligation to give reasons for not accepting any of the Bids.
- 6.3. The acceptance of any Bid is subject to HLPPT internal approval.
- 6.4. Unsolicited revisions by any Bidder to the Request for Proposal after the closing date shall be rejected. Furthermore, submissions from Bidders who breach this clause shall at HLPPT discretion be excluded from further consideration.

## **7. Approach**

- 7.1. This Request for Proposal represents the only opportunity that HLPPT is granting to Bidders to make an offer to supply all or part of the product and/or services (as applicable). It is therefore important that submissions are credible and demonstrate the Bidder's commitment to this process and provision of all or part of the product and/or services (as applicable).
- 7.2. HLPPT at its discretion may elect to not progress this project/activity beyond the Bid evaluation stage. The quality of product and/or services (as applicable) proposed by Bidders, the economic justification of the bid solutions and the fitness for purpose to meet HLPPT requirements will largely determine what decision is made.

## **8. Ownership of BID Documents**

- 8.1. In consideration of HLPPT undertaking to give fair consideration and to take into account the Bidder's Offer with any other Bids received, but for no other consideration, all Bid documents submitted in response to this Request for Proposal shall become the property of HLPPT which may use such information, including the copying of same, for Bid evaluation purposes. Notwithstanding the above and without prejudice to anything agreed in any subsequent Contract, ownership of the intellectual property in the information contained in the Bid documents shall remain unchanged.

## **9. BID Prices and Pricing Basis**

- 9.1. Prices are to be fixed and firm and not subject to any escalation or exchange rate variation for the term of the Contract except to the extent (if any) provided for in any Contract provided as part of this Request for Proposal.
- 9.2. The prices shall be in Indian Rupees.
- 9.3. The price shall be deemed to embrace all costs and charges associated with carrying out all elements of the proposed contract/s [e.g. supply, delivery and customization (if necessary),



installation (if necessary), commissioning (if necessary), license fees, services of representatives, royalty payments, service fees etc.].

9.4. Bidders shall respond to all options in the Request for Proposal.

## **10. Agreements**

10.1. It is HLPPT well-established policy and practice to contract using its terms and conditions.

10.2. HLPPT at its option may at any time decide not to consider Bids, which do not conform to these requirements.

## **11. Statement of Compliance**

11.1. HLPPT reserves the right to reject any Bid, which does not comply, fully with the clauses contained in the Request for Proposal.

11.2. The Clauses incorporated in the Request for Proposal represent the basis upon which HLPPT proposes to contract. The degree of the Bidder's overall compliance shall be a primary consideration in the comparative evaluation and Bid selection process.

11.3. Once Bids have been received, HLPPT will not accept further commercial or legal revisions, which constitute a change to the original proposal submitted by the Bidder in response to the Request for Proposal.

11.4. Where a Proposal does not comply with a particular clause, the extent of non-compliance should be stated and full details of any alternative Bid, including the price differential between compliance and non-compliance must be given.

## **12. Agency Arrangements**

12.1. HLPPT will deal only directly with the Vendor in the development and presentation of Bids or any negotiations, which might ensue.

## **13. BID Conflicts**

13.1. Where a Bidder identifies any conflicts or inconsistencies between the Bid documents, the Bidder shall bring these inconsistencies to the notice of HLPPT, through the Contract Authority or channels authorized in writing by the Contract Authority, for clarification as per the above paragraph. Otherwise, HLPPT may reject any assumptions made in the Bid responses.

## **14. Confidentiality**

14.1. Bidders shall not disclose to any third party (except to those directly involved in making their Bid), nor publicize in anyway the existence, details, invitation to participate and participation in this proposal without prior written consent from HLPPT. This restriction remains in force



indefinitely for both successful and unsuccessful Bidders. Submissions from Bidders who breach this clause shall at HLPPT discretion be excluded from consideration.

## **15. Deliverables**

- 15.1. Other information that bidders wish to submit should follow the above items. Where considered necessary for clarity or to keep the main part of the response of manageable size, large documents/data (like Data type details, AWS account credentials, technical pamphlets, server descriptions etc.) can be placed out of sequence rather than following the comments for the appropriate Part of the Request for Proposal. If this is done, a clear reference to these documents is to be provided at the appropriate place in the submission.
- 15.2. Confidentiality of Data is to be maintained while providing services to HLPPT

## **16. Criteria For Selection**

- 16.1. Many factors will influence the choice of the successful tender respondent, but the HLPPT is not bound to accept the lowest tendered price nor is it committed to explaining the rationale for the choice. Competitiveness, value and continuous improvement will be given weight in decision process. The ultimate goal of this exercise is to ensure that the company has the most improving and competitive rates while providing excellent service simultaneously.
- 16.2. Specifically the following criteria will be considered in evaluating your response:

### **Company Profile**

- Presence in the given field
- Revenue for last three years
- Financial Security
- Existing Client base

### **Commercial**

- Rate offered
- Credit terms
- Terms and conditions
- Lower running cost

### **Customer reference**

- Customer reference check

### **Existing vendor**

- Quality of earlier work
- Meeting timelines on delivery

### **Functional**

- Timely Service / SLA
- Client orientation
- Flexibility



**PART – 2 : STATEMENT OF REQUIREMENTS**

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**17. Contact Details**

Name	:			
Address	:			
Year of Incorporation	:			
Main Telephone	:	Fax Number	:	
Other Telephones	:	Fax Number	:	
E-mail Address	:			
Internet Address	:			
General Manager	:			

**18. Organizational Overview**

2.1 Please share list of directors and key management executives together with their management responsibilities and background. Are any of the Directors/ key management executives politically exposed? If yes, please provide details

Name	Designation	Experience in this field (Yrs)	Politically exposed (Yes/No)





**20. International Tie Ups**

(Affiliations to international agencies etc., attach proof)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**21. Relationship With HLPPT**

(Please 'X' as appropriate)

Is your organization associated with HLPPT

- Yes
- No

if yes, since when \_\_\_\_\_

If no, why discontinued? \_\_\_\_\_

\_\_\_\_\_

Emphasize reason for reconsideration by HLPPT

\_\_\_\_\_

\_\_\_\_\_

**22. Credit Policy**

(Please note that notice period herein commences from the receipt of a correct and complete (with supporting documents where applicable) invoice by the Company)

• <b>45 Days</b> • Others, please specify _____
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**23. Sub-contracting policy**

As per HLPPT norms, the service provider shall not engage into sub-contracting engagement with any other organization. The service provider shall provide with necessary details and supporting (if any) to ensure adherence to this clause



**24. Volume handling capacity and presence in this field**

Please provide your current volume handling capacity and also mention your scalability that you would offer during spikes in volumes in terms of server space. How many years of experience do you have in this field?

**25. Organizational Chart/Escalation Matrix**

Please provide your Organizational Chart and detailed escalation matrix

**26. Financial details**

Please provide last three years audited balance sheets and P & L statements

**27. Management structure**

Please provide the internal operations management structure which would Manage this outsourced process for HLPPT

**28. Applicable licenses**

Please provide the relevant licenses required for operations

**29. References**

Provide at least THREE references from your existing client.

Name, Designation, email ID and contact number



Scope of work