

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST
B-14A, IInd Floor, Sector 62, Noida,
Gautam Budh Nagar, Uttar Pradesh - 201307

Request for Proposal (RFP)

Purchase of Uniform for students for Boys & Girls for multiple locations at PAN India level under Skill Development Project

Scope of work: To supply of Uniforms for students (Boys & Girls)

HLFPPT is implementing the multiple Skill Development Programs in different locations at Pan India level. Under the programs, HLPPT has to provide the uniforms to enrolled boys & girls as per the program guidelines.

In this regard HLPPT invites sealed proposals for “**Supply of Uniforms for Boys & Girls at multiple locations at Pan India level under Skill Development Projects**”.

Terms and conditions

1. The agency can be an individual/HUF/ Association of Persons (AOP)/Society/Trust/Partnership firm/company incorporated under the laws of India.
2. No agency shall be entitled to submit more than one bid whether jointly or severally. If one does so, all bids wherein the agency has participated shall stand disqualified.
3. The agency shall bear all costs associated with the preparation and submission of bid.
4. The agency must have PAN (Permanent Account Number) and registered with GST and the document for the same is to be attached.
5. HLPPT reserves the right to accept /reject/ select one or more than one 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 agency.
6. Schedule of supply will be provided by HLPPT at the beginning of the Work Order. In case of delay/ disruption of the activity implementation/execution, penalty will be levied.

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

7. HLPPT reserves the right to cancel the contract based on performance without assigning any reason thereof.
8. Evaluation of the bids will be done by competent committee of HLPPT.
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 goods 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, HLPPT may consider termination of the contract.
10. The agency should provide the uniforms for Boys & Girls as per the norms of project, which will be provided by HLPPT. In the event of award of contract the agency shall be able to supply the Uniforms for Boys & Girls within 5-7 days from the award of contract as per the schedule provided by HLPPT.
11. HLPPT management reserves the right to change (increase or reduce) the numbers/units as per its sole discretion and Project requirement.
12. **Documents required to release the payment:**
 - a. Original Bill / Invoice mentioning Permanent Account Number of Income Tax Department & GSTN registration number.
 - b. Documentary proof of the deliverables as per Purchase Order/work order.

13. Agencies that will be technically qualified would only be considered for opening of financial bids.
14. The agency should submit enclosed **Annexure - 1** duly seal & signed.
15. Technical Evaluation of the agencies would be done on the following basis-

1	Experience with HLPPT/Govt. Agency/NGO/Development Sector	20
2	Experience in similar type of activity	20
3	Annual Turnover - Financial Status of the agency	30
4	Clientele	20
5	Any other criteria as per discretion of Management.	10

Agency should submit the Technical bid with enclosed Annexure-2: Technical Bid Format.

16. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.

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17. HLPPT Management Reserves the Right to award the work to more than one Agency as per requirement.
18. The agency needs to submit 'Technical Bid' & 'Financial Bid' in sealed envelopes by super scribing as '**Technical Proposal for supply of uniforms for Boys & Girls in multiple locations at Pan India level**' and '**Financial Proposal for supply of uniforms for Boys & Girls in multiple locations at Pan India level**'.
19. All the bid needs to be submitted/reach by **3:00 PM on Date- 11th Oct, 2021** at the following address:

Team Leader - HR & Admin Department
Hindustan Latex Family Planning Promotion Trust (HLPPT)
B-14A, IInd Floor, Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh - 201307
Ph. 0120 - 4231060/61/62

20. Agencies would not be allowed to subcontract, partial/full of the work assigned to them. In such case the Management reserves the right to cancel the contract with the agency.
21. The rates quoted by the agency will be inclusive of all Taxes and Freight Charges etc. Agency should submit the financial bid as per the **Annexure-3: Financial Bid Format**
22. Any technical and financial bid with inadequate information and those which do not meet the eligible criteria or received after the closing date & time will not be entertained and considered under any circumstances.
23. The agency needs to sign and stamp all pages of the technical bid along with the terms and conditions of RFP.
24. The Agencies should also submit an undertaking (**Annexure-4**) duly signed & Stamped.
25. The contract may be terminated on breach of any of the clauses of this RFP.
26. HLPPT reserves the right to cancel the bid anytime without prior information/notice.

We agree and abide by all terms and conditions as mentioned above & Utmost confidentiality of the data provided shall be maintained.

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

Annexure- 1
(To be filled, sign & stamp by Agency)

A

S.No	Particulars	Remarks	Work Experience
1	Experience with HLPPT/Govt. Agency/NGO/Development Sector	Yes/No	
2	Experience in similar Type of Product supply	Year	

B

S.No	Particulars	Last 3 Year		
		2018-2019	2019-2020	2020-2021
3	Annual Turnover/ITR			

C

S.No	Particulars	Top 5 Client List
4	Clientele List	

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**Hindustan Latex Family Planning Promotion
Trust**

**B-14A, IInd Floor, Sector 62, Noida, Gautam Budh Nagar,
Uttar Pradesh-201307**

Annexure- 2: Technical Bid Format

Sr. No.	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE (Agreed /Disagreed)
1.	Supply to be done according to the quantities, specifications, quality, schedule and locations approved by HLPPT	
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. Please give details or provide list of clients to whom similar goods have been supplied.	
7.	Management reserves the right to award the work order to more than one agency (on the basis of quality consideration/experience of the agency) in addition to rates parameters.	
8.	Constitution of the agency whether Proprietor ship/Partnership/Company. Give details of Proprietor/ Partner/Directors	
9.	For how many years the agency is engaged in similar line of Products/activities	
10.	Registration certificate with GST need to be submitted along with the technical quotation.	
11.	Penalty clauses will apply as per the company's policy, as per terms of the work order: the decision of HLPPT /Project Management shall be final and binding in this regard.	

Please Note:-

- 1. Form must be completed in all respects; incomplete forms may liable to be rejected.**
- 2. The form must be duly signed and sealed by the authorised signatory**
- 3. The form must be submitted on or before due date and time.**

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Hindustan Latex Family Planning Promotion Trust
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Annexure-3: Financial Bid Format

I am submitting below the lowest quotation for the above after understanding completely the technical specifications and other terms and conditions of the RFP.

Sr. No.	SPECIFICATIONS (FINANCIAL)
1.	Rates will be inclusive of all Taxes/Levies and Freight Charges etc.
2.	TDS as applicable will deduced as per Income Tax Act, 1961
3.	Payment will be made through cheque / NEFT/ RTGS.
4.	Duly Certified original bills will be submitted after completion of works/supply.
5.	Payment shall be made within 45 days after submission of bills & delivery of goods
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.

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

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 RFP document.

S.No	Item Name	Project Name	Item Specification	Locations for Supply	Qty.	Rate per Unit in Rs (Inclusive Taxes)
1	Uniform for Boys	Skill India Projects on Pan India level	As per project norms/guidelines	Pan India	In Bulk	
2	Uniform for Girls		As per project norms/guidelines	Pan India	In Bulk	

Important Note-

- Supply to be done according to the quantities, specifications, quality, schedule and locations approved by HLFPPPT
- Cost of item should include all kind of packaging, transportation & other charges along with taxes.

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

Annexure -4

Undertaking from Vendor

This has reference to the RFP datedIn response to the RFP, we have submitted our technical & financial bids on..... at your office..... In connection with the above bids, we hereby declare as under:-

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.

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.

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.

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