

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

Request for Proposal (RFP)

Empanelment the Agency for Purchase of Reagents under MMU Assam Project

Scope of work: To provide Reagents as per details and specifications mentioned in **Annexure - 3**.

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

In this regard HLFPPT invites sealed proposals for “**Rate for Purchase and supply of Reagents under MMU Assam Project**” .

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. HLFPPT 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 HLFPPT at the beginning of the Purchase Order. In case of delay/ disruption of the activity

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

implementation/execution, penalty will be levied.

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 from 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 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, HLPPT may consider termination of the contract.
10. In the event of award of contract the agency shall be able to supply the Reagents within 05-10 days of 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. Bill / Invoice mentioning Permanent Account Number of Income Tax Department
 - b. Documentary proof of the deliverables as per Purchase 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 Product	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.
17. HLPPT Management Reserves the Right to award the work to more than one Agency as per requirement.

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

18. The agency needs to submit 'Technical Bid' & 'Financial Bid' in sealed envelopes by super scribing as '**Technical Proposal for Purchase of Reagents under MMU Assam project**' and '**Financial Proposal for Purchase of Reagents under MMU Assam project**'.

19. All the bid needs to be submitted by **5.00 pm on Date- 27th July 2022** at the following address:

**Manager - Administration
Hindustan Latex Family Planning Promotion Trust (HLFPPT)
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, Packing and Freight Charges etc. Agency should submit the financial bid as per the **Annexure-3: Financial Bid Format**

22. The rate quoted by the agency will be valid for 1 year from the award of the contract.

23. 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.

24. 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.

25. The agency needs to sign and stamp all pages of the technical bid along with the terms and conditions of RFP.

26. The Agencies should also submit an undertaking (**Annexure-4**) duly signed & Stamped.

27. The contract may be terminated on breach of any of the clauses of this RFP.

28. 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 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**

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	

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

Hindustan Latex Family Planning Promotion Trust
B-14A, IInd Floor, Sector 62, Noida,
Gautam Budh Nagar, Uttar Pradesh - 201307

Annexure- 2: Technical Bid Format

Location -: Assam

	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE (Agreed /Disagreed)
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. 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 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.	The final price will remain valid for 01 year from the award of the Purchase order.	

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.**

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

Hindustan Latex Family Planning Promotion Trust
B-14A, IInd Floor, Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh - 201307

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.

	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.	Payment shall be made within 45 days after submission of original invoice & delivery of goods
5.	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/ 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.

S. No.	Particulars (Reagents Name)	Pack Size	Qty.	Rate in Rs. (Inclusive Taxes)	Total Amt.in Rs. (Inclusive Taxes)
1	EZ Cleaner	4X50 ml	1		
2	Bilirubin (Total & Direct)	4 x 50 ml	1		
3	Cholesterol Kit	5 X 25 ml	1		
4	SGOT	2 X 30 ml	1		
5	SGPT	2 X 30 ml	1		
6	Triglyceride Kit	5 x 25 ml	1		
7	Urea Kit	2 X 50 ml	1		
8	Anti Sera (ABO/RH) for blood grouping	3 x 25 ml	1		
9	Blood Sugar Kit	500 ml	1		
10	Calcium	2 X 50 ml	1		
11	ECG Jelly	250 ml	1		
12	Lancet	200 Nos	1		
13	Total Protein	2 X 100 ml	1		
14	(1 Set includes 20 Liter Diluents and 5 Liter Lyses)		1		
15	Urine strip (10 parameters)	100 Strips	1		
16	N/10 HCL Hypochloride	1Ltr	1		
17	ECG Roll	20 mtr/ roll	1		
18	Surgical spirit	100 ml	1		
19	Accusure Sugar Strips	100 strips	1		
20	Band Aid Box	100 pcs	1		
21	EDTA Tube (purple colour)	100 pcs	1		
22	HDL solution precipitating	1X50ml	1		
23	Sodium Fluoride Tube for Sugar Test	100 pcs	1		

Name & Signature of Authorized Signatory

Name & Seal of the Firm/ Agency

Address:

Telephone/ Fax

24	SST Tube (top red colour) or Clott Tube	100 pcs	1		
25	Urine strips (2 parameters)	100 Strips	1		
26	Waste Bag (Black)	100 pcs	1		
27	Waste Bag (Red)	100 pcs	1		
28	Waste Bag (Yellow)	100 pcs	1		
29	Tips (Big)	1000 pcs	1		
30	Tips (Small)	500 pcs	1		
31	Glass Slide	Pack of 50	1		
32	Albumin	2X50 ml	1		
33	Creatinine Kit	4X50ml	1		
34	Distil water (de-ionized)	5 Ltr	1		
35	HBsAg Antigen detection rapid test card	30 Tests	1		
36	Malaria Antigen detection rapid test card	30 Tests	1		
37	Pregnancy test	Pack of 50	1		
38	Uric Acid Kit	2X50ml	1		
39	Urine Container (30ml)	100 pcs	1		
40	Dengue NSI rapid test card	10 Test	1		
41	Dropper	400 Pcs	1		
42	Leishman Solution	500 ml	1		
43	Sodium Citrate tube (ESR)	100 pcs	1		
44	Sprit Swab	Pck of 100	1		
45	Alkaline Phospates	1 ml	1		
46	HDL Solution direct	1 ml	1		
47	LDL	1 ml	1		
48	Megnesium	1 ml	1		
49	Phosphorus	1 ml	1		
50	Sodium Na+ Potasium K+	Per test	1		
51	Gluco Cate Sence	Per strips	1		
52	HCV antibody detection rapid test carrd	Per kit	1		
53	Test Card PV/PF	Per card	1		

Name & Signature of Authorized Signatory

Name & Seal of the Firm/ Agency

Address:

Telephone/ Fax

54	ESR Stand	Pcs	1		
55	Asthalin	One Set	1		
56	Hemoglobin meter/strips	100 Strips	1		

Important Note-

- Supply to be done according to the quantities, specifications, quality, schedule and locations approved by HLPPT
- The rates quoted shall be valid One Year from issue of purchase order.
- Cost of item should include all kind of packaging, processing & transportation & other charges along with taxes.

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:-

- 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 undertake 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