

Date 28th March 2023

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 Printing & supply of Stationeries items for all CSR Projects on PAN India basis.

HLFPPT is a trust promoted by HLL Life care Ltd. (A Govt. of India enterprise) having its corporate office at Noida Sec 62, U.P. HLPPT has been implementing various reproductive health programs with support from central and state government, international agencies and corporate units.

In this regard HLPPT invites sealed proposals for "**Rate for Printing & supply of Stationeries items for all CSR Projects on PAN India basis**" as per details; terms & condition are given below.

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 Printing and supply will be provided by HLPPT at the beginning of the Purchase/work Order. In case of delay/ disruption of the activity 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.

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

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. The Stationery items should be printed as per approved artwork shared by HLPPT time to time as per CSR projects requirement. In the event of award of contract the agency shall be able to supply the Stationery items within 05- 10 days from issue work order or 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/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 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 as per details are placed in above table 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.
18. The agency needs to submit 'Technical & Financial Bid' in sealed envelopes by super scribing as **'Technical Proposal for Printing & supply of Stationery Items under all CSR Projects & Financial Proposal for Printing & supply of Stationery Items under all CSR Project'**.

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Telephone/ Fax

19. All the bid needs to be submitted by **5.00 pm on Date- 05th April 2023** 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, Freight Charges and other 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 01 year from the award of the contract.
23. HLPPT reserves the right to award the contract 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
Technical Bid Format
(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		
		2019-2020	2020-2021	2021-2022
3	Annual Turnover/ITR			

C

S.No	Particulars	Top 5 Client List
4	Clientele List	

D

S. No.	Particulars	Details (GST & PAN No.)
5	PAN	
6	GST	

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Annexure- 2 Technical Bid Format
Supply Location: PAN INDIA Basis

	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE (Agreed /Disagreed)
1.	Printing and Supply to be done according to the quantities, specifications, quality, schedule, locations and artwork approved by HLFPPPT as per time to time requirement	
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 activities 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 contract 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 minimum One Year from the award of the contract.	

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
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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.

SPECIFICATIONS (FINANCIAL)	
1.	Rates will be inclusive of all Taxes/Levies/ 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.

Sr. No.	Name	Specifications	Rate Per unit/Pcs in Rs. (Including all taxes)	Total Amount in Rs. (Including all taxes)
1.	OPD Slips with referral	Paper 70 GSM, Colour - Single, Printing - Single Side with perforation, Type - Hard Binding No. of Pages -100, Sheet Size A4		
2.	OPD Slips carbon less (With carbon essence)	Paper 70 GSM, Colour - Single, Printing - Single Side with perforation, Type - Hard Binding No. of Pages -100, Sheet Size A4		
3.	OPD Register or any 500 pages register	Paper 70 GSM, Colour - Single, Printing - Both side, Type - Hard Binding, No. of Pages -500, Sheet Size A3		
4.	ANC and PNC register	Paper 70 GSM, Colour - Single, Printing - Both side, Type - Hard Binding, No. of Pages -100, Sheet Size A3		
5.	Stock register or any 200 pages register	Paper 70 GSM, Colour - Single, Printing - Both side, Type - Hard Binding, No. of Pages -200, Sheet Size A3		
6.	Daily Drug Dispensing Register or any 200 pages register	Paper 70 GSM, Colour - Single, Printing - Both side, Type - Hard Binding, No. of Pages -200, Sheet Size A3		
7.	Log Book register or any 100 pages register	Paper 70 GSM, Colour - Single, Printing - Both side, Type - Hard Binding, No. of Pages -100, Sheet Size A4 in Landscape mode 100 pages each		
8.	Staff Attendance register	Paper 70 GSM, Colour - Single, Printing - Both side, Type - Hard Binding, No. of Pages -100, Sheet Size A4 in Landscape mode 100 pages each		
9	Patient registration register	Each register will have 500 pages size 13 -17 80 laser paper		

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10	OPD register	Each register will have 500 pages size 13-17 80 laser Paper		
11	Medicine consumption and stock register	Each register will have 500pages size 13-17 80 laser paper		
12	Any A3, 500 Pages B&W Register	Size: A3 vertical mode, 80 Laser Paper, Colour:1, Both Side, Type :Hard, Binding, No. Of Pages - 500 Pages		
13	Any A3, 200 Pages B&W Register	Size: A3 vertical mode, 80 Laser Paper, Colour:1, Both Side, Type :Hard Binding, No. Of Pages - 200 Pages		
14	Any A4, B&W OPD Slips or Any kind of B & W Form	Size:A4, 80 Laser Paper, Colour:1, Black & White Printing Type : Hard Binding, No. Of Pages - 100 OPD's Pages with binding with in-built carbon copy		
15	Medicine Depot Register	Paper 70 GSM, Colour - Single, Printing - Both side, Type - Hard Binding, No. of Pages -200, Sheet Size A3		
16	Consent Form	A4 Size will have 100 pages		

Important Note-

- Supply to be done according to the quantities, specifications, quality, schedule and locations approved by HLFPTT
- Supply will be for PAN India Basis.
- The rates quoted shall be valid for 1 year from issue of purchase order.
- Cost of item should include all kind of packaging, processing & transportation& other charges along with taxes.

Name & Signature of Authorized Signatory
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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
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Telephone/ Fax