

Date 16<sup>th</sup> 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 of Agency for Purchase and supply of Books under Skill Development Department**

HLFPPT is a trust promoted by HLL Life care Ltd. (Govt. of India enterprise). HLPPT is developing cadre of skilled human resources in health care and allied sector through quality training and provide vocational training to underprivileged youth for better employment opportunities. Currently Skill centers are present in 27 States across India.

In this regard HLPPT invites sealed proposals for "**Purchase and supply of Books under Skill Development Department**" as per details, terms & conditions 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 supply will be provided by HLPPT at the beginning of the Purchase 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.

**Name & Signature of Authorized Signatory**

**Name & Seal of the Firm/ Agency**

**Address:**

**Telephone/ Fax**

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. The agency should provide Books as per under UPSDM and DDUGKY norms which is provided by HLPPT. In the event of award of contract the agency shall be able to supply the Books 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. Bill / Invoice mentioning Permanent Account Number of Income Tax Department
  - 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.
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 Purchase of Books under Skill Development Department**' and '**Financial Proposal for Purchase of Books under Skill Development Department**'.

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

19. All the bid needs to be submitted by **3:00 pm on Date- 23<sup>rd</sup> March 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 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 minimum 01 year from the award of the contract.
23. HLPPT reserves the right to award the Work 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**  
**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	

**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 -: PAN India**

SPECIFICATION (TECHNICAL)							AGENCY'S REPOSE (Agreed /Disagreed)
1. Supply to be done according to the quantities, specifications, quality, schedule and locations approved by HILFPPT as per Program requirement.							
S No	Project	Book name	SSC Name	Specifications/ QP Code	Language	Remarks	
1	DDUGKY-KERALA	General Duty Assistant-Trainee	Healthcare	HSS/Q5607-420-II	English & Malyalam	As per DDUGKY norms	
2	DDUGKY-KERALA	Medical Equipment Assistant (Basic Clinical Equipment)	Healthcare	HSS/Q5601-420-II	English & Malyalam	As per DDUGKY norms	
3	DDUGKY-KERALA	Front Office Associate	THSC	THC/Q0102-636-II	English & Malyalam	As per DDUGKY norms	
4	DDUGKY-KERALA	Retail Departmental Manager	RETAIL	RAS/Q0106-350-II	English & Malyalam	As per DDUGKY norms	
5	DDUGKY-KERALA	IT, Softskills & English Skills	-	-	English & Malyalam	As per DDUGKY norms	
6	DDUGKY-BIHAR	Retail Team Leader-	RETAIL	RAS/Q0105	Bilingual (English & Hindi)	As per DDUGKY norms	

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
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7	DDUGKY-BIHAR	IT, Softskills & English Skills	-	-	Bilingual (English & Hindi)	As per DDUGKY norms
8	UPSDM-UP	Self Employed Tailor	Apparel	AMH/Q1947	English & Hindi	As per UPSDM norms
9	UPSDM-UP	Fashion Designer		AMH/Q1201	English & Hindi	As per UPSDM norms
10	UPSDM-UP	Pattern Master		AMH/Q1105	English & Hindi	As per UPSDM norms
11	UPSDM-UP	Sampling Tailor		AMH/Q0701	English & Hindi	As per UPSDM norms
12	UPSDM-UP	In Line Checker		AMH/Q0102	English & Hindi	As per UPSDM norms
13	UPSDM-UP	Assistant Electrician	Construction	CON/Q0602	English & Hindi	As per UPSDM norms
14	UPSDM-UP	Field Technician Computing And Peripherals	Electronics	ELE/Q4601	English & Hindi	As per UPSDM norms
15	UPSDM-UP	Multi Skill Technician ( Electrical )		ELE/Q3115	English & Hindi	As per UPSDM norms
16	UPSDM-UP	CCTV Installation Technician		ELE/Q4605	English & Hindi	As per UPSDM norms
17	UPSDM-UP	Traditional Hand Embroiderer	Handicrafts and Carpet	HCS/Q7301	English & Hindi	As per UPSDM norms
18	UPSDM-UP	Beauty Therapist	Beauty and Wellness	BWS/Q0102	English & Hindi	As per UPSDM norms
19	UPSDM-UP	Hair Stylist		BWS/Q0202	English & Hindi	As per UPSDM norms

**Name & Signature of Authorized Signatory**

**Name & Seal of the Firm/ Agency**

**Address:**

**Telephone/ Fax**

	20	UPSDM-UP	Senior Beauty Therapist		BWS/Q0104	English & Hindi	As per UPSDM norms
	21	UPSDM-UP	General Duty Assistant	Health Care	HSS/Q5101	English & Hindi	As per UPSDM norms
	22	UPSDM-UP	General Duty Assistant-Advanced		HSS/Q5103	English & Hindi	As per UPSDM norms
	23	UPSDM-UP	Yoga Wellness Trainer		HSS/Q4003	English & Hindi	As per UPSDM norms
	24	UPSDM-UP	Hospital Front Desk Coordinator		HSS/Q6101	English & Hindi	As per UPSDM norms
	25	UPSDM-UP	Domestic Data Entry Operator	IT-ITeS	SSC/Q2212	English & Hindi	As per UPSDM norms
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 Product/activity						
10.	Registration certificate with GST need to be submitted along with the technical quotation.						

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

11.	Penalty clauses will apply as per the company's policy, as per terms of the Purchase order: the decision of the HLFPP/Project Management shall be final and binding in this regard.	
12.	The final price will remain valid for minimum 01 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**  
**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.

Sl 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 bills will be submitted after completion of works.
5.	Payment shall be made within 45 days after submission & 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 HLFPPPT/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	Project	Book name	SSC Name	Specifications/ QP Code	Language	Remarks	Rate per Book In Rs. ( Inclusive Taxes)
1	DDUGKY-KERALA	General Duty Assistant-Trainee	Healthcare	HSS/Q5607-420-II	English & Malyalam	As per DDUGKY norms	
2	DDUGKY-KERALA	Medical Equipment Assistant (Basic Clinical Equipment)	Healthcare	HSS/Q5601-420-II	English & Malyalam	As per DDUGKY norms	
3	DDUGKY-KERALA	Front Office Associate	THSC	THC/Q0102-636-II	English & Malyalam	As per DDUGKY norms	
4	DDUGKY-KERALA	Retail Departmental Manager	RETAIL	RAS/Q0106-350-II	English & Malyalam	As per DDUGKY norms	
5	DDUGKY-KERALA	IT, Softskills & English Skills	-	-	English & Malyalam	As per DDUGKY norms	
6	DDUGKY-BIHAR	Retail Team Leader	RETAIL	RAS/Q0105	Bilingual (English & Hindi)	As per DDUGKY norms	
7	DDUGKY-BIHAR	IT, Softskills & English Skills	-	-	Bilingual (English & Hindi)	As per DDUGKY norms	

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
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8	UPSDM-UP	Self Employed Tailor	Apparel	AMH/Q1947	English & Hindi	As per UPSDM norms	
9	UPSDM-UP	Fashion Designer		AMH/Q1201	English & Hindi	As per UPSDM norms	
10	UPSDM-UP	Pattern Master		AMH/Q1105	English & Hindi	As per UPSDM norms	
11	UPSDM-UP	Sampling Tailor		AMH/Q0701	English & Hindi	As per UPSDM norms	
12	UPSDM-UP	In Line Checker		AMH/Q0102	English & Hindi	As per UPSDM norms	
13	UPSDM-UP	Assistant Electrician	Construction	CON/Q0602	English & Hindi	As per UPSDM norms	
14	UPSDM-UP	Field Technician Computing And Peripherals	Electronics	ELE/Q4601	English & Hindi	As per UPSDM norms	
15	UPSDM-UP	Multi Skill Technician ( Electrical )		ELE/Q3115	English & Hindi	As per UPSDM norms	
16	UPSDM-UP	CCTV Installation Technician		ELE/Q4605	English & Hindi	As per UPSDM norms	
17	UPSDM-UP	Traditional Hand Embroiderer	Handicrafts and Carpet	HCS/Q7301	English & Hindi	As per UPSDM norms	
18	UPSDM-UP	Beauty Therapist	Beauty and Wellness	BWS/Q0102	English & Hindi	As per UPSDM norms	
19	UPSDM-UP	Hair Stylist		BWS/Q0202	English & Hindi	As per UPSDM norms	
20	UPSDM-UP	Senior Beauty Therapist		BWS/Q0104	English & Hindi	As per UPSDM norms	

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

21	UPSDM-UP	General Duty Assistant	Health Care	HSS/Q5101	English & Hindi	As per UPSDM norms	
22	UPSDM-UP	General Duty Assistant-Advanced		HSS/Q5103	English & Hindi	As per UPSDM norms	
23	UPSDM-UP	Yoga Wellness Trainer		HSS/Q4003	English & Hindi	As per UPSDM norms	
24	UPSDM-UP	Hospital Front Desk Coordinator		HSS/Q6101	English & Hindi	As per UPSDM norms	
25	UPSDM-UP	Domestic Data Entry Operator	IT-ITeS	SSC/Q2212	English & Hindi	As per UPSDM norms	

**Important Note-**

- Supply to be done according to the quantities, specifications, quality, schedule and locations approved by HLFPPT
- The rates quoted shall be valid for minimum 01 year from issue of award of contract.
- Cost of item should include all kind of packaging, processing, transportation & other charges along with taxes.

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

**Annexure -4**

**Undertaking from Vendor**

This has reference to the RFP dated .....In 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 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**