

**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 the agency for Supply of Medicines on PAN India basis**

Hindustan Latex family Planning and Promotion Trust (HLFPPT) is a trust established and promoted by HLL Lifecare Ltd. (a government of India Enterprise) having its corporate office at Noida Sec 62, U.P. Since its set up in the year 1992.

HLFPPT has been implementing various reproductive health programs in different States with support of central and state government, international agencies and corporate units.

In order to meet the medicines requirement, HLFPPT invites sealed proposals for “**Empanelment of the agency for Supply of Medicines on PAN India basis**” as per details, terms and conditions 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. This RFP is not an offer by HLFPPT, but an invitation to receive responses from the eligible bidders.
3. 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.
4. The agency shall bear all costs associated with the preparation and submission of bid.
5. The agency must have PAN (Permanent Account Number) and registered with GST and the document for the same is to be attached.
6. 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.

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

7. The supplier should have all valid licenses, approvals, certificates, registration from all statutory authorities like Drug Control Authority of State/Union/Income Tax/GST/any other relevant and mandatory requirements. Notarized copy of license to be enclosed.
8. Schedule of supply will be provided by HLPPT while issuing Purchase Order to the selected bidder. In case of delay in supply, penalty will be levied.
9. HLPPT reserves the right to cancel the contract based on performance without assigning any reason thereof.
10. Evaluation of the bids will be done by competent committee from HLPPT.
11. 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.
12. In the event of award of contract the agency shall be able to supply the Medicines within 05-10 days of award of contract as per the schedule provided by HLPPT.
13. HLPPT management reserves the right to change (increase or reduce) the numbers/units as per its sole discretion and Project requirement.
14. **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.
15. Agencies that will be technically qualified would only be considered for opening of financial bids.
16. The bidder is expected to examine all instructions, forms, terms and specification in this RFP. Failure to furnish all information required under this RFP or to submit a bid not substantially responsive to this RFP in all respect will be at bidder's risk and shall result in rejection of the bid.
17. The bidder and their respective officers, employees, agents shall observe the highest standards of ethics dividing the bidding process. Notwithstanding anything to the contrary contained herein, HLPPT shall reject bid without being liable in any manner whatsoever to the bidder if it determines that the bidder has directly or indirectly or through an agent, engaged in corrupts/fraud tent/coercive/undesirable or restrictive practice in the bidding process.

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18. Indemnity

The bidder shall indemnify HLPPT against all actions, suits, claims and demands brought or made against HLPPT in respect of anything done or Committed to be done by the bidder in execution of or in connection with the work of this contract and against any loss or damage to HLPPT in consequences to any action or suit being against the selected vendor for anything done or committed to be done in the execution of this contract.

19. The agency should submit enclosed **Annexure - 1** duly seal & signed.

20. 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 is mentioned in above table with enclosed **Annexure-2: Technical Bid Format**.

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

22. The bidder is expected to examine all instruction, forms, terms and specification

23. HLPPT Management Reserves the Right to award the work to more than one Agency as per requirement.

24. The agency needs to submit 'Technical Bid' & 'Financial Bid' in sealed envelopes by super scribing as '**Technical Proposal for Empanelment of the agency for purchase and supply of medicines on PAN India Basis**' and '**Financial Proposal for Empanelment of the agency for purchase and supply of medicines on PAN India Basis**'.

25. All the bid needs to be submitted by **5.00 pm on Date- 24th July 2023** at the following address:

Manager - Administration
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

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26. 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.
27. 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**
28. The rate quoted by the agency will be valid for 01 year from the award of the contract.
29. **Payment Terms**
- Payment to successful bidder shall be made in Indian Rupee through account payee Cheque/NEFT/RTGS.
 - Payment to the successful bidder shall be released in 45 days after submission of original invoice & proof of delivery of goods.
 - Payment shall be subject to deduction of TDS (Tax deduction at source) at the rate applicable from time to time as per the income Tax act 1961 and other applicable deductions/Taxes.
30. All Medicines to be supplied by the Agency must be branded, standard and best quality from reputed companies (means no sub-standard drugs).
31. Medicines/drugs not in good condition, in any lot, shall not be accepted by HLPPT and are to be replaced by the selected Bidder.
32. Minimum Shelf Life of medicines supplied to the HLPPT should be strictly of one (01) year.
33. Medicines should be of same brand/company as specified in the Purchase Order issued by HLPPT. No substitute of same chemical composition of any other company shall be accepted by HLPPT, without obtaining prior approval in writing from HLPPT authorized representative. In case the manufacturing of the medicines/drugs is stopped by the company or the medicines/drugs are not available in the market, the same needs to be communicated in writing and prior approval of HLPPT authorized representative shall be required for supply of such substitutes.
34. In case the Medicines/drugs supplied by the Supplier are found to be dubious or spurious, the Supplier shall indemnify the HLPPT against all losses/claims that may be caused/lodged against HLPPT on account of such defective Medicines/drugs including the rights / damages available under the various laws of the land.
35. **Penalty**
- In case the selected bidder/vendor fails to supply the medicines as per schedule stated in the PO, including the replacement of the rejected items, HLPPT reserves the right to apply a penalty of one percent (1%) per week of the value of items so delayed for the first week. Thereafter, penalty will be increased to

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two percent (2%) per day for each subsequent day, up to a maximum penalty of 10% of the value.

36. The issue of this RFP does not imply that HLPPT is bound to select a bidder or subsequently to award the contract to the shortlisted bidder, as the case may be, for the project/services and HLPPT reserves the right to reject all or any of the bids or bidders without assigning any reasons.
37. 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.
38. 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.
39. The agency needs to sign and stamp all pages of the technical bid along with the terms and conditions of RFP.
40. The Agencies should also submit an undertaking as per **Annexure-4 & Annexure 5**.
41. The empanelled vendors will further ensure and undertake that self-attested Copies of valid Licenses, on date of application submitted along with RFP and their Licenses should remain valid till the end of the contract period.
42. The contract may be terminated on breach of any of the clauses of this RFP.
43. 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.

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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

Location -: PAN India basis

	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 (as defined in RFP document) 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 empanel one or more 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 HLPPT/ Project Management shall be final and binding in this regard.	
10.	Valid License as on the date of application in specified forms for various categories of allocation drugs by the Drug control authority under the Drugs and Cosmetic Act, 1940 as applicable and any other law enforce	
11.	The final price will remain valid for one year from the award of the Purchase order/ 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.**

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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/Packing 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 along with signed delivery challan will be submitted for every completed supply on monthly basis.
5.	Payment shall be made in 45 days after submission of original invoice & proof of delivery of goods.
6.	Penalty clauses will apply as defined in the RFP: the decision of the HLPPT/Project Management shall be final and binding in this regard.

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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.	NAME OF MEDICINE	Company	Offered Pack size	Rate in Rs. (Inclusive Taxes) Per Strips/Syrup/Gel/Inj/Oint/Bottle/Drop
ANTIBIOTICS				
1	Azithromycin-500mg.			
2	Azithromycin-250mg.			
3	Cefixime 200mg			
4	Cefixime 100mg			
6	Cefpodoxime 200 mg	Ethical		
7	Amoxiciline+Clavulinic Acid 325 mg			
8	Amoxiciline+Clavulinic Acid 625 mg			
9	Ofloxacin-200mg			
10	Amoxicillin 250 mg	Ethical		
11	Amoxicillin 500 mg	Ethical		
12	Erythromycin 250mg			
13	Norfloxacin 400mg			
14	TAB ROXITHROMYCINE 150 MG			
15	TAB CIPROFLOXACINE 250 MG			
16	TAB CIPROFLOXACINE 500 MG			
17	CIPLOX-TZ			
18	METRINIDAZOLE-400 ETHICAL AS PER MRP			
19	Metronidazole 200 mg			
20	DOXYCYCLINE 100 MG CAP	Ethical		
21	AMPICILLINE 250 CAP	Ethical		
22	CLINDRAMYCINE			
23	Levofloxacin-500mg.			

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SYRUP				
24	AMOXYCILLIN ORAL DRY SYP			
25	Azithromycin-Syrup 100 mg/5 ml	Ethical		
26	Cefixime Syrup 50 mg/5 ml			
27	syp cetirizine			
28	syp multivitamin			
29	Syp Enzyme			
30	SYP CEFIXIME D/S	Ethical		
31	Syp Sulbutamol	Ethical		
32	Albendazole syrup Albendazole 200 mg/5ml			
33	Syp Metronidazole (OFLOXACIN+ Metro)			
34	Syp liver tonic			
35	VITOZYME SYRUP 200ML			
36	ELBYON SYP.	Ethical		
37	Paracetamol 120 mg/5ml	Ethical		
38	Paediatric Cough syrup			
39	Syp Caugh(expectroent)			
40	Terbutalin Syp			
41	Antacid Syrup	Ethical		
42	Syp Ondansatron			
43	CYPZIP SYP			
44	BOND SUSPENSION			
45	Cefpodoxime Syrup 50 mg/5 ml	Ethical		
46	Liq disodium hydrogen citate 1.53g in each 5ml liq,100 ml bot			
47	Ibuprofen 200mg and Syrup Ibuprofen 100 mg/5ml			
GASTRIC				
48	Tab of almunium hydroxide 300 mg + silicate 50 mg + magnesiumhydroxide 25 mg + simethicone 25 mg in each Tab			

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49	PUREOM-20 CAP OMEPRIZOLE CAP			
50	TAB PANTOPRAZOLE 40MG			
51	CAPSULE PANTOPRAZOLE DSR			
52	Antacid Tab			
53	RANITIDINE TAB 150 MG.50			
54	DOMPERIDONE 30 mg+ PANTOPRAZOLE 40 mg Capsules [SR] 10's			
55	Rabeprazole 20mg + Domperidone 10mg Capsule 10's			
56	CAPSULE ESMOPRAZOLE DSR			
57	DOMEPERION			
58	Drotavarine 40 mg			
59	Loperamide			
60	MEFTAL SPASM/SPASMINDAL			
61	Metoclopramide 10 mg			
62	ALBENDAZOLE 400 MG TAB			
63	DICYCLOMINE	Ethical		
64	BIOGENE TAB			
65	Bisacodyl 10 mg			
66	Tranexamic Acid 500 mg			
67	Lacto Basillus sachet			
68	P-ENZYME TAB			
69	Ondansetron 4 mg			
70	ANTIFUNGAL & ANTIALLERGY			
71	Prednisolone 5 mg			
72	Avil 25 mg			
73	Tab Flucanazole 150 mg			
74	Tab Itraconazole 200 mg			
75	Tab. Ketocanazole 150 mg			
76	LEVOCETRIZINE 5MG TAB			

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77	TAB LEVOCETRIZINE+MONTULAKAST			
78	Fexofenadine 120 mg film coated Tablet 10's			
79	TAB CETRIZINE 10 MG			
80	HYDROZINE 10 MG			
81	MICONAZOLE TAB			
82	CPM tab.			
83	Tab prednisolone 10 mg tab			
84	Clotrimazole Vaginal Suppository			
85	MONTELUKAST 10 MG + FEXOFENADINE HCl 120 MG TABLETS			
86	SEPTRAN SS TAB			
87	Deflazacort 12 mg			
88	Deflazacort 6 mg			
89	Dexamethasone 4 mg			
90	Diazepam 2 mg			
91	Diazepam 5 mg			
PAINKILLER				
92	Acetyl Salicylic Acid 75 mg dispersible/ mouth dissolving			
93	Aceclofenac 100mg and Paracetamol 325 mg Tablet 10's			
94	COMBIFLAM TAB ETHICAL AS PER MRP			
95	Aceclofenac 100 mg			
96	DICLOFANIC +DICYCLOMINE			
97	DICLOFANIC SR 100mg			
98	DICYCLOMINE	Ethical		
99	TAB DICLOFANIC SODIUM			
100	Diclofenac Sodium (SR) 75 mg Tablet 10's			
101	Ibuprofen 200 mg film coated Tablet 10's			
102	Serratiopeptidase 10 mg Tablet 10's			
103	tab of aceclofenac 100 mg + Paracetamol 500 mg + serratiopeptidase			

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104	Etoricoxib 60 mg			
105	Paracetamol 650 mg	Ethical		
106	PARACETAMOL-500 MG TAB	Ethical		
107	IBUPROFENE 400 MG			
108	PARACETAMOL 325 mg+ TRAMADOL 37.5 mg Tablets 15's			
	OINTMENT			
109	MYDERM CREAM CLOTR,NCOMYCIN,BECLAMETH			
110	NUGESIA GEL-FULL FORMULA 30GM			
111	SCABIES LOTION GAMA BENZENE LOTION (100 ml)	Ethical		
112	SOFRAMAX OINT ETHICAL AS PER MRP 30GM			
113	Soframycin Ointment			
114	Miconazole Tab 2% ointment 15 gx0			
115	Betamethasone Dipropionate (ointment 0.5%) (10 gm)			
116	Neomycin + Bacitracin 15 g ointment, 5 mg + 500 IU/g			
117	Silver Sulfadiazine 1% (10 gm)			
118	Xylocaine Jelly 2 %			
119	Permethrin 100 ml Ph			
120	WHITFIELD OINTMENT			
121	BETAMETHASONE OINT			
122	CALAMINE LOTION			
123	FRAMYCETIN SULPHATE 15 MG			
124	POVIODINE IODINE OINT			
125	SUKHAD OINT AYURVEDIC			
126	SCABY LOTION 50 ML	Ethical		
127	Beclamethasone Dipropionate..0.025% w/, Neomycin Sxulphate..0.5% w/w (3500 Unit /G) Chlorocresol 0 15gm			
128	Mapurocin ointment			
129	Permetharin lotion			

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130	SCABY LOTION 100 ML	Ethical		
131	Betadine Oint. - 250gm.	Ethical		
132	Permethrin cream 5% W/W			
133	Surgical sprit 400ml bot			
134	Hydrogen per oxide 400 ml bot			
135	Povidonelodine topical solution 5%.15 gm tube			
136	Permerthrine 50mg in each gm cream, 30 gm tube			
137	Mupirocin 2% oint , 5 gm tube			
138	Clotrimazole 1% + beclometasone 0.025 cream ,15 gm tube			
139	Clotrimazole 2% V gel ,30 gm tube			
140	Clobetasol 0.5% + neomycine 0.5% + neomycine 0.5% + miconazole 2% cream 15 gm tube			
141	Clamine 8% ,100 ml lotion , bot/tube			
142	lidocane 2% + Choline salicylate 8.7 dental gel , 15 gm tube			
MALTIVITIMINS				
144	Iron Folic Acid (S R)			
145	Vit B Complex			
146	Calcium carbonate			
147	Calcitrol calcium0.25 mcg carbonate 500 mg & zinc 7.5 mg softgel cap			
148	ZINC,HAEMATINIC,CARBONYL IRON&FOLIC CAP			
149	Vitamin A/E Capsule			
150	Febuxostat 40 mg			
151	Iron & Zinc (Carbonyl Iron 50 mg+ Zinc Sulphate Monohydrate USP 61.8 mg equivalent to Elemental Zinc 15's			
152	Methycobalamine 1500 mcg			
153	VIT D SACHEY			
154	TAB BCOMPLEX			
155	Tab procloperazine 5mg tab			

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156	Tab bethaistne 8mg Tab			
157	Tab Isosorbidedinitrate 5mg Tab			
158	Tab of aspirin 75 mg + clopidogrel 75mg tablets			
159	Tab clopidogrel , 75 mg Tab			
160	Cap of capantothenagte 50 + B12 15 mcg + folic acid 1.5 mg + thiamine 10 mg ,riboflavine 10 mg + pyridoxine 3mg + niacinamide 100 mg + ascorbic acid 150 mg + biotin 100 mcg in each cap			
161	ZINC TAB			
162	Vit C			
163	Lacto Basillus Tab.			
ANTIHYPERTENSIVE & ANTIDIABETIC DRUGS				
166	Amlodipine 2.5 mg			
167	Amlodipine 5 mg			
168	Atenolol 50 mg			
169	TELMISARTAN IP 40 mg+ AMLODIPINE 5 mg Tablets 15's			
170	ORS 21.8 GM/ satchet			
171	Frusemide 40 mg			
172	Telmisartan 40 mg			
173	Metformin 500 mg+	Ethical		
174	Glymiperide 2 mg			
175	Metformin 500 mg+Glymiperide 1 mg			
176	Metformin 500 mg+Glymiperide 2 mg			
177	Atorvastatin 10 mg			
OTHER DRUGS				
178	STAIRCOLD 3 TAB CHESTIMATE COLD TAB			
179	SALBUTAMOL 4 MG			
180	Tab.Deriphyllin -R 150			
181	COLD KIT (PCM125MG ,CETRIZINE HYDROCHLORIDE 2MG & PHENYLEPHRINE HYDROCHORIDE 5MG SUSPENSION			

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182	COLD KIT (CHLORPHENIRAMINE MALEATE, PCM, PHENYLEPHRINE HCL SUSP			
183	BENZ JUNICP (DEXTROMETHROPHAN HBR, CHLORPHENIRAMINE MALEATE & PHENYLEPRINE HCL SYRUP			
184	ACUCET COLD(PCM, PHENYLEPHRINE HCL, & LEVOCETRIZINE DIHYDROCHLORIDE SUSPENSION			
185	Protein powder for MoMs and lactating women			
186	Pediasure			
EYE & EAR DROPS				
187	Ofloxacin eye drop 0.3%wv			
188	EAR DROP COTRIMAZOLE & LINGOCAIN DROP			
189	EYE DROP			
190	NASAL DROP			
191	SOFRACORT EYE DROP			
192	Moxifloxacin Eye Drop			
193	Ciprofloxacin 0.3% eye/ear drop 5 ml			

Important Note-

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

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Annexure-4

Undertaking to be submitted by Bidder/Vendor/Tenderer
(On Rs.10/- stamp paper)

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 undertake that:
 - a. All information furnish by us in respect of fulfilment of eligibility criteria and qualification information of the Bid is complete, correct and true.
 - b. All copy of documents, credentials and documents submitted along with this Bid and genuine, authentic, true and valid.

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iv- We undertakes that:-

- a. We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
 - b. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India/Public Sector Undertaking/ any Regulatory Authorities/ Multilateral Funding agency in India for any kind of fraudulent activities.
- v. We hereby undertakes that If any information and document submitted is found to be false/incorrect or we violate any declaration at any stage of contract, HLPPT has right to cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues and banning of our firm etc.
- v- We understand that HLPPT is not bound to accept any bid received against RFP and HLPPT has right to reject all or any bid without assigning any reason or giving any explanation whatsoever.

Annexure-5

Authorization to sign documents

pertaining to bid submission against RFP no:

[To be given on agency/firm/company on Rs.10 stamp paper]

It is certified that we M/s having registered office at are submitting a bid proposal against RFP No. for empanelment for

In this connection Mr./Ms..... working with our company as has been authorized to sign bid proposal documents or any other documents related to this bid submission.

We, (name of company)..... are fully liable of the consequences arising by the act of signing bid documents by Mr./Ms.....

Name & Signature of Authorized Signatory
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Signature
Name of Signatory
Designation
Seal of Agency/Company/Firm

Note: If agency is a company, certified copy of the extract of Company's Board Resolution to this effect shall be required.

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