

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

Request for Proposal Empanelment the agency for Supply of Uniform for Students (Boys & Girls) at Multiple locations in the state of Uttar Pradesh Region under Skill Development Project

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

HLPPT is implementing multiple Skill Development Programs in different locations. 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 Uniform for Students (Boys & Girls) at Multiple locations in the state of Uttar Pradesh Region under Skill Development 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. This RFP is not an order by HLPPT but an invitation to receive responses/Offer from the interested/ 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.
6. The agency must have PAN (Permanent Account Number) and registered with GST and the document for the same is to be attached.

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

7. 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.
8. Agency to provide past experience, clientele details, documentary evidence sharing financial standing & other details as per **Annexure - 1** of this RFP.
9. Schedule of supply will be provided by HLPPT at the time of issuing Work Order. In case of delay/ disruption in the supply of ordered goods, penalty will be levied.
10. HLPPT reserves the right to cancel the contract based on performance without assigning any reason thereof.
11. Evaluation of the bids will be done by competent committee of HLPPT.
12. 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.
13. The selected bidder would be required to provide the uniforms as per the norms, guidelines (UPSDM), size & other details pertaining to Uniform, provided by HLPPT in Work Order. In such event the agency would be required to supply the Uniforms within a week time from as per the schedule provided in the Work Order.
14. HLPPT management reserves the right to change (increase or reduce) the numbers/units as per its sole discretion and Project requirement.
15. 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.
16. Agencies that will be technically qualified would only be considered for opening of financial bids.
17. The agency should submit enclosed Annexure - 1 duly seal & signed.

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18. Technical Evaluation of the agencies would be done on the following basis-

1	Experience with HLFPPPT / 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.

19. The RFP shall be evaluated strictly based on the substantive information / credentials / documentary evidences submitted by the agencies.
20. HLFPPPT Management Reserves the Right to award the work to more than one Agency as per requirement.
21. The agency needs to submit "Technical Bid" & "Financial Bid" in sealed envelopes by super scribing as "Technical Proposal for Supply of Uniform for Students (Boys & Girls) at Multiple locations in the state of Uttar Pradesh Region under Skill Development Project" and 'Financial Proposal for Supply of Uniform for Students (Boys & Girls) at Multiple locations in the state of Uttar Pradesh Region under Skill Development Project'.

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22. All the bid needs to be submitted by 5.00 pm on Date- 14th August 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

23. 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.
24. The rates quoted by the agency should be inclusive of all Taxes and Freight Charges etc. Agency should submit the financial bid as per the Annexure-3: Financial Bid Format
25. 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.

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26. The agency needs to sign and stamp all pages of the technical bid along with the terms and conditions of RFP.
27. The rate quoted by the agency should be valid for minimum 01 Year from the award of the contract.
28. 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. In such scenario the L2 agency would be considered only on acceptance of L1 rates.
29. 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.
30. The Agencies should also submit an undertaking as per **Annexure-4 & 5**.
31. The contract may be terminated on breach of any of the clauses of this RFP.
32. 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 main tained.

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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		
		2020-2021	2021-2022	2022-23
3	Annual Turnover/ITR			

C

S.No	Particulars	Top 5 Client List
4	Clientele List (Copy of Work Order to be attached)	

D

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

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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 HLFPPT	
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 work 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 Products/ 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 work order: the decision of HLFPPT / 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 authorized 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.

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.
7.	The quoted rate shall remain firm irrespective of any variation in the quantities mentioned in the Annexure 3(i) of this RFP

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Annexure - 3(i)

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. (PART OF ANNEXURE -3)

S.No.	Particular	Unit in a set	Required Qty. (Boys/Girls) in set FY-23-24	Location for Supply	Specification	Rate per Unit in Rs (Inclusive Taxes)
1	White Shirt (Poly Cotton)	For Boys	2	Multiple locations in the state of Uttar Pradesh	As per UPSDM project norms/guidelines	
2	Grey pant (Poly Viscose)		2			
3	Cap with UPSDM Logo		1			
4	White Salwar (Poly Cotton)	For Girls	2			
5	Grey Kameez (Poly Cotton)		2			
6	White Dupatta		1			
7	Cap with UPSDM Logo		1			

Important Note-

- i. Order to the successful bidder will be placed in split quantity as per the requirement of HLPPT. However, the overall quantity for FY 23-24 may vary.
- ii. Supply to be done according to the quantities, specifications, quality, schedule and locations approved by HLPPT
- iii. Cost of item should include all kind of packaging, 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.
- 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, HLFPPPT 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.

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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.....

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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