

**HELPAGE INDIA**

**Request for Proposal (RFP) for Providing Pea Seeds to HelpAge India**

**I. About HelpAge India**

HelpAge India is a non-profit organization dedicated to serving the elderly population in India. It was established in 1978 and has since been actively involved in various initiatives aimed at improving the quality of life for senior citizens. HelpAge India runs various programs and services to address the needs of older persons. These include healthcare services, elder helplines, livelihood support, advocacy for elder rights, and disaster relief efforts tailored to the elderly population.

In order to enhance income of the identified individual under **Project Swawalamban, HELPAGE INDIA** invites bids for “**Providing Pea Seed Packets to HelpAge India**” as per details, terms and conditions given below:

**II. Terms and conditions**

1. The agency can be an individual/HUF/Partnership firm/Company incorporated under the laws of India.
2. **Specification**
  - a. The germination rate should be at least 85% or higher (depending on local standards).
  - b. Seeds should comply with certification guidelines for germination quality.
  - c. Seed purity should be 98% or higher (percentage of pure seeds without contaminants).
  - d. The moisture content should typically be below 10% to prevent spoilage during storage.
  - e. Seeds need to be treated with fungicide or insecticide for protection against soil-borne diseases or pests.
  - f. Seeds to be inoculated with nitrogen-fixing bacteria (rhizobia)
  - g. Uniform seed size is preferable for better planting.
  - h. Seeds resistant to common pea diseases like powdery mildew, fusarium wilt, and downy mildew.
  - i. Include the expected yield per hectare (kg/ha)
  - j. Seeds should be packaged in airtight, moisture-proof bags, usually 2 kg/ 1kg.
  - k. Require certification from relevant agricultural authorities, such as ICAR or other Seed Certification Agencies.
  - l. Seed shelf life should be mentioned (usually 1-2 years depending on storage conditions).
  - m. Durable & heat-resistance suitable for high humidity
  - n. Total Order Size- 1500to2000 kg of above given specification
  - o. Delivery Timelines- Within 25 days of transfer of Advance
  - p. Delivery at Saiyah (Dehradun), Pabau (Pauri) and Narayanbagar (Chamoli)
  - q. The rates quoted by the agency will be inclusive of all Taxes/Packing/Parking/Toll tax and Freight Charges etc.
3. The agency is requested to submit the best quote in their respective letter head for 1 kg and 2 Kgs Pea Seed packets separately
4. 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.
5. The Agency has to submit Technical and Financial Bid as given in Annexure 1,2,3 and 4
6. This RFP is not an offer by HelpAge India, but an invitation to receive responses from the eligible bidders.

7. The agency shall bear all costs associated with the preparation and submission of bid.
8. The agency must have PAN (Permanent Account Number) and registered with GST (if applicable) and the document for the same is to be attached.
9. HelpAge India 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.
10. The supplier should have all valid licenses, approvals, certificates, registration from all statutory authorities like Income Tax/GST/any other relevant and mandatory requirements.
11. Schedule of supply will be provided by HelpAge India while issuing Purchase Order/ email intimation to the selected bidder. In case of delay in supply, penalty will be levied.
12. HelpAge India reserves the right to cancel the contract based on performance without assigning any reason thereof.
13. Evaluation of the bids will be done by Purchase Committee from HelpAge India.
14. HelpAge India 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. Bill / Invoice mentioning Permanent Account Number of Income Tax Department
- b. Documentary proof of the delivery/ service including E-Way Bill, wherever applicable, as per Purchase order

16. Agencies that will be technically disqualified would only be considered for opening of financial bids.
17. 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.
18. The bidder and their respective officers, employees, agents shall observe the highest standards of ethics dividing the bidding process. HelpAge India has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to HelpAge India personnel. Notwithstanding anything to the contrary contained herein, HelpAge India 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.

**19. Indemnity**

The bidder shall indemnify HelpAge India against all actions, suits, claims and demands brought or made against HelpAge India 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 HelpAge India 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.

20. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.
21. The bidder is expected to examine all instruction, forms, terms and specification
22. HelpAge India Management reserves the Right to award the work to more than one Agency as per requirement.

23. The agency needs to submit **‘Technical Bid & ‘Financial Bid for supply of Pea Seed Packets Production bag in Four attachments (as per Annexure 1,2, 3 & 4)** specifying as **“Technical Bid for supply of pea seed packets “and “Financial Bid for supply of pea seed packets”**.

**NOTE- BOTH TECHNICAL & FINANCIAL PROPOSAL SHOULD BE SENT SEPERATLY IN A SINGLE MAIL.**

24. 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.
25. The rates quoted by the agency will be inclusive of all Taxes/Packing/Parking/Toll tax and Freight Charges etc. Agency should submit the financial bid as per the Annexure-4: Financial Bid Format. The rates for the seeds to be submitted in company letter head for 1 and 2 kgs seed packet separately
26. Agency shall bear the Insurance if any taken.
27. The rate quoted by the agency will be valid for **One season** from the award of the contract.
28. All the bid needs to be submitted via **email to procurement@helpageindia.org** by **Monday, 28, September 2024 at 23.59 hours IST**

**CORRIGENDUM:** The last date for the Technical and Financial proposals has been extended to **7 October 2024 at 17.00 hours IST**.

**Annexure- 1 Technical Bid Format**

**(To be filled, sign & stamp by Agency)**

**A**

S.No	Particulars	Remarks	Work Experience
1	Experience with HelpAge India/Govt. Agency/NGO/DevelopmentSector	Yes/No	
2	Experience in similar Type of Product/Service supply	Year	

**B**

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

**C**

S.No	Particulars	Last 3 Year		
		FY 2020-2021	FY 2021-2022	FY 2022-2023
3	Annual Turnover as per Audited Financials (Copies of the Audited Financials needs to be attached or Turnover Certificate from Chartered Accountant)			

**D**

S.No	Particulars	Top 5 Client List with value (Rs)	
4	Clientele List		



**C-14, Qutab Institutional Area,  
New Delhi-110062**

**Annexure- 2: Technical Bid Format**

**Location -: Uttarakhand**

	<b>SPECIFICATION (TECHNICAL)</b>	<b>AGENCY'S REPOSE (in brief)</b>
1.	Supply to be done according to the quantities, specifications, quality, schedule and locations approved by HelpAge India	
2.	The acknowledgement for delivery/services of supply 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 Proprietorship/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 HelpAge India shall be final and binding in this regard.	
10.	The final price will remain valid for one season from the award of the Purchase order/ contract	

**Annexure- 3: Technical Bid Format**

Location -: Uttarakhand

S/No	Description	Details
1	Name of Variety	
2	Hybrid	Yes/No
3	Seed Licence No. and validity	
4	Seed Certified by	
5	Germination Rate- Minimum 85%	Yes/No
6	Seed Purity Minimum 98%	Yes/No
7	Moisture Content below 10%	Yes/No
8	Do seeds need to be treated with fungicide or insecticide for protection against soil-borne diseases or pests.	Yes/No
9	Is Seed inoculated with nitrogen-fixing bacteria (rhizobia)	Yes/No
10	Is Seeds resistant to common pea diseases like powdery mildew, fusarium wilt, and downy mildew	Yes/No
11	Seed Count/Kilogram	
12	100 Seed Weight	
13	Preferred Sowing Time	
14	Preferred Maturity Period (in Days)	
15	Expected Production/ hectare	
16	Approximate Length of Pea (Post Harvest)	

**Please Note:-**

- 1. Form must be completed in all respects; incomplete forms may liable to be rejected.**
- 2. The form must be duly stamped & signed by the Authorised signatory**
- 3. The form must be submitted on or before due date and time.**

**C-14, Qutab  
Institutional  
Area, New  
Delhi-110062**

**Annexure-4: Financial Bid Format**

We are submitting the below quotation for the above after understanding completely the technical specifications and other terms and conditions of the RFP.

	<b>SPECIFICATIONS</b>	<b>AGENCY'S REPOSE (Agree/Disagree)</b>
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	
5.	Payment shall be made in 30 days after submission of original invoice & proof of delivery of goods at location	
6.	Penalty clauses will apply as defined in the RFP: the decision of the HelpAge India/Project Management shall be final and binding in this regard	



To,

Purchase Committee  
HelpAge India  
C-14, Qutab Institutional Area,  
New Delhi 110016

We are submitting below 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. (Mention the variety name along with Price of 1 kgs and 2 kgs seed packet separately)

**Important Note-**

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