

HELPAGE INDIA PROCUREMENT OF ANDROID TABLETS, REQUEST FOR PROPOSAL (RFP)

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. The organization's programmes are focused on direct interventions in the areas of **Healthcare, Age care, Livelihoods, Disaster Response, Digital Literacy & Safety**, as well as **Research, Advocacy and Awareness** on rights and policies relating to elders.

HELPAGE INDIA invites bids for “**Procurement of Android Tablets**” for the **FY 24-25** 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. This RFP is not an offer by HelpAge India, 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. 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.
7. The supplier should have all valid licenses, approvals, certificates, registration from all statutory authorities like Income Tax/GST/any other relevant and mandatory requirements.
8. 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.
9. HelpAge India reserves the right to cancel the contract based on performance without assigning any reason thereof.
10. Evaluation of the bids will be done by Purchase Committee from HelpAge India.
11. HelpAge India management reserves the right to change (increase or reduce) the numbers/units as per its sole discretion and Project requirement.

12. Documents required releasing 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

13. Agencies that will be technically qualified would only be considered for opening of financial bids.
14. 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.
15. 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.

16. 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.

17. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.
18. The bidder is expected to examine all instruction, forms, terms and specification
19. HelpAge India Management reserves the Right to award the work to more than one Agency as per requirement. Delivery has to take place in location.
20. All the bid needs to be submitted via mail only mail id **Procurement@helpageindia.org** by **19th Nov. 2024**
21. 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.
22. The rate quoted by the agency will be valid for **One Year** from the award of the contract
23. Items not meeting the specified requirements has to be returned.

Annexure- 1 Technical Bid Format

(To be filled, sign & stamp by Agency)

A

S.No	Particulars	Remarks	Work Experience
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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	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)			

C

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

D

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

HELPAge INDIA

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

Annexure- 2: Technical Bid Format

Location -: PAN India basis

	SPECIFICATION (TECHNICAL)	AGENCY'S RESPONSE (in brief)
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 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 stamped & signed by the Authorised signatory**
- 3. The form must be submitted on or before due date and time.**

HELPAGE INDIA

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

Annexure-3: 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.

	SPECIFICATIONS	AGENCY'S RESPONSE (Agree/Disagree)
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 30 days after submission of original invoice & proof of delivery of goods at our Head Office at Delhi.	
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	

Specification:

WIFI + LTE (SIM Tablet)

Configuration: 128 GB/ 6 GB

Battery Backup: above 6000 mAh

Budget: (including the GST & freight charges)

Recommended Models: **Android Pad Mini WiFi+4G Tablet | 6GB RAM 128GB ROM**

Details of Tablets (FY 2024-25)	
Name	Approx. Quantity
Pad Mini WiFi+4G Tablet 6GB RAM 128GB ROM	49

Sl. No.	Location	ADDRESS
1	DELHI	C-14, QUTAB INSTITUTIONAL AREA, NEW DELHI-110016. CONTACT PERSON: DEEPA JOSHI CONTACT NUMBER: 9810495054
2	LUCKNOW STATE OFFICE	3/129,VIKASNAGAR,LUCKNOW PINCODE:-226022 CONTACT PERSON: DHEERAJ SINGH CONTACT NUMBER: 9555020230
3	SIMHADRI MHU	HELPAGE INDIA, BLOCK NO. B 161, NTPC - DEEPANJALI NAGAR, TWON SHIP, DALAI PALEM ROAD, MADAL - PARAVADA, PIN CODE - 531020, STATE - ANDHRA PRADESH CONTACT PERSON: KOLA VENKATESWARA RAO CONTACT NUMBER: 9666366564
4	HAZARIBAGH MHU	HELPAGE INDIA, C/O KRISHNA MARBLE AND TILES, VILLAGE - GURUCHATI, PO + PS - BARKAGAON, NEAR BARKAGAON POLIC STATION, HAZARIBAGH, PIN CODE - 825211, STATE - JHARKHAND CONTACT PERSON: VIKRAM SINGH CONTACT NUMBER: 8954266791
5	DHAR MHU	HELPAGE INDIA, GRAMOUDAY VARISHTH NAGRIK SEVA KENDRA, 8 PRAKASH NAGAR, NEAR INDORE NAKA BRAHMKUNDI ROAD, DHAR, PIN CODE - 454001, STATE - MADHYA PRADESH CONTACT PERSON: SANTOSH TATYA CONTACT NUMBER: 9424526030
6	RAMANATHAPURAM MHU	HELPAGE INDIA, 1/496, NEHRU NAGAR, 6TH STREET, 1ST CROSS, RAMANATHAPURAM-623 503 CONTACT PERSON: K. DHARMENDIRAN CONTACT NUMBER: 8248916823
7	VADIPATTI MHU	HELPAGE INDIA, C/O. CRED CAMPUS,

		NO.301, VADIPATTI MAIN ROAD, OPP.POLICE STATION., T.VADIPATTI-625 218, MADURAI. CONTACT PERSON: A. Karnan CONTACT NUMBER: 7708721411
8	TIRUNELVELI MHU	HELPAge INDIA, 16, KURINJI NAGAR, RAMAIYANPATTI, THACHANALLUR(PO) TIRUNELVELI-627 358 CONTACT PERSON: ELISA CHANDRADOSS AMOS CONTACT NUMBER: 9940440557
9	NAGAPATTINAM MHU	HELPAge INDIA NO. 9-A, ELANCHERAN NAGAR, VELIPALAYAM, NAGAPATTINAM – 611 001 CONTACT PERSON: RAJESH CONTACT NUMBER: 6369289197
10	GAYA MHU	HELPAge INDIA, C/O SHASHIBHUSHAN SINGH, PANTNAGAR, GHUGHRITAND BYPASS, BODHGAYA, ROAD NO. 1, NEAR BABA GENERAL STORE, GAYA, PIN CODE - 823001, STATE – BIHAR CONTACT PERSON: AMIT PATHAK CONTACT NUMBER: 9693061655
11	DEHRADUN STATE OFFICE	HelpAge India, F - 53, 181, Rajpur Road Dehradun-248001 CONTACT PERSON: KRISHNA AVTAR CONTACT NUMBER: 9410133887
12	PATIALA	HELPAge INDIA, AGED DAY CARE AND WELLNESS CENTER (SENIOR CITIZEN HOME) VILLAGE RONGLA, BHADSON-LACHKANI ROAD PATIALA 147004 PUNJAB CONTACT PERSON: LAKHVINDER SAREEN CONTACT NUMBER: 9876233266
13	RAJAM MHU	HELPAge INDIA, C/O EID PARRY (INDIA) LIMITED, VILLAGE - SENKILI, R. AMADALAVALASA MANDAL, DISTRICT - SRIKAKULAM, PIN CODE - 532440, STATE - ANDHRA PRADESH CONTACT PERSON: CH. GANAPATHI CONTACT NUMBER: 8897858986
14.	ASIFABAD MHU	HELPAge INDIA, HOUSE NO 12-159/1, NEAR MANJUNATHA APARTMENT, GOUTHAMI NAGAR, MANCHERIAL, PIN CODE - 504208, STATE – TELANGANA CONTACT PERSON: GATTU SHIVA KRISHNA CONTACT NUMBER: 9948170005
15	JAIPUR STATE OFFICE	HELPAge INDIA PLOT NO. 1093, RANI SATI NAGAR, NEAR MANSAROVAR METRA STATION, INFRONT OF PILLAR NO. 13, NIRMAN NAGAR, AJMER ROAD, JAIPUR-302 019 CONTACT PERSON: VANDANA CHOUDHARY CONTACT NUMBER: 9828460822
16	CHANDIGARH STATE OFFICE	HELPAge INDIA HOUSE NO. 5745 (GROUND FLOOR), SECTOR 38–WEST, CHANDIGARH - 160038 CONTACT PERSON: KAMAL SHARMA CONTACT NUMBER: 7018111270

17	Hyderabad	Mr Stanley HelpAge India2-2-3/A/A5, Prema Sai Bhuvanam Apartments, Beside ATI Shivam Road, DD Colony, Hyderabad – 500007 9849391757
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We understand that HelpAge India is not bound to accept any bid received against RFP and HelpAge India has right to reject all or any bid without assigning any reason or giving any explanation whatsoever.