

HELPAGE INDIA

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. HelpAge India runs various programs and services to address the needs of older persons. These include Shelter support for destitute elderly, healthcare services, elder helplines, livelihood support, advocacy for elder rights, and disaster relief efforts tailored to the elderly population.

In order to meet the Nutritional Support and Consumable Items requirement, **HELPAGE INDIA** invites bids for “**Procurement of Grocery Items and Toiletry Items for the Project locations Cuddalore and Neyveli for the FY 25-26 (November’25 to October’26)** 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 dealing in **Grocery and Toiletry items**
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 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

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.

1. The agency needs to submit 'Technical Bid' & 'Financial Bid' in two attachments (as per Annexure 2 & 3) specifying as "Technical Proposal for Procurement for Grocery Items and Toiletry Items in Project Locations – Cuddalore and Neyveli in Tamilnadu State" and "Financial Proposal for Procurement for Grocery Items and Toiletry Items in Project Locations – Cuddalore and Neyveli in Tamilnadu State"

KINDLY PAY ATTENTION: - BOTH TECHNICAL & FINANCIAL PROPOSAL SHOULD BE SENT SEPERATLY IN A SINGLE MAIL.

2. All the bid needs to be submitted via [email to procurement@helppageindia.org](mailto:email.to.procurement@helppageindia.org) by **Friday, 31st October 2025 at 23.59 hours IST**

3. 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 age

4. 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.

5. Agency shall bear the Insurance if any taken.

6. The rate quoted by the agency will be valid for one season from the award of the contract

7. 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
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		
3	Annual Turnover as per Audited Financials (Copies of the Audited Financials needs to be attached or Turnover Certificate from Chartered Accountant)	FY 2022-2023	FY 2023-2024	FY 2024-2025

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	

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

Annexure- 2: Technical Bid Format

Location -: PAN India basis

	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE (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.**

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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 REPOSE (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	

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.

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 year from issue of purchase order.
- Cost of item should include all kind of packaging, processing & transportation & other charges along with taxes.

Location wise Requirement:

GROCERY ITEMS REQUIRED FOR TEV AND ANANDHA ILLAM FOR 12 MONTHS – 25 – 26 (November’25 to October’26)						
S.No.	Particulars	Brand Names	Unit	TEV, Cuddalore for 12 months	Anandha Illam, Neyveli for 12 months	Total Qty.
1	Asafordita 100g	LG/Catch/ Everest	100 gram	72	60	132
2	Kulambu Chilli Masala	Aachi/Catch/MDH/ Everest	Kilogramme	360	180	540
3	Cystal Salt	TATA/Fortune	Kilogram	360	180	540
4	Iodised Salt	TATA/Fortune	Kilogram	360	180	540
5	Tea dust 500 g	3 Roses/Tata/Brookbond	500 gram	96	42	138
6	Coffee powder 200 g	Nescafe/Sunrise	200 gram	192	96	288
7	Vermicelli - Roasted short	Anil/MTR/Bmbino	180 gram	720	600	1320
8	Rava	Naga/Bansi/Doubl e Horse/Rajdhani	Kilogram	480	132	612
9	Samba Rava	Naga/Bansi/Doubl e	Kilogram	300	264	564

		Horse/Rajdhani				
10	Refind Sunflower Oil	SVS/Fortune/Rajdhani	liter	1440	720	2160
11	Health Mix	Manna	Kilogram	180	120	300
12	Ghee	Udhaya Krishna/Gopalji/Nova	50 gram	480	360	840
13	Appalam	Popular/Lijjat	200 Gram Pocket	360	144	504
14	Chicken Masala	Sakthi/Everest/MDH/Catch	50 Gram Pocket	120	60	180
15	Bajji Mix	Sakthi/Everest/MDH/Catch	200 gram	600	96	696
16	Badam Mix	MTR Brand	450 Gram Pocket	96	0	96
17	Atta	Aashirvad/Shakti bhog/Pillsberry	Kilogram	720	300	1020
18	Termaric Powder 100g	Aachi/MDH/Catch/Everest	100 gram	120	120	240
19	Ragi flour	Anil/MDH/Catch/Everest	Kilogram	360	192	552
20	Sugar	Parry/Dhampur/Fortune	Kilogram	1680	840	2520
21	Nattu Sarkarai	Gulas	500 gram	60	78	138
22	Sweet vermicelli	MTR Brand	Kilogram	48	27.6	75.6
23	Garam Masala	Sakthi/MDH/Catch/Everest	50 Gram Pocket	180	48	228
24	Briyani Masala	Sakthi/MDH/Catch/ Everest	50 Gram Pocket	180	0	180
25	Fired Dall	Udhayam/Tata Sampann/Fortune	Kilogram	1080	336	1416
26	Pepper	Everest/Catch/MDH	Kilogram	24	18	42
27	Jeeragam	Everest/MDH/Catch	Kilogram	24	18	42
28	Toor Dall	Udhayam/Tata Sampann/Fortune	Kilogram	720	600	1320

29	Urad dall	Udhayam /Fortune/ Tata Sampann	Kilogram	720	600	1320
30	Gram Dall	Udhayam /Fortune/ Tata Sampann	Kilogram	300	96	396
31	Greengram Split	Udhayam /Fortune/ Tata Sampann	Kilogram	540	108	648
32	Jaggery	Parry/Organic	Kilogram	120	84	204
33	Cardamom	Aashirva ad/Catch/ Fortune/ MDF	Kilogram	6	1.5	7.5
34	Meal Maker	Safolla	Kilogram	60	3	63
35	Channa dal	Aashirva ad/Fortune/Tata Sampann	Kilogram	240	60	300
36	Rasam mix	MTR/Aachi/Shakti	50 Gram Pocket	720	0	720
37	Briyani Rice	India Gate/Dawat/Fortune	Kilogram	180	96	276
38	Ponni boiled Rice	Udhayam /Double horse	Kilogram	3600	1884	5484
39	Ponmani (Idly) Rice	Udhayam /Double horse	Kilogram	3600	2208	5808
40	Raw Rice	Udhayam Double Horse	Kilogram	240	180	420
41	Broken Rice	Daily good/Double horse	Kilogram	240	0	240
42	Rice Flour	Naga/Double Horse	Kilogram	240	96	336

Toiletry Items- Branded Items for One year - 25-26 (November'25 to October'26)

S.No.	Particulars	Brand Names	Unit	TEV Qty	NLC Qty	TOTAL Qty
1	BATH SOAP MARGO	Margo/Mysore Sandal - 100 G	Number	1080	720	1800

2	COCONUT OIL	VVD Gold 100 ml.	Number	1080	720	1800
3	DETERGENT POWDER	RIN/Surf Excel	KG	36	36	72
4	DETERGENT POWDER	RIN - 100 G/Surf Excel	Pocket	2000	1440	3440
5	DETERGENT SOAP	RIN - 115 G/Surf Excel	Number	1080	720	1800
6	FACE POWDER	PONDS - 50 G	Number	1080	720	1800
7	RAZER SET STEEL	Gillette	Number	20	10	30
8	RAZER SET PLASTIC	Gillette	Number	40	30	70
9	SHAMPOO	Meera - 45 ML/Ayur/Patanjali	Number	1080	720	1800
10	TOOTH BRUSH - SOFT	Colgate/Pepsodent	Pocket	1080	240	1320
11	TOOH PASTE	Dabur Red - 50 G/Colgate	Pocket	1080	720	1800
12	BLADE -	7'O Clock	Pocket	50	50	100
13	COMB	Gemini	Number	50	50	100
14	TOOTH POWDER	VICCO - 50 G/Dabur Red	Pocket	50	50	100
15	DETTOL -	Dettol 500 ML	Bottle	36	36	72
16	LIZOL	Lizol 500 ML	Bottle	48	48	96
17	DISHWASH LIQUID	VIM - 500 ML	Bottle	300	300	600
18	DISHWASH SOAP	VIM - 300 G	Number	120	120	240
19	HANDWASH LIQUID	Dettol - 100 ML	Bottle	500	300	800
20	BLUE HARPIC	Harpic 500 ML	Bottle	48	48	96
21	RED HARPIC	Harpic 500ML	Bottle	60	60	120
22	SCRUB SCOTCH BRITE	EXO	Number	60	60	120
23	SCRUB S/S GENUINE	EXO	Number	60	60	120
24	BLEACHING POWDER	REDSUN	Kg	20	20	40
26	PHENYLE	Ultra Tech	Ltr	96	96	192
27	Fabric Conditioner	Comfort - 850 ML	Bottle	15	12	27

Annexure-4

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 email address
In connection with the above bids, we hereby declare as under: -

- i- That we are neither related to any of your Board Members, 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 undertake 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.
 - c. No Criminal proceeding are pending against the Proprietor / Partner /Director of the firm/ company (Agency) and also against the firm/ company.
(Indicate any convictions if any against the above persons or Agency.)
 - d. The firm/company has not been declared insolvent, bankrupt, not in receivership, or being wound up, not have its affairs administered by a court or a judicial officer
- 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, HelpAge India 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.

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.