

**HELPAGE INDIA, C-14, Qutab Institutional Area
New Delhi 110016, Ph. 011-42030400**

Invitation for Quotation for Medicine, Medical Consumable items, Equipment and Lab Kit Consumables (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, AgeCare, 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 Medicine, Medical consumable items, equipment and Lab Kit Consumable

All the bid needs to be submitted via mail only mail id Procurement@helpageindia.org by **21, January 2026 (specified in Annexure 3)**

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 drug 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 21 Jan.2026.

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
1	Experience with HelpAge India/Govt. Agency/NGO/Development Sector	Yes/ No	

2	Experience in similar Type of Product/Service supply	Year	
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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 2022-23	FY 2023-24	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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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/LLP 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 Authorized 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 and confirmation for the below items after understanding completely the technical specifications and other terms and conditions of the RFP.

Name of Goods:

1. <u>Sugar & HB equipment and consumables</u>			Price per unit(Each)	GST %	Price per unit inclusive GST, Freight
S. No	Name of item	Approx. quantity for PAN India (Each)			
1	Blood glucose test Strips	1.2lacs			
2	Blood glucose test Meter	200			
3	Lancet	1.8 lacs			
4	Lancet Device	200			
5	Haemoglobin Test Meter	100			
6	Haemoglobin Test Strips	30,000			

2. <u>(Medical Equipment:</u>					
SN	Name of item	Approx. quantity for PAN India(Each Unit)	Price per unit	GST %	Price per unit inclusive GST, Freight

1	First Aid Box	71			
2	Oxygen cylinder (12 Liter)	71			
3	Oxygen cylinder mask (1 Adult & 1 Paediatric)	202			
4	Pulse Oximeter	71			
5	Sphygmomanometer (B.P. Apparatus)	71			
6	Stethoscope	71			
7	Digital Thermometer	71			
8	Surgical Scissor	71			
9	Examination Torch	71			
10	Weighing Machine	71			
11	Nebulizer	71			
12	Height measurement scale	71			

3. Other Consumable:					
SN	Name of item	Approx. quantity for PAN India	Price per unit	GST %	Price per unit inclusive GST, Freight
1	Disposable Surgical Gloves	1,11,744			
2	Surgical Face Masks	1,39,680			
3	Cotton Roll (500 GM)	582			
4	Cotton Gauze Roller Bandage (4 inch/1 Meter)	582			
5	Sanitizer-500ml	388			
6	Spirit- 200ml	194			

4. Lab Kit Consumable (Reagents):						
SN	Name of item		Approx. quantity for PAN India	Price per unit	GST %	Price per unit inclusive GST, Freight
1	GLUCOSE	2X200ML	70			
2	UREA	5X20ML	135			
3	CREATINE(KIN) REAGEN	4X60ML	165			
4	PHASPORUS	2X50ML	10			
5	POTASSIUM	25 TEST BEACON	10			
6	SODIUM	25 TEST BEACON	10			
7	CHLORIDE	100ML ACCUREX	10			
8	MEGNICIUM	25 ML CORAL	10			
9	CALCIUM	2X50ML	75			
10	HEMOGLOBIN	SOL WITH STD (2000ml)	30			
11	HEMOGLOBIN	METER IMP	10			
12	CHOLESTEROL	5X20 ML	120			
13	TRIGLYCERIDE	5X20 ML	120			
14	HDL	HDL-C 2X50	20			
15	DIRECT HDL	4X30+4X10ML	10			
16	ALKALINE PHOSPHATE	10X2.2	15			
17	ALPH(END) ALKALIN PHASPATE	6X6ML	10			

18	SGOT(END)	5X20ML	180			
19	SGPT(END)	5X20ML	180			
20	TOTAL PROTEIN	5X20ML	45			
21	ALBUMIN	5X20ML	75			
22	TOTAL BILLIRUBIN	4X60ML	30			
23	DIRECT BILLIRUBIN	4X60ML	30			
24	CRP TURBI	1X50 ML BEACON	10			
25	CRP	25 TESTA/SPAN	10			
26	Erba Uric Acid Kitt	1*5*20ml	110			
27	SAMPLE CUPS	500 pcs	90			
28	TEST PROCESSING CUVITTS	50 pcs	900			
29	Small pipette tips	500 pcs	720			
30	Large pipette tips	500 pcs	450			
31	Micropipette	one piece	30			

5 Medicine list - specialized camps/health camps other than central list					
SN	Name of medicines	Approx. quantity for PAN India(Each unit)	Price per unit /each tablets	GST %	Price per unit inclusive GST, Freight
1	Permethrin Lotion	5,900			
2	Levocetirizine 5Mg + Monteleukast 10Mg	107,000			
3	Aluminum Hydroxide 250 mg + Magnesium Hydroxide 250 mg + Activated Dimethicone 50 mg / 5 ml Syrup.	29,500			

4	Pregabalin forte cap	53,500			
5	Nadilfoxacin Oint	11,800			
6	Omega-D3 Capsule	21,400			
7	Glucosamine sulfate & chondron sulfate Tab	21,400			
8	Diclofenac-MR	53,500			
9	Betnovate N [25g]	17,700			
10	Betnovate C [25g]	17,700			
11	Tolperisone 150 mg tablet	21,400			
12	Methotrexate 10 mg Tablet	21,400			
13	Hydroxychloroquine 200 mg Tablets	21,400			
14	Luliconazole cream	11,800			
15	Norethisterone 5mg	53,500			
16	Lizolid 600 Tablet	21,400			
17	Rosuvastatin 20mg Tablets	53,500			
18	Rabeprazole sodium and levosulpiride capsules	53,500			
19	Rndphyllin (400 mg)- Tab	21,400			
20	Clotrimazole Mouth Paint	11,800			
21	AF Kit azithromycin tablet (1000 mg), fluconazole tablet (150 mg), Orniadazole (750mg)	29,500			
22	Candid vaginal gel	29,500			
23	Isotonic saline nasal drop (0.74% sodium chloride)	29,500			
24	Trypsin + Chymotrypsin + Bromolien + Rutoside Tab	21,400			
25	Chlorzoxazone (500Mg) + Diclofenac (50Mg) + Paracetamol (325Mg)	107,000			
26	Rabeprazole 20 mg	107,000			
27	Ibuprofen (400) + Paracetamol (325) Mg	107,000			
28	Methylprednisolone 8mg	53,500			
29	Paracetamol 250mg	21,400			
30	Cyabapentine 300mg+Nortriptyle 10mg	53,500			
31	Vertin 24 Mg Tab	21,400			
32	Vertin 16 Mg Tab	21,400			
33	Glimepiride (2mg)+ Metformin (500mg)	88500			
34	Telmisartan 40 mg	106200			
35	Carboxymethylcellulose (0.5% w/v) eye drops	88500			

	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 deducted 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	

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.