

REQUEST FOR PROPOSAL/QUOTATION

BID TO BE SUBMITTED IN EMAIL ONLY

procurementbr@careindia.org

RFQ No	INNBR-WASH-03 FY- 22-23	DATE	06 th September 2022
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LAST DATE FOR SUBMISSION OF EMAIL BID: 13/09/2022

Dear Sir/Madam,
Greetings From CARE India !!!

We request you to submit your Quotation through email for the **Supply of a Handwash Station with PVC Tank and SS Sink (500 Liter Tank Capacity Handwash Station)** as per the attached BOQ at **Different District hospitals/Area hospitals/CHC/PHC of district locations in Andhra Pradesh, Karnataka, and Telangana** as per enclosed specifications.

In this regard please be guided by the following guidelines and forms attached hereto as Annexures in preparing your Quotation/Proposal:

- a) The items to be quoted and supplied to CARE India should meet quality specifications strictly as below:

S. No.	Item Description	Qty.	UoM
1	500 Liter Tank Capacity Handwash Station: - Handwash Station with PVC Tank and SS Sink as per attached BOQ for Andhra Pradesh, Karnataka, and Telangana . Cost inclusive of all Taxes	1500	Nos.
2	Transportation:- Transportation costs for Andhra Pradesh Cost inclusive of all Taxes, Loading, and Unloading charges.	890 (Approx.)	Nos.
3	Transportation:- Transportation costs Karnataka Cost inclusive of all Taxes, Loading, and Unloading charges.	281 (Approx.)	Nos.
4	Transportation:- Transportation costs for Telangana Cost inclusive of all Taxes, Loading, and Unloading charges.	329 (Approx.)	Nos.

Note: Actual distribution list will be shared along with Purchase Order.

- b) The financial bids (**price inclusive Taxes, Making, Loading, Unloading charges, and Delivery including transportation to required locations**) are to be prepared as per the format with Annexure-1 and duly stamped and signed by an authorized signatory. The bid is to be password protected. In the absence of this, your proposal shall not be considered for evaluation by the CARE India Procurement Committee.
- c) **The dimension of the basin in the RFQ shall be a minimum: 14 inches x 16inch x 7 inches with 1 mm thickness, SS, Grade 202/304**
- d) The complete technical specification with the list of required work items and Drawings is attached as separate **Annexures to this RFQ**.

- e) Please quote the reference of the RFQ in your quote and all other related correspondences. Only the authorized person of your organization should sign the quotes and affix the official Rubber Stamp in the authentication of the Bid.
- f) **Password Protected Price quote** through email should reach us **on or before 13th September 2022** to the email mentioned below.

Email: procurementbr@careindia.org

g) Payment Terms:

1. *Payment of 30% of Total Order Value as Mobilisation Advance along with Purchase Order.*
 2. *Payment of 30% of Total Order Value after purchase of 100% Raw Material and component as required for the execution of the total order, duly substantiated by a self-attested copy of Delivery Challan of the procured RAW material and component and Tax Invoice of 60% of total Order Value.*
 3. *Payment of 30% of the total order value on Delivery of Material at designated locations. after submission of Original Tax invoice for 30% of the total order value and original copy of Delivery Challan duly acknowledged by Govt. Officials under their Seal and Signature.*
 4. *Full and final payment of balance 10% after 90 Days from the Date of Delivery at the last location as evidenced from Delivery Challan duly acknowledged by Govt. Officials under their Seal and Signature.*
- h) In the course of preparing the Proposal, it shall remain the agency's responsibility to ensure that it reaches the address above on or before the deadline **(13-09-2022)**. For whatever reason, proposals received by CISSD after the deadline indicated above shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the pdf format, and free from any virus or corrupted files.
- i) Warranty:**
- ***Frame, Tank, and sink must have a warranty against all manufacturing defects for a period of a minimum of 2 Years from the date of delivery. Transit damage shall be the liability of the bidder who must replace all goods damaged in transit.***
- j) CARE India reserves its right to accept or reject any proposal without assigning any reasons thereof whatsoever.
- k) Your Quotation/Proposal must be expressed in English, and valid for a minimum of **90 days** from the date of submission.
- l) Any discrepancy between the unit price and the total price shall be re-computed by CISSD, and the unit price shall prevail, and the total price shall be corrected. If the agency does not accept the final price based on CISSD's re-computation and correction of errors, its Proposal will be rejected.
- a) No price and service variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by CISSD after it has received the Proposal. At the time of Award of Contract or Purchase Order, CISSD reserves the right to vary (increase or decrease) the number of services and/or goods, by up to a maximum of twenty-five percent (25%) of the total offer, without any change in the unit price or other terms and conditions

- b) Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the **General Terms and Conditions attached hereto as Annexure Agreement** will be finalized with the selected vendor with mutual consent, there are a few non-negotiable clauses which will be discussed with the finalized vendor.
- c) The mere act of submission of a Proposal implies that the agency accepts without question the General Terms and Conditions of CISSD (Annexure-2)
- d) Please be advised that CISSD is not bound to accept any Proposal, award a contract or Purchase Order, nor be responsible for any costs associated with an agency's preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.
- e) Items/goods proposed shall be reviewed and evaluated based on completeness and compliance of the item specification and responsiveness with the requirements of the RFQRFP and all other annexures providing details of CISSD requirements.
- f) The Quotation that complies with all the requirements, meets all the evaluation criteria, and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.
- g) In case the items supplied by you do not confirm either the quality specifications of CARE India or the prescribed delivery schedule, CARE India reserves the right to not accept delivery of the items and in such an event, no expenses of any sort will be reimbursed to you.
- h) No deviation from either item specification/quality or contract terms and conditions will be accepted.
- i) You will be passing on the discounts/schemes and other freebies as offered by the Principal Company/OEM along with the product/services from time to time.
- j) CARE India will be making the payment as mentioned above against receipt of the valid invoice with all supporting documents and quality at the designated place, and acceptance thereof by it subject to necessary deductions as per applicable local Laws.
- k) Penalty Clause: **10%** penalty will be applicable on total PO value if the Goods/Services are not supplied/delivered within the delivery date mentioned in Purchase Order (PO). However, the penalty will not apply if any delay is attributable to CARE India.
- l) CISSD encourages every prospective agency to prevent and avoid conflicts of interest, by disclosing to CISSD if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFQ/RFP.
- m) CISSD implements a zero tolerance on fraud and other proscribed practices and is committed to preventing, identifying, and addressing all such acts and practices against CISSD, as well as third parties involved in CISSD activities.

Please note the following important points:

1. Our online tender is also available on the CARE India website-
<https://www.careindia.org/tenders/>
2. Bidders must fill in all sheets of commercial bid/ proposal format for each location i.e. Andhra Pradesh, Karnataka, and Telangana.
3. Bidders must fill all sheets of Timeline (Start date / End Date) in Commercial Bid annexures for each location i.e. Andhra Pradesh, Karnataka, and Telangana.
4. **The complete delivery for each location to be completed by 20.11.2022**
5. Password for commercial bid to be shared on date of bid opening when requested by Care India only through e-mail id: procurementbr@careindia.org

6. *The bidders have to submit mandatory documents against eligibility criteria, etc. by sending multiple E-mails. However, Commercial Proposal doc., duly password protected must be sent through a single E-Mail only.*
7. *We have attached the total 7 files (**Steps for Password Protecting, Commercial Bid, Eligibility Criterion, Drawing, BOQ, Timeline, and General Terms & Conditions**).*
8. *For each location, the bidder with the least aggregate quote for the location, shall be shortlisted, subject to meeting the eligibility criterion as called for.*

Should you have any clarification/query, at any time before submitting the quotations, please contact:

Technical Point Person	Mr. Gaurav Kumar (Mobile: 7544012393) Mr. Rangan Kumar Sengupta (Mobile: 9262697382)
For Work & Location-related Query	Mr. Sharad Chaturvedi: (Mobile: 8294638226) Mr. Paltasingi Lakshmana Rao (Mobile: 8639653015)
For RFQ terms and conditions.	Mr. Siva Kumar K (Mobile: 8800494939) Mr. Sanjeet Kumar (Mobile: 7485099450)

Thank you and we look forward to receiving your Quotation.
Sincerely yours,

Thanks and Regards

Sanjeet Kumar | CARE India | Officer Procurement- BTSP