

Public Health Foundation of India (PHFI)

Limited Request for Proposal (RFP)

RFP No: PHFI/Revised/IT/Project/10/01/2024-25

Request for Proposal (RFP)

**Selection of Agency for
“Procurement of Laptops for GFATM-NACO Projects”
28th November 2024**

Call for RFP Opening: 28th November 2024 by 17:00 Hrs IST
Cut-Off Date for Downloading RFP: 02nd December 2024 by 17:00 Hrs IST
Last Date of Submission of Bid: 10th December 2024 by 17:00 Hrs IST

Public Health Foundation of India (PHFI)

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1. Introduction

1.1 About Public Health Foundation of India (PHFI)

The Public Health Foundation of India (PHFI), established in 2006, is a leading public health organisation that aims to meet India's critical need for skilled public health professionals and strengthen the country's health infrastructure. Founded as a public-private partnership, PHFI unites government, academia, and private sector entities to develop solutions to India's public health challenges.

Mission and Vision

PHFI's mission is to reinforce the public health system and cultivate a well-trained cadre of public health professionals in India. Its vision is to achieve improved health outcomes by enhancing public health capacity, advancing research, shaping policies, and promoting health equity across the nation.

Core Focus Areas

- **Capacity Building and Training:** PHFI is dedicated to training and educating public health professionals through postgraduate programs, diploma courses, and certificates, specialising in epidemiology, health economics, and biostatistics.
- **Health Systems Research:** Conducting extensive research to strengthen health systems, PHFI addresses areas like disease control, maternal and child health, non-communicable diseases, infectious diseases, and environmental health.
- **Community-Based Programs:** PHFI implements initiatives that enhance healthcare quality and access in underserved regions throughout India.

1.2 Purpose of the Request for Proposal (RFP)

- (a) This Request for Proposal (RFP) aims to invite qualified Vendors/ Agencies/ Organizations/ Institutions to submit competitive bids for the procurement of Laptops, essential accessories, and external storage devices. This procurement is intended to support the 2024-2027 Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) project, implemented by the National AIDS Control Organization (NACO) through the Public Health Foundation of India (PHFI). Providing these assets is essential to enhance the operational capacity and data management efficiency across project teams and ensure effective implementation of project activities aligned with the objectives of NACP-V.
- (b) This Request for Proposals (RFP) must be in the Format mentioned in this RFP. Vendors/ Agencies/ Organizations/ Institutions must submit a detailed Proposal indicating Deliverables, Timelines and Budget. The Proposal submitted by Vendors/ Agencies/ Organizations/ Institutions will be reviewed by the "RFP Evaluation Committee" formed for this purpose by PHFI.

1.3 Background of the Project

The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) is a prominent international financing organization dedicated to combatting and eradicating the epidemics of HIV/AIDS, TB, and Malaria. The 2024-2027 GFATM-supported project, implemented by the National AIDS Control Organization (NACO) in collaboration with the Public Health Foundation of India (PHFI), is focused on advancing the national response to HIV/AIDS in India. This project aims to address critical public health challenges by strengthening prevention, treatment, and care services and enhancing the capacity of healthcare systems to effectively manage HIV/AIDS across various populations and regions.

1.4 Schedule of RFP Processing

Schedule of RFP Processing (Key Dates)

RFP Inviting Authority		Public Health Foundation of India (PHFI) House# 60, 4 th Floor, Lane 2, Part of Saidulajab Extension, Near Saket Metro Station Gate No. 2, New Delhi – 110030	
Sl.	Description	Date	Time
1	RFP release on public domains / local newspapers	28 th November 2024	By 17:00 Hrs IST
2	The last date for receiving Queries, if any, from Vendors/ Agencies/ Organizations/ Institutions.	02 nd December 2024	By 17:00 Hrs IST
3	Last date for submission of Proposal. <i>(This is an absolute deadline, the Proposal/s received after this date and time will be Disqualified).</i>	10 th December 2024	By 17:00 Hrs IST
4	Opening of Tender Box and Technical Bids <i>(Authorized representatives of Vendors/ Agencies/ Organizations/ Institutions may be present during the opening of Tender Box).</i>	13 th December 2024	At 11:00 Hrs IST
5	Intimation to the Vendors/ Agencies/ Organizations/ Institutions who qualify for the Technical Bids.	14 th December 2024	By 17:00 Hrs IST

6	Interview of the qualifying Vendors/ Agencies/ Organizations/ Institutions.	16 th December 2024	At 11:00 Hrs IST
7	Opening of Financial Bids (<i>Authorized representatives of Vendors/ Agencies/ Organizations/ Institutions may be present during the opening of Financial Bids</i>).	16 th December 2024	By 13:00 Hrs IST
8	Final Discussion with the short-listed Vendor/ Agencies/ Organizations/ Institutions.	18 th December 2024	At 11:00 Hrs IST
9	Issue of Letter of Purchase Order/ Work Order/ Intent/ Award/ Agreement	As per the decision of PHFI Management	--

2. Qualification / Eligibility Criteria

The required Qualifications / Eligibility Criteria for the Vendors/ Agencies/ Organizations/ Institutions:

To be considered for this procurement, vendors must meet the following eligibility requirements:

1. Legal Entity Status:

The Vendors/ Agencies/ Organizations/ Institutions must be a legally registered entity with a valid business license in India. Documentation Required - Copy of registration certificate, business license, and any relevant incorporation documents.

2. Financial Stability:

The Vendors/ Agencies/ Organizations/ Institutions must demonstrate financial stability, with a positive net worth and sufficient financial resources to fulfil the requirements mentioned in the RFP. Documentation Required - Audited financial statements for the past three fiscal years or a bank statement/certificate of solvency from a reputable bank.

3. Relevant Experience:

The Vendors/ Agencies/ Organizations/ Institutions must have a minimum of 3 years, of experience in supplying laptops or IT hardware to government organizations, NGOs, or similar institutions. Documentation Required - Client references, past project summaries, and copies of contracts or purchase orders with similar organizations.

4. Technical Expertise

The Vendors/ Agencies/ Organizations/ Institutions must demonstrate technical expertise in sourcing, installing, and supporting laptops and related equipment as specified in the Scope of Work. Documentation Required - Proof of certifications (if applicable), details of the technical support team, and description of service capabilities.

5. Quality and Standards Compliance:

The Vendors/ Agencies/ Organizations/ Institutions must offer products that comply with international quality standards (e.g., ISO certification for hardware quality or safety standards). Documentation Required - Certification of compliance with ISO or other relevant standards (if applicable) and product quality certificates.

6. Manufacturer Authorization (if Reseller)

If the Vendors/ Agencies/ Organizations/ Institutions are not the original manufacturer, they must provide a valid authorization letter from the laptop manufacturer, certifying that they are an authorized distributor or reseller. Documentation Required - Manufacturer's authorization letter or certificate.

7. Warranty and After-Sales Support

The Vendors/ Agencies/ Organizations/ Institutions must offer a minimum 1-year warranty on all laptops, with a commitment to provide after-sales support, including repairs and replacements, as specified. Documentation Required - Warranty policy and after-sales service agreement.

8. Delivery and Installation Capacity

The Vendors/ Agencies/ Organizations/ Institutions must have the capability to deliver and install laptops at all specified locations within the required timeframe. Documentation Required - Logistics plan, delivery timeline, and proof of previous successful deliveries to multiple locations.

9. Compliance with Ethical Standards

Vendors/ Agencies/ Organizations/ Institutions must comply with ethical standards and policies related to labour laws, environmental practices, and anti-corruption guidelines. Documentation Required - A signed statement of compliance with ethical standards, labour laws, and anti-corruption policies.

10. Litigation History

The Vendors/ Agencies/ Organizations/ Institutions should not have any recent history of significant legal disputes or litigation that could affect their ability to fulfil the contract. Documentation Required - Self-declaration statement or litigation history for the past 5 years.

3. Terms of References (ToRs)

3.1 Scope of Work (SoW)

During the assignment, the Vendors/ Agencies/ Organizations/ Institutions would be responsible for the completion of the task as per the detailed Scope of Work (Sow), **Annexure-1**

Project Title: Procurement of Laptops for GFATM-NACO Projects

Duration: As per delivery terms

Delivery of Items-State: New Delhi, India

3.2 Terms and Conditions

- a) Interested Vendors/ Agencies/ Organizations/ Institutions are required to submit the Proposal on or before the due date (10th December 2024) at the close of business hours by 17:00 Hrs IST.
- b) The Proposal should be complete with all the enclosures duly signed by the Authorized Signatory.
- c) All the information/details to be supported by valid documents duly certified by the Authorized Signatory.
- d) All judicial matters to be dealt with in New Delhi.

4. Payment Schedule

The Payment schedule is given below:

Milestone	Payment (%)	Condition
Advance Payment	20%	Payable upon contract signing and submission of all required documents specified in the RFP.
Delivery and Inspection Payment	50%	Payable upon successful delivery and inspection of laptops at the designated locations, as specified in the RFP.
Final Payment	30%	Payable upon successful completion of the installation, setup, and configuration (if applicable), and acceptance of all laptops by PHFI.

**All payments shall be processed within (20) twenty working days after submission of original Invoices.

** Payment for AMC support shall be paid on an actual basis.

5. Guidelines for Submitting Proposal

5.1 Preparing the Technical Proposal

Vendors, agencies, organizations, and institutions interested in the procurement of laptops for the specified project are required to submit two separate proposals:

1. Technical Proposal
2. Financial Proposal

Each proposal serves a distinct purpose and should be prepared in line with the instructions provided below to ensure a clear, professional, and complete submission.

1. **Technical Proposal**

The Technical Proposal should demonstrate the capacity, experience, and approach to fulfilling the requirements as outlined in the RFP. This document must not include any pricing information. Instead, it should focus solely on the qualifications, methodology, and product specifications.

2. **Financial Proposal**

The Financial Proposal should outline the pricing and payment terms for the specified project. This document should be submitted as a separate file and focus solely on costs, ensuring transparency and alignment with budgetary considerations. The Financial Proposal should include a breakdown of all costs associated with the procurement, delivery, installation, and setup of the laptops. This should include unit costs, bulk pricing, or any other relevant pricing format. Any optional or additional services, such as extended warranties or training, should be itemized separately to allow for easy assessment.

5.2 Technical Proposal Submission Format

The Proposal should follow the format given below (but not necessarily limited to the following) and should be in English and formatted on standard A4 paper with single space, 12-point Font - Times New Roman and each page numbered consecutively. The proposal should capture the following information, with a maximum of 20 pages including references.

Sl.	Details	Proof Required
1	<ol style="list-style-type: none">Name and address of the Vendors/ Agencies/ Organizations/ Institutions.Year of EstablishmentWhether the Vendors/ Agencies/ Organizations/ Institutions is registered	Copy of Certificate of Incorporation/ Registration/ MoU as applicable

	under the Society Registration ACT or is an autonomous body or a Limited company or partnership firm, etc. and details thereof (e.g.-name (s) of partners, Managing Directors, Chief Executive Officers, Key Authorized Persons)	
2	The Vendors/ Agencies/ Organizations/ Institutions should have a valid PAN and GST Registration in India	Copy of PAN Card and GST Registration
3	The Vendors/ Agencies/ Organizations/ Institutions should have a minimum average annual turnover of Rs 10 Lacs from assignments made during the last three fiscal years (2021-22, 2022-23 & 2023-24)	Copy of Audited Profit and Loss Statement and Balance Sheet
4	The Vendors/ Agencies/ Organizations/ Institutions should have a previous experience	Necessary documents as evidence, If Available.
5	The Vendors/ Agencies/ Organizations/ Institutions should not have been blacklisted by Central / State Government Departments / Undertakings.	No Conviction Certificate duly signed by the Authorized Signatory of the Vendors / Agencies / Organizations
6	Previous experience working with PHFI*	<ol style="list-style-type: none"> 1) Name of the Project & Department of PHFI sponsoring the RFP (Tender No & Date) 2) Reference & Date of Service Agreement 3) Date of commencement & Date of Completion (whether completed as per Timeline) 4) Value of the Project 5) Any comments on the conduct of the Project

* Any Vendors/ Agencies/ Organizations/ Institutions NOT having any previous working experience with PHFI shall also be eligible for the Tender Process.

5.3 Financial Proposal Submission Format

The Financial Proposal should provide a clear and detailed breakdown of costs associated. It should be submitted separately from the Technical Proposal to ensure transparency and facilitate evaluation.

Sl.	Item Description	Quantity	Unit Price in INR	Total Price in INR	Remarks
01	Laptop Model 01	Qty	Unit Price	Unit Price	Remarks
02	Laptop Model 02	Qty	Unit Price	Unit Price	Remarks
03	Laptop Model 03	Qty	Unit Price	Unit Price	Remarks
04	Laptop Accessories (e.g., Bag, Charger)	Qty	Unit Price	Unit Price	Remarks
05	Software Pre-Installation	Qty	Unit Price	Unit Price	Remarks
06	Installation/Setup Services	Qty	Unit Price	Unit Price	Remarks
07	Warranty Extension	Qty	Unit Price	Unit Price	Remarks
08	Other (Specify)	Qty	Unit Price	Unit Price	Remarks

5.4 Income Tax Details

Whether the Vendors/ Agencies/ Organizations/ Institutions are exempted from Income Tax?

If YES, please furnish the exemption certificate number and date up to which exempted. A copy of the exemption certificate is to be attached.

If NO, furnish PAN/TAN/GST number, a copy of the latest Income Tax returns and assessment order.

5.5 Preparing the Financial Proposal

- a) The Financial Quotes should cover the following:
 - a. Upgradation and redesign & development cost
 - b. Taxes with %
 - c. Any other hidden cost if any.
- b) Filled GST Declaration Form and GST Details Form (attached as Annexure-2 to this RFP)
- c) The total cost quoted should be inclusive of all applicable taxes.
- d) The Financial Proposal will be evaluated only if Vendors/ Agencies/ Organizations/ Institutions qualify based on the assessment of the Technical Proposal.

5.6 Submission of Bids

- a) The Vendors/ Agencies/ Organizations/ Institutions shall submit a sealed cover consisting of these two sealed envelopes with a clear label for each:
 - a. Technical Proposal, superscribing on the right-hand side top of the cover as Technical Bid (2 copies).
 - b. Financial Proposal super scribing on the right-hand side top of the cover as Financial Bid (2 copies).
- b) All the pages of the Financial Proposal shall be duly signed by the Authorized Signatory of the Bidder before submission. Corrections, if any shall be counter-signed.

5.7 General Instructions & Terms and Conditions

- a) The Proposal along with all the correspondence and documents exchanged by the Vendors/ Agencies/ Organizations/ Institutions and PHFI shall be written in English language.
- b) The RFP Evaluation Committee at PHFI reserves every right to amend any of the RFP conditions or a part thereof, before the last date for the receipt of the RFP, if necessary. Amendments, if any, would be put on the website. The decision to extend the due date and time for the submission of RFP documents on account of amendments will be the sole discretion of PHFI.
- c) PHFI reserves the following rights with regard to this Request for Proposal (RFP):
 - a. To cancel this request for proposal at any stage without assigning any reason.
 - b. To disqualify any Applicant(s) based on Applicant(s) failure to follow solicitation instructions
 - c. PHFI reserves the right to waive any deviations by Applicants from the requirements of this solicitation that in PHFI 's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
 - d. Extend the time for submission of all RFP responses after notification to all Applicants.
 - e. Terminate or modify the RFP process at any time and re-issue the RFP to whomever PHFI deems appropriate.
 - f. PHFI reserve the right to select and negotiate with those applicants it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability.
 - g. PHFI reserves the right to negotiate the rates or issue an award based on the initial evaluation of Applicants without discussion.
 - h. Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

- d) No proposal shall be accepted unless it is properly sealed. Vendors/ Agencies/ Organizations/ Institutions shall not be allowed to fill in or seal their proposal at the PHFI office. The documents should be sent by speed post/registered post/courier or hand-delivered.
- e) If the envelope is found to be open, not sealed and not marked as instructed above, PHFI will not be responsible for misplacement or premature opening of the proposal submitted. Any proposal opened prematurely due to this cause shall be rejected.
- f) The Vendors/ Agencies/ Organizations/ Institutions are advised to attach any additional information that is considered necessary in regard to establishing the capabilities. No further information will be entertained after submission of the application unless it is required by PHFI. PHFI, however, reserves the right to call for additional information and clarification on information submitted by the Vendors/ Agencies/ Organizations/ Institutions.
- g) Proposals must be received by PHFI at the address specified not later than the date and time specified in the Invitation of RFP. In case the specified date for the submission of the proposal is declared a holiday by the PHFI, the same will be received on the next working day at the same specified time. Proposals received after the due date and time specified will automatically be rejected.
- h) Applicants may withdraw the proposal by written notice via email received at any time before the contract. Proposals may be withdrawn in person by an offer or his/her authorized representative if the representative's identity is made known and the representative signs a receipt for the proposal before award.
- i) Opening of Proposals will be scheduled as per the timelines given under this RFP.
- j) Any efforts by Vendors/ Agencies/ Organizations/ Institutions to influence the PHFI personnel or representatives on matters relating to proposals under study in the process of examination, clarification, evaluation, and comparison of the proposal and in the decision concerning the award of Contract, shall result in the rejection of the Vendors/ Agencies/ Organizations/ Institutions proposal. Failing to execute the Contract Agreement within the said period may result in the termination of the Contract and award of the same to other Vendors/ Agencies/ Organizations/ Institutions at the risk and cost of the Vendors/ Agencies/ Organizations/ Institutions.
- k) The person to sign the Contract Agreement shall be duly authorized.
- l) PHFI assures that the documents and presentations by the Vendors/ Agencies/ Organizations/ Institutions will be kept strictly confidential and will not be used for any purpose other than the process of selection of the final applicant. All documents created/prepared during the assignment by the selected application shall be the property of PHFI and they will have the rights associated with such documents.

- m) PHFI may contact Vendors/ Agencies/ Organizations/ Institutions to confirm the contact person, address, and bid amount and to confirm that the Bid was submitted for this solicitation.
- n) Vendors/ Agencies/ Organizations/ Institutions must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in PHFI having to re-evaluate the selection of potential Applicants.
- o) Should any dispute arise, it may be referred to an Arbitrator appointed by mutual consent. The place of Arbitration shall be New Delhi.
- p) The cost of travel and stay of the officials from the Vendors/ Agencies/ Organizations/ Institutions for attending meetings with PHFI will be met by the respective Vendors/ Agencies/ Organizations/ Institutions.
- q) All queries/correspondences pertaining to this RFP will be done through the PHFI Tender email i.e. tenders@phfi.org.

Hard copies of the Proposals should be addressed to:

The Chairman RFP Evaluation Committee
“Procurement of Laptops for GFATM-NACO Projects”

At

Public Health Foundation Of India (PHFI)
House No.60, 4th Floor, Lane No.2,
Saidulajab Village, New Delhi – 110 030

The last date for submission of the complete Proposal with all supporting documents (by hand or by post) is 10th December 2024 by 17:00 Hrs IST. Any Proposal received after this prescribed time will not be entertained. PHFI will not be responsible for any loss in transit or postal delay.

6. Evaluation of Proposal

6.1 Evaluation Committee

An RFP Evaluation Committee formed by PHFI would first examine the Technical Proposals based on the details provided in the Invitation for proposal for those Vendors/ Agencies/ Organizations/ Institutions who are short-listed as per the qualification criteria. The Financial Proposals would be assessed only for those agencies whose Technical Proposals are considered to be adequate and secure minimum Technical qualifying marks as mentioned in para below.

6.2 Selection of Vendors/ Agencies/ Organizations/ Institutions

- a) A Vendor/ Agency/ Organization/ Institution is required to score a minimum qualifying mark of 60 points out of 100 in the Technical Proposal in order to qualify for the Interview and Financial Proposal opening.
- b) Financial Proposals of Vendors/ Agencies/ Organizations/ Institutions will be opened only if the Vendors/ Agencies/ Organizations/ Institutions qualifies in the Technical Evaluation (score of a minimum of 60 marks). Financial Proposals will be opened on 16th December 2024 at 13:00 Hrs IST at the PHFI Office.
- c) For the Final evaluation, the weightage for the Technical Proposal, Interview and Financial Proposal, would be 60%, 20% and 20%, respectively.
- d) PHFI shall reserve the right to negotiate with the Bidder whose proposal has been ranked first by the RFP Evaluation Committee on the basis of Technical and Financial Evaluations and the Interview.
- e) The submitted proposals will be valid for 60 days from the date of submission. PHFI will make its best effort to select the Vendors/ Agencies/ Organizations/ Institutions within this period.

6.3 Technical Evaluation

Technical evaluation shall be carried out based on the following:

Criteria	Points
Experience and Qualifications including Company Profile and Background; Past Performance and Expertise.	20
Proposed Solution including Compliance with Technical Specifications; Quality Assurance and Testing; Warranty and Support.	30
Implementation Plan including Delivery Terms; Delivery Conditions; and Delivery Timelines.	20
Technical Capacity including Infrastructure and Resources; Technology Expertise.	15
Compliance with Requirements including Adherence to RFP Guidelines; and Regulatory and Certification Compliance.	10
After-sales support and Maintenance including Service and Maintenance Terms; Training and Documentation, if applicable.	05
TOTAL:	100

6.4 Interview

Those Vendors/ Agencies/ Organizations/ Institutions who will qualify for the Technical Evaluation will be invited for a personal Interview, wherein, the Vendors/ Agencies/ Organizations/ Institutions will be given a time slot to give a presentation. The format of the Presentation will be shared with the selected Vendors/ Agencies/ Organizations/ Institutions via tender email after opening and scrutiny of the Technical Proposal.

6.5 Financial Evaluation

The Financial Evaluation will be conducted based on the following criteria:

Costs will be assessed for their reasonableness, realism, allowability, and the applicant's understanding of the work required. Effective cost-saving strategies that enhance the overall cost efficiency of the project will also be taken into account. Proposals that present realistic approaches to completing the work within a specified timeframe with minimal resources will be prioritized.

The lowest qualifying bidder will receive the maximum score. For all other bidders, their scores will be calculated in relation to the lowest bid. For example, if the lowest bid is "X" and a bidder's proposal is "Y", their score will be calculated as: "highest score x (X/Y)". Once the institution, organization, or consulting agency is selected, further discussions and exchanges of information will take place during the preparation of the detailed Technical Proposal.

7. Contact with PHFI

For all correspondence, please refer to PHFI general TenderEmail: tenders@phfi.org with the subject line marked as "RFP: Procurement of Laptops for GFATM-NACO Projects"

Public Health Foundation of India (PHFI)

House# 60, 4th Floor, Lane 2, Part of Saidulajab Extension,
Near Saket Metro Station Gate No. 2,
New Delhi – 110030
Phone: +91 11 40175500
Fax: +91-124-4781601
Email: contact@phfi.org
Website: <https://phfi.org/>

== END OF RFP ==

DISCLAIMER

This RFP represents only a definition of requirements. It is merely an invitation for submission of concept paper and does not legally obligate PHFI to accept any of the submitted RFP in whole or in part, nor is PHFI obligated to select the lowest priced proposal. PHFI reserves the right to negotiate with any or all applicants, both with respect to price, cost and/or scope of services. PHFI has no contractual obligations with any offer or based upon the issuance of this RFP. It is not an offer to contract. Only the execution of a written contract shall obligate PHFI in accordance with the terms and conditions contained in such contract.

Annexure-01 – Scope of Work (SoW)

Scope of Work (SoW) - Procurement of Laptops for GFATM-NACO Projects

1. **Objective**

The purpose of this Scope of Work (SoW) is to outline the requirements for procuring laptops for use in various project sites under the GFATM-NACO Project implemented by PHFI. The laptops are intended to support operational efficiency and enhance productivity for project staff.

2. **Scope of Procurement**

The selected Vendors/ Agencies/ Organizations/ Institutions will be responsible for supplying and delivering laptops to designated project locations. This includes ensuring that the laptops meet all specified technical standards and that all units are fully operational upon delivery. The Vendors/ Agencies/ Organizations/ Institutions will also provide post-purchase support, including warranty services and technical assistance, for a specified period.

3. **Specifications and Requirements**

Each laptop must meet the following minimum specifications:

- Processor: Intel Core i3-1215U, 12th Gen
- Memory: Minimum 8GB RAM
- Storage: 512GB SSD or higher
- Display: 14-inch or larger, Full HD resolution
- Operating System: Windows 11 or newer (genuine, licensed version)
- Warranty: Minimum of 1-year on-site warranty support

4. **Quantity and Delivery Locations**

Quantity: 44 Units.

Delivery Locations: PHFI Office, Saket, New Delhi

Delivery Timeline: Laptops should be delivered within [10 days] after contract signing or purchase order issuance.

5. **Tasks and Responsibilities**

The selected Vendors/ Agencies/ Organizations/ Institutions will:

- a) **Supply Laptops**: Ensure all laptops meet the specified configuration and are new and unused.
- b) **Installation and Configuration**: Install all necessary software as per specifications, conduct initial setup, and ensure laptops are ready for use upon delivery.
- c) **Testing and Quality Assurance**: Test each unit to confirm it meets quality standards and is free from defects or issues.
- d) **Delivery**: Transport the laptops to specified locations within the agreed timeline.
- e) **Documentation and Inventory**: Provide an inventory list with serial numbers, warranty details, and user manuals.
- f) **After-Sales Support and Warranty**: Provide a minimum 1-year warranty, offering technical support and on-site repair or replacement services as needed.
- g) **Escalation Process**: Establish a point of contact for troubleshooting and escalation of issues during the warranty period.

6. Performance Standards

The vendor is expected to adhere to the following standards:

- a) Timely Delivery: All laptops must be delivered by the agreed deadline. Delays may incur penalties as per contract terms.
- b) Product Quality: Each laptop must be new, free from defects, and meet or exceed the listed specifications.
- c) Support Responsiveness: Warranty claims and technical issues should be addressed within 48 hours of notification.

7. Reporting and Communication

The vendor will submit a status report after delivery to confirm that all laptops are delivered, operational, and meet quality standards. Regular communication updates are expected if there are delays or issues.

8. Terms and Conditions

Compliance with Specifications:** All laptops must strictly comply with the minimum technical specifications listed in this Scope of Work.

Warranty Coverage: The vendor shall provide complete warranty coverage, including repairs, replacement, and technical support, for the warranty period specified.

Penalty for Delays: A penalty clause will apply for any delays beyond the agreed delivery timeline, as outlined in the contract.

== End of SoW ==

Annexure-02 – GST Declaration Form and GST Details Form

Declaration for Goods and Services Tax Acts, 2017 (GST)

I (*Name of Vendors/ Agencies/ Organizations/ Institutions*) hereby undertake and confirm that I would take all necessary and required actions to prepare and ensure compliance under the Goods and Service Tax Acts (GST). I (*Name of Vendors/ Agencies/ Organizations/ Institutions*) further undertake to comply with any of the applicable provisions of such law including but not limited to:

- timely issuance of GST-compliant invoices;
- making the invoices available to PHFI;
- depositing applicable taxes on a periodic basis; and
- correctly reporting them to the government

under the said new indirect tax law. Any action or omission on the part of the (*Name of the Vendors/ Agencies/ Organizations/ Institutions*) as a result of which PHFI incurs any direct or indirect cost, expense, loss, levy, penalty, interest, additional burden of tax etc., the same shall be recovered, by way of deduction and/or recovery from any amount payable to (*Name of the Vendors/ Agencies/ Organizations/ Institutions*) by Public Health Foundation of India.

Declarant

Name of the Vendors/ Agencies/ Organizations/ Institutions
(Authorised Signatory)