



Himani Bhawan, Besides Barganda Sub Post Office, New Barganda, Giridih-815301  
Phone- +91 9801331700 website: www.avfindia.org

**Solicitation No. AVF/LIC/RFQ/02/24 dt. 01-05-2024**

## **Request for Quotation (RFQ) Abhivyakti Foundation**

Commodity / Service Required	SUPPLY OF RICH & COMPREHENSIVE, CURRICULUM ALIGNED DIGITAL CONTENT FOR CLASSES 1 <sup>ST</sup> TO 12 <sup>TH</sup> ALIGNED WITH JHARKHAND STATE & NCERT CURRICULUM
Type of Procurement	ONE TIME
Type of Contract	FIXED PRICE
Terms of Contract	TIME OF DELIVERY
Contract Funding	LIC HFL
This Procurement supports	Digital content material for
Submit Proposal to	<a href="mailto:procurementsavf@gmail.com">procurementsavf@gmail.com</a>
Date of Issue of RFQ	1 <sup>st</sup> June, 2024
Date Question / queries from Supplier due	20 <sup>th</sup> June June, 2024 Pls email your queries to <a href="mailto:avfoundation@gmail.com">avfoundation@gmail.com</a> mentioning the "Query RFQ/AVF/LIC/02/24" in the subject line.
Date Proposal Due	20 <sup>th</sup> June, 2024 by 5:00 PM IST
Approximate Date Purchase Order Issued to successful Bidder(s)	TBD
<b>Method of Submittal: Email your quotations at <a href="mailto:procurementsavf@gmail.com">procurementsavf@gmail.com</a> by 20<sup>th</sup> June, 2024 time or deliver in person at Abhivyakti Foundation, Himani Bhawan, Besides Barganda Sub Post Office, New Barganda, Giridih 815301 5:00 PM IST</b>	
Respond via e-mail with attached documents in PDF format. The documents must be password protected if possible. The Bidder/ Seller agrees to hold the prices in its offer firm for 60 days from the date specified for	
<b>Solicitation No.</b>	<b>AVF/RFQ/LIC/02/24</b>

### **Attachment to RFQ:**

1. Attachment "A" - Commodity Specification
2. Attachment "B" - Introductions to Bidders/ Sellers
3. Attachment "C" - Past Performance – Reference of Any two recent Orders

All bidders/ sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

**Bidders are requested to use this template, fill up all the 3 attachments above, put seal and signature of the authorized person at indicated space and submit their Quotes with a covering letter on their letter pad mentioning "RFQ for Solicitation No. AVF/RFQ/02/24)" as Subject. The PDF scan copies of all documents must be submitted over email at [procurementsavf@gmail.com](mailto:procurementsavf@gmail.com) or in person submitted in sealed envelop at Abhivyakti Foundation, Besides Barganda Sub Post Office, New Barganda, Giridih 815301 latest by 30<sup>th</sup> May, 2024, 5:00PM (IST).**

**Drop your queries by 12<sup>th</sup> June 2024 to [avfoundation@gmail.com](mailto:avfoundation@gmail.com) in case of clarity needed.**

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## Attachment "A"

### Commodity Specifications or Statement of Work

The description of the activity/service that is expected from the supplier with Product specifications or service expectations (both if applicable). Including deliverables, timelines, and other special terms and conditions are as follows -

#### Description of Items/Service:

Sl	Item	Specification	Quantity
1	<b>DIGITAL CONTENT</b>	<b>Pen drive with digital content inside for Class I to X (Hindi medium as per Jharkhand Board &amp; NCERT along with reporting dashboard) offline mode. Contains animated videos, assessment, projects and a digital book library (I-Dream) for joyful and comprehensive learning to children with three years pre-active licence.</b>	<b>38</b>
2	<b>Online training of teachers facilitators</b>	<b>One day training on the application and facilitation skills</b>	<b>1</b>

#### Product or Service Expectations (both if applicable) :

The following **MUST** be included in the quotations:

A schedule describing one time/staggered delivery of the goods at the Coordination Office of Abhivyakti Foundation at Giridih, Jharkhand, including the vendor's plan to provide regular reports on the progress of procurement, shipment, customs clearance, etc. of the items en route to the destination.

Abhivyakti Foundation prefers one time shipment of all equipment at fastest period.

#### Deliverables, Timelines, Special Terms and Conditions:

1. The vendor **MUST** provide specifications of all items in the bid document for which quotes are submitted on 20<sup>th</sup> June 2024 by 5.00 pm for evaluation by the procurement committee.
2. A schedule of items delivery of the goods to the Head Office of Abhivyakti Foundation at Giridih, Jharkhand, including the vendor's plan to provide regular reports on the progress of

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procurement, shipment, etc. of the items en route to the place of delivery at Giridih, Jharkhand.

3. The vendor should demonstrate their ability to provide visibility into their shipment process.
4. Abhivyakti Foundation policies provides for payment within 10 days after successful delivery of the items and its final acceptance. The vendor is required to indicate if they require alternative payment terms.
5. The vendors must be dealers of the quoted brand, able to provide guarantee and warranty of no less than 1 year from Abhivyakti Foundation's possession of the goods if awarded the supply contract. The warranties should take effect upon transfer of the goods title to Abhivyakti Foundation (upon signing of the delivery notes by the Abhivyakti Foundation personnel to show acceptance of the goods), to take place in first week of June, 2024 after the full allocation of equipment has been delivered to the Abhivyakti Foundation.
6. The vendor **MUST** indicate the quantities of the items quoted for that are currently available in stock.
7. The vendor **MUST** indicate the timelines for acquisition, transport, and delivery of the balance.

The final quantities of equipment to be purchased may differ from the quantities indicated above. It will be at Abhivyakti Foundation discretion to determine the quantities to be purchased.

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## Price Quote

**Name of Agency:**

Item #	Quantity to be Supplied	Description of Preferred Commodity or Services Specifications	Unit	Unit Price (in INR)	Total Price (in INR)	Tax Value % and amount	Expected Period for delivery of equipment (in case of part shipments mention quantity and expected time of delivery for each shipment)	Warranty offered on the product
Digital Content with pen drive	38	As above specifications	Pcs					
Training – online for teachers and facilitators	1	As above specifications	Pcs					
<b>Total Cost &amp; Taxes</b>								
<b>Total Price bid</b>								

By: Contact Person Name (Seller Company Name)

Title:

Signature:

Seal of the Company / Firm

Date of Quotation :



**Attachment “B”**

**Instructions to Bidder / Sellers**

**1. Procurement Narrative Description:**

The Buyer (Abhivyakti Foundation) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and Abhivyakti Foundation does not guarantee the purchase quantity of any item listed.

**2. Procuring Activity:**

This procurement will be made by **Abhivyakti Foundation**, located at Himani Bhawan, Besides Barganda Sub Post Office New Barganda, Giridih – 815301, Jharkhand

who has a purchase requirement in support of a project funded by LIC HFL

Abhivyakti Foundation shall award the initial quantities and/or services and any option quantities (if exercised by Abhivyakti Foundation) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

**3. Proposal Requirements.**

All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during Abhivyakti Foundation’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach Abhivyakti Foundation’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the Abhivyakti Foundation office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the Abhivyakti Foundation Procurement Officer. The Seller’s proposal shall include the following (fill up the related details here):

- (a) The solicitation number: AVF/RFQ/01/2024 dt 01-05-2024
- (b) The date and time submitted: -----
- (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same: -----  
-----  
-----
- (d) Validity period of Quote: -----

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(e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.

(g) Lead Time Availability of the Commodity/Service.

(h) Terms of warranty describing what and how the warranties will be serviced.

(i) Special pricing instructions: Price and any discount terms or special requirements or terms (Note: pricing must include guaranteed firm fixed prices for items requested.)

(j) Payment address or instructions (if different from mailing address)

(l) Past performance information (As prescribed in Attachment "C" of this document), when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, e-mail and other relevant information)

(m) Special Note: The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.

**4. Forms:**

Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP through post after submitting the email.

**5. Questions Concerning the Procurement.**

All questions regarding this RFQ/RFP to be directed to Procurement committee at this email address: [procurement@avfindia.org](mailto:procurement@avfindia.org) The cut-off date for questions is 7th May 2024 (5:00 PM IST)

**6. Notifications and Deliveries:**

Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.

**7. Documentation:**

The following documents will be required for payment for each item:

(a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)

(b) Packing List

(c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)



**8. Payment Terms:**

The payments can be made as per the terms set in the Purchase Order. Abhivyakti Foundation prefers to settle all payments in one time against successful delivery of goods and services. Payment can be made via NEFT/RTGS/ bankers' cheque or other acceptable form. Sellers may propose alternative payment terms and they may be considered in the evaluation process.

**9. Alternative Proposals:**

Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.

**10. Inspection Process:**

Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.

**11. Evaluation and Award Process:**

Based on the evaluation of RFQs and final recommendation of the Procurement Committee Abhivyakti Foundation will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to Abhivyakti Foundation, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to Abhivyakti Foundation. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the "best value" awardee. Abhivyakti Foundation intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint. However, Abhivyakti Foundation reserves the right to conduct discussions if later determined by the Abhivyakti Foundation Procurement Committee to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE:** Lowest evaluated ceiling price (inclusive of option quantities).
- (b) **DELIVERY:** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL:** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A and the Sample(s) provided must match the specifications
- (d) **PAST PERFORMANCE:** Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (e) **PAYMENT TERMS:** Seller provides the most favorable payment term

**12. Award Notice.**

A written notice of award, **Purchase Order** or Acceptance of an Offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.



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**13. Validity of Offer.**

This RFP in no way obligates Abhivyakti Foundation to make an award, nor does it commit Abhivyakti Foundation to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 30 days after submission.

**14. Disqualification**

The RFQs can be disqualified in case of late submissions after the time specified in RFQ, bids containing incomplete documents, missing signature and/or offer of bribe/cutbacks to the purchase committee members or key persons of Abhivyakti Foundation.

**15.** The Vendor agrees to comply with Abhivyakti Foundation's policy on Prevention of Sexual Harassment at Work Place as per "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". Policy document and information on Internal Complaints Committee is available with the Admin & HR Manager, and the consultant is expected to comply with the policy and procedures.

**16.** For work which involves contact with children and vulnerable adults, Abhivyakti Foundation reserves the right to request a current disclosure form from the finally selected vendor. Failure to provide a disclosure form on request may result in the immediate termination of this contract by Abhivyakti Foundation. The Vendor must adhere to Abhivyakti Foundation's Child Protection policies and procedures. The Vendor is expected to comply with in country child protection laws such as Juvenile Justice (care and protection of Children) Act, 2015.

**Additional terms (not in contravention of above terms) proposed by the Bidder  
(to be filled in here by the Bidder)**

**Acceptance:**

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Title:

Signature:

Seal of the Company /Firm

Date:

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## **Attachment “C” Past Performance**

Vendors are requested to provide copies of LPOs, (if request by the Abhivyakti Foundtion), which they have listed as part of their past performance demonstration. The LPOs should not be dated earlier than January 2016 and each of the LPOs presented will be considered if they are one LPO /contract of significant amounts and for similar works in scope and complexity.

### **Name of the Bidder/Seller Company :**

#### **Reference 1**

Client Name :  
Date of work order :  
Client Phone Number :  
Location/Address :

Name(s) and email addresses of at least 1 contact person from the Client:

1.

#### **Reference 2**

Client Name :  
Date of work order :  
Client Phone Number :  
Location/Address :

Name(s) and email addresses of at least 1 contact person from the Client:

1.

By: *(Seller Company Name)*

Title:

Signature:

Seal of the Company /Firm

Date:

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