

**28<sup>th</sup> April 2023**

**Authorized Officer**

**Dear Sir,**

**REQUEST FOR PROPOSALS FOR OUTSOURCING COURT SERVICES.**

**Reference No : HDFCB/AD/PRO/RFP/S/2023/04/ 03**

HDFC Bank is inviting sealed proposals from **Reputed Companies/Individuals** for outsourcing of Court Services.

**SECTION 1 – PROPOSALS**

**1) Proposals shall include:**

- a) Liaising with Court fiscal officers and expediting the serving of summons to borrowers.
- b) Liaising with Court officials and expediting the process of having the documents minuted without delay.
- c) Tracing the correct address of the borrower(s).
- d) Investigating and verifying the List of Assets of borrower(s) & Guarantor(s).
- e) Liaising with Bank Officials and Court Officers and expediting the documentation part of the Writ process.
- f) Seizing of leased Vehicles.
- g) Handover /Surrender of leased vehicle with customer consent.

**2) Prices and Discounts**

- a) The price to be proposed in the Price Submission Form shall be the total price including transport charges, lodging (if necessary), meals and tea of the Proposal for the specific stated under No (1) above.
- b) The vendors shall quote only in Sri Lanka Rupees.
- c) The applicable VAT and other taxes shall be indicated separately.
- d) Shall be fixed during the bidder's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.

**3) Period of Validity of Proposals**

- a) Quotations shall remain valid for the period of one year after the quotation submission deadline date.

#### 4) Submission of Proposals and Deadlines for Submission of Proposals

##### a) Dead Lines

- Closing date for RFP Issue - 04.00pm 12<sup>th</sup> May 2023
- Closing dates for Inquiries on RFP - 03.00pm 15<sup>th</sup> May 2023
- **Closing date for Proposal Submission - 02.00pm 19<sup>th</sup> May 2023**

b) Vendors may submit their sealed Proposals by Registered Mail or drop to the Tender Box kept in Mail Division, ground floor HDFC Bank. Vendor should indicate the specific identification (BID number or details) on the top left hand corner of the envelop. If the proposal is not sealed and marked as required, the Bank will assume no responsibility for the misplacement or premature opening of the proposal.

c) Proposals must be addressed to Secretary Tender Board II, P.O Box 2085, HDFC Bank, Sir Chittampalam A. Gardiner Mawatha, Colombo 02 and should receive not later than 2.00 p.m, 19<sup>th</sup> May 2023.

d) The Bank shall reject any proposal received through Emails or received as open envelops.

#### 5) Late Proposals

a) The Bank shall reject any proposals that arrives after the deadline for submission of proposals.

#### 6) Opening of Proposals

a) The Bank shall conduct the opening of proposals in public at the Administration Division, 2<sup>nd</sup> Floor, HDFC Bank, P.O Box 2085, Sir Chittampalam A. Gardiner Mawatha, Colombo 02. (as specified in above 4)

b) A representative of the bidders may be present and mark its attendance.

#### 7. Evaluation and Comparison of Proposals

a) To assist in the examination, evaluation and comparison of the proposals/quotations, the Bank may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its proposal/quotation which is not in response to a request by the Bank shall not be considered.

b) The Bank's request for clarification and the response shall be in writing.

#### 8. Evaluation of Proposals/quotation

a) The Bank shall evaluate each quotation that has been determined, to be substantially responsive.

b) To evaluate a quotation, the Bank may consider the following:

- I. experience
- II. the Price as quoted
- III. price adjustment due to discounts offered.

#### 9. Bank's Right to Accept Any Proposal, And to Reject any or All Quotations/Proposals

a) The Bank reserves the right to accept or reject any quotation/proposal at any time prior to acceptance, without thereby incurring any liability to bidders.

## **SECTION 2 - AWARD OF CONTRACT**

### **10. Acceptance of the Quotation/Proposals**

- a) The Bank will accept the proposals of the vendor whose offer has been determined to be the best evaluated bid and is substantially responsive to the documents issued.

### **11. Notification of acceptance**

- a) Prior to the expiration of the period of validity of quotation/proposal, the Bank will notify the successful vendor, in writing, that its quotation/proposal has been accepted.

### **12. Payment**

- a) Payment will be made within two weeks after the completion of service upon the submission of final invoice.
- b) Final Invoice should be certified by an officer in user department of the Bank to release the payment.

### **13. Agreement**

An agreement/letter of engagement to be signed for the period of one year.

**TENDER BOARD SECRETARY**  
**HDFC Bank of Sri Lanka**

QUOTATION FORM [FOR SERVICES]

HDFCB/AD/PRO/RFP/S/2023/04/ 03

**Service Provider's Information**

Company Name: \_\_\_\_\_

Address \_\_\_\_\_:

Contact Person: \_\_\_\_\_ Contact No: \_\_\_\_\_

email: \_\_\_\_\_

**Quotation Details - for Outsourcing Court Services.****A.**

	Description	Price Quoted per Case Rs.		Travelling Cost per Km (Rs.)	Remarks
		Within Colombo	Outstation		
1	Liaising with Court fiscal officers and expediting the serving of summons to borrowers.				
2	Liaising with Court officials and expediting the process of having the documents minuted without delay.				
3	Tracing the correct address of the borrower(s).				
4	Investigating and verifying the List of Assets of borrower(s) & Guarantor(s).				
5	Liaising with Bank Officials and Court Officers and expediting the documentation part of the Writ process.				
6	Seizing of leased Vehicles.				
7	Handover /Surrender of leased vehicle with customer consent.				
8	Any other services				

I/We, the undersigned, hereby agree to provide the above services at the price and under the terms and conditions shown above, subject to and in accordance with the Terms of Quotation shown in this Invitation Document.

Name .....

Signature .....

Rubber Stamp

Date .....