Request for Proposal

For Selection of Vendor For

Hygiene & Stationery Kit Procurement

About Nasscom Foundation

Established in 2001, Nasscom Foundation has been witnessed to the transformative power of technology for over two decades. Part of the Nasscom ecosystem, we are the only neutral not-for-profit organization representing the Indian tech industry. We remain rooted in our core philosophy of TechForGood, where our efforts are focused on unlocking the power of technology by creating access and opportunity for those who need it the most. We work on helping people and institutions transform the way they tackle social and economic challenges through technology. We have five key areas of intervention - Digital Literacy, Skilling and Employability, Women Entrepreneurship, Scaling Social Innovation and Empowering NGO Ecosystem.

About the Project

The proposed activity is a one-time initiative. A total of 450 kits are planned. The project aims to support school-going children by providing essential hygiene kits and stationery kits to students from underserved communities. The initiative seeks to address basic personal hygiene needs while ensuring students have access to essential learning materials.

Project details:

- **Project duration:** November 15 – December 15, 2026
- **Geographical coverage:** Bangalore
- **Target groups:** 6th & 7th class students

Scope of Work

A. Kit Assembly, Packaging and Labelling

- Assemble and pack the items into each reusable bag or as otherwise instructed by Nasscom Foundation.
- Ensure each kit is complete, clean, securely packed and suitable for distribution to children.
- Share a sample kit for review and written approval before proceeding with bulk production/packing.
- Replace any damaged, defective, missing or incorrect items at no additional cost.

B. Delivery and Documentation

- Deliver the complete quantity to the delivery location and within the timeline communicated by Nasscom Foundation. Delivery address and final schedule will be confirmed at the time of purchase order.
- Coordinate with the Foundation's designated project contact for delivery, inspection and acceptance.
- Submit a delivery challan, item-wise quantity statement and GST-compliant invoice.
- Bear responsibility for safe transportation and replacement of transit-damaged goods, unless otherwise agreed in writing.

Budget

Vendors are requested to submit per unit cost inclusive of GST.

Hygiene Kit Contents – Indicative List

S. No.	Particulars (indicative)	Units	Amount including GST
1.	Sanitary Pad	300	
2.	Sanitizer	300	
3.	Wet Wipes	300	
4.	Disposal Bag	300	
5.	Toothbrush	300	
6.	Toothpaste	300	

Stationery Kit Content – Indicative List

S. No.	Particulars (indicative)	Units	Amount including GST
1.	Pencil	150	
2.	Rubber	150	
3.	Scale	150	
4.	Sharpener	150	
5.	Colours	150	
6.	Sketch Pens	150	
7.	Drawing book	150	

Project Quantity and Delivery Location

- Total planned quantity: 450 complete kits.
- Nature of procurement: One-time procurement and supply.
- Delivery location: To be confirmed by Nasscom Foundation in the purchase order / work order.
- Delivery schedule: To be mutually agreed and recorded in the purchase order. Vendors should state their earliest feasible delivery timeline in the proposal.

Kits Delivery Timelines

- Planning & Procurement Phase – 3 days
- Branding – 1 day
- Kit Assembly – 1 day
- Delivery of the kits to the location – 1 day

Eligibility Criteria

- Registered business entity / proprietorship / partnership / company with valid PAN and GST registration, as applicable.
- Demonstrated experience in supplying hygiene & stationery or similar products.
- Ability to procure and supply the required quantity of 450 kits within the agreed timeline.
- Ability to issue GST-compliant invoices and provide delivery documentation.

Proposal Submission Guidelines

The competitive proposals will be evaluated based on technical understanding, relevant experience, quality of approach, implementation capability, and financial feasibility of the proposed assignment. The following criteria will be primarily considered during proposal evaluation:

- Company profile, registered address and contact details of the authorized representative.
- PAN, GST registration certificate and business registration proof, as applicable.
- Technical proposal with item-wise specifications, brand names (where applicable), sizes, quantities per kit, product photographs/catalogues and proposed quality.
- Details of bag including material, dimensions/capacity, branding method and sample/mock-up options.
- Confirmation of ability to assemble and pack 450 kits, proposed delivery location coverage and earliest delivery timeline.
- The proposal should mention the pictures of the bags and the quality.
- There will be branding printed on both the items which will be shared. (3 logos)
- The proposal should provide a clear budget and demonstrate cost-effectiveness.

Financial Proposal Format

Vendors should provide item-wise rates and a consolidated per-kit and total quotation for 450 kits. If quoting for only selected categories, clearly identify the items covered and exclusions.

S. No.	Item / Component	Qty. per kit	Unit rate (₹)	Amount for 250 kits (₹)	GST (%)	Total incl. GST (₹)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
	Grand Total					

Submission Instructions

All proposals should be mailed to rfp@nasscomfoundation.org with the **subject line: "<Hygiene & Stationery Kits>" in a single PDF file by 18th November 2026 11:59 pm. Proposals submitted after the deadline will not be considered.**