

Request for Proposal (RFP)

Empanelment and Rate Contract for Emergency Shelter Kits (ESKs) – PAN India

1. About Habitat for Humanity India

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity India began in 1983 as a grassroots effort. The housing organisation has since grown to become a leading housing nonprofit that has helped over 57,000 underprivileged families in India build or improve a place they can call home. Through its housing, WASH (Water, Sanitation, and Hygiene) and disaster risk reduction and response programmes, Habitat for Humanity India has positively impacted the lives of more than 3.6 million people. Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower. To learn more, donate or volunteer, visit www.habitatindia.org

We provide shelter assistance with shelter materials and tools to assist families in building temporary shelters or repairing homes and WASH facilities. These efforts support families in preparing and protecting themselves during adverse weather conditions such as monsoons.

Emergency shelter kits (ESK) are essential components of disaster relief efforts, designed to provide immediate shelter and basic living necessities to people displaced due to natural disasters, conflicts, or other emergencies. Emergency shelter kits are designed to save lives and to quickly provide temporary shelter solutions that can be easily transported, assembled, and adapted to various environments. An emergency shelter kit such as tarpaulins with basic tools such as ropes, and nails will enable repair homes and make them habitable. These kits are also crucial for maintaining human dignity and providing a sense of security and normalcy in the aftermath of a disaster.

2. Scope of Work

Supply and delivery of Emergency Shelter Kits (ESKs), as per region-specific specifications provided in Annexure 1, 2 and 3. The kits must conform to the technical standards and contents detailed therein.

3. Site Location

Delivery locations will span PAN India, with dispatch requirements differing by region as per project needs.

4. Payment Terms

- a) 30% advance upon acceptance of Purchase Order (PO) and signing of contract.
- b) 70% upon delivery and acceptance of goods at designated sites, supported by a Delivery Challan and Invoice.

5. Delivery Timeline

Delivery of ESKs must be completed within **7 to 10 working days** from the issuance of the PO, unless otherwise agreed upon in writing. Vendors must indicate their capacity to meet the delivery timeline per region.

6. Awarding of Contract

Habitat for Humanity India reserves the right to award the contract either to a single vendor or to multiple vendors, based on evaluation of bids, delivery capabilities, and project requirements. We may also split the order based on cost-efficiency and logistics.

7. Quotation Submission Guidelines

- a) Submit your proposal by email with the subject line:
“Proposal – Empanelment and Rate Contract for Emergency Shelter Kits (ESKs) – PAN India” to: eprocurement-habitat@habitatindia.org by **09 June 2025**, 12:00 Noon IST.
Note: No physical submissions will be accepted.
- b) Adherence to payment terms as per Section 4 is mandatory.
- c) Quotation validity must be **minimum 6 months** from the date of submission.
- d) Vendors not currently empaneled with HFH India must undergo HFH India’s Due Diligence Review (DDR) process and agree to the organization’s Safeguarding Policy.
- e) Prices must be submitted region-wise and slab-wise using the format provided in point 8 – Price Submission Format. All prices must be inclusive of packaging, transportation, and applicable taxes.

8. Price Submission Format

Region	Slab (Qty)	Description	Unit	Unit Price (₹)	GST (₹)	Total (₹)
South	0-200	As per Annexure 1	Nos			
South	201-500	As per Annexure 1	Nos			
South	501-1000	As per Annexure 1	Nos			
South	Above 1000	As per Annexure 1	Nos			
East	0-200	As per Annexure 2	Nos			
East	201-500	As per Annexure 2	Nos			
East	501-1000	As per Annexure 2	Nos			
East	Above 1000	As per Annexure 2	Nos			
North	0-200	As per Annexure 3	Nos			
North	201-500	As per Annexure 3	Nos			
North	501-1000	As per Annexure 3	Nos			
North	Above 1000	As per Annexure 3	Nos			
West	0-200	As per Annexure 3	Nos			
West	201-500	As per Annexure 3	Nos			
West	501-1000	As per Annexure 3	Nos			
West	Above 1000	As per Annexure 3	Nos			