



REQUEST FOR PROPOSALS (RFP)

Hiring an Agency for the Supply of Presbyopia Reading Glasses for Adults Above 40 Years in Bihar

DATE OF SOLICITATION: 26th Sep. 2025

RFP No. PCI/RFP/2025-26/0015

About Project Concern International India (PCI India)

Project Concern International (PCI) India, a registered society under the Society Registrations Act, has been working in India since 1998. With the vision of building a happy, healthy, safe, and sustainable world for all, PCI deploys community mobilization strategies to co-create and scale sustainable solutions to complex social issues and improve development outcomes. Currently, we have presence in more than 17 states, directly reaching out to millions through our interventions focused on health, nutrition, women economic empowerment, gender, adolescents, social protection, and emergency response.

Please visit our website to learn more about our values, mission, vision and our work in India.

The following table brings out the dates for the main events of the bidding process for this RFP. The Bidder should note that PCI reserves the right to change these dates without assigning any reason at any stage of the bidding process.

Important information and dates

Information	Details
Name of the Assignment	Hiring an Agency for the Supply of Presbyopia Reading Glasses for Adults Above 40 Years in Bihar
Date of Publishing RFP	26 th September 2025
Seek Clarifications/Queries if Any	3 rd October 2025
Reply to Queries	6 th October 2025
Last Date for Submission of bids	10 th October 2025
Proposals to be submitted at	procdelhi@pciglobal.in
Receipt of Proposals	Technical and Financial proposals should be submitted as separate attachments and be submitted in a single email. <i>Financial Proposal MUST BE PASSWORD PROTECTED. Please do not include any price information/password to access the Proposal in Technical Proposal.</i>

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All queries from the bidders relating to this RFP must be submitted in writing to the email ID mentioned in the table above. Please do mention the RFP Number in the subject line. Any query received after the due date shall not be entertained. The queries can be submitted in the following format, or you may also use your own template to raise your queries.

BIDDER'S REQUEST FOR CLARIFICATION			
Name of Organization submitting request		Name & position of the person submitting the request	Complete address of the organization, phone & email of the contact person
			Address:
			Tel:
			E-mail:
Sr.	Bidding document reference(s) (section number/page)	Content of RFP requiring clarification	Points of clarification
1.			
2.			

All queries should be sent through email only to the e-mail ID mentioned above. The procurement Team at PCI shall try to provide a complete, accurate, and timely response to queries from all the bidders. All responses given by the team will be distributed to all the bidders through email.

Please note that issuance of this RFP does not constitute an award/commitment on the part of PCI, nor does it commit PCI to pay for costs incurred in the preparation and submission of an application. In addition, the final award cannot be made until funds have been fully appropriated, allocated, and committed by PCI's donors. While it is anticipated that these procedures will be successfully completed, potential applicants/bidders are hereby notified of these requirements and conditions for the award. Applications are submitted at the risk of the applicant/bidder; should circumstances prevent the award of a contract, all preparation and submission costs are at the applicant's expense.

Yours faithfully,

Procurement Team

PCI India

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RFP INSTRUCTIONS

1. INTERPRETATION OF THE CLAUSES IN THE PROPOSAL DOCUMENT / CONTRACT DOCUMENT

In case of any ambiguity in the interpretation of any of the clauses in the Proposal Document or the Contract Document, the interpretation of PCI shall be final and binding on all parties.

2. LANGUAGE OF PROPOSAL

The proposal and documents shall be in English, and it should include applicant organization name, date, RFP number, and page number as a header or footer throughout the document.

3. SUPPLEMENTARY INFORMATION / CORRIGENDUM / AMENDMENT TO THE RFP

- a. If PCI deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of the provisions of this RFP, it may issue supplements/corrigendum to this RFP.

Any such supplement shall be deemed to be incorporated by reference to this RFP.

- b. At any time prior to the deadline (or as extended by PCI) for submission of bids, PCI, for any reason, whether at its own initiative or in response to clarifications requested by prospective bidders may modify the RFP document by issuing amendment(s). All bidders will be notified of such amendment(s), and these will be binding on all the bidders.
- c. To allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, PCI, at its discretion, may extend the deadline for the submission of bids.

4. DECISION TAKEN

- a. The decision taken by PCI in the process of Proposal evaluation will be final and binding on all the bidders. The finalization of the Proposals will be done by a committee constituted by PCI for this purpose.

5. AWARD OF WORK

PCI reserves the right to shortlist deserving individuals and agencies and invite further discussion to ensure quality and cost-based selection (QCBS). PCI holds the right to award the contract to several bidders based on assessed capacity, innovation idea suggested, and other quality/ cost factors instead of a single contract holder. Hence individuals and agencies are expected to respond to the RFQ only if they agree to work in a multi-contract holder environment, fulfil the scope of work suggested, and meet the requirements as detailed.

6. TAXES AND DUTIES

The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, duties, and levies as applicable up to the completion of the job. Any increase in the rates will not be allowed. Base cost and rate of taxes charged should be clearly mentioned.

7. BINDING CLAUSE

All decisions taken by the PCI Procurement Committee regarding the processing of the Proposals and award of the contract shall be final and binding on all concerned parties.

8. VALIDITY OF BIDS

The proposal/bid should be valid for a period of 90 days from the date of Proposal submission to

the PCI.

9. DISQUALIFICATION

The proposal is liable to be disqualified in the following cases or in case the bidder fails to meet the bidding requirements as indicated in this RFP:

- a. Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as a non-conforming proposal.
- b. During the validity of the proposal, or its extended period, if any, the bidder increases his quoted prices.
- c. The bidder qualifies the proposal with his own conditions.
- d. Proposal is received in incomplete form.
- e. Proposal is received after due date and time.
- f. Proposal is not accompanied by all the requisite documents.
- g. If the bidder provides a quotation only for a part of the project
- h. Information submitted in the technical proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly, or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any
- i. **Commercial/financial proposal is included in the technical proposal**
- j. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process.
- k. In case any one bidder submits multiple proposals or if common interests are found in two or more bidders, the bidders are likely to be disqualified, unless additional proposals/bidders are withdrawn upon notice immediately.
- l. If the response to the pre-qualification criteria, technical proposal, and the entire documentation submitted along with that contain any information on price, pricing policy, pricing mechanism, or any information indicative of the commercial aspects of the bid.

10. PCI'S RIGHT TO TERMINATE THE RFP PROCESS

- a. PCI reserves the right to accept or reject any proposal, and to annul the RFP process and reject all proposals at any time prior to award of contract, without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for PCI's action. PCI makes no commitment, expressed or implied that this process will result in a business transaction with anyone.
- b. This RFP does not constitute an offer by PCI. The bidder's participation in this process may result in PCI selecting the bidder to engage in further discussions and negotiations toward the execution of a contract. The commencement of such negotiations does not, however, signify a commitment by PCI to execute a contract or to continue negotiations. PCI may terminate negotiations at any time without assigning any reason.
- c. Failure on the part of the selected agency to execute the Contract within the defined period may, unless mutually agreed between the parties, result in an award of the same work to another agency at the risk and cost of the Agency.

****END OF RFP INSTRUCTIONS****

APPLICATION EVALUATION CRITERIA

Pre-Qualification Criteria: This covers circumstances where PCI India must exclude a Bidder from participating further in the procurement based on a pass/fail assessment of the pre-qualification response on the specific pre-qualification criteria mentioned in the table below. No further evaluation is carried out if the bidder has not met any of the Pre-Qualification Criteria Responses.

Only bidders who meet the pre-qualification criteria mentioned below will be considered for the next stage of evaluations. The Bidder must submit the Registration Certificate, extracts from the audited Balance Sheet and Profit and loss Account, a Certificate from the Chartered Accountant, and other relevant supporting documents as evidence for the pre-qualification criteria.

S. No	Basic Requirements	Specific Requirements	Documents Required
1	Registration	The Bidder(s) interested in participating in the Selection Process must be a duly registered legal entity in India, under any one of the following categories: • A Limited Liability Partnership (“LLP”) registered under the LLP Act, 2008; • an Indian Company (“Company”) registered under the Companies Act, 1956/ 2013; • a “Partnership Firm” registered under the Indian Partnership Act, 1932; • a “Sole Proprietorship” firm, registered as such under the Applicable Laws of India. With minimum 2 years of existence at the time of submission of the bid.	Registration documents of the Bidder as a company/firm or any legal entity along with: i. Incorporation Certificate of the company ii. PAN Card of the registered legal entity iii. GST certificate of the registered legal entity iv. Certified copy of registered Partnership Deed; copy of Statement filed in the Register of Firms disclosing names, addresses and relevant details of ALL partners of the Partnership Firm v. MSME Certificate (if applicable) vi. Any other supporting document, as may be required
2	Turnover	Average Annual Turnover of the applicant during the last Three financial years, i.e. FY 2022-23, 2023-24, 2024-25 (as per the last published audited balance sheets), should be more than Rs. 50 (Fifty) Lacs.	Audited Financial Statements or CA Certificate certifying the turnover with CA’s Registration Number/ Seal /certified ITR return

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4	Tax Registration	The company shall hold valid GST and PAN certifications.	Copies of relevant certificates of registration
5	Blacklisting	The Bidder should not be blacklisted by Corporates, Philanthropic Organizations/Governments/or any other Procuring Agency.	Bidders must sign and return a self-declaration ¹ (as stated in Appendix D).

A technical review committee comprising representatives from PCI will review and score applications based on the following criteria. The highest scoring applicants will be short-listed.

Proposals for this Assignment will be assessed in accordance with **Quality and Cost-based selection (QCBS)** system and will involve both technical and commercial evaluation with the following weightage:

Technical Evaluation	70%
Financial Evaluation	30%

Financial proposal of only those firms receiving minimum of 70% in technical evaluation will be opened and evaluated. The Financial proposals of those firms who don't qualify in technical evaluation will not be considered for further process. The Financial Proposal must be password protected. Please do not include any price information/password to access the Proposal in Technical Proposal.

SI No	Component	Marks	Weightage
Technical Bid			
Organisational Capacity			
1.1	Registered manufacturer or registered authorized supplier of eyewear brand in India and minimum 5 years' experience in large-scale eyewear production or supply.	25	70%
Experience & Credential			
2.1	Experience in supplying products for government/NGO-led programs preferred	10	
2.2	Proven capacity to deliver ISO & CE certified eyewear	10	
Approach and Methodologies			
3.1	Demonstrated logistics capability for multi-district supply and replacement. Delivery & Logistics Plan Replacement Service Methodology	25	

¹ The Bidders hereby certify that the information as given in the Self Declaration is true and accurate. If the information contained in the Self-Declaration is found false, then PCI India has the option of blacklisting the Bidder(s). Bidders also acknowledge that PCI India reserves the right to request supporting documents at any time to prove the information provided above

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Financial Bid			
Budget and Pricing			
4.1	Financial Proposal- Competitive pricing for supply and replacement services	30	30%

Considering the technical and financial scorings, the Contract will be awarded to the Selected Bidder with the Most Advantageous Proposal.

Note: As a part of evaluation of proposals submitted by the applicants, PCI may seek further information or a presentation from the organisations for evaluation purposes. PCI may call for such information/ presentation at a short notice.

****END OF APPLICATION EVALUATION CRITERIA****

"APPENDIX-A"- TERMS OF REFERENCE**Supply of Presbyopia Reading Glasses for Adults Above 40 Years in Bihar****1. Project Background :**

Under the "Glasses for Livelihoods" initiative, PCI aims to address uncorrected presbyopia among rural adults—particularly women over 40 years—across 15 Cluster Level federations in 11 districts [namely Vaishali, Gaya, Jehanabad, Bhojpur, Aurangabad, Muzaffarpur, Patna, Nawada, East Champaran] of Bihar. Poor near-vision significantly affects productivity and quality of life for rural households, yet eyeglass ownership remains low due to lack of access to testing & eyeglasses, affordability, stigma associated with wearing glasses and overall awareness around eye health.

The initiative aims to provision for free distribution of prescription reading glasses for women above 40 years of age through free screening camps. The project implementation plan envisages staggered annual supply of affordable prescription glasses aligned with field mobilization and distribution cycles. Glasses will be delivered to district-level locations in Bihar for last-mile delivery through community networks.

To ensure consistent quality, timely supply, and responsive replacement services, PCI seeks to onboard a qualified agency to procure, package, and deliver presbyopia reading glasses as per technical specifications, in phased installments over a 3-year period.

Objective of the Assignment

To engage a qualified eyewear manufacturer or supplier to produce, package, and deliver affordable and dependable quality presbyopia prescription /reading glasses in staggered annual tranches for distribution to adults over 40 years in Bihar, and to provide timely replacement of damaged, incorrect, or unused-power glasses within a stipulated 6-month period from each delivery.

2. Scope of Work

The selected agency will be responsible for:

1. Timely supply of:

- Manufactured or sourced presbyopia glasses as per specifications.
- Ensure ISO and CE certification compliance.

2. Technical Specifications:

- Frame: Lightweight TR-90 frame with spring/ flex hinges
- Frame Sizes: 50 or 52 mm
- Colours: Assorted colours
- Lens: High-quality CR-39 or Acrylic hard-coated lenses (with a hard scratch-resistant coating, ensuring durability in rural field conditions)
- Vision Types: Single vision, KT bifocal
- Power Range: +1.0, +1.5, +2.0, +2.5, +3.0
- Certifications: ISO & CE certified, Made in India

Brand- Must be owned by the bidder or registered company supply agreement in effect

- Packaging: Soft case with label (Name, Age, Block/District, Prescription details)

3. Delivery & Logistics

- Supply in staggered annual tranches as per the PCI implementation plan (FY25-26, FY26-27, FY27-28).

-The Supplier shall deliver the glasses in smaller batch sizes in accordance with the agreed deliverables to all fifteen (15) Cluster Level Federations (CLFs), with deliveries staggered over a three (3) year period as follows: Year 1 – 6,260 glasses per federation, Year 2 – 2,940 glasses per federation, and Year 3 – 800 glasses per federation

Year-wise Breakup of Presbyopia Glasses Supply by Power

Power distribution assumption (for participants aged 45–60):

- +1.00 D — 10%
- +1.50 D — 30%
- +2.00 D — 35%
- +2.50 D — 20%
- +3.00 D — 5%

Year / Installment	Total glasses	+1.00 (10%)	+1.50 (30%)	+2.00 (35%)	+2.50 (20%)	+3.00 (5%)
Year 1 (2025-26)	93,900	9,390	28,170	32,865	18,780	4,695
Year 2 (2026-27)	44,100	4,410	13,230	15,435	8,820	2,205
Year 3 (2027-28)	12,000	1,200	3,600	4,200	2,400	600
TOTAL	150,000	15,000	45,000	52,500	30,000	7,500

Clause — Change in power-mix requirement

- PCI may revise the percentage allocation of powers (the “power-mix”) for any forthcoming tranche as per on-ground/rural diagnostic findings and program needs. Such changes will be:
- Communicated in writing to the supplier at least 3 months prior to the requirement date for the affected tranche, thereby indicating a need for change in supplied glasses power at least once within the earlier lot cycle.
- Accompanied by the revised percentage table and the revised absolute quantities for the tranche.
- Implemented by the supplier as part of the tranche fulfillment without renegotiation of unit price or contract terms, provided the requested change is reasonable and feasible within normal production lead-times.

If the supplier reasonably anticipates an inability to meet the revised mix (for example due to raw-material constraints or production capacity), the supplier must notify PCI within 7 working days of receiving the change request, providing a mitigation plan and a proposed, earliest feasible fulfilment date. PCI and supplier will then agree next steps in writing.

- Deliver to designated district-level hubs in Bihar.
- Provide batch-wise inventory list, Quality Control report, and delivery confirmation.

4. Replacement Services

- Replace, at no additional cost, within 6 months of delivery:
- Damaged glasses
- Glasses with unused or incorrect power
- Glasses requiring different power as communicated by PCI

5. Quality Assurance

- Maintain robust QC at manufacturing and pre-dispatch stages.
- Adhere to production inspection protocols.

6. Deliverables

Annual supply of presbyopia glasses meeting technical specifications.

- Delivery to district hubs as per staggered schedule in implementation plan.
- QC and batch-wise certification reports for each delivery.
- Replacement log and closure reports for all claims within 6 months.
- Detailed report on supply and replacements.

7. Duration

The contract will cover a period of 3 years (FY25-26 to FY27-28), with annual staggered deliveries aligned to the PCI implementation plan.

8. Reporting

The selected agency will coordinate closely with PCI India's project team in Bihar and district-level implementing partners. Regular review meetings will be held, and field visits may be required to verify distribution and quality.

9. Proposed Payment Terms

Payments will be milestone-based, linked to the supply of glasses and completion of replacement obligations:

Installment	Stage	Deliverable	Quantity of Glasses
N.A	Contract signing	Procurement plan & production samples approved by PCI	—
1 st Installment	Within 30 working days upon receiving consignment/ supply with replacement of damaged eye glasses/ cases completed	Supply and delivery of 93,900 presbyopia glasses to all designated district hubs with QC documentation	93,900
2 nd Installment	Within 30 working days upon receiving consignment/ s supply with replacement of damaged eye glasses/ cases completed	Supply and delivery of 44,100 presbyopia glasses to all designated district hubs with QC documentation	44,100
3 rd Installment	Within 30 working days upon receiving consignment/ final supply & closure with replacement of damaged eye glasses/ cases completed	Supply and delivery of 12,000 presbyopia glasses to all designated district hubs with QC documentation, and closure of all replacement claims for the year	12,000

10. Replacement Clause:

The supplier must replace, at no additional cost, any glasses that are:

- Damaged on receipt
- Unused due to incorrect power
- Requiring different power as communicated by PCI

All replacements must be completed within six months from the date of each year's supply. Payments for the final installment will only be released upon satisfactory closure of all replacement claims within this period.

****END OF APPENDIX A****

"APPENDIX-B"- TECHNICAL PROPOSAL TEMPLATE**I. ORGANIZATIONAL PROFILE**

Organization

Name: Contact:

Title:

Address:

Telephone/Fax:

Email:

Website:

Incorporation/Registration Number:

1. Description of major projects implemented by your organization in the recent past (not more than three projects):

Project 1

Client Name	
Title:	(text here)
Goal/Objective:	(text here)
Location:	(text here)
Time Period:	(text here)
Funder:	(text here)
Amount:	(text here)

Project 2

Client Name	
Title:	(text here)
Goal/Objective:	(text here)
Location:	(text here)
Time Period:	(text here)
Funder:	(text here)
Amount:	(text here)

Project 3

Client Name	
Title:	(text here)
Goal/Objective:	(text here)
Location:	(text here)
Time Period:	(text here)
Funder:	(text here)
Amount:	(text here)

II. Technical Proposal should include documents related:

- Registered manufacturer or registered authorized supplier of eyewear brand in India.
- Minimum 5 years' experience in large-scale eyewear production or supply.
- Proven capacity to deliver ISO & CE certified eyewear.
- Demonstrated logistics capability for multi-district supply and replacement
- Experience in supplying products for government/NGO-led programs preferred.
- Experience of working with government agencies, NGOs, or rural enterprises.
- References demonstrating successful past engagements in similar projects.
- Any other requirement specifically mentioned in SoW/ToR.

III. ADDITIONAL INFORMATION

As appropriate, provide any additional information that demonstrates your capacity to manage similar assignments.

(text here)

IV. AUTHORIZATION

Signature of authorized signatory

Printed Name

Title

Date

****END OF APPENDIX B****

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"APPENDIX-C' - FINANCIAL PROPOSAL TEMPLATE**I. Costs:**

S.no.	Description of work	Unit	Unit Cost	Total
1.				
2.				
Total Value				
GST@xx				
Grand Total				

II. Financial Proposal should include:

- **Detailed and Itemized Pricing** for work described in the Scope of Work. Include a breakout of the level of effort, daily rate(s), and any other necessary and applicable direct cost to be considered with the proposal. Daily rates or other costs not included in your proposal cannot be accepted after the fact.
- Other Terms and Conditions

III. FINANCIAL INFORMATION

Please share the last three year's audited turnover.

FY 2021 – 2022 _____
FY 2022 – 2023 _____
FY 2023 – 2024 _____

IV. AUTHORIZATION_____
Signature of authorized signatory_____
Printed Name_____
Title_____
Date****END OF APPENDIX C****

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"APPENDIX-D" - DECLARATION REGARDING BLACKLISTING/DEBARRING

I / We Proprietor/ Partner(s)/ Director(s) of M/S. _____ hereby declare that the firm/company namely M/S _____ has not been blacklisted or debarred in the past by PCI or any other organization from taking part in bids.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/S. _____ hereby declare that the firm/company namely M/S _____ was blacklisted or debarred by PCI or other organization from taking part in bids for a period of _____ years w.e.f _____

The period is over on _____ and now the firm/company is entitled to take part in bids.

In case the above information found false I/We are fully aware that the proposal/ contract will be rejected/cancelled by PCI. In addition to the above PCI will not be responsible to pay the bills for any completed / partially completed work.

Signature :

Name:

Capacity in which as signed: Name

& address of the firm:

Seal of the firm/institution should be Affixed.

Date:

Signature of Bidder with seal.

****END OF APPENDIX D****