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| Tender Notice for Designing of HLFPPT Annual Report 2013-14 IFB No. HLFPPT/ IN/ Jan. 15 Dated: 06 Jan 15  Hindustan Latex Family Planning Promotion Trust is a trust promoted by HLL Lifecare Ltd; A Government of India Enterprise invites bids for the following.   1. We have a requirement of Designing of Annual Report 2013-14.   **For Tender details, please visit our site** [www.hlfppt.org](http://www.hlfppt.org)/tender.html The sealed bids for the above will be received in the office of the Hindustan Latex Family Planning Promotion Trust, B-14/A, Sector 62, Noida, Uttar Pradesh-201307 Telephone Nos.: 0120-4673600, 4231060/1/2 **Last Date & Time of accepting of Bid 15.01.2015 till 5.30 pm**  **Venue of opening of bid** : **Hindustan Latex Family Planning Promotion Trust,**  **B-14/ A, Sector 62, Noida-201307, Uttar Pradesh.**  **Telephone Nos.: 0120-4673600, 4231060/1/2** |
| **Bid need to be addressed to :**  **Finance Manager** Hindustan Latex Family Planning Promotion Trust,B-14/A, Sector 62, Noida,Uttar Pradesh-201307Telephone Nos.: 0120- 4673600, 4231060/1/2 |

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

HLFPPT\NOIDA\ANNUAL REP\Design-15 Date: 05.01.2015

To,

**Request for Proposal**

**About HLFPPT:**

We are a not-for profit organization promoted by HLL Lifecare Limited (a Government of India Enterprise) and registered under the Travancore Cochin Charitable Trust Act in 1992.

We have been supporting implementation of Reproductive and Child Health, HIV and AIDS Prevention, Care and Support programmes in partnership with Ministry of Health and Family Welfare (MoHFW), Government of India, State Governments and International Development agencies. Since 1992, HLFPPT continues to contribute towards achieving the National Health and Family Welfare development goals.

We serve in both technical and advisory capacity for implementation of different projects and programs ongoing in 18 States of India - Assam, Andhra Pradesh, Chhattisgarh, Delhi, Gujarat, Haryana, Himachal Pradesh, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Orissa, Punjab, Rajasthan, Tamil Nadu, Uttar Pradesh, Uttrakhand and West Bengal.

Our 700 strong professionals bring onboard multi-disciplinary technical expertise of Public Health, Research, Program Management, Hospital Management, Community Development, Capacity Building, Social Marketing, Behavior Change Communication, and Monitoring & Evaluation. Our corporate office is based at NOIDA-Delhi NCR and it functions through 8 regional offices at Bhopal, Bangalore, Lucknow, Mumbai, Hyderabad, Raipur, Orissa and Trivandrum.

# Scope of work: To showcase and capture the programme achievements, HLFPPT is planning to design the organization’s Annual Report 2013-14.

**Location: NOIDA.**

**Terms and conditions**

(To be enclosed with technical bid)

1. The bidder must have an average annual turnover of Rs. 10 Lac per annum immediately preceding last three year. The audited financial statements or turnover certificate duly certified by Chartered Accountant should be provided along with the technical bid.
2. The applying firm must have PAN (Permanent Account Number) and registered with the VAT/CST/Service Tax, etc. and the documents for the same is to be attached.
3. Bidders should provide brief profile of their work experience for the last three years along with the evidences of similar work done earlier with the client list. Certificate/ documents evidencing past work for the last 3 years should be enclosed.
4. HLFPPT reserves the right to accept /reject/ select one or more agency and to annul the bidding process any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.
5. The tender will be appraised by internal committee formed by HLFFPT management.
6. HLFPPT shall without prejudice to its other remedies under the contract, deduct from the Contract Price, as Liquidated Damages a sum equivalent to 2.5% of the price of agreed unperformed Services or for delay of each day until actual delivery or performance, up to a maximum deduction of 20% of the contract Price. Once the maximum is reached, HLFPPT may consider termination of the contract.
7. In case of delay on the part of HLFPPT in providing the approvals/feedback on content design, the time of service delivery will be extended by equal number of days.
8. Theme shall be provided by HLFPPT on Award of Contract.
9. **Documents required to release the payment:**
   1. Bill / Invoice mentioning Permanent Account Number and Service Tax Registration No.
   2. Documentary proof of the deliverables as per work order.
   3. Soft copy of the Design in DVD.
   4. Any other detail as required by the activity, as mentioned in the work order.
10. Selection of agencies would be done by the committee on the basis of Evaluation for Technical 70% marks & Financial 30% marks.
11. Agencies who will obtain 70% marks or more in Technical evaluation would be considered for opening of financial bids.
12. Technical Evaluation of the agencies would be done on the following basis-
    1. Past Experience with HLFPPT / Govt. Agency / NGO / Development Sector with supporting documents like copy of work order or performance certificate from the client.
    2. Past experience in undertaking the similar activities / Sample of cover option presented (*either or both*).
    3. List of clientele.
    4. Capability statement alongwith Company Profile, infrastructure & Manpower / Experts suitable for implementing the applied activities.
    5. Turn over Financial Status.
    6. Any other criteria as decided by the committee.
13. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.
14. Final Selection of the agencies would be done on the basis of total marks obtained in the Technical & Financial Evaluation.
15. HLFPPT reserves the right for extending or curtailing any activity at any point of time (if required) as per programme requirement.
16. Management Reserves the Right to award the work to more than one Agency as per requirement.
17. Management reserves right to issue multiple work order from time to time for any activities to the selected agencies as per the requirement.
18. The agency needs to submit ‘Technical Bid’ & ‘Financial Bid’ separately in sealed envelopes by super scribing as ‘Technical Proposal for \_\_\_\_\_\_\_\_ (Activity Name) and ‘Financial Proposal for \_\_\_\_\_\_\_\_ (Activity Name).
19. Bids received after the specified date and time for receipt of bids should not be considered.
20. Agencies would not be allowed to further subcontract, partial/full of the work will be assigned to them.
21. The rate quoted will be inclusive of all Taxes/Levies/other charges etc.
22. The rate quoted by the agency needs to valid for a period of 1 year from the date of financial bids.
23. HLFPPT reserves the right to award the work order to the second highest scoring agency in the event the first highest scoring agency backs out after final discussions. Management reserves the right to award the work to more than one agency (on the basis of quality consideration/experience of the agency) in addition to rates parameters.
24. Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
25. The RFP should be sent with capability statement with company profile & infrastructure suitable for implementing the applied activities.
26. The bidder has to submit along with his technical bid a copy of the terms and Conditions (all pages) and the technical bidding format duly filled, signed by the authority and stamped on all pages indicating their unqualified acceptance.
27. The Agencies should also submit an undertaking (Annexure-3) duly signed & Stamped.

## We agree and abide by all terms and conditions as mentioned above including the validity of the offer

**Utmost confidentiality of the data provided shall be maintained.**

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

# Designing of HLFPPT Annual Report 2013-14

##### Annexure- 1: Technical Bid Format

|  |  |  |  |
| --- | --- | --- | --- |
|  | **SPECIFICATION (TECHNICAL)** | **AGENCY’S REPONSE** | |
| 1 | Design to be done as per the themes suggested by HLFPPT. |  | |
| 2 | There should be no deviation in logo specifications & the content of the Annual Report. |  | |
| 3 | Design CD / DVD will be given to HLFPPT with editable files and complete artwork. |  | |
| 4 | The work has to execute within the specified time as agreed upon otherwise penalty clause will be invoked. |  | |
| 5 | Whether agency is geared up to complete the work within specified time please give details of infrastructure , manpower/expert available for carrying out the assigned job |  | |
| 6 | Submit the one sample Design of Cover page of Annual report - suggested themes are:  1)    Smile and Happiness  2)    Mother and Child  3)    Happy Family  4)    Growth  5)    Hope  6)    Community Empowerment | Compulsory | |
| 7 | Details of the major clients. |  | |
| 8 | Management reserves the right to award the work to more than one agency (on the basis of quality consideration/experience of the agency) in addition to rates parameters. |  | |
| 9 | Constitution of the agency whether Proprietor ship/Partnership/Company. Give details of Proprietor/ Partner/Directors. |  | |
| 10 | For how many years the agency is engaged in similar line of activities. |  | |
| 11 | Registration certificate with Commercial Tax Department need to be submitted along with the technical quotation. |  |
| 12 | Penalty clauses will apply as per the company’s policy, as per terms of the work order: the decision of the HLFPPT/Project Management shall be final and binding in this regard. |  |
| 13 | Name of firms engaged in similar line of activity wherein party/ proprietor/partner/ Director are having business interest |  |

Please Note:-

**1. Form must be complete in all respects, incomplete forms are liable to be rejected.**

**2. The form must be duly signed and sealed.**

**3. The form must be submitted on or before due date and time.**

**4. List of documents to be enclosed in technical bid, please refer point number 12.**

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

# Designing of HLFPPT Annual Report 2013-14

##### Annexure-2: Financial Bid Format

I am submitting below the lowest quotation for the above after understanding completely the technical specifications and other terms and conditions relating to time frame, quality as spelled out in the Bid document.

|  |  |  |
| --- | --- | --- |
| Sr.No | **SPECIFICATIONS (FINANCIAL)** | **AGENCY’S RESPONSE** |
| 1 | Agency will quote the rates as per following-   * Design Charges * Taxes and other charges. |  |
| 2 | The rates quoted will be inclusive of all taxes/ Levies/ Octroies etc. |  |
| 3 | TDS as applicable will be deduced as per I.T. rules. |  |
| 4 | Payment shall be made after completion of the job & delivery of design and complete open files. |  |
| 5 | The payment will be done through Local Cheque / NEFT/ RTGS. |  |
| 6 | Penalty clauses will apply as per the company’s policy, as per terms of the work order: the decision of the HLFPPT/Project Management shall be final and binding in this regard. |  |

**The specification of the Designing job is given in the table below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Pages** | **Size** | **Suggested theme for designing / Remarks** | **Total Amount (Rs.)** |
| Designing of Cover page of Annual report in English | 4 | A 4 | 1. Smile and Happiness 2. Mother and Child 3. Happy Family 4. Growth 5. Hope 6. Community Empowerment 7. Or agency can present theme which is relevant with work of HLFPPT.   **( attached HLFPPT logo)** |  |
| Inside page | Approx 80 page (160 sides) | A4 | **PER PAGE cost of design** |  |
| Other Charges  ( If any) |  |  |  |  |
| Taxes etc |  |  |  |  |
| Total Amount |  |  |  |  |

\* **Agency will provide the print ready and open file (CDR file) for future use by HLFPPT.**

**\* The number of actual pages may differ upon the finalization of content.**

Important Note-

* The rates quoted shall be valid for 1 year from issue of work order.

**Annexure -3**

**Undertaking from Vendors.**

This has reference to the RFP published in the website of HLFPPT on 7/1/2015. In response to the RFP, we have submitted our technical & financial bids on…………. .at your office ………………………………………………………………. In connection with the above bids, we hereby declare as under:-

i- That we are neither related to any of your Trustees, Officers and other employees nor do we have any financial, commercial or other interests with any of the above persons in any capacity whatsoever.

ii- That we have submitted the bids in the name of M/S…………………….......................and declare that no other bids have been submitted by us in the name of any other firms/companies/proprietors/individuals which comes under the same management and related parties.

iii- We herby undertakes that in case of any violations to the above declarations at any stage of the contract , HLFPPT reserves the sole right to cancel the contract and recover the full value of the contract from us.

For and on behalf of ……………..

(Authorized Signatory with company seal /Stamp.)