

REQUEST FOR PROPOSAL

For Printing of HLPPT Annual Report-2013-14

Scope of work: **To showcase the programme achievements, HLPPT is planning to print the organization's Annual Report 2013-14.**

About HLPPT:

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, HLPPT 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 different States of India - Andhra Pradesh, Bihar, Chhattisgarh, Delhi, Gujarat, Haryana, Himachal Pradesh, Karnataka, Kerala, Madhya Pradesh, Orissa, Punjab, Rajasthan, 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 regional offices at Bhopal, Bangalore, Lucknow, Mumbai, Hyderabad, Raipur, Orissa and Trivandrum.

Goals and Objectives of the Assignment:

The **goal** of the assignment is to print approx- 100 copies. Hence, we require the quotations for the printing of Annual Report 13-14. Last date of submission is **5 pm, 8th March 2016 (Tuesday)**.

The specification of the assignment is given below:

Design: As per the inputs provided by HLPPT and design template of the magazine.

Printing Specifications as under:

Size:	A4 size closed
Orientation:	Portrait
Pages:	102 inner pages & 4 Cover Pages (both side printing including cover page)
Color:	4 + 4
Paper cover:	300 gsm imported art card; matt finish
Paper inside:	130 gsm imported art paper; matt finish
Binding:	Perfect binding
Lamination:	Matt finish on cover & Back

Quantity: Printing : 100 copies.

Note: The basic content would be provided by HLPPT.

Name and signature of Authorised Signatory:

Name and Seal of the Firm /Agency:

Address:

Telephone/Fax

Terms and conditions

1. The bidder must have average annual turnover of 10 lacs during immediately preceding last three years. CA certificate or audited Balance Sheet of last three years should be enclosed with the technical bid for proof of the same.
2. The bidder must have PAN (Permanent Account Number) and be registered with the Sales Tax / Value Added Tax and the documents for the same are to be provided.
3. Bidder should provide brief profile of their work experience for the last three years along with the samples of work done earlier with the client list.
4. The above RFP is for **"Printing of HLFPT Annual Report 2013-14"**.
5. The Technical and Financial quotations will be appraised by internal committee formed by HLFPT management.
6. HLFPT shall without prejudice to its other remedies under the contract, deduct from the Contract Price, as Liquidated Damages a sum equivalent to 2.5% per day of the price of agreed unperformed services 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, HLFPT may consider termination of the contract and can forfeit the security amount.
7. In case of delay on the part of HLFPT in providing the approvals, the time of delivery will be extended by equal number of days.
8. Selection of agencies would be done by the committee on the basis of Evaluation for Technical 70% marks & Financial 30% marks.
9. Agencies who will obtain 70% marks or more in Technical evaluation only would be considered for opening of financial bids.
10. **Technical Evaluation of the agencies would be done on the following basis.**
 - a. Past Experience in undertaking the applied tender activities.
 - b. Sample of similar work done in the past. (Photographs of the same should be provided)
 - c. List of Clientele
 - d. Company Profile
 - e. Any other criteria decided by the committee
11. The agencies not qualified in the technical evaluation by the committee will not be entertained for financial bid.
12. HLFPT reserves the right for extending or curtailing any activity at any point of time (if required) as per programme requirement.
13. Management reserves the right to award the work to more than one agency as per requirement.
14. Management reserves the right to issue multiple work order from time to time to the selected agencies (as per requirement).
15. **The agency needs to submit the filled 'Technical Bid' & 'Financial Bid' separately in sealed envelopes by super scribing as 'Technical Proposal for Printing of HLFPT Annual Report 2013-14' and 'Financial Proposal for Printing of HLFPT Annual Report 2013-14'.**
16. **The bid needs to reach by 5:00 p.m. on 8th March 2016 and addressed to:**

Finance Manager
Hindustan Latex family Planning promotion Trust
B-14 A , Second Floor, Sector 62, Noida
Pin- 201307 (U.P.)
17. Agencies would not be allowed to further subcontract, partial/full of the work will be assigned to them.

Name and signature of Authorised Signatory:

Name and Seal of the Firm /Agency:

Address:

Telephone/Fax

18. The rate quoted will be for delivery at Noida and inclusive of all Taxes/Levies/Postal/Courier charges etc.
 19. The rate quoted by the agency needs to be valid for a period of one year from the date of financial bids.
 20. HLPPT 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.
 21. Financial bids of only those bidders, who qualify technically, will be opened & financial bids of technically unsuccessful bidders will be returned unopened.
 22. Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
 23. The RFP should be sent with Capability Statement, Company Profile & Relevant Expertise for implementing the applied activities.
 24. 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 in and signed by the concerned authority and stamped on all pages indicating their unqualified acceptance.
 25. The Agencies should also submit an undertaking (Annexure-1) duly signed and stamped.
 26. Payment will be made within 30 days of submission of bills after satisfactory completion of work by the agency.
 27. Payment will be made through local crossed cheque or NEFT only.
 28. HLPPT reserves the right to cancel the contract at any point of time, in case of non-compliance by the agencies with respect to terms and conditions of the RFP.
- 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.

Stamp of the Agency with sign of the proprietor-

Name and signature of Authorised Signatory:

Name and Seal of the Firm /Agency:

Address:

Telephone/Fax

TECHNICAL BIDDING FORMAT

Sno	Company Profile	Submitted (Yes/No)
1	a) Name of the Bidder	
	b) Full postal address	
	c) Website , if any	
	d) Telephone number	
	e) Email address	
2	List of Clients and Phone no.	
	1)	
	2)	
	3)	
3	Prior working experience in printing of similar documents	
4	Sample of the task (Previous work) enclosed (at least samples of Annual Report etc. printed should be enclosed)	
5	Undertaking (See Annuxure-1)	
6	Service Tax & PAN Number (Photocopy)	
7	Turnover certificate/Audited financial statements immediately preceding last three years duly certified by Chartered Accountant.	
8	Terms & Conditions duly signed	
9	Agencies should have own set-up for printing	
10	Agencies should not further sub-contract, partial/full of the work will be assigned to them.	

List of documents to be attached with Technical Bids:

- Company profile with prior working experience in designing and printing newsletter of similar Documents and list of clientele.
- Sample of similar task done
- Sample of paper quality to be used
- List of equipment available of Own Printing Press
- Undertaking
- Copy of Service Tax, VAT and PAN number.
- Turnover certificate / audited financial statements of last 3 years during immediately preceding last three years duly certified by Chartered Accountants.
- Terms & Conditions duly signed

Name and signature of Authorised Signatory:

Name and Seal of the Firm /Agency:

Address:

Telephone/Fax

Financial Bid Format:

We are submitting below the lowest quotation for the above after understanding completely the technical specifications and other terms and conditions relating to time frame, quality explained to me by the project committee.

Sno	SPECIFICATIONS (FINANCIAL)	AGENCY'S RESPONSE (Yes/No)
1	Rates quoted will be inclusive of all taxes, duties, levies and other cost, if any etc.	
2	TDS as applicable will deducted as per IT rules	
3	Payment will be through local cheque./NEFT/RTGS	
4	Payment will be released within 30 days after submission of bill	
5	Penalty clauses will apply as per the company's policy, as per terms of the Work Order. The decision of HLPPT shall be final and binding in this regard.	

Particulars	Quantity	Rate per Unit with printing inclusive of all taxes & Fright (Rs.)	Total Amount Inclusive of all taxes & Fright (Rs.)
Specification- Size: A4 size closed Orientation: Portrait Pages: 102 inner pages & 4 Cover Pages (both side printing including cover page) Color: 4 + 4 Paper cover: 300 gsm imported art card; matt finish Paper inside: 130 gsm imported art paper; matt finish Binding: Perfect binding Lamination: Matt finish on cover & Back	100 Copies		

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Name and Seal of the Firm /Agency:

Address:

Telephone/Fax

Annexure-1

UNDERTAKING FROM VENDORS.

This has reference to the RFP emailed to us. In response to the RFP, we have submitted our technical and 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 hereby undertake that in case of any violations to the above declarations at any stage of the contract , HLPPT 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.)

Name and signature of Authorised Signatory:

Name and Seal of the Firm /Agency:

Address:

Telephone/Fax