

Request for Proposal for Designing & Printing of Stationery Items for Mobile Medical Units

HLFPPT/MMU-ASSAM/NOIDA

Dated: April 14, 2017

Hindustan Latex Family Planning Promotion Trust (HLFPPT) has been awarded to implement Mobile Medical Units (MMUs) Project in various districts of Assam, to provide primary & selected secondary health care services to the community. Accordingly a total of 130 MMUs will be deployed by HLFPPT in various districts of Assam including Tea Garden Areas.

In this regard we are inviting sealed proposals for **Designing & Printing of Stationery Items for Mobile Medical Units**

Detailed List of Items to be designed and quantities to be printed and delivered is enclosed in Technical Bid Format as Annexure-1

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-201 307 Telephone Nos.: 0120-4673600, 4231060/1/2

Last Date & Time of accepting of Bid: 24th April 2017 till 4.00 pm

Address for submission of bid: Manager - Administration
Hindustan Latex Family Planning Promotion Trust (HLFPPT)
B-14A, II Floor, Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh - 201307
Ph. 0120 - 4231060/61/62

Name & Signature of Authorised Signatory
Name & Seal of the Firm/ Agency
Address:
Telephone/ Fax

Terms and conditions

(To be enclosed with technical bid)

1. The agency can be an individual/HUF/Association of Persons (AOP)/Society/Trust/Partnership firm/company incorporated under the laws of India. The required documents related to constitution/ incorporation of entity like partnership deed/trust deed/society by laws/memorandum and articles of association along with registration certificate of the entity should be enclosed.
2. The agency should have an average annual turnover of Rs.5 lakhs in the last three financial years to be able to qualify for bidding.
3. Proof of certificate for turnover is required to be submitted with the technical bid (CA certificate or a copy of the Audited Balance Sheet, Profit & Loss account of immediately last preceding three years).
4. The bidder must have PAN (Permanent Account Number) and registered with the VAT/CST Tax, etc. and the documents for the same is to be attached.
5. The agency shall bear all costs associated with the preparation and submission of bid.
6. No agency shall be entitled to submit more than one bid whether jointly or separately. If one does so, all bids wherein the agency has participated shall stand disqualified.
7. 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 up to last 3 years should be enclosed.
8. Printing plan will be provided by HLFPT at the beginning of the work. In case of delay/ disruption of the activity implementation/execution, penalty will be levied.
9. HLFPT 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.
10. The tender will be appraised by internal committee formed by HLFPT management.

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11. HLPPT 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, HLPPT may consider termination of the contract.
12. In case of delay on the part of HLPPT in providing the approvals/design to print, the time of service delivery will be extended by equal number of days.
13. Design, Artwork etc shall be approved by HLPPT on Award of Contract.
14. **Documents required to release the payment:**
 - a. Bill / Invoice mentioning Permanent Account Number and Service Tax Registration No.
 - b. Documentary proof of the deliverables as per work order.
 - c. Any other detail as required by the activity, as mentioned in the work order.
15. Selection of agencies would be done by the committee on the basis of Evaluation for Technical 70% marks & Financial 30% marks.
16. Agencies who will obtain 70% marks or more in Technical evaluation would be considered for opening of financial bids.
17. Technical Evaluation of the agencies would be done on the following basis-
 - i. Past Experience with HLPPT / Govt. Agency / NGO / Development Sector with supporting documents like copy of work order or performance certificate from the client.
 - ii. Past experience in undertaking similar activities.
 - iii. List of clientele.
 - iv. Capability statement along-with Company Profile & infrastructure suitable for implementing the applied activities.
 - v. Turn over certificate (Financial Status).
 - vi. The bidder having own printing press preferred (Yes/No/), if, yes, provide list of equipment available.
18. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.
19. Final Selection of the agencies would be done on the basis of total marks obtained in the Technical & Financial Evaluation.
20. HLPPT reserves the right for extending or curtailing any activity at any point of time (if required) as per programme requirement.

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21. Management Reserves the Right to award the work to more than one Agency as per requirement.
22. Management reserves the right to issue multiple work order from time to time for any activity to the selected agencies (as per requirement).
23. HLPPT management reserves the right to change (*increase or reduce*) the numbers/units as per its sole discretion and requirement.
24. The agency needs to submit 'Technical Bid' & 'Financial Bid' separately in sealed envelopes by super scribing as "Designing & Printing of Stationery Items for Mobile Medical Units" and "Financial Proposal for Designing & Printing of Stationery Items for Mobile Medical Units".
25. Bids received after the specified date and time for receipt of bids would not be considered.
26. Agencies would not be allowed to further subcontract, partial/full of the work will be assigned to them.
27. **Delivery will be at our project offices in Guwahati & Dibrugarh in Assam.** Complete address will be provided in work order.
28. **The rate quoted will be inclusive of all Taxes / Levies / Freight / Packing / other charges etc.**
29. The rate quoted by the agency needs to valid for a period of one year from the date of financial bids.
30. 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. 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.
31. Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
32. The RFP should be sent with capability statement with company profile & infrastructure suitable for implementing the applied activities.
33. 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.
34. 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.

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HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

Proposal for Designing & Printing of Stationery Items for Mobile Medical Units

Annexure- 1: Technical Bid Format (to be enclosed in sealed envelope containing technical proposal)

Location: Delivery of goods will be at our project offices in Guwahati & Dibrugarh in Assam

	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE (AGREE/ DIASGREE)
1	Printing to be done according to the graphical design / artwork approved by HLPPT, lettering or colour scheme, approved dimensions and pages and other specifications as approved mutually	
2	The receipt of materials to be submitted as proof along with invoice.	
3	The agency is capable and agrees to complete the work within specified time. The work shall be executed within the specified time as agreed upon otherwise penalty clause will be invoked.	
4	Past experience of the agency in the work of Printing/advertisement in Assam would be given preference. Please give details	
5	Details of the major clients, please provide details (list)	
6	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.	
7	Constitution of the agency whether Proprietor ship/Partnership/Company. Give details of Proprietor/ Partner/Directors.	
8	For how many years the agency is engaged in similar line of activities.	
9	Registration certificate with VAT need to be submitted along with the technical quotation.	

Name & Signature of Authorised Signatory

Name & Seal of the Firm/ Agency

Address:

Telephone/ Fax

	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE (AGREE/ DIASGREE)
10	Penalty clauses will apply as per the company's policy, as per terms of the work order: the decision of the HLFPPPT/Project Management shall be final and binding in this regard.	
11	Enclose the sample of papers in proof of GSM as asked in the technical bid	
12	Having own printing press (yes/No), if yes, please provide list of equipment available.	

Please Note:-

1. RFP Form must be completed in all respects; incomplete forms are liable to be rejected.
2. The RFP form must be duly signed and sealed.
3. The RFP form must be submitted on or before due date and time.

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HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

Designing & Printing of Stationery Items for Mobile Medical Units

Annexure-2: Financial Bid Format *(to be enclosed in sealed envelope containing financial proposal)*

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- <ul style="list-style-type: none">• Printing cost• Delivery charge FOR at Guwahati & Dibrugarh• Packing cost if any	
2	The rates quoted will be inclusive of all taxes/ Levies/ packing/freight/ etc.	
3	TDS as applicable will be deducted as per I.T. rules.	
4	Payment shall be made within 20 days after completion of the job & delivery of materials.	
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 HLPPT/Project Management shall be final and binding in this regard.	

Please Note:-

- 1. Form must be completed 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.**

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Name & Seal of the Firm/ Agency
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Telephone/ Fax

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.

S.no	Particular	Qty	Unit Price FOR at Guwahati (Assam) (All inclusive) Rs.	Unit Price FOR at Dibrugarh (Assam) (All inclusive) Rs.
1	Designing and Printing of OPD Register SIZE: A3 TYPE OF PAPER: 70 GSM PAPER PRINTING: Black And White; Both side printing NO OF PAGES: each register will have 200 Pages	200		
2	Designing and Printing of LAB Register SIZE: A3 TYPE OF PAPER: 70 GSM PAPER PRINTING: Black And White; Both side printing NO OF PAGES: each register will have 200 Pages	50		
3	Designing and Printing of Drug Dispensing Register SIZE: A3 TYPE OF PAPER: 70 GSM PAPER PRINTING: Black And White; Both side printing NO OF PAGES: each register will have 200 Pages	150		
4	Designing and Printing of OPD Slip SIZE: A5 TYPE OF PAPER: 70 GSM PAPER PRINTING: Black And White Special: Perforation required. Bound Pad of 100 slips in each	5000		

Important Note-

- Printing will be done as per art work approved by HLFPTT
- The rates quoted shall be valid for 1 year from issue of work order.
- Quantity may be very +/- 10% as per requirement.
- Cost of material should include all kind of printed related processing & transportation and other charges along with taxes.
- Envelop should mention "**Proposal for Designing & Printing of Stationery Items for Mobile Medical Units**"

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Annexure -3

Undertaking from Agencies

(to be enclosed in sealed envelope containing technical proposal)

This has reference to the RFP published on the website of HLPPT on 14/04/2017. 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 hereby undertakes 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.)

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Name & Seal of the Firm/ Agency
Address:
Telephone/ Fax