

**Request for Proposal for Designing & Printing of Promotional Material-SM**

HLFPPT/SM/NOIDA

Dated: May 2<sup>nd</sup>, 2017

Hindustan Latex Family Planning Promotion Trust (HLFPPT) has been implementing social marketing programme in various states of India.

In this regard we are inviting sealed proposals for **Designing & Printing of Promotional Materials**

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: 12<sup>th</sup> May 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 HLPPT at the beginning of the work. In case of delay/ disruption of the activity implementation/execution, penalty will be levied.
9. HLPPT 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 HLPPT 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 Technical Evaluation. Agencies who would technically qualify would be considered for opening of Financial Bids.
16. 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.
17. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.
18. Final Selection of the agencies would be done on the basis of total marks obtained in the Technical & Financial Evaluation.
19. HLPPT reserves the right for extending or curtailing any activity at any point of time (if required) as per programme requirement.
20. Management Reserves the Right to award the work to more than one Agency as per requirement.
21. Management reserves the right to issue multiple work order from time to time for any activity to the selected agencies (as per requirement).
22. HLPPT management reserves the right to change (*increase or reduce*) the numbers/units as per its sole discretion and requirement.

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23. The agency needs to submit 'Technical Bid' & 'Financial Bid' separately in sealed envelopes by super scribing as "Technical Proposal for Designing & Printing of Promotional Materials -SM" and "Financial Proposal for Designing & Printing of Promotional Material-SM".
24. Bids received after the specified date and time for receipt of bids would not be considered.
25. Agencies would not be allowed to further subcontract, partial/full of the work will be assigned to them.
26. Delivery will be at our NOIDA office. Complete address will be provided in work order.
27. The rate quoted will be inclusive of all designing/Taxes / Levies / Freight / Packing / other charges etc.
28. The rate quoted by the agency needs to valid for a period of one year from the date of financial bids.
29. 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.
30. Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
31. The RFP should be sent with capability statement with company profile & infrastructure suitable for implementing the applied activities.
32. 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.
33. 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.**

**Name & Signature of Authorised Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
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**HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST**

**Proposal for Designing & Printing of Promotional Material-SM**

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

**Location: HLPPT –Noida office**

|   | <b>SPECIFICATION (TECHNICAL)</b>   | <b>AGENCY'S REPOSE<br/>(AGREE/ DIASGREE)</b> |
|---|--|--|
| 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.   |  |

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|    | <b>SPECIFICATION (TECHNICAL)</b>  | <b>AGENCY'S REPOSE<br/>(AGREE/ DIASGREE)</b> |
|----|---|--|
| 10 | 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. |  |
| 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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**Name & Seal of the Firm/ Agency**  
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**HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST**

**Proposal for Designing & Printing of Promotional Material-SM**

**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"><li>• Designing &amp; Printing cost</li><li>• Packing cost if any</li></ul>                       |                   |
| 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 30 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 HLFPPPT/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.**

**Name & Signature of Authorised Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**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 | Particulars        | Specifications   | Qty       | Unit Price (inclusive of designing & printing) FOR at NOIDA (All inclusive) Rs. | Amount (inclusive of designing & printing) FOR at NOIDA (All inclusive)Rs. |
|------|--------------------|--|-----------|---|--|
| 1    | Branded Tape Roll  | Size: 50mtr (Length) & 3 inch (Width) each roll.<br>Gumming: Full back high tench galol adhesive gumming for Stainless stick and peel off.<br>Colours: 6clr technocrat printing.<br>Material: Gyated Zenothene of 350 gg (gegogetic )<br>780 cc PC Layering, Laker Treatment for gloss, Double Laminated Waterproof, weatherproof, high violet inks. | 600 pcs   |   |  |
| 2    | Medicinal Envelope | Size- 8"x10",<br>90 gsm Glossy paper,<br>4 colour printing, die cut and pasting  | 50000 pcs |   |  |
| 3    | Stickers           | Size.-A4 (8.5"x10.5") 4 colour printing , full gumming sheet   | 10000 pcs |   |  |
| 4    | Visual Aid         | Size- A-5 i.e 5.8 x 8.3 inches<br>No. of pages (Including cover) –6 (A-5 size), (300 gsm art card), Cut to size, folded and Saddle Stitched lamination - matt, printing - both side  | 200 pcs   |   |  |

**Important Note-**

- Printing will be done as per art work approved by HLPPT
- The rates quoted shall be valid for 1 year from issue of work order.

**Name & Signature of Authorised Signatory**  
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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 01/05/2017. 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.)

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