HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

B-14A, 2nd Floor, Sector 62, NOIDA (U.P.) -201301

**Request for Proposal – Arogya Project , CRAIN India Project**

**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.

**Task:** Designing of logo unit and issue based message poster for CAIRN India project in Surat, Gujarat

**Brand name:** “Arogya”

**About the project:** CAIRN India partnered with HLFPPT to improve the health and nutritional status of women and children and create goodwill in the community in Suvali and Junagam villages of Hazira Industrial area in Surat district of Gujarat. The desired goal the project by reaching out to the community with awareness on Antenatal Care, safe delivery, immunization, importance of nutrition and family planning and building sustainable linkages with village panchayat, village health and sanitation committee, key health service providers, and community based leaders to improve overall health status in the intervention villages.

**Term of Reference (TOR)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Task**  |  **Targeted Audience**  | **Expected output**  |
| **1.** | **Designing of “Arogya” Logo** | **Primary audience –** Pregnant women, new mothers, maleand female of Reproductive age group and Adolescents **Secondary audience** - PRI members, School teachers and mother-in –law etc and Corporate in Health Corporate Social Responsibility (CSR) activities funding  | The logo should convey not only what a project does, but what it stands for, while attracting potential beneficiaries and various corporate in Health CSR value by recognizing the health and wellness impacts on local communities through this intervention. |
| **2.**  | To develop message and design poster Size –A3 | **Primary audience –** Pregnant women, new mothers, couples of Reproductive age group and Adolescents **Secondary audience** - PRI members, School teachers and mother-in –law etc | Poster will be used for celebration of important days to create awareness among community at different settings as Primary Health Centre, Aganwadi , Schools and Panchyat Bhawan |

|  |  |  |
| --- | --- | --- |
| **Suggested Theme for poster**  | **Message to be developed on**  | **Proposed Date of celebration**  |
| Women’s Health | Ante natal care | 15th May- International Family Day |
| Family Planning  | Small Family  | 11th July – World Population Day |
| Child Health | Exclusive Breast feeding  | 1-7 Aug- World Breastfeeding Week |
| Adolescent Health | Menstrual hygiene  | 12 Aug – International Youth Day |
| Nutrition  | Nutrition for 0-6 year children  | 16th Oct- World Food Day |

**Tone**: Persuasive

**Language**: Hindi

**Terms and conditions**

(To be enclosed with technical bid)

1. The bidder must have PAN (Permanent Account Number) and registered with the Sales/Service Tax and the documents for the same is to be attached.
2. The bidder should have an annual minimum turnover of Rs. 10 Lacs per annum as average of last three financial years.
3. Bidders should provide brief profile of their similar work experience for the last three years along-with the client list.
4. The bidder should be able to work as per agreed terms and conditions mentioned herewith.
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 contractand can forfeit the security amount.
7. HLFPPT also reserve the right to carryout inspection/visit of the product/activity at any point of time during the period of contract.
8. **Documents required to release the payment:**
	* + Bill / Invoice mentioning Permanent Account Number of Income Tax.
		+ Documentary proof of the deliverables as per work order.
		+ The payment shall be made after delivery of material.
		+ Other details as required for the activities.
9. Selection of agencies would be done by the committee on the basis of Evaluation for Technical marks & Financial marks.
10. Agencies who qualify in Technical evaluation would be considered for opening of financial bids.
11. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.
12. Final Selection of the agencies would be done on the basis of total marks obtained in the Technical & Financial Evaluation.
13. The agencies not qualified in the technical evaluation by the committee will not be entertained for financial bid.
14. HLFPPT reserves the right for extending or curtailing any activity at any point of time (if required) as per requirement.
15. The agency needs to submit ‘Technical Bid’ & ‘Financial Bid’ separately in sealed envelopes by super scribing as ‘Technical Proposal for “**Arogya” CRAIN India Project ”**and ‘Financial Proposal for “**Arogya” , CRAIN India Project .**
16. Details of the RFP may be obtained from: HLFPPT, B-14A, 2nd Floor, Sector-62, Noida (U.P.)-201301 or may be downloaded from our website www.hlfppt.org (Tender Section). The interested agencies can submit their tender documents by registered post/courier/by hand at above address as per the terms and conditions in a sealed envelope. **The last date for submission of the tender is 14.04.2013.**
17. All the bid needs to reach by 06.00 PM on 14.04.2013 and addressed to:

**B. Padhy , National Manager- Finance**

**Hindustan Latex family Planning promotion Trust,**

B-14A, 2nd Floor, Sector 62,NOIDA (U.P.) -201301

**Ph. 0120-4673673,4231060/01/02**

1. Agencies would not be allowed to further subcontract, partial/full of the work will be assigned to them.
2. The rate quoted will be inclusive of all Taxes/Levies/Postal/Courier charges etc.
3. The rate quoted by the agency needs to valid for a period of one year from the date of financial bids.
4. 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.
5. Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
6. The RFP should send with capability statement with company profile & infrastructure suitable for implementing the applied activities.
7. 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.
8. The Agencies should also submit an undertaking (Annexure-3) duly signed & Stamped.
9. RFP received after the closing date will not be considered.

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.**

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

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**Technical Bid Format**

1. **Agencies are requested to send following documents in following format:**

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Company Profile** | **Submitted (Yes/No)** |
| **1.** | 1. Name of the Bidder
 |  |
| 1. full postal address
 |  |
| 1. full address of the premises
 |  |
| 1. telephone number
 |  |
| 1. email address
 |  |
|  | 1. Capability statement i.e existing network, number of year experience, No. of staff, turnover
 |  |
| **2.** | List of Clients (Recent list of last 1 year) with phone no |  |
|  **3.** | Prior working experience with NGO/Govt/corporate. Please furnish details |  |
|  **4.** | Prior working experience on Branding Excecise . Sample of the task (Previous work) attached ( at least 2 sample) |  |
|  **5.** | please submit following as per the given theme :At least 1 design sample of Arogya logoAt least 1 Design template of poster on theme no-3 exclusive breastfeeding   | This is must for technical evaluation  |
|  **7.** | Undertaking ( attached- Annuxure-3)  |  |

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. The rate quoted will be inclusive of all Taxes/Levies/Postal/Courier charges etc

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

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Agencies are requested to submit their financial bid in the below motioned format only:

|  |  |  |  |
| --- | --- | --- | --- |
| **Particulars**  | **Unit**  | **Unit cost (Rs.)** | **Total Amount (Rs.)** |
| Designing charges for logo | 1 |  |  |
| Designing charges for poster  | 5 |  |  |
| Taxes (if any) |  |  |  |
| Total charges  |  |

**Annexure -3**

**Undertaking from Vendors**

This has reference to the RFP published in the website of HLFPPT on………….… ….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.)