

# **RFP for Printing of IUCD Reference Manual for Medical Doctors and Nursing Personnel under IUCD Project, Uttar Pradesh**

**Admin Division - HLPPT  
Ref.: HLPPT/LKO/IUCD/2017**



**HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST**

(A trust promoted by HLL Lifecare Ltd.)

9/316, Vikas Nagar Lucknow 2260220

Ph.: 0522-4150000, Website: [www.hlppt.org](http://www.hlppt.org)

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## Request for Proposal (RFP)

### **1. RFP for printing of IUCD Reference Manual for Medical Doctors and Nursing Personnel for Uttar Pradesh under IUCD project**

**HLFPPT** is 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 19 States of India - Assam, Andhra Pradesh, Bihar, Chhattisgarh, Delhi, Gujarat, Haryana, Himachal Pradesh, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Odisha, Punjab, Rajasthan, Tamil Nadu, Uttar Pradesh, Uttarakhand and West Bengal.

Our more than 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 10 regional offices at Bhopal, Bangalore, Lucknow, Mumbai, Hyderabad, Raipur, Orissa, Trivandrum, Patna and Ranchi. Regional office in some the state is expected to open soon.

HLFPPT is implementing IUCD project with support from MOHFW in the state of Uttar Pradesh. **The RFP is for printing of IUCD Reference Manual for Medical Doctors and Nursing Personnel for Uttar Pradesh.** The material is required as per the following:

SN.	Item	Expected Quantity
1	IUCD Reference Manual for Medical Doctors and Nursing Personnel	5250

Hindustan Latex Family Planning Promotion Trust (HLFPPT) is interested to have competent, cost effective and resourceful vendors for printing of IUCD Reference Manual for Medical Doctors and Nursing Personnel for doctors and nurses as per terms and conditions mentioned and in attached annexure-I.

RFP for “**Printing of IUCD Reference Manual for Medical Doctors and Nursing Personnel for IUCD project Uttar Pradesh**” can either be downloaded from <http://www.hlppt.org> Tenders Application for RFP for printing or can obtained from the HLPPT Lucknow office. Vendors are advised to read the” Terms and Conditions carefully”. The Open soft copy of the material to be printed will be provided by HLPPT.

**Documents comprising the proposal:** The Proposal shall comprise the following components-

1. Terms and Conditions accepted and duly signed by the vendor
2. Vendor Selection Performa (Annexure-I) –duly filled with all supporting documents

3. Purchase Order / Work Order Details (Annexure-II) - duly filled with all supporting documents
4. Financial Bid for printing of Training & Communication material (Annexure-III) – duly filled and signed
5. Vendor's Undertaking (Annexure-IV) – duly filled and signed

**Last date for Receipt of Application: 3<sup>rd</sup> February 2017 before 5:00 pm and addressed to**

Finance Manager  
Hindustan Latex Family Planning Promotion Trust  
(A trust promoted by HLL Lifecare Ltd.)  
9/316, Vikas Nagar Lucknow-226022  
0522-4150000

## Terms and Conditions

- Vendors meeting the following mandatory / minimum qualifying criteria need only to apply for RFP.
  - a) The Vendor must be registered under Indian Company Act 1956 / Indian Partnership Act 1932 / Any relevant Indian Laws, whichever is applicable (Applicable for Indian Vendors only for supply of Goods and services)
  - b) The Vendor must have experience of similar type of work for at least three years.
  - c) The Vendor must have Sales Tax Registration No. / Service Tax Registration No. (Whichever is applicable?)/ Permanent Account No. (PAN)
  - d) The bidder should have an annual turnover of **Rs. 20 Lacs** as an average of past three years (proof of certificate turnover certified by CA should be attached with the technical bid).
- HLFPPPT reserves the right to cancel the application of any vendor for any of the following reasons:
  - a) if they/he found black-listed in any Govt. / Public Sector Organization.
  - b) if they/he found to have submitted false particulars / fake documents for securing enlistment. On provision of any false information or inaccurate or forged documents, the vendor will not be considered for this or any other RFP for a period of three years. Again, if such information comes to light after successful qualification and selection, HLFPPPT reserves the right to cancel the application / work-order.
  - c) If the vendor refuses to execute the job at his quoted rates, after finalizing order on him, he shall be debarred from quoting for any jobs for HLFPPPT for a period of 3 years.
- A vendor is not permitted to seek enlistment in more than one name, including proprietorship / partnership firms.
- HLFPPPT reserves the right to verify all statements/documents of the applicants and inspect applicant's establishment to evaluate their capacity to execute works.
- HLFPPPT reserves the exclusive right to reject any or all of the applications without assigning any reasons whatsoever. The opinion / decision of HLFPPPT regarding the same would be final and conclusive.
- **SELECTED VENDOR BY HLFPPPT IS NO GUARANTEE OF ANY FUTURE AWARD OF WORK OR INCLUSION ON A PARTICULAR TENDER LIST.**
- **Evaluation Methodology:** The evaluation of application of vendors will inter alia consist of past performance (previous experience, PO/WO copies), financial soundness, technical competence, organizational capability (qualified and experienced manpower etc).The applicant should submit documents in proof of satisfying the above pre-qualification criteria and answer questions in the Performa with such clarity that will ensure HLFPPPT will not misinterpret any of the responses.
- **Validity of Rates quoted:** The rates quoted in the RFP will be considered valid for a period of **one year**.
- **Submission of Proposal:** The Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL for printing of IUCD Reference Manual for Medical Doctors and Nursing Personnel IUCD Project Uttar Pradesh" as per attached annexure I, II and IV. Similarly, the Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL for printing of IUCD Reference Manual for Medical Doctors and Nursing Personnel IUCD Project Uttar Pradesh" as per attached annexure III. The envelopes containing the Technical Proposal, Financial

Proposal shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address clearly.

- **Penalty Clause:**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, HLFPPPT may consider termination of the contract/work order.
- In the event of award of contract, the bidder shall be able to complete the work within 20 days of award of contract/ work-order by HLFPPPT. If the work is not completed with-in specified timeline the penalty clause will be applicable as per the norms.
- The tender will be appraised by internal committee formed by HLFPPPT management.
- Selection of agencies would be done by the committee on the basis of Evaluation for Technical Proposal by 70 marks and Financial Proposal 30 marks.
- Financial Proposal will be opened to those agencies who will obtain 70% or more in Technical evaluation.
- Final selection of agencies would be done on the basis of total marks obtained in the technical and financial evaluation
- The dispatch of material should be on FOR basis at Lucknow Uttar Pradesh.
- The agencies would not be allowed to further subcontract, partial / full of the work assigned to them.
- The rates quoted should be inclusive of all taxes/ levies/ postal/ courier charges etc.
- **The work-order for materials may be issued for the entire task or in parts as decided by the organization.**
- The Agencies should also submit an undertaking (Annexure-IV) duly signed & Stamped.
- **Documents/ Material required releasing the payment:**
  - Bill / Invoice mentioning Permanent Account Number of Income Tax.
  - Copy of work order.
  - The payment shall be made after satisfactorily completion of work and delivery of material.
- **Payment terms**
  - The payment shall be made after 45 days of completion of work as per deliverables mentioned in the work order.
  - TDS will be deducted as per Income Tax Rules.
  - No advance will be released.
  - Payment will be released by local account payee cheque/NEFT/RTGS.

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.**

**For and on behalf of:**

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Company Seal:

(Authorized Signatory with company seal /Stamp)

**RFP for Printing of IUCD Reference Manual for Medical Doctors and Nursing Personnel for IUCD project Uttar Pradesh**

**COMPANY INFORMATION**

<b>S. No.</b>	<b>Particulars</b>	<b>Reply</b>	
1	Full Address of Registered Office / Corporate Office Telephone No.: Fax No.: Contact Person: Mobile No.: E-mail:		
2	Name of Local Representative (if applicable) Address Telephone / Telex / Fax No.: Fax No.: Mobile No.: E-mail:		
3	Year of Establishment OR Registration No. of the Company (Attachnotarized copy)		
4	Status Proprietary/Partnership limited company/Public Limited Company		
5	Names of the Partners/Directors		
6	Registration Nos. (whichever is applicable) – attach copy (1) PAN (2) Sales Tax Registration No. (Central / State) (3) Service Tax (4) TIN No.		
7	Details of empanelment with other Govt., Quasi Govt. Organizations. Please attach copies as per Annexure III.		
8	Whether the company is under litigation /arbitration cases during last 5 years; if yes furnish details		
9	Whether the company has been De listed / debarred / kept on holiday / blacklisted by any company in India and reasons thereof		
10	State the latest Income Tax Assessed year and the amount of tax assessed (copies of last 3 years, IT Returns, Balance sheets & Revenue A/C to be enclosed)		
11	Turnover for last Three years	<b>FY 2015-16</b>	
		<b>FY 2014-15</b>	
		<b>FY 2013-14</b>	

12	Are you agreeable to make deliveries to Lucknow office.		
13	Are you agreeable to abide strictly by the Terms and Conditions of the RFP and Contracts		
14	Any other information/Extra Ordinary Performance of your Establishment, you want to provide (Sample of Previous work to be attached. Samples should contain at least one flip book and Leaflet. Samples are one of the basis for evaluation and will not be returned).		
15	Sample of paper to be attached (One sample each of 300 gsm, 210gsm, 130 gsm)		

**For and on behalf of:**

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Company Seal:  
(Authorized Signatory with company seal /Stamp)



**RFP for Printing of IUCD Reference Manual for Medical Doctors and Nursing Personnel for IUCD project Uttar Pradesh**

**Purchase Order / Work Order Details**

Please enlist minimum of 3 major orders for each year.

Year	Name of the work	P.O. / W.O. reference	Value (Rs.)	Name and address of client (Enclose proof of successful execution of WO/PO)
15-16				
14-15				
13-14				

**For and on behalf of:**

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Company Seal:  
(Authorized Signatory with company seal /Stamp)

**A. Financial Bid for Printing of IUCD Reference Manual for Medical Doctors and Nursing Personnel for IUCD projectUttar Pradesh**

Sr. No.	Type of material	Pages	Dimensions	Grammage and Binding Specifications	Quantity to be printed	Cost per manual (inclusive of Taxes)	Total cost (inclusive of Taxes)
1	IUCD Reference Manual for Medical Officers and Nursing Personnel	187	A4	Cover-250 GSM imported matt Inside-130 GSM imported matt Binding: Center stitch	5250		

**Note:**

- Materials for printing will be provided by HLPPT in soft copy (open file).
- Vendor will show draft print sample before finally printing the materials.
- The payment shall be made after 45 days of completion of work as per deliverables mentioned in the work order.
- TDS will be deducted as per Income Tax Rules.
- No advance will be released.
- Payment will be released by account payee cheque / NEFT / RTGS.
- All the work should be delivered within 7 days of after giving work order.
- The material needs to be delivered at –9/316,Vikas Nagar,Lucknow

**For and on behalf of:**

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name &amp; Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Company Seal:  
(Authorized Signatory with company seal /Stamp)

**Undertaking from Vendors**

This has reference to the RFP for Printing of IUCD Reference Manual for Medical Doctors and Nursing Personnel for IUCD project for Uttar Pradesh published in the website of HLPPT on.....

In response to the RFP, we are submitting our technical bid and financial bid on..... at your office ..... In connection with the above bids, we hereby declare as under:-

1. 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.
2. 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.
3. 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 empanelment and recover the full value of the work order from us.
4. I/We agree that the decision of the Trust in selection of vendors will be final and binding on me/us.
5. All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.
6. I/We agree that I/We have no objection if inspection of my / our premises / workshop, shop etc. is done by the officials of the Trust.

**For and on behalf of:**

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Company Seal :( Authorized Signatory with company seal /Stamp)