

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST
B-14A, 2nd Floor, Sector 62, Noida (U.P.) -201307

HLFPPT/NOIDA/2016

17th October'2016

Request for quote-Designing & Printing of New Year Promotional Material

About HLPPT:

Hindustan Latex Family Planning Promotion Trust (a trust promoted by HLL Lifecare Ltd) is a leading organization in the development sector. Currently, HLPPT is implementing programmes across 18 states of India on HIV/AIDS, Reproductive & Child Health (RCH), and Social Marketing etc. HLPPT Plans to bring out promotional material for New Year -2017. The promotional materials will enhance our visibility in the social sector as a one of the leading organization. These materials will be distributed for better business relationship with partners and will act as a recall media for our organization.

Scope of work: Printing of New Year Promotional Material

Terms and conditions

(To be enclosed with technical bid)

1. The bidder should have an annual average turnover of Rs.15 lac during immediately preceding last three years. CA certificate or audited balance sheet of last three years should be enclosed with the technical bid.
2. The bidder must have PAN (Permanent Account Number) and registered with the VAT/Service Tax and the documents for the same is to be attached.
3. Bidders should provide brief profile of their similar work experience for the last three years along-with the photographs with the client list. Certificate/ documents evidencing past major supplies year wise for the last 3 years should be enclosed.
4. The RFP is for printing of New Years –Desktop Calendar, Planner and Greeting Cards of HLPPT.
5. The bidder should be able to work as per agreed terms and conditions mentioned herewith.
6. The bidder should have own printing press – Offset 4 color machine (minimum), CTP will be an added advantage.
7. The dispatch of material on FOR basis at NOIDA. In case of delay/ disruption in the execution of the activity, penalty will be levied.
8. The bid will be appraised by internal committee formed by HLPPT management.
9. 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.
10. Design, Artwork etc shall be provided by HLPPT on Award of Contract.
11. Final printing will be done only after verification of the sample copy by technical team of HLPPT.

Name & Signature of Authorised Signatory

Name & Seal of the Firm /Agency/Director

Address:

Telephone /Fax

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12. HLPPT also reserve the right to carryout inspection/visit of the product/activity at any point of time during the period of contract.
13. In case of delay on the part of HLPPT in providing approvals, the time of delivery will be extended by equal number of days.
14. Selection of agencies would be done by the committee on the basis of evaluation for technical 70 % marks & Financial 30% marks.
15. Agencies who will obtain 70 % marks or more in technical evaluation only would be considered for opening of financial bid.
16. **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.
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 requirement.
20. **The agencies need to submit 'Technical Bid' & 'Financial Bid' separately super scribing as 'Technical Proposal for "New Year Promotional Material Printing" and 'Financial Proposal for "New Year Promotional Material Printing"'.**
21. Details of the bid may be obtained from HLPPT, B-14A, 2nd Floor, Sector-62, Noida (U.P.)-201307 or may be downloaded from our website www.hlppt.org (Tender Section). The interested agencies can submit their bid 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 bid is dt. 27th October'16 at 5.00 PM.**
22. All the bid needs to reach by 05.00 PM on 27th October'16 and addressed to:

Manager- Finance
Hindustan Latex family Planning promotion Trust,
B-14A, 2nd Floor, Sector 62, NOIDA (U.P.) -201307
Ph. 0120-4673673, 4231060/01/02
23. Agencies would not be allowed to further subcontract, partial/full of the work will be assigned to them.
24. The rate quoted will be inclusive of all Taxes/Levies/Postal/Courier charges etc.

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25. The rate quoted by the agency needs to valid for a period of one year from the date of financial bids.
26. 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.
27. Financial bids of only those bidders, who qualify technically, will be opened & financial bids of technically unsuccessful bidders will be returned unopened.
28. **Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.**
29. The RFP should send with capability statement with company profile & infrastructure suitable for implementing the applied activities.
30. **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.**
31. The Agencies should also submit an undertaking (Annexure-1) duly signed & Stamped.
32. RFP received after the closing date will not be considered.
33. Payment will be made through local crossed cheque or NEFT/ RTGS only.
34. HLPPT reserves the right to cancel the contract at any points of time , in case of non compliance by the agencies w.r.t. terms and conditions of the RFP.
35. We agree and abide by all terms and conditions as mentioned above including the validity of the offer.
36. Delivery of the said items must be completed within 15 days after the date of purchase order.

Utmost confidentiality of the data provided shall be maintained.

STAMP OF THE AGENCY WITH SIGN OF THE PROPRIETOR/DIRECTOR/PARTNER

Name & Signature of Authorised Signatory

Name & Seal of the Firm /Agency/Director

Address:

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Annexure -1

Designing & Printing of New Years Promotional Materials

Technical Bid Format

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

Sl. No	Company Profile	Submitted (Yes/No)
1.	a) Name of the Bidder	
	b) full postal address	
	c) Website address	
	d) telephone number	
	e) email address	
	f) Capability statement i.e existing network, number of year experience, availability of key skills among staff and infrastructure available for printing of communication materials	
2.	List of Clients (Recent list of last 1 year)	
3.	Prior working experience with NGO/Govt/ Corporate. Please furnish details	
4.	Prior working experience on Designing & Printing of New Year Promotional Materials	
5.	Sample of similar kind of the task (Previous work) attached (at least 2 sample)	
6.	Undertaking (attached- Annuxure-3)	
7.	Financial Status-Turnover certificate /Audited financial statements immediately preceding last three years duly certified by Chattered Accountant. (Average turnover of Rs.15 Lacs in the last 3 years)	
8.	Having own printing press & Designer –Please furnish list of equipment available & Details of Designer.	
9.	PAN / Registration certificate with sales tax/ service tax	

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.

Name & Signature of Authorised Signatory

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Annexure -2

Designing & Printing of New Years Promotional Materials

Financial Bid Format:

Sl.No.	SPECIFICATIONS (FINANCIAL)	AGENCY'S RESPONSE (YES/NO)
1	Rates quoted will be inclusive of Designing & Printing with all taxes, duties, levies and other cost etc.	
2	TDS as applicable will be deducted as per IT rules	
3	Payment will be through local cheque. NEFT/RTGS	
4	Payment will be released after 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 the HLPPT shall be final and binding in this regard.	

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 as specified under the specification column.

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The specification of the Designing & Printing job is given in the table below:

Sl. No.	Items	Specifications	Qty	Unit cost (Rs.)*	Total Cost (Rs.)*
1	Desktop Calendar	Size: Leaf- 8.75" inch by 6.5" (w x h) Paper: 300GSM Matt finish Pages: 6 leaves (12 sides) + 1 (Cover leaf) Color: 4 +4 (front & back) Base stand-8.75" by 6.75"(w x h) (Hard Board-350 GSM Matt with white finish) Fabrication: Cut to size, Binding - Wiro (Wiro on 8.75 side top, white wire preferably).	2000		
2	Calendar Jacket/ Envelope	Size: 9" x 7"inch (w x h) Paper: 120 GSM Color: 4 + 0 Fabrication: Die cut and pasted.	2000		
3	Wall Planner	Paper- 300GSM Matt finish Size- 75 cm (Length) x 40 cm (Height) Paper: 300GSM Matt finish Color: 4 + 0	200		
4	Planner (Booklet)	Size: 16" inc x 9.75" inch (w x h) open size Color: 4 + 4 color (front & back) Pages: 2 leaves (4 sides) (cover and back)+ 16 leaves inside (32 sides) Paper: 350 GSM (cover & back page), 170gsm (insides pages) Fabrication: lamination, middle stapled.	1500		
5.	Greeting Card	Open size : A4 Closed size: A5 Paper: 350 GSM Color-4 + 4 (front & back) Fabrication- Single fold	2000		
6.	Envelope for Greeting Card	Size: As per the greeting card above with increased margin. Paper: 120 GSM Color: 4 + 0 Fabrication: Die cut and pasted.	2000		

- Rate quoted should be inclusive of designing, printing all taxes, duties, freight, packing, etc.
- Stock images for the calendar would be provided by us.
- Delivery of the above goods to be done at NOIDA office of HLFPPPT.

Name & Signature of Authorised Signatory

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Annexure -3

Undertaking from Vendors

This has reference to the RFP published in the website of HLPPT 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 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/Director

Address:

Telephone /Fax