HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

B-14A, 2nd Floor, Sector 62, Noida (U.P.) -201307

Date: 25 Oct.13

**Request for Proposal- Printing of New Year Diary**

**About HLFPPT:**

Hindustan Latex Family Planning Promotion Trust (a trust promoted by HLL life care ltd) is a leading organization in the development sector. Currently, HLFPPT is implementing programmes across 18 states of India on HIV/AIDS, Reproductive & Child Health (RCH), and Social Marketing etc. HLFPPT Plans to bring out promotional material for New Year -2013. 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 Diary**

**Terms and conditions**

(To be enclosed with technical bid)

1. The bidder should have an annual minimum turnover of Rs.25 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 Sales/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 –Diary.
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.
7. The dispatch of material on FOR basis at Delhi/NCR. 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 HLFFPT management.
9. 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.
10. Design, will be finalized by HLFPPT on Award of Contract.
11. Final printing will be done only after verification of the sample copy by technical team of HLFPPT.
12. HLFPPT 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 HLFPPT 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. The agencies not qualified in the technical evaluation by the committee will not be entertained for financial bid.
20. HLFPPT reserves the right for extending or curtailing any activity at any point of time (if required) as per requirement.
21. **The agency needs 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”.**

1. Details of the bid may be obtained from HLFPPT, B-14A, 2nd Floor, Sector-62, Noida (U.P.)-201307 or may be downloaded from our website www.hlfppt.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. 05.11.13 at 6.00 PM.**
2. All the bid needs to reach by 06.00 PM on 05.11.13 and addressed to:

**Biswanath Padhy, National Manager- Finance**

**Hindustan Latex family Planning promotion Trust,**

B-14A, 2nd Floor, Sector 62, NOIDA (U.P.) -201307

**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. Financial bids of only those bidders, who qualify technically, will be opened & financial bids of technically unsuccessful bidders will be returned unopened.
6. **Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.**
7. The RFP should send with capability statement with company profile & infrastructure suitable for implementing the applied activities.
8. **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.**
9. The Agencies should also submit an undertaking (Annexure-1) duly signed & Stamped.
10. RFP received after the closing date will not be considered.
11. Payment will be made through local crossed cheque or NEFT only.
12. HLFPPT 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.
13. 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.**

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

**HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST**

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# Printing of New Years Promotional Material

##### Technical Bid Format

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

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Company Profile** | **(Yes/No)** |
| **1.** | 1. Name of the Bidder |  |
| 1. full postal address |  |
| 1. Website address |  |
| 1. telephone number |  |
| 1. email address |  |
|  | 1. PAN (Permanent Account Number) and registered with the Sales/Service Tax and the documents for the same is to be attached. |  |
| **3.** | Prior working experience with NGO/Govt/ Corporate. Please furnish details |  |
| **5.** | Sample of similar kind of the task (Previous work) attached **( at least 2 sample)** | **Size –A4 Diary** |
| **6.** | Undertaking ( attached- Annuxure-1) |  |
| **7.** | Financial Status-Turnover certificate /Audited financial statements immediately preceding last three years duly certified by Chattered Accountant. |  |
| **8.** | Having own printing press –Please furnish list of equipment available |  |

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.

# HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

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##### Financial Bid Format:

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 explained to me by the project committee.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Items** | **Specifications** | **Qty** | **Unit cost of Printing**  **(Rs.)\*** |
| **1.** | Type 1 Diary | A-4 Size  Sunshine paper-60 GSM  Planner- Month cut  Sunday full page  With branding of HLFPPT | 1500 |  |
| **2** | Type-2 Diary with die cut | A-4 Size  Natural Paper-60 GSM  Folder series  Special pen  Special Box | 500 |  |
| **4** | Sub-total Rs. |  |  |  |
| **5** | Taxes if applicable |  |  |  |
| **6** | Total cost Rs. |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **SPECIFICATIONS (FINANCIAL)** | AGENCY’S RESPONSE (YES/NO) |
| 1 | Rates quoted will be inclusive of all taxes, duties, levies and other cost etc. |  |
| 2 | TDS as applicable will deduced as per IT rules |  |
| 3 | Payment will be through local cheque. NEFT/RTGS |  |
| 4 | Payment will be released after 45days after submission bill. |  |
| 5 | Penalty clauses will apply as per the company’s policy, as per terms of the work order: the decision of the HLFPPT shall be final and binding in this regard. |  |

**Annexure -1**

**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.)