

**REQUEST FOR PROPOSAL
FOR
DESIGNING AND PRINTING OF NEWSLETTER- SAMVAD**

Hindustan Latex Family Planning Promotion Trust (HLFPPT) is a leading development organization that aims to provide affordable, sustainable and impactful health solutions to help communities overcome health challenges. In order to showcase our achievements and to enhance our visibility and brand value, HLPPT publishes its organizational newsletter- **SAMVAD**. This newsletter is published at a quarterly frequency and is distributed internally amongst our staff, as well as to various government departments, international donors agencies and local partners.

Goals and Objectives of the Project:

The **goal** of the assignment is to design four issues of quarterly newsletter-SAMVAD and print 1200 copies of each issue. Hence we require the quotations for the designing and printing of SAMVAD. Last date of submission is **5 pm, 2nd July' 2015 (Thursday)**.

The specification of the assignment is given below:

Design: As per the inputs provided by HLPPT and design template of the magazine.

Printing Specifications as under:

Size : A4 (8.27" x 11.69") Closed size
Orientation : Portrait

Paper type:

Cover : 250 GSM Imported Art Paper
Inside : 170 GSM Imported Art Paper

Pages & Color : 2 Cover with 4+4 color printing
4 Inside with 4 + 4 color printing

Fabrication : Cut to size, folded and Saddle Stitched
Finishing : Matt Lamination on cover & Back.

Quantity: Designing 4 issues of SAMVAD (one per quarter) and printing approx.1200 copies per issue.

Note: The basic content (text for the newsletter) would be provided in word .doc format by HLPPT.

Name & Signature of Authorised Signatory
Name & Seal of the Firm/Agency
Address-
Tel/Fax-

Terms and conditions

(To be signed on each page and enclosed with technical bid)

1. The bidder must have average annual turnover of 10 lacs during immediately preceding last three years. CA certificate or audited Balance Sheet of last three years should be enclosed with the technical bid for proof of the same.
2. The bidder must have PAN (Permanent Account Number) and be registered with the Sales Tax /Value Added Tax and the documents for the same are to be provided.
3. Bidder should provide brief profile of their work experience for the last three years along with the samples of work done earlier with the client list.
4. This RFP is for Designing and Printing.
5. The Technical and Financial quotations will be appraised by internal committee formed by HLFPT management.
6. HLFPT shall without prejudice to its other remedies under the contract, deduct from the Contract Price, as Liquidated Damages a sum equivalent to 2.5% per day of the price of agreed unperformed services 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, HLFPT may consider termination of the contract.
7. In case of delay on the part of HLFPT in providing the approvals, the time of delivery will be extended by equal number of days.
8. Selection of agencies would be done by the committee on the basis of Evaluation for Technical 70% marks & Financial 30% marks.
9. Agencies who will obtain 70% marks or more in Technical evaluation only would be considered for opening of financial bids.
10. **Technical Evaluation of the agencies would be done on the following basis.**
 - a. Past Experience in undertaking the applied tender activities.
 - b. Sample of similar work done in the past. (Photographs of the same should be provided)
 - c. List of Clientele
 - d. Company Profile
 - e. Turn over financial status
 - f. Any other criteria decided by the committee.
11. The agencies not qualified in the technical evaluation by the committee will not be entertained for financial bid.
12. HLFPT reserves the right for extending or curtailing any activity at any point of time (if required) as per programme requirement.
13. Management reserves the right to award the work to more than one agency as per requirement.
14. Management reserves the right to issue multiple work order from time to time to the selected agencies (as per requirement).

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15. The agency needs to submit the filled 'Technical Bid' & 'Financial Bid' separately in sealed envelopes by superscribing as 'Technical Proposal for SAMVAD Design and Printing' and 'Financial Proposal for SAMVAD Design and Printing'.
16. The bid needs to reach by **5:00 p.m. on 2nd July 2015 and addressed to:**
 - Manager Finance**
 - Hindustan Latex family Planning promotion Trust**
 - B-14 A , Second Floor, Sector 62, Noida Pin- 201307 (U.P.)**
17. Agencies would not be allowed to further subcontract, partial/full of the work will be assigned to them.
18. The rate quoted will be for Noida and inclusive of all Taxes/Levies/Postal/Courier charges etc.
19. The rate quoted by the agency needs to be valid for a period of one year from the date of financial bids.
20. 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.
21. Financial bids of only those bidders, who qualify technically, will be opened & financial bids of technically unsuccessful bidders will be returned unopened.
22. Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
23. The RFP should be sent with Capability Statement, Company Profile & Relevant Expertise for implementing the applied activities.
24. 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 in and signed by the concerned authority and stamped on all pages indicating their unqualified acceptance.
25. The Agencies should also submit an undertaking (Annexure-1) duly signed and stamped.
26. Payment will be made within 30 days of submission of bills after satisfactory completion of work by the agency.
27. Payment will be made through local crossed cheque or NEFT only.
28. HLPPT reserves the right to cancel the contract at any point of time, in case of non-compliance by the agencies with respect to terms and conditions of the RFP.
29. 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-

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TECHNICAL BIDDING FORMAT

Sno	Company Profile	Submitted (Yes/No)
1	a) Name of the Bidder	
	b) Full postal address	
	c) Website , if any	
	d) Telephone number	
	e) Email address	
2	List of Clients and Phone no.	
	1)	
	2)	
	3)	
3	Prior working experience in designing and printing newsletter of similar documents	
4	Sample of the task (Previous work) enclosed (at least samples of newsletters etc. designed and printed should be enclosed)	
5	Undertaking (See Annuxure-1)	
6	Service Tax & PAN Number (Photocopy)	
7	Turnover certificate/Audited financial statements immediately preceding last three years duly certified by Chartered Accountant.	
8	Terms & Conditions duly signed	
9	Agencies should have own set-up for printing	
10	Agencies should not further sub-contract, partial/full of the work will be assigned to them.	

List of documents to be attached with Technical Bids:

- Company profile with prior working experience in designing and printing newsletter of similar documents and list of clientele.
- Sample of similar task done
- Sample of paper quality to be used
- List of equipment available of Own Printing Press
- Undertaking
- Copy of Service Tax, VAT and PAN number.
- Turnover certificate / audited financial statements of last 3 years during immediately preceding last three years duly certified by Chartered Accountants.
- Terms & Conditions duly signed

Name & Signature of Authorised Signatory

Name & Seal of the Firm/Agency

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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.

Sno	SPECIFICATIONS (FINANCIAL)	AGENCY'S RESPONSE (Yes/No)
1	Rates quoted will be inclusive of designing, printing , all taxes, duties, levies and other cost, if any etc.	
2	TDS as applicable will deducted as per IT rules	
3	Payment will be through local cheque./NEFT	
4	Payment will be released within 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 HLPPT shall be final and binding in this regard.	

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Financial Bid Format-

Particulars	Cost for designing & printing of <u>2 cover Page -250 GSM imported Art Paper (4+ 4 Color Printing)</u> (Rs.)	Cost for designing & printing of <u>per inside page - 170 GSM Imported Art Paper (4+ 4 Color Printing)</u> (Rs.)
<p>Cost of Designing of 4 issues of the quarterly newsletter- SAMVAD (One issue = 6 pages) inclusive of cover page. Paper size: Indian A4 Size A4(8.27''x11.69'')Closed size Orientation: Portrait</p> <p>Paper type: Cover- 250 GSM Imported Art Paper Inside - 170 GSM Imported Art Paper</p> <p>Approx. Pages & Color: 6 pages - 2 Cover with 4+4 color printing 4 Inside with 4 + 4 color printing</p> <p>Fabrication: Cut to size, folded and Saddle Stitched Finishing: Matt Lamination on cover & Back. Printing mode: CTP Printing</p> <p>Approx. Quantity- 1200 per issue Total no of issues per year- 4 issues (i.e. 4800 copies per year)</p> <p>Delivery - at Noida</p>	<p>Rs. ----- for designing & printing of 2 cover Page- 250 GSM imported Art Paper (4+ 4 Color Printing)</p>	<p>Rs. -----per inside page 170 GSM Imported Art Paper (4+ 4 Color Printing) inclusive of designing & Printing</p>
Tax, if any		
Other Charges (If any) (Rs.)		
<p>Total Amount (Net) Rs,</p> <p>(inclusive of Designing , Printing and delivery at Noida)</p>		

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Annexure-1

UNDERTAKING FROM VENDORS.

This has reference to the RFP emailed to us. In response to the RFP, we have submitted our technical and 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 undertake 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.)

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