

**Tender Notice for Folk Media – Street Play – PPTCT (IAPSI) Project-Odisha**

IFB No. HLPPT/ PPTCT/ ODISHA/ JUNE/16-17

Dated: 1<sup>st</sup> July 2016

Hindustan Latex Family Planning Promotion Trust is a trust promoted by HLL Lifecare Ltd; A Government of India Enterprise invites bids for the following.

1. Street Play activity – PPTCT (IAPSI) project in 11 districts of Odisha

**For Tender details, please visit our site [www.hlppt.org/tender.html](http://www.hlppt.org/tender.html)**

**Last Date & Time of accepting of Bid                      11<sup>th</sup> July 2016 till 5:00 pm a**

**Sealed Bid need to be addressed to :**

**Finance Manager**

**Hindustan Latex Family Planning Promotion Trust,**

**B-14A, 2<sup>nd</sup> Floor, Sector 62, Noida,**

**Uttar Pradesh-201307**

**Telephone Nos.: 0120- 4673600, 4231060/1/2**

**Name & Signature of Authorised Signatory**

**Name & Seal of the Firm/ Agency**

**Address:**

**Telephone/ Fax**

## HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

HLFPPT\PPTCT \ODISHA\2016-17

Date: 01/07/2016

### Request for Proposal

#### **Scope of work: Street Play**

HLFPPT is implementing Improved Access to PPTCT public sector Services (IAPSI) in 11 districts of Odisha to ensure 100 percent HIV screening of pregnant women from October' 2015. Street Play is one of the important activities for creating mass awareness on HIV/AIDS and PPTCT related messages to communicate at large level to create long term impact. For our IAPSI project in all 11 Districts of Odisha total 220 street plays will be performed.

**Location: 11 Districts of ODISHA**

#### **Terms and conditions**

(To be enclosed with technical bid)

1. The bidders shall furnish an Earnest Money Deposit (EMD) of Rs 25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft in favour of "Hindustan Latex Family Planning Promotion Trust", payable at Noida. EMD should be attached with technical bid.
  - a. Non-payment of EMD will make the bidders liable for disqualifications.
  - b. The bidders cannot withdraw after bidding; the EMD will be forfeited if bidder denies entering into agreement for Street Play.
  - c. EMD of unsuccessful bidders will be returned within the period of 45 days after the award of contract without any interest.
  - d. EMD will be returned to the awarded party on receipt of the performance security deposit.
2. The bidder must have an average annual turnover of Rs.15 Lac during immediately preceding last three years. The audited financial statements along with turnover certificate of last 3 years duly certified by Chartered Accountant should be provided along with the technical bid.
3. The applying firm must have PAN (Permanent Account Number) and registered with the VAT/CST/Service Tax, etc. and the documents for the same is to be attached.
4. Bidders should provide brief profile of their work experience for the last three years along with the evidences of work (i.e. Work Order/Agreement) done earlier with the client list. Certificate/ documents evidencing past work for the last 3 years should be enclosed.

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5. Execution/implementation plan will be provided by HLPPT at the beginning of the work. In case of delay/ disruption of the activity implementation/execution the penalty will be levied.
6. HLPPT reserves the right to accept /reject/ select one or more agency and to annul the bidding process any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.
7. The tender will be appraised by internal committee formed by HLPPT management.
8. 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. Once the maximum is reached, HLPPT may consider termination of the contract.
9. In case of delay on the part of HLPPT in providing the approvals the time of service delivery will be extended by equal number of days.
10. Script, route plan etc shall be provided by HLPPT on Award of Contract.
11. **Documents required to release the payment:**
  - a. Bill / Invoice mentioning Permanent Account Number and Service Tax Registration No.
  - b. Documentary proof of the deliverables as per work order.
  - c. Any other detail as required for the said job, as mentioned in the work order.
12. Selection of agencies would be done by the committee on the basis of Evaluation for Technical 70% marks & Financial 30% marks.
13. Agencies who will obtain 70% marks or more in Technical evaluation would be considered for opening of financial bids.
14. Technical Evaluation of the agencies would be done on the following basis-
  - i. Past Experience with HLPPT / Govt. Agency / NGO / Development Sector with supporting documents like copy of work order or performance certificate from the client.
  - ii. Past experience in undertaking the applied tender activities.
  - iii. List of clientele.
  - iv. Company Profile & infrastructure suitable for implementing the applied activities.
  - v. Turn over Financial Status
  - vi. Earnest Money Deposit (EMD)
  - vii. The Agencies should also submit an undertaking (Annexure-3) duly signed & Stamped
  - viii. Any other criteria as decided by the committee members.
15. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.
16. Final Selection of the agencies would be done on the basis of total marks obtained in the Technical & Financial Evaluation.
17. HLPPT reserves the right for extending or curtailing any activity at any point of time (if required) as per programme requirement.
18. Management Reserves the Right to award the work to more than one Agency as per requirement.

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19. Management reserves the right to issue multiple work order from time to time for any activity to the selected agencies (as per requirement).
20. HLPPT management reserves the right to change (*increase or reduce*) the quantity as per its sole discretion and requirement.
21. The agency needs to submit 'Technical Bid' & 'Financial Bid' separately in sealed envelopes by super scribing as 'Technical Proposal for \_\_\_\_\_ (Activity Name) and 'Financial Proposal for \_\_\_\_\_ (Activity Name).
22. Bids received after the specified date and time for receipt of bids should not be considered.
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/other charges etc.
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. Management reserves the right to award the work to more than one agency (on the basis of quality consideration/experience of the agency)
27. Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
28. The RFP should be sent with capability statement with company profile & infrastructure suitable for implementing the applied activities.
29. 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.
30. The Agencies should also submit an undertaking (Annexure-3) duly signed & Stamped.

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.**

**Name & Signature of Authorised Signatory**  
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HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

Street Play

Annexure- 1: Technical Bid Format

	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE
1	A)The Folk Team will carry unit comprising: One Dhol/ Dafli 2 Mega Phone 2 Mikes Extra Batteries (for non interruption)	
2	Street Play will undertake following activities- <ul style="list-style-type: none"><li>• Pre- Performance Publicity through announcements in surrounding areas/villages for approx 1 hour.</li><li>• Number of Folk Performances Per Day –2 Performances .</li><li>• The duration of one street play Show would be 45 Min apart from of 1 hour pre performance publicity.</li></ul>	
3	The Folk troupe will be manned by a crew of 4 trained Folk Artists including 1 (one) female artist.	
4	The folk troupe of 3 members would be approved by HLPPT after seeing the Demo.	
3	Agency would be ready to work in either / a mix of selected, Semi Urban and rural area.	
4	The agency will have to follow the tour cycle as agreed upon, any deviation from it would not be entertained	
5	Agency would submit the script to HLPPT for approval	

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6	Artists would wear proper costumes dresses as suggested by HLPPT for effective impact of programme	
7	Agency will provide minimum two photographs of each show	
8	Agency must display the Banner mentioning the date and Place and the team members would be required to carry the same for the activity.	
9	Penalty clause would be incorporated if the team does not reach at the scheduled spot/specified time or does not perform for designated no. of hrs	
10	Past experience of the agency in the work of advertisement/Media Implementation would be given preference. Please give details	
11	Details of the major clients.(annexure may be attached)	
12	Management reserves the right to award the work to more than one agency (on the basis of quality consideration/experience of the agency) in addition to rates parameters.	
13	Constitution of the agency whether Proprietor ship/Partnership/Company. Give details of Proprietor/ Partner/Directors.	
14	For how many years the agency is engaged in similar line of activities.	
15	Name of firms engaged in similar line of activity wherein party/ proprietor/partner/ Director are having business interest	

**For detailing asked information in the above format, the same may be annexed / provided in additional sheets.**

**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. If applying for more than one activity then the form for each activity must be submitted separately.**

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HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

**Street Play**

**Annexure-2: 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.

	<b>SPECIFICATIONS (FINANCIAL)</b>	<b>AGENCY'S RESPONSE</b>
1	Cost for per street play show (Duration 2 hrs)  Rates quoted will be inclusive of all travel and accommodation charges of the street play team, and taxes, duties, levies and other cost etc	
2	TDS as applicable will deduced as per IT rules	
3	Payment will be through account payee cheque/ NEFT/ RTGS.	
4	Certified bills will be submitted for completion of work	
5	Payment will be released within 15 days after submission of complete bill along with 2 photographs of each performance.	
6	Penalty clauses will apply as per the company's policy, as per terms of the work order: the decision of the HLPPT/Project Management shall be final and binding in this regard.	

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- 3. The form must be submitted on or before due date and time.**
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## Activity- Street Play (Nukkad Natak)

### Cost Implications

<b>Costing for Folk Media- Street Play activity</b>			
<b>Sno</b>	<b>Particulars</b>	<b>Detail</b>	<b>Rate /per Show</b>
1	Folk Troup	4 Artists ( including ONE female Artist)	Rs. ----- per Show ( cost including transportation/lodging/fooding etc
2	Equipment	One Dhol/Dafli Two Mega Phone Two mikes Battery support extra for non interruption	
3	No of Shows-	2 Shows per day	
4	Photographs	2 Coloured photographs of each show in CD & Hardcopy along with Bills	Rs. -----Per photo
5	Banner	Flex Banner Four colour printing Size- 6 x 3 (Artwork would be provided by us)	Rs. -----per banner

Total 220 in 11 districts of Odisha, 20 Nukad Natak/Street Plays in each district.

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List of districts are hereunder-

S. No	Name of the District
1	Cuttack
2	Jajpur
3	Jagatsinghpur
4	Puri
5	Keonjhar
6	Kalahandi
7	Naupada
8	Malkangiri
9	Rayagada
10	Nawarangpur
11	Boudg

**Note-**

- The above mentioned quantity is indicative quantity and it may be increased / decreased as per our requirement and such information will be informed to the agency while ordering.
- Each team must have minimum 4 members including one female member.
- Each performance is of 2 hours.
- Cost of performances should include all kind of cost including printing of banners and transportation cost of the team members along with all the taxes.
- Envelop should mention Quotation for **“Street Play of PPTCT services under AHANA Project-Odisha”**

It is requested to quote your lowest rates for the same in prescribed time limit.

**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.)

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