

**REQUEST FOR PROPOSAL  
FOR  
MIS software Application**

Hindustan Latex Family Planning Promotion Trust (HLFPPT) is a national not-for-profit health services organisation, working on the entire spectrum of RMNCH+A (Reproductive, Maternal, Newborn, Child & Adolescent Healthcare), HIV Prevention & Control and Primary Healthcare.

HLFPPT is promoted by HLL Lifecare Ltd (a Mini Ratna PSU under the Ministry of Health & Family Welfare, GoI). It was founded in 1992 and is registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955.

HLFPPT invites sealed proposals for **“MIS software Application” for health care programmes**

Detailed Specification is enclosed in Technical Bid Format as Annexure-1

The sealed bids for the above will be received in the office of the Hindustan Latex Family Planning Promotion Trust, B-14/ A, 2<sup>nd</sup> Floor, Sector 62, Noida, Uttar Pradesh-201 307 Telephone Nos.: 0120-4673600

Last Date & Time of accepting of Bid: 10<sup>th</sup> July 2017 till 6.00 pm  
Address for submission of bid: Manager - Administration  
Hindustan Latex Family Planning Promotion Trust (HLFPPT)  
B-14A, II Floor, Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh - 201307  
Ph. 0120 - 4673673

**For any queries please contact:**

Mr. Alok Singh (Mobile: 98114 68324)

Note: All Pages of this RFP document should be signed and stamped by the bidder

**Name & Signature of Authorised  
Signatory  
Name & Seal of the Firm/ Agency  
Address:**

**Request for Proposal  
for  
MIS software Application  
Terms and conditions**  
(To be enclosed with technical bid)

1. The agency can be an individual/HUF/Association of Persons (AOP)/Society/Trust/Partnership firm/company incorporated under the laws of India. The required documents related to constitution/ incorporation of entity like partnership deed/trust deed/society by laws/memorandum and articles of association along with registration certificate of the entity should be enclosed.
2. The agency should have an average annual turnover of Rs.10 lakhs in the last three financial years to be able to qualify for bidding.
3. Proof of certificate for turnover is required to be submitted with the technical bid (CA certificate or a copy of the Audited Balance Sheet, Profit & Loss account of immediately last preceding three years).
4. The bidder must have PAN (Permanent Account Number) and registered with the VAT/CST Tax, etc. and the documents for the same is to be attached.
5. The agency shall bear all costs associated with the preparation and submission of bid.
6. No agency shall be entitled to submit more than one bid whether jointly or separately. If one does so, all bids wherein the agency has participated shall stand disqualified.
7. Bidders should provide brief profile of their experience for the last three years along with the evidences of similar orders executed earlier along with the client list. Certificate/ documents evidencing past supplies for up to last 3 years should be enclosed.
8. Time line will be provided by HLPPT at the beginning of the Work Order. In case of delay/ disruption of the activity implementation/execution, penalty will be levied.
9. 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.

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10. The tender will be appraised by internal committee formed by HLPPT management.
11. 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/good supply 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.
12. 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.
13. **Documents required releasing the payment:**
  - a. Bill / Invoice mentioning Permanent Account Number and VAT/ CST Registration No.
  - b. Documentary proof of the deliverables as per work order.
  - c. Any other detail as required by the activity, as mentioned in the work order.
14. Technical Evaluation of the agencies would be done on the following basis-
  - i. Past Experience with Govt. Agency / NGO / Development Sector with supporting documents like copy of work order or performance certificate from the client.
  - ii. Past experience in undertaking similar activities.
  - iii. List of clientele.
  - iv. Capability statement along-with Company Profile for supplying the applied products.
  - v. Turn over certificate (Financial Status).
  - VI. Any other criteria as decided by committee members.
15. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.
16. Financial quotation of only technically qualified agencies will be opened and the financial quotation of technically disqualified agencies will be kept sealed.
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 order to more than one Agency.
19. Management reserves the right to issue multiple work order from time to time for any activity to the selected agencies (as per requirement).

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20. The agency needs to submit 'Technical Bid' & 'Financial Bid' separately in sealed envelopes by super scribing as "**Technical Proposal for MIS software Application**" and "**Financial Proposal for MIS software Application**". **Both these envelopes should be enclosed in a Master Envelope by super scribing "Proposal for MIS software Application"**.
21. Bids received after the specified date and time for receipt of bids would not be considered.
22. Agencies would not be allowed to further subcontract, partial/full of the work order assigned to them.
23. The rate quoted will be inclusive of all **Taxes and other charges etc.**
24. The rate quoted by the agency needs to valid for a period of 1 year from the date of financial bids.
25. HLFPPPT 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 order to more than one agency (on the basis of quality consideration/experience of the agency) in addition to rates parameters.
26. Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
27. The RFP should be sent with Capability statement along-with Company Profile for supplying the applied product.
28. 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.
29. The Agencies should also submit an undertaking (Annexure-3) duly signed & Stamped.
30. Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.
31. The final price will remain valid for minimum 1 year from the award of the contract.

**32. All the bids need to be submitted by 6.00 pm on July 10, 2017**

Manager - Administration

Hindustan Latex Family Planning Promotion Trust (HLFPPT)

B-14A, II Floor, Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh - 201307

Ph. 0120 - 4231060/61/62

We agree and abide by all terms and conditions as mentioned above including the validity of the offer

**Name & Signature of Authorised  
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## Scope of Work

HLFPPT needs to develop MIS application for real time data management solution for their project operation in various states of India. One of the main activities is to collect the real time data of provider's medical consultation, medicines, screening & diagnostics, outreach and referral services besides fixed asset management and fleet management. This note describe the usage of Laptops/ desktop /tabs as medium for collecting the real time information and keep updated the information and technical aspect of the development of the MIS application and cost of development the system.

### Modules:- Format will provided by HLPPT

- Module 1: Patient registration management
- Module 2: Asset Management
- Module 3: Fleet Management
- Module 4: Drugs & Supplies Management
- Module 5: Laboratory Test Management
- Module 6: Dashboard

**Further, the application should be compatible and dynamic for incorporating any future developments such as Biometric-based attendance management, shooting thematic messages to clients using mobile/internet-based SMS.**

### Synchronization

Synchronization Module	Synchronization	Since the client machines (i.e. each machine) may also work in an offline mode, a two way synchronization from the client application to the central application will be provided. The synchronization shall be done as per the procedures / intervals defined by the department.
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### A. TECHNICAL DESCRIPTIONS:-

MIS Application Software will work as a Project Management Tool. It will be a key Project Management Tool which will work towards ensuring efficiency, transparency and accountability for the project. All information related to the project operations will be captured, stored and available for analysis in form of dashboards. The Application will be used for purpose of overall project operations being managed at block level and the same would be accessible to HLPPT and its donors. Access user rights of MIS Application Software should be made available to HLPPT and any other authority, as may be advised by HLPPT.

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## **Reports and Analysis**

The Software should support to extract various reports that enable decision making with objective to improve the effectiveness of services.

Some of the required reports are:

- Patient Registration & Patient Record
- Patient Referral
- Asset Management, Drugs & Supplies
- Daily SMS report through SMS on mobile numbers
- Monthly Report
- Village/Habitation/Garden wise data
- Patient category wise data
- Gender wise & age wise report
- Disease wise report
- Patient wise lab test conducted report
- Patient wise medicine dispensing report
- Vehicle / Fleet Management
- Details of vehicles/equipment's etc. along with their functional status.
- Provision to increase various reports as desired by HLPPT and its donors
- Dashboards

## **Compliances**

Further, the application software should also comply the following:

- Data to be stored at any data Centre which shall be placed anywhere in India and shall be registered in the name of HLPPT, so that HLPPT shall own the data.

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- After expiry of contract period the agency shall pass 'Knowledge Transfer' i.e. data, password etc. to HLFPPPT administrator to facilitate the medical treatment continuously.
- Agency shall provide dashboard facility to the user so that the user, can access the system, track the performance and generate the requisite report etc. from the supplied system accordingly to the need.
- Vendor shall impart training to the user at HLFPPPT for operation of the system.

The agency is expected to perform the following activities as a part of development, deployment, roll out & maintenance of the application:

1. Detailed Design of Application Software Architecture
2. Software Application Development and Rollout
3. Deployment and commissioning of hosting infrastructure for the application
4. Training and handholding of HLFPPPT staff

#### **Application Architecture:**

The agency shall develop a detailed MIS Software Application Architecture to meet the requirements specified in this document. The activities in this area shall include:

- i. Business Architecture - Development of Business Architecture will comprise of Business Process Mapping and detailing of system requirements based on inputs provided by HLFPPPT.
- ii. Application Architecture - Development of Application architecture which will meet the functional and non-functional requirements as been specified by HLFPPPT.
- iii. Data Architecture - Development of Data Model Definition and Master Data Management Requirements. The agency will have to study the data capture formats and identify before developing the software:
  - o Fields which are redundant
  - o Fields which is best managed in the form of Master Data
- iv. Technology Architecture - Technology Architecture will cover the requirements related to the server, storage, network and security.
- v. Load Estimation: Indicative load estimation is provided below -
  - o 15,000 patients per day
  - o 800 plus staff

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## **Architectural Principal**

Architectural Principles: It is important that the agency takes into account certain architectural principles while designing the solution, some of which are:

1. Technology Independence: Applications should preferably be independent of specific technology choices and therefore shall be able to operate on a variety of technology platforms and shall not be dependent on specific hardware, operating systems software or platform.
2. Service Oriented Architecture: Service Oriented Architecture should be the preferred architecture for software implementation to help future integration and addition of new systems.
3. Ease of Use: The underlying technology needs to be transparent to users. By having ease of use principle, training can be kept to a minimum thereby aiding IT change management and the risk of using a system improperly can be minimized.
4. Interoperability: The ability to have applications and computers from different sources and platforms work seamlessly together on and across networks is the key to sharing resources and reduction in long-term development costs for HLPPT.
5. N-Tier model: N-Tier model with application user interface, logic, data, and their associated processing in separate layers from each other in logical manner would be preferred model.
6. Extensibility and scalability: Applications needs to evolve to support new business requirements and make use of new technologies beyond the scope of RFP. Application shall provide interfaces and service to integrate harmoniously with other applications
7. Integration Needs: The system should be capable to integrate with other systems that Department may procure / implement in future. Information exchange with other government systems in future should be seamlessly possible.

## **Software Application Development, testing and its rollout**

1. The agency shall perform software application development and testing in line with CMMI Level 3 standards for development as per CMMI Version 1.3 to meet the requirements specified by HLPPT.
2. The agency shall coordinate for conducting User Acceptance Testing (UAT) with a sample of 15-20 users selected among the HLPPT staff and partners as suggested by HLPPT. The feedback collected from UAT shall be prioritized and incorporated suitably into the application software prior to the rollout.
3. The agency shall be responsible for setting up the development and testing environments at the entire project level.
4. The agency is required to conduct detailed requirements gathering and arrive at the specifics of the data fields to be captured, the reports to be generated in the system, and the third party integration required as part of development of the Software Requirements Specifications document. The same, once approved by the HLPPT, shall form the basis of all data reporting and monitoring and evaluation activities envisaged as part of the application program.

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5. As part of the roll out, the agency shall be responsible for consolidating and porting into the application any Master Data or Existing Data that is required for the effective functioning of the application.
6. The agency shall plan for releases of software systematically and ensure the rollout should happen in timely manner. It is suggested to perform releases after due field testing in a block, stabilize the version and then release to all HLFPPPT facilities simultaneously.

### **Sizing, Provisioning, Deployment and Commissioning of Hosting infrastructure for the Software Application**

1. The agency shall be responsible for sizing of the infrastructure required for hosting the MIS Software Application in line with the service levels expected.
2. The agency shall be responsible for advising and deployment of the infrastructure as required.
3. The agency shall need to host the solution in a co-located data centre or cloud such that data resides only in servers located in India. The detailed technical requirements for Data Privacy are provided in the document and the same need to be complied with.

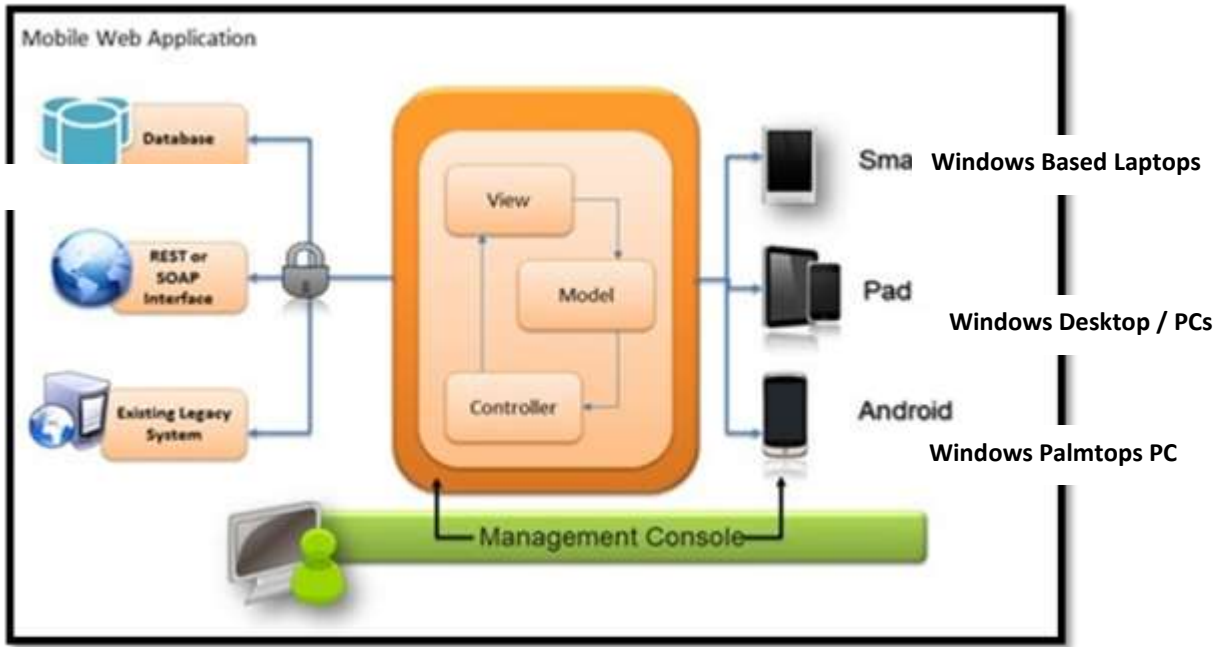
### **Training and handholding of all concerned staff**

1. Training and handholding of all concerned staff is an important responsibility of the MIS application development agency in this project.
2. The agency is responsible for adopting the appropriate training and handholding approach to ensure that the healthcare operations objectives are achieved.
3. The agency shall be responsible for developing the training and capacity building strategy best suited for the conditions prevailing in the operational territories
4. Training content with respect to MIS Software Application shall be developed and delivered in English
5. The agency shall be responsible for providing hard bound training material hand-outs to each designated staff with adequate amount of graphics/images and easy readability to support learning;

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**B. WORKFLOW APPLICATIONS :-**

The proposed workflow applications of Laptop based on open source technologies. It will be deployed on the Windows based PCs or laptop. Each Technical Officer will have different logins to access this app for security purpose. This APP can be operating offline as no internet connection required for connectivity. All the information will be recorded in the system on daily basis. Once internet connectivity is available then all the information will be pushed to the web server for reporting and reviewing by the state and its head office.

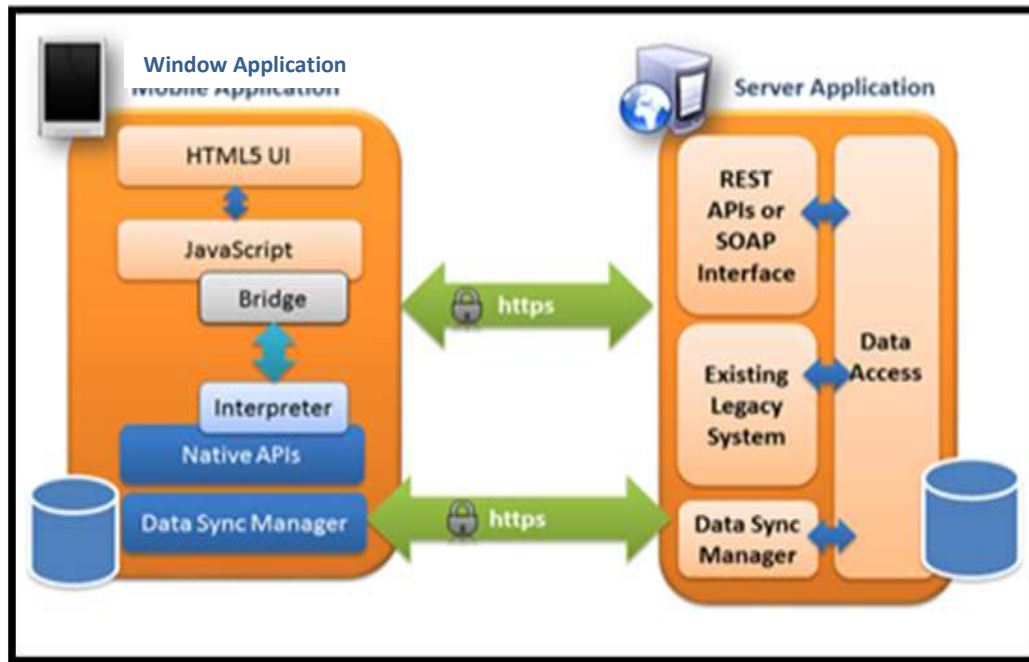


Each component (Registration / Treatment) will be accessed with single user interface thru APP on PCs or mobiles. Information will be saved and can be retrieved back for modification any time before pushing it to the web server.

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### C. DATA SYNCH FROM APP:-

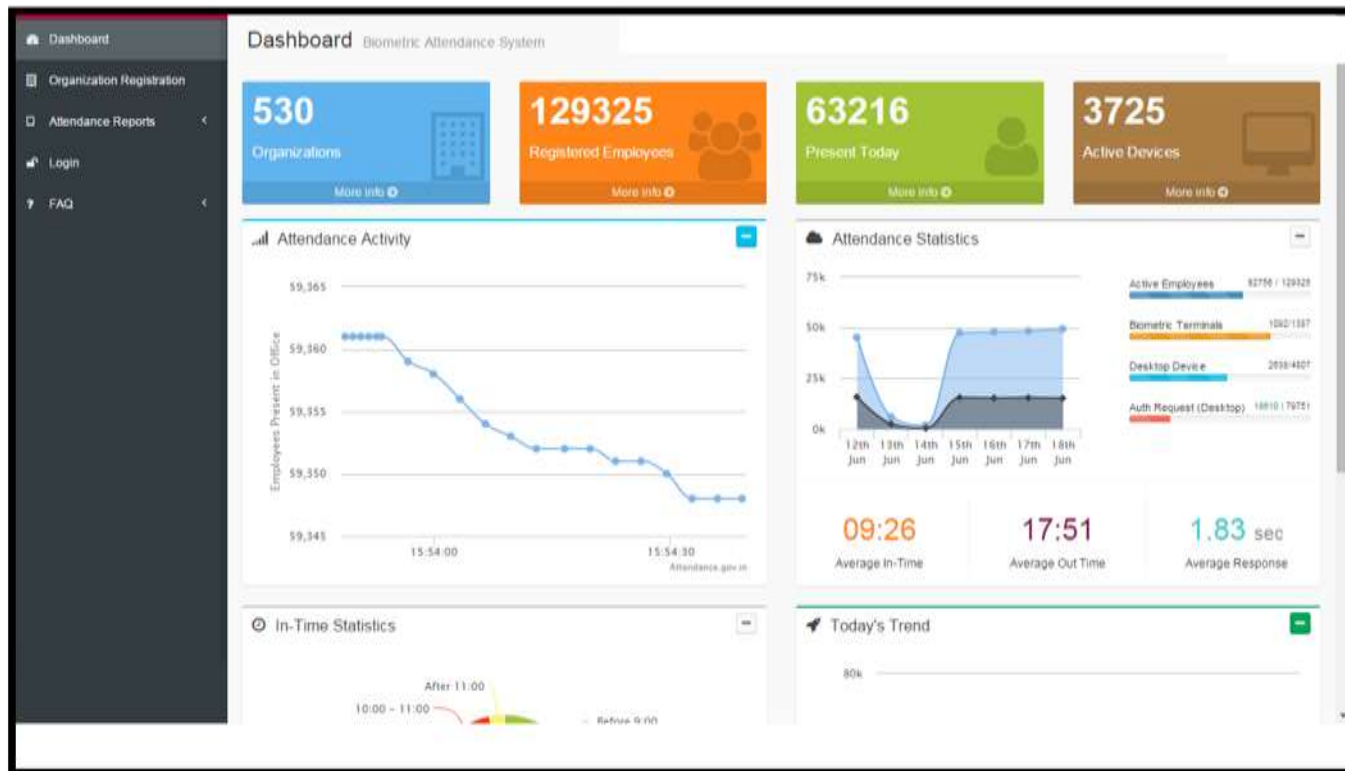
On completion of each entries these information can be Sync with erased or not to erased option to the web server. Consistent internet connection is required for offloading this information on to database web server. Once this information is pushed a log will be reflected to show the numbers of records hit on to the server. All information is marked with a success tag successfully sync. If internet connections disconnected during the Sync process it will restart from the point where it last gets disconnected associate with last success tag.



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#### D. DASHBOARD FOR DATA ANALYSIS:-

An online management module will be provided as web browser-based for reviewing the analysis and will aim to drill down the information of number of suspect's registers from the field's level each day. It will be hosted on the web server provided by HLPFPT. All the staff of HLPFPT can log on to this web-site and use the reports and analysis for their work monitoring.

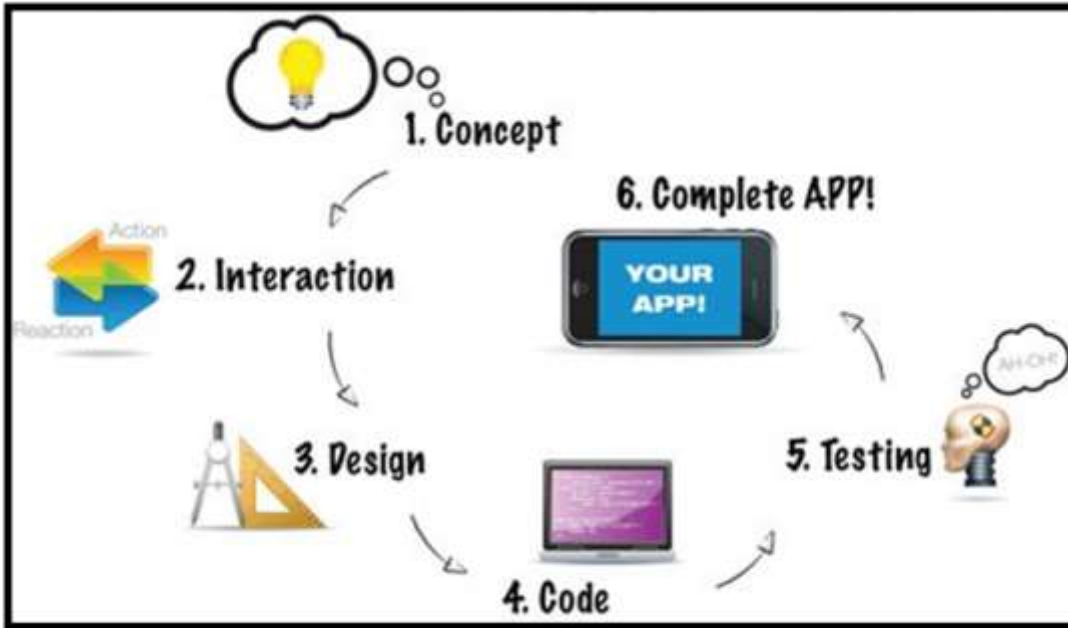


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## E. CONSTRUCTION PROCESS :-

This is the phase of programming and development of the project encapsulating the following activities:

- The coding will be done to cover front-end, business logic, back-end, query wizard etc.
- Application will be tested at various levels for any errors in the transaction of data, Validations, checks at front-end, user interface design, performance etc. as detailed in the design phase.



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**F. DEVELOPMENT PLATFORM AND TECHNOLOGY TOOLS :-**

Following are the tools going to be used in developing all the modu

**Front End Tools Specification:-**

- 1.1 Microsoft Visual Studio .Net 2012  
C# or Visual Basic as primary front end languages



**Web Based Interface Specification:-**

- 1.2 Programming Language : Php Ver 5.3.5



**Data storage Specification:-**

- 1.3 Database Tool : MySql Lite / Postgres SQL Ver 9.1+



**Web Server Specification:-**

- 1.4 Web Server : Apache Ver 2.2.17 (In Case CentOS)



Java script, HTML5, and CSS and other required coding languages will also be used during the development process. The full solution can be hosted on the either on Ubuntu or CentOS or Windows 2003 server as per client specifications.

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**G. SOFTWARE DEVELOPMENT PLAN AND TIMELINE:-**

**AGENCY** will complete the task within 60 working days from the date of approval of the assignment and receipt of work order and final matter and information as indicated in the below section.

<b>Descriptions</b>	<b>1<sup>st</sup> Week</b>	<b>3<sup>rd</sup> Week</b>	<b>5<sup>th</sup> Week</b>	<b>7<sup>th</sup> Week</b>	<b>9<sup>th</sup> Week</b>	<b>10<sup>th</sup> Week</b>	<b>11<sup>th</sup> Week</b>
1. Database Design	✓						
2. Design App Framework	✓						
3. Coding App Forms with checks		✓					
4. Prototype for HLPPT Approval		✓					
5. Accept Changes and Includes		✓					
6. Release Final APP Framework		✓					
7. Data Sync Module with Log			✓				
8. Design Web Based Dashboard				✓	✓	✓	
9. Accepts HLPPT Suggestions						✓	
10. Final Release of Product							✓
11. User Manual & Documentation							✓

**Name & Signature of Authorised Signatory**  
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#### H. TRAINING AND OTHER TECHNICAL SUPPORTS:

- Agency will provide training to Technical Team of HLPPT at corporate office in Noida.
- **Travelling outstation other than Delhi State:** Budget for out station visit, boarding and lodging, air and road travel and local travel will be based on actual expenses incurred during the visit.
- **HLPPT** will reimburse all the actual expense incurred during the outstation visit by any of agency professional or the consultant on submission of documentary proof along with of the final bills.

#### I. Deliverables

##### Deliverables and other points included in the costing

S.No.	SPECIFICATION (TECHNICAL)	AGENCY'S RESPONSE (AGREE/ DISAGREE)
1.	The cost mentioned in the Financial proposal includes support and maintenance for three months from the date of final handover. This includes any small modification and /or module enhancements during the maintenance period. This also includes any user level support that may be required at the time of implementation. All updates for Laptop/Desktop/Tab/Mobile application will be supported for one year for all the Laptop/Desktop/Tabs/Mobile that will be used during the implantation.	
3.	The report formats shared by HLPPT will form the basis for analysis modules. Agency will provide services for incorporating any changes in the software modules during the course of this contract.	
4.	The Online Web Based Module will cover ... Direct Report generation based on indicators identified (Tabular as well as graphical reports)	
5.	Agency will provide free of cost maintenance for 3 months from date of contract for any application issues related to windows or web based modules. During the maintenance period major new development and structural changes will be out of scope of work and will have a separate cost implications.	

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S.No.	SPECIFICATION (TECHNICAL)	AGENCY'S RESPONSE (AGREE/ DISAGREE)
6.	Supply to be done according to the quantities, specifications, quality, schedule and locations approved by HLPPT	
7.	The receipt of products to be submitted as proof along with invoice.	
8.	The agency is capable and agrees to complete the work within specified time as agreed upon otherwise penalty clause will be invoked.	
9.	Past experience of the agency in similar work would be given preference. Please give details or provide list of clients to whom similar work have been done.	
10.	Management reserves the right to award the work order to more than one agency (on the basis of quality consideration/experience of the agency) in addition to rates parameters.	
11.	Constitution of the agency whether Proprietor ship/Partnership/Company. Give details of Proprietor/ Partner/Directors.	
12.	For how many years the agency is engaged in similar line of activities.	
13.	Registration certificate with VAT need to be submitted along with the technical quotation.	
14.	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.	
15.	Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.	
16.	The final price will remain valid for minimum 1 year from the award of the contract.	
17.	The agency shall provide the standard technical support warranty of 1 year after completion of work.	

**Please Note:-**

1. RFP Form must be completed in all respects; incomplete forms are liable to be rejected.
2. The RFP form must be duly signed and sealed.
3. The RFP form must be submitted on or before due date and time.

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## Checklist of Documents to be Included

S.No.	Item	Whether included - Yes/No
1.	Signed Copy of this Request For Proposal document (along with name & seal of the firm/agency) included	
2.	In case of partnership firm and Limited Company, certified copy of partnership deed/ Articles of Association and Memorandum of Association along with registration certificate of the company shall have to be enclosed	
3.	Copy of PAN Card included	
4.	Copy of Registration number with Sales Tax/Service Tax Authorities, (if any) included	
5.	CA certificate or audited profit and loss account of last 3 years [Fy 13-14, 14-15, 15-16] has been included with the Technical bid (Annexure 2).	
6.	Copy of Work Orders in support of similar or relevant experience has been enclosed	
7.	Copy of Client List has been enclosed	
8.	Envelope 'A' containing the Technical Bid (Annexure A1, A2 and A3 ) has been enclosed	
9.	Envelope 'B' containing the Financial Bid (Annexure B) has been enclosed	
10.	Both - Enveloped A and Envelope B have been enclosed in another big envelope superscripted Proposal "for <b>MIS Software Application</b> "	

**Name & Signature of Authorised Signatory**  
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**1. Annexure A- Format for Receiving the Technical Bid**

**Envelope - A**

**(To be submitted in a separate envelope duly labelled Envelope - A "Technical Bid")**

Technical Bid - Technical Bid shall comprise the following documents

<b>Sl. No.</b>	<b>Particular</b>	<b>Details to be submitted</b>
1	Bidder details	Annexure A -1
2	Annual Turnover	Annexure A- 2
3	Declaration Form	Annexure A-3

*Note: Technical Bid should be duly page numbered, otherwise will not be considered.*

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**Bidder Details: Technical Format 1**  
**(To be submitted in Envelope A duly labelled "Technical Proposal")**  
**Ref: RFP No: HLPPT/MIS Software Application/2017-18**

<b>1</b>	Name of Organization/Individual/ Proprietary Firm/Entity of Organization (Registered under Partnership Act)/Limited Company (Registered under the Companies Act-1956)	<i>In case of partnership firm and limited company certified copy of partnership deed/ Articles of Association and Memorandum of Association along with registration certificate of the company shall have to be enclosed.</i>
<b>2</b>	PAN	No. _____ (Copy enclosed)
<b>3</b>	Sales Tax No/Service Tax No (if any)	Registration No. _____ Valid till date _____ (Copy enclosed)
<b>4</b>	Address for Communication	

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5	Telephone Number with STD Code	
6	Mobile Number	
7	E-mail Address for all communications	
8	Whether similar job work undertaken in the past; if so please attach details along with documentary evidences and photographs of the same.	
8.1	No. of MIS/Similar software developed and maintained within last 3 years (if any)	
8.2	Name of the clients with address (if applicable)	
8.3	Attach copies of work orders received from the above mentioned clients:	
9	Total Annual Turnover (value in Rs.) for the FY 13-14, 14-15, 15-16 (attach three years Audited Profit & Loss statement or CA certificate):	

We are hereby submitting our proposal after understanding completely the technical specifications and other terms and conditions of the RFP.

**Signature of Bidder with Seal**

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

**Name & Signature of Authorised  
Signatory  
Name & Seal of the Firm/ Agency  
Address:**  
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**Bidder's Annual Turnover Statement: Technical Format 2  
(To be contained in Envelope A)**

**Ref: RFP No: HLPPT/MIS Software Application/2017-18**

**ON THE LETTER HEAD OF CA FIRM**

**CERTIFICATE OF ANNUAL TURNOVER**

We/I certify that the below mentioned year-wise turnover of M/s .....  
.....are true and correct based on the books of accounts and other documents maintained by  
M/s .....for the below mentioned years.

<b>Sr. No.</b>	<b>Financial Year</b>	<b>Turn Over Amount (in Lakhs)*</b>
1.	2015-16	
2.	2014-15	
3.	2013-14	
	Total	Rs _____ Lakhs

**Signature of Auditor/ Chartered Accountant**

**Name:**

**Membership No.**

**Firm Regn. No.**

**Name & Signature of Authorised  
Signatory**

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

**Address:**  
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**Bidder Declaration: Technical Format 3  
(To be contained in Envelope A)**

**Annexure A - 3**

Undertaking from the Bidder

In response to the RFP No: HLPPT/MIS Software Application/2017-18, we have submitted our technical & financial bids for “**MIS Software Application**” at your office Hindustan Latex Family Planning Promotion Trust (HLPPT) B-14 A, 2<sup>nd</sup> Floor, Sector-62, Noida-201307, Uttar Pradesh. 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 Work Order and recover the full value of the Work Order from us.

**Signature of Bidder of with Seal**

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

**Name & Signature of Authorised  
Signatory  
Name & Seal of the Firm/ Agency  
Address:**  
\_\_\_\_\_

**2. Annexure B - Format for Receiving the Financial Bid**

**Annexure - B**

**Financial Bid**

**Ref:** *RFP No: HLPPT/MIS Software Application/2017-18*

**(To be submitted in a separate envelope duly labelled Envelope B "Financial Bid")**

**NAME OF WORK: "MIS Software Application"**

I/We hereby bid for the execution of the above work within the time specified at the rate and amount stated by us in the Financial Bid – Annexure B in all respects and in accordance with the specifications and instructions in writing and in all respects in accordance with such conditions so far as applicable. I/We have visited the area of work and am/ are fully aware of scope of work and all the conditions likely to affect carrying out the work. I/We have fully acquainted myself/ourselves about the conditions in regard to accessibility of site, nature and the extent of road and working conditions, including movement of vehicle required for the satisfactory execution of contract.

Should this bid be accepted, I/We hereby agree to abide by and fulfil all the terms and provisions of the said conditions of contract.

**Signature of Bidder of with Seal**

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

**Name & Signature of Authorised  
Signatory  
Name & Seal of the Firm/ Agency  
Address:**  
\_\_\_\_\_



**Financial Format**

**(To be contained in Envelope B)**

**Ref: RFP No: HLPPT/MIS Software Application/2017-18**

<b>S no</b>	<b>SPECIFICATIONS (FINANCIAL)</b>	<b>AGENCY'S REPOSE</b> <b>(Agreed /Disagreed)</b>
1.	Rates will be inclusive of all taxes duties & levies, etc	
2.	TDS as applicable will deduced as per Income Tax Act, 1961	
3.	Payment will be made through cheque / NEFT/ RTGS.	
4.	Penalty clauses will apply as per organization's policy and as per terms of the work order. The decision of the HLPPT Management shall be final and binding in this regard.	

**Name & Signature of Authorised  
Signatory  
Name & Seal of the Firm/ Agency  
Address:**

I am submitting below my lowest quotation for the above after understanding completely the technical specifications and other terms and conditions relating to time frame, quality as spelled out in the Bid document.

S.No.	Description	Rate (Rs)	Tax (if any)	Total (Rs.) (inclusive of all taxes)
1.	Professional charges for development of windows based "MIS software Application"(Ref: Complete Scope of Work given in RFP No: HLPPT/MIS Software Application/2017-18) and sync APIs for data uploading on the web server with hosting space provided by the HLPPT.			

Important Note-

- Supply to be done according to the, specifications, quality, schedule approved by HLPPT
- The rates quoted shall be valid for 45 days from issue of work order.
- Cost of item should include with taxes.
- Envelop should mention Proposal for "MIS software Application"

Name & Signature of Authorised  
Signatory  
Name & Seal of the Firm/ Agency  
Address:  
\_\_\_\_\_