

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

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HLFPPT/MGHN-UP/PRINTING/2017-18

Date: 12.07.2017

To,

Request for Proposal

Scope of work: Printing of hospital stationery for Merrygold Hospitals.

HLFPPT is implementing Merrygold Health Network for reduction of Maternal Mortality Ratio in Uttar Pradesh. Printing is one of the important areas for creating brands image in hospital environment. We require Printing of stationery for our Merrygold Hospitals in Uttar Pradesh.

Location: Districts of Uttar Pradesh.

Terms and conditions

(To be enclosed with technical bid)

1. The bidder must have an average annual turnover of Rs. 7 Lac per annum immediately preceding last three year. The audited financial statements or turnover certificate of last 3 years duly certified by Chartered Accountant should be provided along with the technical bid.
2. The bidder must have PAN (Permanent Account Number) and registered with the GSTIN, etc. and the documents for the same is to be attached.
3. Bidders should provide brief profile of their work experience for the last three years along with the evidences of similar work done earlier with the client list. Certificate/ documents evidencing past work for the last 3 years should be enclosed.
4. Printing 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.
5. 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.
6. The tender will be appraised by internal committee formed by HLPPT management.
7. 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 and can forfeit the security amount.

Name & Signature of Authorised Signatory

Name & Seal of the Firm/ Agency

Address:

Telephone/ Fax

8. In case of delay on the part of HLPPT in providing the approvals/design to print, the time of service delivery will be extended by equal number of days.
9. Design, Artwork etc shall be provided by HLPPT on Award of Contract.
10. **Documents required to release the payment:**
 - a. Bill / Invoice mentioning Permanent Account Number and GSTIN 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.
11. Selection of agencies would be done by the committee on the basis of Evaluation for Technical 70% marks & Financial 30% marks.
12. Agencies who will obtain 70% marks or more in Technical evaluation would be considered for opening of financial bids.
13. 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 similar activities.
 - iii. List of clientele.
 - iv. Capability statement along-with Company Profile & infrastructure suitable for implementing the applied activities.
 - v. Turn over certificate (Financial Status).
 - vi. The bidder having own printing press preferred (Yes/No/), if, yes, provide list of equipment available.
14. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.
15. Final Selection of the agencies would be done on the basis of total marks obtained in the Technical & Financial Evaluation.
16. HLPPT reserves the right for extending or curtailing any activity at any point of time (if required) as per programme requirement.
17. Management Reserves the Right to award the work to more than one Agency as per requirement.
18. Management reserves the right to issue multiple work order from time to time for any activity to the selected agencies (as per requirement).
19. HLPPT management reserves the right to change (*increase or reduce*) the numbers/units as per its sole discretion and requirement.
20. The agency needs to submit **'Technical Bid' & 'Financial Bid' separately in sealed envelopes by super scribing as "Technical Proposal for Printing of Hospital Stationery for Merrygold Health Network" and "Financial Proposal for Printing of Hospital Stationery for Merrygold Health Network"**.
21. Bids received after the specified date and time for receipt of bids should not be considered.
22. Agencies would not be allowed to further subcontract, partial/full of the work will be assigned to them.
23. **Delivery will be at our Lucknow Office, Uttar Pradesh.** Complete address will be provided in work order.
24. **The rate quoted will be inclusive of all Taxes / Levies / Freight / Packing / 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.

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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) in addition to rates parameters.
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.

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Printing of Hospital Stationery

Annexure- 1: Technical Bid Format

Location: Uttar Pradesh

	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE
1	Printing to be done according to the graphical design / artwork provided.	
2	There should be no deviation in lettering or colour scheme than the approved format.	
3	Approved size of the printing or other sizes as agreed mutually.	
4	Printing will be made as per the specifications provided by HLPPT.	
5	The receipt of materials to be submitted as proof along with the receipt.	
6	The work has to execute within the specified time as agreed upon otherwise penalty clause will be invoked.	
7	Whether agency is geared up to complete the work within specified time please give details of infrastructure available	
8	Past experience of the agency in the work of Printing/advertisement in Andhra Pradesh would be given preference. Please give details	
9	Details of the major clients, please provide details	

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10	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.	
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 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	Enclose the sample of papers in proof of GSM as asked in the technical bid	

Please Note:-

- 1. Form must be completed 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.**

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HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

Printing of Hospital Stationery

Annexure-2: Financial Bid Format

I am 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 spelled out in the Bid document.

Sr. No	SPECIFICATIONS (FINANCIAL)	AGENCY'S RESPONSE
1	Agency will quote the rates as per following- <ul style="list-style-type: none">• Printing cost• Delivery charge FOR at Lucknow• Packing cost if any	
2	The rates quoted will be inclusive of all taxes/ Levies/ Octroies/packing/freight/ etc.	
3	TDS as applicable will be deduced as per I.T. rules.	
4	Payment shall be made after completion of the job & delivery of materials.	
5	The payment will be done through Local Cheque / NEFT/ RTGS.	
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.	

Please Note:-

- 1. Form must be completed 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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Hospital Stationery

Details/ Specifications	Basic (Rs.)	Tax (Rs.)	Total (Rs.)
<u>Prescription Pad</u> 100 gsm executive bond with four colour printing			
<u>Discharge Card</u> Size 9"x11", 4 Colour Printing both side 90 gsm paper			
<u>Admission form</u> Size 9"x11", 16 pages single colour + four pages four colour printed on 90 gsm maphlito			
<u>ANC Card</u> Size 11x18, 4colour printing both side.. 90 gsm paper			
<u>OPD Card</u> Size 11x18, 4colour printing both side.. 90 gsm paper			
<u>Service output Register</u> Size 13x9.5, single colour printing both side 200 pages in one register,			
<u>Hand Bills</u> 8.5"x5.25", single colour printing, 58 gsm paper			
<u>Delivery Booking Scheme Pad</u> Size 9"x11" 100 sheets maphlito paper single colour Printing perforation and counter numbering			
<u>Client Registration Format on Hausla Sajhedari</u> Size 8.25x10.25,100x2,60 GSM Paper, Black & White			
<u>Cash Scroll Register</u> Size 11x18 , single colour printing 100 pages pad			
<u>Out Patient Bill cum Receipt</u> 9"x5", 50x3 sheets, Single Colour Printing			
<u>IPD Receipt</u> 9"x5", 50x3 sheets, Single Colour Printing			
<u>Pharmacy Indent Form</u> 9"x5", 50x3 sheets, Single Colour Printing			
<u>Cash Payment Voucher</u> 9"x5", 50x3 sheets, Single Colour Printing			

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Details/ Specifications	Basic (Rs.)	Tax (Rs.)	Total (Rs.)
Lab Investigation 8.5"x5.25" single colour printing on 90 gsm maphlito			
Referral Slip Pad 7.2"x9", 60 gsm paper, four colour printing, numbering perforation, 4 colour printing both side			

Important Note-

- Printing will be done as per approved art work given by us.
- The rates quoted shall be valid for 1 year from issue of work order.
- Cost of material should include all kind of printed related processing & transportation and other charges along with taxes.
- Envelop should mention Quotation for **Printing of Hospital Stationery for Merrygold Hospital"**

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

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Annexure -3

Undertaking from Vendors.

This has reference to the RFP published in website of HLPPT on 25/07/2017. 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
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Telephone/ Fax