

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

**Request for Proposal for Wall Paintings for Improved Access to PPTCT Public sector
Services in India-(IAPSI)-BIHAR**

HLFPPT/AHANA/IAPSI/BHR/2017-18

Dated: 12th June 2017

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

1. Wall Paintings of IAPSI project in 22 districts of Bihar.

For Tender details, please visit our site www.hlfppt.org/tender.html

The sealed bids for the above will be received at Hindustan Latex Family Planning Promotion Trust, B-14/A, Sector 62, Noida, Uttar Pradesh-201307 Telephone Nos.: 0120-4673600, 4231060/1/2

Last Date & Time of accepting of Bid : 19th June till 5.00 pm

Date & Time of opening of Technical Bid : 20th June at 3.00 pm

Date & Time of opening of Financial Bid will be intimated later to Technically qualified agencies

**Venue of opening of bid : Hindustan Latex Family Planning Promotion Trust,
B-14/ A, 2nd Floor, Sector 62, Noida-201307, Uttar Pradesh.
Telephone Nos.: 0120-4673600, 4231060/1/2**

Bid need to be addressed to :

**Finance Manager
Hindustan Latex Family Planning Promotion Trust,
B-14/A, Sector 62, Noida,
Uttar Pradesh-201307
Telephone Nos.: 0120- 4673600, 4231060/1/2**

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

HLFPPT/AHANA/IAPSI/BHR/2017-18

12-06-17

Request for Proposal

Scope of work: Wall Painting of IAPSI project- Bihar.

HLFPPT is implementing Improved Access to PPTCT public sector Services (IAPSI) in 33 districts of Bihar to ensure 100 percent HIV screening of pregnant women from October' 2015. Wall Painting 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. We required brand development of our IAPSI project in 22 Districts of Bihar.

Location: 33 Districts of Bihar

**Terms and conditions
(To be enclosed with Technical Bid)**

1. The applying firm must have PAN (Permanent Account Number) and the documents for the same is to be attached.
2. Bidders should provide brief profile of their work experience for the last years along with the evidences of work done earlier. Documents evidencing past work for the last years should be enclosed.
3. Execution/implementation plan will be provided by HLPFPT at the beginning of the work. In case of delay/ disruption of the activity implementation/execution the penalty will be levied.
4. HLPFPT 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.
5. The tender will be appraised by internal committee formed by HLPFPT management.
6. The bidder may quote rate for one district or more than one districts/cluster of districts.
7. HLPFPT 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, HLPFPT may consider termination of the contract and can forfeit the security amount.
8. In case of delay on the part of HLPFPT in providing the approvals the time of service delivery will be extended by equal number of days.
9. Design, Artwork etc shall be provided by HLPFPT on Award of Contract.
10. **Documents required to release the payment:**
 - a. Bill / Invoice mentioning Permanent Account Number.
 - 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 / photographs from the client.
 - ii. List of clientele.
 - iii. Company Profile & infrastructure suitable for implementing the applied activities.
 - iv. Any other criteria as decided by the committee members.
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. Management also reserves the right to issue works order to an agency for one district or more than one districts/ cluster of districts.
20. Management reserves the right to increase the number of districts at any point of time.
21. HLPPT management reserves the right to change (*increase or reduce*) the numbers/units as per its sole discretion and requirement.
22. 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).
23. Bids received after the specified date and time for receipt of bids should not be considered.
24. Agencies would not be allowed to further subcontract, partial/full of the work will be assigned to them.
25. The rate quoted will be inclusive of all Taxes/Rentals/Municipal Charges/Wall Charges/Levies/other charges etc. Nothing will be borne by HLPPT all the things should be on agency.
26. The rate quoted by the agency needs to valid for a period of one year from the date of financial bids.
27. 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.
28. Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
29. The RFP should be sent with capability statement with company profile & infrastructure suitable for implementing the applied activities.
30. 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.
31. 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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Wall Painting

Annexure- 1: Technical Bid Format

Location (Bihar): Urban/ Semi Urban/ Tehsil/ Block-PHCs

S.No.	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE
1	Portrait painting of the pack shot	
2	Asian Paints/Nerolac/Berger/J&N to be used according to reference color codes provided	
3	Wall Painting to be done according to the graphical design provided.	
4	The traces of painting done previously on the wall should be removed completely	
5	There should be no deviation in lettering or colour scheme than the approved format.	
6	Approved size of the Wall Painting or other sizes as agreed mutually.	
7	The painting site/village will be as per list provided by HLPPT.	
8	Installation documents to be submitted as proof at our Bihar office	
9	Two Photographs (with Auto date camera) out of which One photo will be with close up with the date, Painting No. & PHCs name with block name visible in the photograph and other focusing on the content with PHC MO/any other staff of facility of the site will be submitted along with bill.	
10	Photographs will be submitted properly arranged in one album. Details of sites and location, size of wall painting etc.	
11	Average size of wall painting 6ft x5ft per location, or any other dimension as directed.	
12	HLPPT/Project shall not be responsible for any painting done at the sites not approved by its executive In such case payment shall not be made.	
13	The work has to execute within the specified time as agreed upon otherwise penalty clause will be invoked.	

14	Whether agency is geared up to complete the work within specified time please give details of infrastructure available	
15	Past experience of the agency in the work of Rural advertisement/Media Implementation in Bihar would be given preference. Please give details	
16	Details of the major clients.	
17	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.	
18	Constitution of the agency whether Proprietor ship/Partnership/Company. Give details of Proprietor/ Partner/Directors.	
19	For how many years the agency is engaged in similar line of activities.	
20	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.	
21	Name of firms engaged in similar line of activity wherein party/ proprietor/partner/ Director are having business interest	
22	Agency should be able to complete the assigned work within 45 days from the date of issuing the work order	

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.**

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

Wall Painting

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.

	SPECIFICATIONS (FINANCIAL)	AGENCY'S RESPONSE
1	Agency will quote the rates as per following- <ul style="list-style-type: none">• Services Delivery at different destinations in Bihar.	
2	The rates quoted will be inclusive of all Taxes/Rentals/Municipal Charges/Wall Charges/Levies/other charges.	
3	TDS as applicable will be deducted as per I.T. rules.	
4	Payment shall be made after completion of the job.	
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 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.**

Activity- Wall Painting

Size of wall painting: -6ft x 5ft each

S. No	Name of the District	Indicative quantity per District (No.)	Rates per sq. ft. (Rs.) Inclusive Taxes
1	Kaimur	35	
2	Rohtash	51	
3	Gaya	24	
4	Buxer	41	
5	Bhojpur	50	
6	Arwal	20	
7	Nalanda	60	
8	Nawada	42	
9	Shekhpura	18	
10	Saran	50	
11	Siwan	50	
12	Gopalganj	25	
13	Saharsa	20	
14	Sapaul	20	
15	Madhepura	20	
16	Dharbhanga	25	
17	Madhubani	30	
18	Banka	42	
19	Purnia	45	
20	Araria	30	
21	Bhagalpur	51	
22	East Champaran	28	
	Total	777	

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.
- Wall Painting will be done as per approved art work given by HLPPT.
- The rates quoted shall be valid for 1 year.
- Each wall painting is of 6ft*5ft
- Size of wall Painting may vary and in pieces as per requirement
- Cost of painting should include all kind of painting related processing & transportation along with all the taxes.
- Envelop should mention Quotation for “**Wall Painting of PPTCT services under AHANA Project**”

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

Annexure -3

Undertaking from Vendors

This has reference to the EOI / RFP published on the website of HLPPT on 08/06/2017. 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.)