**Request for Proposal for Designing & Printing of Promotional Material-SM**

HLFPPT/SM/NOIDA Dated: Jan 4th , 2018

Hindustan Latex Family Planning Promotion Trust (HLFPPT) has been implementing social marketing programme in various states of India.

In this regard we are inviting sealed proposals for **Designing & Printing of Promotional Materials**

Detailed List of Items to be designed and quantities to be printed and delivered is enclosed in Technical Bid FormatasAnnexure-1

**The sealed bids for the above will be received in the office of the Hindustan Latex Family Planning Promotion Trust,B-14/A,Sector62,Noida,UttarPradesh-201 307 Telephone Nos.: 0120-4673600,4231060/1/2**

**Last Date & Time of accepting of Bid: 20th January 2017 till 4.00pm**

**Address for submission of bid**: Team Leader –Administration & Commercial

Hindustan Latex Family Planning Promotion Trust (HLFPPT)

B-14A, II Floor, Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh -201307Ph.0120– 4231060/61/62

**Terms and conditions**

(To be enclosed with technical bid)

1. Theagencycanbeanindividual/HUF/AssociationofPersons(AOP)/Society/Trust/Partnershipfirm/companyincorporatedunderthelawsofIndia.Therequireddocumentsrelatedtoconstitution/incorporationofentitylikepartnershipdeed/trustdeed/societybylaws/memorandumand articles of association alongwith registration certificate of the entity should been closed.
2. The agency should have an average annual turnover of Rs.5lakhsinthelastthreefinancialyearsto be able to qualify for bidding.
3. Proof of certificate for turn over 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 where in the agency has participated shall stand disqualified.
7. Bidders should provide brief profile of their work experience for the last three years alongwith the evidences of similar work done earlier with the client list. Certificate/ documents evidencing past work for up to last 3 years should been closed.
8. Printing plan will be provided by HLFPPT at the beginning of the work. In case of delay / disruption of the activity implementation / execution, penalty will be levied
9. HLFPPT reserves the right to accept / reject / select one or more agency and to annul the bidding process any or all bids at anytime prior to award of contract without thereby incurring any liability to the affected bidders.
10. The tender will be appraised by internal committee formed by HLFFPT management.
11. HLFPPT shall without prejudice to its other remedies under the contract, deduct from the Contract Price, as Liquidated Damages as sum equivalent to 2.5% of the price of agreed unper formed Services or for delay of each day until actual delivery or performance, upto a maximum deduction of 20% of the contract Price. Once the maximum is reached, HLFPPT may consider termination of the contract.
12. In case of delay on the part of HLFPPT in providing the approvals / design to print, the time of service delivery will be extended by equal number of days.
13. Design, Artwork etc shall be approved by HLFPPT on Award of Contract.

# Documents required to release the payment:

* 1. Bill /Invoice mentioning Permanent Account Number and Service Tax Registration No.
	2. Document ary proof of the deliverables as per work order.
	3. Any other details required by the activity, as mentioned in the work order.
1. Selection of agencies would be done by the committee on the basis of Technical Evaluation. Agencies who would technically qualify would be considered for opening of Financial Bids.
2. Technical Evaluation of the agencies would be done on the following basis-
3. Past Experience with HLFPPT / Govt. Agency / NGO / Development Sector with supporting documents like copy of work order or performance certificate from the client.
4. Past experience in undertaking similar activities.
5. List of clientele.
6. Capability statement along-with Company Profile & infrastructure suitable for implementing the applied activities.
7. Turn over certificate (Financial Status).
8. The bidder having own printing press preferred (Yes/No/), if, yes, provide list of equipment available.
9. The RFP shall be evaluated strictly based on the substantive information / credentials / documentary evidences submitted by the agencies.
10. The L1 Bidder shall be considered for award of contract.
11. HLFPPT reserves the right for extending or curtailing any activity at any point of time (if required) as per programme requirement.
12. Management Reserves the Right to award the work to more than one Agency as per requirement.
13. Management reserves the right to issue multiple work order from time to time for any activity to the selected agencies (as per requirement).
14. HLFPPT management reserves the right to change (*increase or reduce*) the numbers / units as per its sole discretion and requirement.

# The agency needs to submit ‘Technical Bid’ & ‘Financial Bid’ separately in sealed envelopes by super scribing as “Technical Proposal for Designing & Printing of Promotional Materials - SM” and “Financial Proposal for Designing & Printing of Promotional Material - SM”.

1. Bids received after the specified date and time for receipt of bids would not be considered.
2. Agencies would not be allowed to further subcontract, partial / full of the work will be assigned to them.
3. Delivery will be at our NOIDA office. Complete address will be provided in work order.
4. The rate quoted will be inclusive of all designing / Taxes / Levies / Freight / Packing/ other charges etc.
5. The rate quoted by the agency needs to valid for a period of one year from the date of financial bids.
6. HLFPPT 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.
7. Any RFP within adequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
8. The RFP should be sent with capability statement with company profile & Infrastructure suitable for implementing the applied activities.
9. The bidder has to submit along with his technical bid a copy of the terms and Conditions (allpages) and the technical bidding format duly filled, signed by the authority and stamped on all pages indicating their unqualified acceptance.
10. 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.

**Annexure- 1: Technical Bid Format** *(to be enclosed in sealed envelope containing technical proposal)*

# Location: HLFPPT –Noida office

|  |  |  |
| --- | --- | --- |
|  | **SPECIFICATION (TECHNICAL)** | **AGENCY’S REPONSE(AGREE/DIASGREE)** |
| 1 | Printing to be done according to the graphical design/ artwork approved by HLFPPT, lettering or colour scheme, approved dimensions and pages and other specifications as approved mutually |  |
| 2 | The receipt of materials to be submitted as proof along with invoice. |  |
| 3 | The agency is capable and agrees to complete the work within specified time.T he work shall be executed within the specified time as agreed upon otherwise penalty clause will be invoked. |  |
| 4 | Past experience of the agency in the work of Printing / advertisement in Delhi would be given preference. Please give details |  |
| 5 | Details of the major clients, please provide details(list) |  |
| 6 | 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. |  |
| 7 | Constitution of the agency whether Proprietorship / Partnership / Company. Give details of Proprietor / Partner / Directors. |  |
| 8 | For how many years the agency is engaged in similar line of activities. |  |
| 9 | Registration certificate with VAT need to be submitted along with the technical quotation. |  |

|  |  |  |
| --- | --- | --- |
|  | **SPECIFICATION (TECHNICAL)** | **AGENCY’S REPONSE(AGREE/DIASGREE)** |
| 10 | Penalty clauses will apply as per the company’s policy, as per terms of the work order: the decision of the HLFPPT / Project Management shall be final and binding in this regard. |  |
| 11 | Enclose the sample of papers in proof of GSM as asked in the technical bid |  |
| 12 | Having own printing press (yes/No), if yes, please provide list of equipment available. |  |

**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.

**Annexure-2: Financial Bid Format** *(to been closed in sealed envelope containing financial proposal)*

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-* Designing & Printing cost
* Packing cost if any
 |  |
| 2 | The rates quoted will be inclusive of all taxes/ Levies/packing/freight/etc. |  |
| 3 | TDS as applicable will be deduced as perI. T. rules. |  |
| 4 | Payment shall be made within 30 days after completion of the job & delivery of materials. |  |
| 5 | The payment will bed one 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 HLFPPT / 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.**

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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.no** | **Particulars** | **Specifications** | **Qty** | **Unit Price (inclusive of designing & printing) FOR at NOIDA (All****inclusive) Rs.** | **Amount (inclusive of designing &****printing)****FOR at NOIDA****(All inclusive) Rs.** |
| 1 | Dangler | Size: 7 x 7 inches square shape300 gsm art card with both side thermal gloss laminationTop hole with i lite and white threading  | 20000pcs |  |  |
| 2 | Medicinal Envelope | Size-4.5x 890 gsm paper4 colour printing, die cut and pasting | 100000pcs |  |  |
| 3 | Stickers | Size.-A4(8.5"x10.5")4 colour printing , full gumming sheet | 20000pcs |  |  |
| 4 | Visual Aid | Size-A-5i.e5.8 x8.3inchesNo. of pages(Including cover)–6(A-5size),(300gsmartcard), Cut to size, folded and Saddle Stitched lamination -matt, printing - both side | 200pcs |  |  |

Important Note-

* Printing will be done as per art work approved by HLFPPT
* The rates quoted shall be valid for1 year from issue of work order.

**Annexure-3**

**Undertaking from Agencies**

*(to been closed in sealed envelope containing technical proposal)*

This has reference to the RFP published on the website of HLFPPT on 01/05/2018. 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:-

1. 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.
2. 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.
3. We herby undertakes that in case of any violations to the above declarations at any stage of the contract, HLFPPT 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.)