

**HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST**  
**Utkrisht- DIB Rajasthan**

**Request for Proposal**

**About the RFP:** *The RFP is for Hospital branding work under Utkrisht- DIB.* Branding has been proposed a key activity to motivate and incenstivise the hospital for quality improvement and assurance work compliance as per requirement of DIB Utrkisht Project. The branding work will be based on conceptual theme, logo, and color. The Hospital branding consists of creative and graphics that will be used in doing the branding work of outside and inside premises of respectable hospital. The inside branding creative will include the messages on quality care and other related messages on infection prevention along with brand images, while outside branding will have some boards indicating the name of the particular hospital along with brand logo.

**Area for Branding Work : DIB Hospitals in the state of Rajasthan**

**Terms and Conditions**

(Supporting documents be enclosed with technical bid)

1. The bidder should have an annual minimum turnover of Rs.20 lac per annum as average of last three financial years.
2. The applying firm must have PAN (Permanent Account Number) and registered with GST and the documents for the same is to be attached.
3. Proof of certificate for turnover is required to be submitted with the technical bid (CA certificate or a copy of the CA certified Balance Sheet, Profit & Loss account of last three years).
4. Bidders should provide brief profile of their work experience for the last three years along with the photographs of branding work done earlier with the client list. Certificate/ documents evidencing past major related work, year wise for the last 3 years should be enclosed.
5. The bidder should be able to work in any of the cluster of districts or for all districts in the state of Rajasthan.
6. The dispatch/execution/implementation plan will be provided by HLFPPPT at the beginning of the work. In case of delay/ disruption of the activity implementation/execution the penalty will be levied.

**Name & Signature of Authorised Signatory**

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

**Address:**

**Telephone/ Fax**

7. 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.
8. The tender will be appraised by internal committee formed by HLPPT management.
9. In case of delay on the part of HLPPT in providing the approvals the time of execution will be extended by equal number of days.
10. HLPPT also reserve the right to carryout inspection/visit of the product/activity at any point of time during the period of contract.
11. Design, Artwork etc shall be provided by HLPPT on Award of Contract.
12. In the event of award of contract ,the bidder shall be able to start the work within 20 days of award of contract as per the supply schedule provided by HLPPT. If work will not be started within specified timeline penalty clause will be applicable.
13. After completing the branding work, bill will be submitted in two copies along with site photographs and measurement (wherever applicable) and accordingly payment will be released.
14. In the case of delaying the assignment amount will be deducted as per the financial norms of HLPPT

**Documents required releasing the payment:**

- a. Bill / Invoice mentioning Permanent Account Number of Income Tax.
  - b. Documentary proof of the deliverables as per work order.
  - c. Other required details as required for the activities.
15. Selection of agencies would be done by the committee on the basis of Evaluation for Technical 70% marks & Financial 30% marks.
  16. Agencies who will obtain 70% marks or more in technical evaluation would only be considered for opening of financial bids.
  17. Technical Evaluation of the agencies would be done on the following basis-
    - Past Experience with HLPPT / Govt Agency / NGO / Development Sector with supporting documents like copy of work order or performance certificate from the client.

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- Past Experience in undertaking the applied tender activities.
- Work Experience in Branding work.
- Company Profile & infrastructure suitable for implementing the applied activities.
- Turn over Financial Status

18. The agencies not qualified in the technical evaluation by the committee will not be entertained for financial bid.

19. HLPPT reserves the right for extending or curtailing any activity at any point of time (if required) as per programme requirement.

20. Management Reserves the Right to award the work to more than one Agency as per requirement.

21. Management reserves the right to issue multiple work order from time to time for any activity to the selected agencies (as per requirement).

22. The agency needs to submit 'Technical Bid' & 'Financial Bid' separately in sealed envelopes by super scribing as '**Technical Proposal for Hospital Branding under Utkrisht- DIB Rajasthan**' and '**Financial Proposal for Hospital Branding under Utkrisht- DIB Rajasthan**'.

23. **Branding bid needs to reach by 13th January 2021 and addressed to:**

**The Finance Manager  
Hindustan Latex family Planning Promotion Trust,  
B-14A, II Floor, Sec-62, Noida-201307, Distt- Gautam Budh Nagar (U.P.)  
Tel #- 0120- 4231060/61/62**

24. Agencies would not be allowed to further subcontract, partial/full of the work assigned to them.

25. The rate quoted will be inclusive of all Taxes/Levies/Postal/Courier charges etc.

26. The rate quoted by the agency needs to be 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.

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28. HLPPT will open the technical bids as per the given as per the format provided.
29. Any bids with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
30. The bids must be sent with capability statement with company profile & infrastructure suitable for implementing the applied activities.
31. 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.
32. The Agencies should also submit an undertaking (Annexure-3) duly signed & Stamped.
33. Only the finally selected bidder will be called by the committee to avoid any delay in the commencement of the work as mentioned in this RFP.
34. Bidder must agree and abide by all terms and conditions as mentioned above including the validity of the offer
35. Utmost confidentiality of the data provided shall be maintained.

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Hospital Branding under Utkrisht- DIB Rajasthan

**Annexure- 1: Technical Bid Format**

**Area for Branding Work : Utkrisht- DIB Hospitals in the state of Rajasthan**

	<b>SPECIFICATION (TECHNICAL)</b>	<b>AGENCY'S REPOSE</b>
1	Branding will be done as per the graphical design provided.	
2	There should be no deviation in lettering or colour scheme than the approved format.	
3	Branding will be done as per the approved size .	
4	For installation the list of hospitals will be provided by us	
5	Photograph of each graphic after installation to be submitted as proof along with the receipt from Hospital authority and representation of our team member will be required.	
6	The work has to be executed 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 branding work would be given preference. Please give details	
10	Details of the major clients.	

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11	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.	
12	Constitution of the agency whether Proprietor ship/Partnership/Company. Give details of Proprietor/ Partner/Directors.	
13	For how many years the agency is engaged in similar line of activities.	
14	GST certificate need to be submitted along with the technical quotation.	
15	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.	
16	Name of firms engaged in similar line of activity wherein party/ proprietor/partner/ Director are having business interest	

**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 work quantity of branding may vary as per program requirement.**
- 4. The form must be submitted on or before due date and time.**

**Name & Signature of Authorised Signatory**  
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**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 explained to me by the project committee.

	<b>SPECIFICATIONS (FINANCIAL)</b>	<b>AGENCY'S RESPONSE</b>
1	The payment will be done through Local Cheque / NEFT/ RTGS.	
2	Payment shall be made after completion of the job .	
3	Agency will quote the rates .	
4	TDS as applicable will be deduced as per I.T. rules.	
5	The rates quoted will be inclusive of all taxes/ levy /transportation/installation etc.	
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.	

**Name & Signature of Authorised Signatory**  
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## Hospital Branding Quotation Format

Sl. No.	Particular	Specification	Size	Qty (Approx)	Rate per Unit(Inclusive of all taxes) (Rs)	Amount (Inclusive of all taxes) (Rs)
1	Front Board	Acrylic Board with Installation	6'X2'	1		
2	Reception Area	Sandwich Board material acrylic with Installation	3'X2'	1		

**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. The total number of facilities (hospitals) for branding under this RFP are 60.

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**Annexure -3**  
**Undertaking from Vendors.**

In reference to the RFP submitted for Hospital Branding under Utkrisht- DIB Rajasthan at HLPPT, 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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