

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST
B-14A, IInd Floor, Sector 62, Noida,
Gautam Budh Nagar, Uttar Pradesh - 201307

Request for Proposal (RFP)

Engage the agency for Branding of selected Health Facilities in the states of UP, Rajasthan and Uttarakhand locations under Private Sector Integration - BQL Project.

Scope of work: Printing, Pasting on Sunboard with installation for Branding of selected Health Facilities as per approved and shared Artwork.

HLFPPT is implementing the project Private Sector Integration - Building Quality and Linkages (BQL) to provide technical support to hospitals for Quality Improvement as per Joint Quality Standards (NABH and Manyata) which will improve healthcare services being offered through these facilities. The intervention will maximize the health impact for mothers and new-borns by enabling better health outcomes. This would accelerate the progress towards increasing access to and utilization of quality healthcare services. Through this intervention, certain value-added services such as neo-natal care, infertility, cervical cancer screening, breast cancer detection, nutrition and others will also be focused on to enhance the service portfolio of engaged hospitals. This will include strengthening through training, skill development centers, strengthening demand side financing with linkages to hospitals, government schemes and private insurers.

In this regard HLPPT invites sealed proposals for "Branding of selected Health Facilities in the states of UP, Rajasthan and Uttarakhand locations under Private Sector Integration - BQL Project".

TERMS AND CONDITIONS

1. The agency can be an individual/HUF/ Association of Persons (AOP)/Society/Trust/Partnership firm/company incorporated under the laws of India.

Name & Signature of Authorized Signatory
Name & Seal of the Firm/ Agency
Address:
Telephone/ Fax

2. No agency shall be entitled to submit more than one bid whether jointly or severally. If one does so, all bids wherein the agency has participated shall stand disqualified.
3. The agency shall bear all costs associated with the preparation and submission of bid.
4. The agency must have PAN (Permanent Account Number) and registered with GST and the document for the same is to be attached.
5. HLFPPPT reserves the right to accept /reject/ select one or more than one 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 agency.
6. Schedule of installation of branding material will be provided by HLFPPPT at the beginning of the Work Order. In case of delay/ disruption of the activity implementation/execution, penalty will be levied.
7. HLFPPPT reserves the right to cancel the contract based on performance without assigning any reason thereof.
8. Evaluation of the bids will be done by competent committee from HLFPPPT.
9. HLFPPPT 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 good supply/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, HLFPPPT may consider termination of the contract.
10. The Printing and pasting on Sunboard should be done as per approved artwork provided by HLFPPPT. The artwork has to be done according to the graphical designs provided by HLFPPPT. Making any deviation without prior approval of the company would result in the non-payment for the work.
11. In the event of award of contract the agency shall be able for installation of branding material as per the schedule provided by HLFPPPT, in the work order
12. HLFPPPT management reserves the right to change (increase or reduce) the numbers/units as per its sole discretion and Project requirement.

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13. **Documents required to release the payment:**

- a. Bill / Invoice mentioning Permanent Account Number of Income Tax Department
- b. Documentary proof of the deliverables as per work order.

14. Agencies that will be technically qualified would only be considered for opening of financial bids.

15. The agency should submit enclosed **Annexure - 1** duly seal & signed.

16. Technical Evaluation of the agencies would be done on the following basis-

1	Experience with HLPPT/Govt. Agency/NGO/Development Sector	20
2	Experience in similar type of Product	20
3	Annual Turnover - Financial Status of the agency.	30
4	Clientele.	20
5	Any other criteria as per discretion of Management.	10

Agency should submit the Technical bid with enclosed Annexure-2: Technical Bid Format.

17. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.

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

19. The agency needs to submit 'Technical Bid' & 'Financial Bid' in sealed envelopes by super scribing as "**Technical Proposal for Branding of selected Health Facilities in the states of UP, Rajasthan and Uttarakhand states under Private Sector Integration - BQL Project**" and '**Financial Proposal for Branding of selected Health Facilities in the states of UP, Rajasthan and Uttarakhand states under Private Sector Integration - BQL Project**'.

Name & Signature of Authorized Signatory
Name & Seal of the Firm/ Agency
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20. All the bid needs to be submitted by **5.00 pm on Date- 17th June 2023** at the following address:

Manager - Administration
Hindustan Latex Family Planning Promotion Trust (HLFPPT)
B-14A, IInd Floor,s
Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh - 201307
Ph. 0120 - 4231060/61/62

21. Agencies would not be allowed to subcontract, partial/full of the work assigned to them. In such case the Management reserves the right to cancel the contract with the agency.
22. The rates quoted by the agency will be inclusive of all Taxes and Installation of branding material. Agency should submit the financial bid as per the **Annexure-3: Financial Bid Format**
23. The rate quoted by the agency will be valid for 01 year from the Work Order.
24. 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.
25. Any technical and financial bid with inadequate information and those which do not meet the eligible criteria or received after the closing date & time will not be entertained and considered under any circumstances.
26. The agency needs to sign and stamp all pages of the technical bids & Financial Bids along with the terms and conditions of RFP.
27. The Agencies should also submit an undertaking as per **Annexure-4 & Annexure 5**.
28. The details of the Health facilities will be as per **Annexure - 6**.
29. The contract may be terminated on breach of any of the clauses of this RFP.

Name & Signature of Authorized Signatory
Name & Seal of the Firm/ Agency
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30. HLFPPPT reserves the right to cancel the bid anytime without prior information/notice.

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.

Name & Signature of Authorized Signatory
Name & Seal of the Firm/ Agency
Address:
Telephone/ Fax

Annexure- 1
Technical Bid Format
(To be filled, sign & stamp by Agency)

A

S.No	Particulars	Remarks	Work Experience
1	Experience with HLFPPPT/Govt. Agency/NGO/Development Sector	Yes/No	
2	Experience in similar Type of Product supply	Year	

B

S.No	Particulars	Last 3 Year		
		2019- 2020	2020- 2021	2021- 2022
3	Annual Turnover/ITR			

C

S.No	Particulars	Top 5 Client List
4	Clientele List	

D

S. No.	Particulars	Details (GST & PAN No.)
5	PAN	
6	GST	

Name & Signature of Authorized Signatory
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Annexure- 2: Technical Bid Format

Location -: Various states -UP, Rajasthan and Uttrakhand

Banding of Hospitals- Private Sector Integration.

	SPECIFICATION (TECHNICAL)	AGENCY'S REPONSE (Agreed/Disagreed)
1.	Branding will be done as per 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 approved Size.	
4.	For installation the list of hospitals will be provided by us (District Given in Annexure- 5)	
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 required	
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 branding work would be given preference. Please give details.	
9.	Details of the major Clients.	
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.	

Name & Signature of Authorized Signatory
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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 Service Tax department 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.	Name of firms engaged in similar line of activity wherein Party/Proprietor/Partner/Director are having business interest.	

Please Note:-

- 1. Form must be completed in all respects; incomplete forms may liable to be rejected.**
- 2. The form must be duly signed and sealed by the Authorised signatory**
- 3. The form must be submitted on or before due date and time.**

Name & Signature of Authorized Signatory
Name & Seal of the Firm/ Agency
Address:
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Annexure-3: Financial Bid Format

I am submitting below the lowest quotation for the above after understanding completely the technical specifications and other terms and conditions of the RFP.

	SPECIFICATIONS (FINANCIAL)
1.	Rates will be inclusive of all Taxes/Levies/Branding & installation /Packing etc.
2.	TDS as applicable will deduced as per Income Tax Act, 1961
3.	Payment will be made through cheque / NEFT/ RTGS.
4.	Duly Certified bills will be submitted after completion of works.
5.	Payment shall be made within 45 days after submission & delivery of goods/services
6.	Penalty clauses will apply as per the company's policy, as per terms of the work order: the decision of the HLFPPPT/Project Management shall be final and binding in this regard.

Name & Signature of Authorized Signatory
Name & Seal of the Firm/ Agency
Address:
Telephone/ Fax

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.

Total No. of Hospitals to be covered: 150 (across, UP, Rajasthan & Uttarakhand)

Branding Financial Quotation format:

S. 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	8x3	1		
2	Reception Area	Sandwich Board material acrylic with Installation	3x3	1		

Note List of District as per Annexure - 6

Important Note-

- The rates quoted shall be valid for 01 year from issue of work order.
- Installation of branding Material to be done according to the quantities, specifications, quality, schedule and locations approved by HLPPT.
- Cost of item should include all kind of packaging, processing & transportation, branding, Installation & other charges along with taxes.

Name & Signature of Authorized Signatory
Name & Seal of the Firm/ Agency
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Annexure-4

Undertaking to be submitted by Bidder/Vendor/Tenderer
(On Rs.10/- stamp paper)

This has reference to the RFP dated 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 undertake that:
 - a. All information furnish by us in respect of fulfilment of eligibility criteria and qualification information of the Bid is complete, correct and true.
 - b. All copy of documents, credentials and documents submitted along with this Bid and genuine, authentic, true and valid.
- iv- We undertakes that:-
 - a. We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
 - b. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India/Public Sector Undertaking/ any Regulatory Authorities/ Multilateral Funding agency in India for any kind of fraudulent activities.
- v. We hereby undertakes that If any information and document submitted is found to be false/incorrect or we violate any declaration at any stage of contract, HLFPPPT has right to cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues and banning of our firm etc.

Name & Signature of Authorized Signatory
Name & Seal of the Firm/ Agency
Address:
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Annexure-5

Authorization to sign documents
pertaining to bid submission against RFP no:
[To be given on agency/firm/company on Rs.10 stamp paper]

It is certified that we M/s having registered office at
.....
..... are submitting a bid proposal against RFP No.
..... for empanelment for
.....

In this connection Mr./Ms..... working with our company as
..... has been authorized to sign bid proposal documents or any other documents related to this bid
submission.

We, (name of company)..... are fully liable of the consequences arising by the act of
signing bid documents by Mr./Ms.....

Signature
Name of Signatory
Designation
Seal of Agency/Company/Firm

Note: If agency is a company, certified copy of the extract of Company’s Board Resolution to this effect shall be required.

Name & Signature of Authorized Signatory
Name & Seal of the Firm/ Agency
Address:
Telephone/ Fax

Annexure - 6LIST OF DISTRICTSUttar Pradesh

Aligarh
Ambedkar Nagar
Amroha
Azamgarh
Barabanki
Ballia Udaipur
Bhadohi
Bhagpat
Bijnor
Chandauli
Etawah
Ghaziabad
Hathras
Jaunpur
Jhansi
Kanpur
Kasganj
Kaushambi
Lucknow
Meerut
Mirzapur
Moradabad
Muzaffarnagar
Gautam Budha Nagar
Prayagraj
Shahajahanpur
Sonebhadra

Rajasthan

Alwar
Bharatpur
Jaipur
Jaisalmer
Karauli

Uttarakhand

Dehradun
Haridwar

Name & Signature of Authorized Signatory
Name & Seal of the Firm/ Agency
Address:
Telephone/ Fax

Shamli
Sultanpur
Varanasi

Name & Signature of Authorized Signatory
Name & Seal of the Firm/ Agency
Address:
Telephone/ Fax