

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

Expression of Interest (EOI)
Empanelment the agency for Printing of Stationeries items

HLFPPT is a trust promoted by HLL Life care Ltd. (A Govt. of India enterprise) having its corporate office at Noida Sec 62, U.P. HLFPPT has been implementing various reproductive health programs with support from central and state government, international agencies and corporate units.

HLFPPT has been implementing various reproductive health programs in different States with support of central and state government, international agencies and corporate units. HLFPPT invites sealed proposals for “**Empanelment of the agencies for Printing of Stationery items on PAN India basis**” as per details, terms and conditions mentioned in this document.

The agency needs to submit ‘Technical Bid’ in sealed envelopes by super scribing as ‘Expression of Interest for Empanelment as agency for printing of Stationery items on PAN India Basis’, The Technical bid format, application form is as per Annexure 1,2, & 3. The tentative list of items is as per list attached at Annexure `4`.

All pages of this document must be signed with seal at the bottom and sent together with duly filled in application form attaching all specified documents. Eligible Agency may submit applications in closed and sealed envelopes super scribed as "Application for Empanelment of Agency for Printing of Stationery items on PAN India basis" accompanied by the copies of documents. All the bid needs to be submitted by end of business hours on **Dated 23rd May'2024 by 6:00 PM** at the following address:

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

Pre-bid: The pre-bid meeting will be on 17th May'2024 at 5PM subject to any clarifications asked by any interested bidder by 6pm on 16th May'2024. The bidder can submit their observations at info@hlppt.org .

Eligibility

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

1. The bidder should have all valid licenses, approvals, registration from concerned statutory authorities like Income Tax/GST/any other relevant authority. The bidder will further ensure and undertake that self-attested Copies of valid Licenses, on date of application submitted along with EOI and their Licenses should remain valid till the end of the contract period. Self-attested copy of license to be enclosed.
2. The bidding agency can be an individual/HUF/Association of Persons (AOP)/Society/Trust/Partnership firm/company incorporated under the laws of India. Documentary evidence about constitution to be submitted.
3. The agency must have PAN (Permanent Account Number) and registered with GST and the document for the same is to be attached.
4. The Agency must not have been convicted by any Authorities and no case should be pending under the any relevant Act and Rules.
5. The Agency should have undertaken a similar business arrangement i.e. empanelment for printing of stationery items on PAN India basis with at least one Government/ Semi-Government / Public Sector organization/NGO/Health organisation during the last two years.
6. Agency registered under MSME required to documentary evidence to that effect.
7. The Agency should not have been debarred / black-listed by any Government / Semi-Government / Public Sector organization/NGO/Health Organisation.
8. The shop / establishment of the Agency should be situated in the Delhi/NCR.
9. VAT clearance certificate should be available with the Agency.
10. The Agency should have a computerized billing system.

NOTE: Self attested copies of above documents to be submitted.

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.
2. This Expression of Interest (Document) is not an Agreement and neither an offer nor invitation by HLPPT to the prospective Applicant or any other person. The purpose of this document is to provide the interested parties the information that may be useful to them in the formulation of their proposals pursuant to this EOI.
3. 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.
4. The agency shall bear all costs associated with the preparation and submission of bid.
5. The agency must have PAN (Permanent Account Number) and registered with GST and the document for the same is to be attached.
6. The agency to provide the details of infrastructure available with them for executing the printing requirement for both offset printing and digital printing.
7. HLPPT reserves the right to inspect/ visit the agency office to assess the printing infrastructure etc.

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

8. The period of the empanelment contract shall be for a period of one year with a provision of two years extension, subject to performance of the selected agencies.
9. HLPPT 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.
10. HLPPT reserves the right to cancel the empanelment contract based on performance without assigning any reason thereof.
11. Evaluation of the bids will be done by competent committee from HLPPT.
12. The Stationery items should be printed as per approved artwork shared by HLPPT time to time as per projects requirement. In the event of award of contract the agency shall be able to supply the Stationery items as per schedule mentioned in the work order issued by HLPPT.
13. The bidder should not be blacklisted by any Central Government/State Government/PSU/NGO/Health Organization or any other organization. An undertaking to this effect to be provided as per Annexure-6 of the document.
14. **Confidentiality**
Except with the prior written Consent of the HLPPT, the selected printer shall not at any time Communicate/ share to any person or entity any information/document acquired in the course of session.
15. **Payment Terms**
 - The payment will be released only after successful completion of the job assigned within the stipulated time and satisfactory acceptance by HLPPT representative. In case any printing job not found as per the desired quality, the same would be returned to the agencies and they will be liable to re-print the items as per the requirement at their own cost.
 - In the event of the Printers failure to complete the work as per terms & conditions of WO issued by HLPPT, the same will got be printed through other agencies at the risk & cost of the printer. The decision of HLPPT in this regard shall be final.
 - Payment shall be subject to deduction of any amount for which the printer is liable under the agreement against the contract. Further, all paymnet shall be made subject to deduction of TDS (Tax deduction at Source) as per the income - Tax Act and any other taxes.
 - Payment to successful bidder will be made in India Rupee through account payee Cheque/NEFT/RTGS.
 - Payment shall be made within 45 days after submission of original invoice & proof of delivery of goods.

 - **Documents required to release the payment:**
 - Bill / Invoice mentioning Permanent Account Number of Income Tax Department
 - Documentary proof of the deliverables as per Purchase/Work order.

Name & Signature of Authorized Signatory
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16. Agencies that will be technically qualified would only be considered for opening of financial bids.

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

1	Experience with HLPPT/Govt. Agency/NGO/Development Sector The Printer should have executed, in the last 36 months, four work orders of similar nature with each of them amounting to Rs. Seventy Five thousand or above. Include the client's name; the name of a contact person who can provide a reference; a description of the nature of the work. a. 04 WO - 20 b. 02-03 WO - 15 c. 01 WO - 10	20
2	Details of Hardware & Software infrastructure, other facilities requested for all type of printing	20
3	Annual Turnover - Financial Status of the agency(Last 03 years balance sheet, profit & loss A/c statement) Audited Balance Sheet of Last three Financial Year 03 yrs Audited balance sheet - 30 marks Less than 03 years balance sheet - 10 marks	30
4	Clientele. 05 clientele - 20 03 -04 - 15 01-02 - 10	20
5	Copies of work order with clientele Satisfaction performance	10

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

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

20. The agency needs to submit 'Technical Bid' in sealed envelopes by super scribing as **Technical Proposal for Printing of Stationery Items.**

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.

Name & Signature of Authorized Signatory
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22. **Commercial offers will be asked only from empanelled vendors as per below terms**

- The rates quoted by the agency will be inclusive of all Taxes, Freight Charges and other charges etc. (as per location shared in this EoI document as per Annexure-7).
- The quotation by the agency will be valid for 01 year from the award of the contract.
- Lowest bid will be considered for placing the order or otherwise satisfy all other conditions. HLPPT reserves right to split the order among the number of agencies depending upon the time required and capacity of vendors.

23. **Scope of Work**

- The agency will be responsible for producing and implementing any printing work as given by HLPPT which may include printing of OPD Slips, OPD Registers, Medicine Stock register, Daily Drug Dispensing Register, diaries, annual reports, booklets, magazines, calendars, pamphlets etc. As part of this, the agency may be required to engage with other relevant service providers to deliver holistic solutions
 - Printer selected for the job will ensure printing and dispatch of the materials strictly in accordance with the time schedule and other terms and conditions as specified by the HLPPT in its Work Order.
 - The printer will be responsible for the timely collection of any material/information required related to the work and adhere to the timeline of the work provided.
 - The printer should be able to deliver on Saturday/ Sunday and even holidays where the HLPPT may require the services on urgent basis.
 - The Printer will arrange packing of material as per dispatch list of the HLPPT as specified in individual work order. No charges on any account towards local delivery (HLPPT's offices/ branches/ Indian Post GPO and post offices/ our authorized couriers etc. within Delhi/NCR) will be made to printer.
 - The quality of printing and the paper used should be of high quality and the printer is required to seek approval for the same before starting the work.
24. Any technical 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.
25. The agency needs to sign and stamp all the pages of the technical bid along with the terms and conditions of EOI.
26. HLPPT 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 HLPPT/Govt. Agency/NGO/Development Sector	Yes/No	
2	Experience in similar Type of Product supply	Year	

B

S.No	Particulars	Last 3 Year		
		2020-2021	2021-2022	2022- 2023
3	Annual Turnover/ITR			

C

S.No	Particulars	Top 5 Client List		
4	Clientele List			
5	Details of available infrastructure:			
	1. Web Offset - Single/Multi Colour			
	2. Screen Printing Machine- Folding Machine/Binding Machine			
	3. Printing Machine			
	4. Cutting Machine			

Name & Signature of Authorized Signatory
Name & Seal of the Firm/ Agency
Address:
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	5. Plate Making Machine		
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D

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

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Annexure- 2 Technical Bid Format
Supply Location: PAN INDIA Basis

	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE (Agreed /Disagreed)
1.	Printing and Supply to be done according to the quantities, specifications, quality, schedule, locations and artwork approved by HLFPPPT as per time to time requirement	
2.	The receipt of products to be submitted as proof along with invoice.	
3.	The agency is capable and agrees to complete the supply within specified time as agreed upon otherwise penalty clause will be invoked.	
4.	Past experience of the agency in supply of items or similar activities as listed in this EOI. Please give details or provide list of clients to whom similar goods have been supplied.	
5.	Management reserves the right to award the contract to more than one agency (on the basis of quality consideration/experience of the agency) in addition to rates parameters.	
6.	Constitution of the agency whether Proprietor ship/Partnership/Company. Give details of Proprietor/ Partner/Directors.	
7.	For how many years the agency is engaged in similar line of activities.	
8.	Registration certificate with GST need to be submitted along with the technical quotation.	
9.	Penalty clauses will apply as per the company's policy, as per terms of the purchase order: the decision of the HLFPPPT/Project Management shall be final and binding in this regard.	
10.	The final price will remain valid for minimum One Year from the award of the contract.	
11.	Details of printing infrastructure like machines and Equipments available at Press	
12.	Whether you are agreeable to dispatch printed material to HLFPPPT Project site at different locations to be indicated by	

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

	HLFPPT time to time.	
13.	<p>Eligibility Criteria for empanelment</p> <p>a. Printer should be undertaking the activity of printing & supplying stationery items such as forms, ledgers, books, various types of brochures, vouchers, Posters, booklets, during the last 03 Fy. Printer should have necessary infrastructure (hardware & Software) and should be in possession of required machinery/ accessories/ other facilities required for carrying out the jobs</p> <p>b. The Printer should be in a possession of (a) PAN., (b) GSTIN and (c) License to carry on business at the address furnished in the applications.</p> <p>c. <u>Undertaking required debarment/blacklist</u></p>	

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
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Annexure-3

Hindustan Latex Family Planning Promotion Trust
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APPLICATION FORM FOR EMPANELMENT OF AGENCYS FOR PRINTING OF STATIONERY ITESMS

S.No	Item	Details
1	Name of the Bidder	
2	Constitution (Company/ Partnership/Proprietorship)	
3	Details of Registration (Registering Authority; Registration No. & Date)	
4	Year of commencement of business	
5	Sale Tax No	
6	PAN Number	
7	Whether Manufacturer/ Authorized Distributor/ Dealer / Agency	
8	Name(s) of the Proprietor/ Partner/ Director / Official with designation authorized to make commitment to the HILFPPT	
9	Telephone No Mobile No Email	
10	Mailing Address	
11	Whether the Bidder holds requisite License (s) on the date of application for various? Please give details of licenses	

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

12	Whether VAT clearance certificate is available with the Agency.	
13	Whether the billing system is computerized?	
14	Names of the Government/ Public Sector/ Corporate clients of the Agency for bulk supply of medicines. Also give contact person's name and telephone numbers.	
15	Name and address of Principal Banker. Please also give phone numbers.	

I have read and understood the notice issued by HLPPT, containing the eligibility criteria and the terms and conditions for empanelment of Agency for Printing of stationery items. I fully accept the terms and conditions. I also understand that the HLPPT reserves the right to accept any or reject any or all of the applications without assigning any reasons.

Name:

Signature Designation:

Date:

Note: Applications complete in all respects in the above format may be submitted in closed envelopes super scribed as "Application for Empanelment of Agency for Printing of Stationery Items " accompanied by the copies of documents as indicated at item No.5 of the Notice. Applications should be addressed to the Regional Director, HLPPT, Noida by not later than 3.00 p.m. on _____.

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

Sr. No.	Name	Specifications
1.	OPD Slips with referral	Paper 70 GSM, Colour - Single, Printing - Single Side with perforation, Type - Hard Binding No. of Pages -100, Sheet Size A4
2.	OPD Slips carbon less (With carbon essence)	Paper 70 GSM, Colour - Single, Printing - Single Side with perforation, Type - Hard Binding No. of Pages -100, Sheet Size A4
3.	OPD Register or any 500 pages register	Paper 70 GSM, Colour - Single, Printing - Both side, Type - Hard Binding, No. of Pages -500, Sheet Size A3
4.	ANC and PNC register	Paper 70 GSM, Colour - Single, Printing - Both side, Type - Hard Binding, No. of Pages -100, Sheet Size A3
5.	Stock register or any 200 pages register	Paper 70 GSM, Colour - Single, Printing - Both side, Type - Hard Binding, No. of Pages -200, Sheet Size A3
6.	Daily Drug Dispensing Register or any 200 pages register	Paper 70 GSM, Colour - Single, Printing - Both side, Type - Hard Binding, No. of Pages -200, Sheet Size A3
7.	Log Book register or any 100 pages register	Paper 70 GSM, Colour - Single, Printing - Both side, Type - Hard Binding, No. of Pages -100, Sheet Size A4 in Landscape mode 100 pages each

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

8.	Staff Attendance register	Paper 70 GSM, Colour – Single, Printing – Both side, Type – Hard Binding, No. of Pages -100, Sheet Size A4 in Landscape mode 100 pages each
9	Patient registration register	Each register will have 500 pages size 13 -17 80 laser paper
10	OPD register	Each register will have 500 pages size 13-17 80 laser Paper
11	Medicine consumption and stock register	Each register will have 500pages size 13-17 80 laser paper
12	Any A3, 500 Pages B&W Register	Size: A3 vertical mode, 80 Laser Paper, Colour:1, Both Side, Type :Hard, Binding, No. Of Pages – 500 Pages
13	Any A3, 200 Pages B&W Register	Size: A3 vertical mode, 80 Laser Paper, Colour:1, Both Side, Type :Hard Binding, No. Of Pages – 200 Pages
14	Any A4, B&W OPD Slips or Any kind of B & W Form	Size:A4, 80 Laser Paper, Colour:1, Black & White Printing Type : Hard Binding, No. Of Pages – 100 OPD's Pages with binding with in-built carbon copy
15	Medicine Depot Register	Paper 70 GSM, Colour – Single, Printing – Both side, Type – Hard Binding, No. of Pages -200, Sheet Size A3
16	Consent Form	A4 Size will have 100 pages
17	Letter Head	
18	Envelop	A3,A4, General
19	Visiting Card	
20	Continuation Sheet	

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

Important Note-

- Supply to be done according to the quantities, specifications, quality, schedule and locations as and when WO shared by HLPPT
- Supply will be on PAN India Basis.
- Above list is only indicative and expands to any other work that relates printing. Empanelled agencies must undertake and deliver any printing related aspect that the HLPPT may require.
- The empanelled agencies would be asked for financials proposals which will be inclusive of all taxes, packaging, processing, transportation & other charges.

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

Annexure-5

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

This has reference to the EOI dated In response to the EOI, 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, HLPPT 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.
- vi- We understand that HLPPT is not bound to accept any bid received against EOI and HLPPT has right all or any bid without assigning any reason or giving any explanation whatsoever

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

Annexure-6

Authorization to sign documents
pertaining to bid submission against EOI 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 EOI 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 - 7

LIST OF POROJECT LOCATION

Sr. No	State	District
1	Uttar Pradesh	Hardoi
		Noida
		Saharanpur
2	Bihar	Munger
		Barauni
		Barh
3	Haryana	Gurgaon
		Dharuhera
4	Rajasthan	Jaipur
5	Gujarat	Halol
		Kawas
		Bharuch
6	Uttarakhand	Haridwar
7	Andhra Pradesh	East godavri
		Rajamundry
		Allavaram
		Nagram
8	Odisha	Thelkoloi
		Sambalpur
		Ramagundam
		Paradip
		Angul
		Dhenkanal
		Pallahada
		Kendrapada

Name & Signature of Authorized Signatory

Name & Seal of the Firm/ Agency

Address:

Telephone/ Fax

		Kheonjhar
9	Assam	Dibrugarh
10	Maharashtra	Raigarh
11	Nagpur	Mouda
12	West Bengal	Durgapur
13	Telangana	Veltoor
14	Chhattisgarh	Bastar

The Above list is tentative, however, while asking for the financial bid from the empaneled vendors, there might be any addition/deletion in the list.

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