

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST (HLFPPT)

B-14A, 2nd Floor, Noida Sector-62,
Gautam Buddha Nagar-201307, Uttar Pradesh

RFP Ref. No. HLPPT/GFATM/2024-2027/002

Date: 4th August '2024

Disclaimer:

This Request for Proposal (RFP) document contains statements derived from information believed to be true and reliable as of the date of acquisition. The RFP document does not constitute a recommendation, offer, or invitation to enter into a contract, agreement, or any other arrangement regarding the services. The provision of the services is subject to adherence to the selection process and the agreement upon appropriate documentation between HLPPT and any successful Bidder, as identified by HLPPT following the completion of the selection process outlined in this document. No contractual obligation shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized officers of HLPPT and the Bidder. The purpose of this RFP is to furnish the Bidder(s) with information to aid in the formulation of their proposals. This RFP does not assert to contain all the information that each Bidder may require. HLPPT makes no representation, warranty, and assumes no liability under any law, statute, rules, or regulations for the accuracy, reliability, or completeness of this RFP. HLPPT may, at its absolute discretion and without any obligation to do so, update, amend, or supplement the information in this RFP.

Activity Schedule

Sl. No.	Event/Activity	Details
1	RFP Ref. with date	RFP Ref. No. HLPPT/GFATM/2024-2027/002 Date: 4 th August '2024
2	RFP Release Date	4 th August' 2024
3.	Submission of Pre-bid queries and participants detail for pre-bid meeting	10 th August' 2024 All queries related to this queries to be sent on info@hlppt.org
4	Pre-bid meeting (maximum two representative from each bidder)	12 th August'2024, 11AM at address given below
5	Sending responses to the clarifications	14 th August' 2024
6	Address for communication/submission Pre-Bid Meeting/opening of Bids	Hindustan Latex Family Planning Promotion Trust B-14A, 2 nd Floor, Nodia Sector-62 Gautam Buddha Nagar-201307 Uttar Pradesh
7	Mode of Submission	Agency to submit proposal bid system i.e. duly mentioned on envelope: Technical Proposal for Engaging Agency for "RFP for RRB campaign"
8	Last Date & Time for submission of Bids	20 th August'2024 latest by 6.30PM

- Any change to the Activity Schedule will be notified through website (<https://www.hfppt.org/RFP>) only
- Amendments/corrigendum, if any, to this RFP would be hosted on our website only.
- In case the date of an event like last date for submission of bids, opening of bids etc. are declared as holiday in Delhi/NCR, the respective date shall be treated as postponed to the next working day.
- Bidder's representatives should bring their company I-cards for Pre-Bid Meeting and any other meeting connected with this RFP. Only a maximum of two authorized representatives from each bidder will be allowed to attend Pre-bid meeting and tender opening event and the authorized representative must attend the pre-bid meeting without fail.
- In case there is no clarification/queries received by the due date & time for submission of queries, no Pre-bid meeting shall take place.

Request for Proposal (RFP)

The selection of professional vendors who specialize in health communication campaigns is sought for the Red Ribbon Bus (RRB) campaign aimed at raising awareness about HIV/AIDS prevention and control among youth, vulnerable and general populations. This campaign is part of the Global Fund to Fight AIDS, Tuberculosis, and Malaria (GFATM)-supported HIV project.

With the support of the GFATM, three Non-Government Principal Recipients (NGPRs) – Hindustan Latex Family Planning Promotion Trust (HLFPPT), India HIV/AIDS Alliance (IHAA), and Solidarity and Action Against the HIV Infection in India (SAATHII) – will implement the RRB campaign in close coordination with the National AIDS Control Organisation (NACO).

This RFP process will be conducted collaboratively by the three NGPRs. Vendors are encouraged to thoroughly review the RFP details provided below to ensure a comprehensive understanding and compliance with the outlined requirements and expectations.

IMPORTANT DATES

S.no	Particulars	Date
1	Date of RFP Issue	4 th August 2024
2	Last date to seek clarifications	10 th August 2024
3	Pre-bid meeting	12 th August 2024
4	Sending responses to the clarifications	14 th August 2024
5	Closing Date for Submission of technical proposal in hardcopy and softcopy	20 th August 2024 by 1830 hrs*

***NOTE: No proposal shall be accepted after the specified date & time. Delay in whatsoever manner shall not be considered.**

- 1.1 Email ID to seek clarification: info@hlfppt.org
- 1.2 RFP code: HLPPT/GFATM/2024-2027/002
 - 1.2.1 Hard copy applications are to be submitted to the following address in sealed envelope super-scribing on top “RFP for RRB campaign under GFATM HIV grant, HLPPT/GFATM/2024-2027/002”
 - 1.2.2 Address for Submission of EOI:
**Procurement & Commercial Division
Hindustan Latex Family Planning Promotion Trust
B 14A, IInd Floor, Institutional Area
Block B, Sector 62, Noida, Uttar Pradesh 201309**
 - 1.2.3 Soft copy applications are to be submitted to info@hlfppt.org, with the subject line “RFP for RRB campaign under GFATM HIV grant, HLPPT/GFATM/2024-2027/002”
- Note: The applicant should submit both hard and soft copies of the technical proposal along with relevant supporting documents. Please ensure that all the pages are numbered in sequence in both soft copies and hard copies. In addition, the hard copies of the documents should be signed and stamped by authorized representative of the organization, on each page.

1. INTRODUCTION:

About HLPPT (Hindustan Latex Family Planning Promotion Trust) HLPPT, a leading National not for profit Public Health Organization has been closely working with the National AIDS & STD Control Programme (NACP) and National Tuberculosis Elimination Programme (NTEP). Headquartered in Noida, HLPPT works towards universal access through information dissemination, networking, operational research, advocacy, training, and other technical assistance. Purpose of the RFP: To solicit proposals from qualified vendors for the design, branding, and operation of a Red Ribbon Bus campaign aimed at raising awareness about HIV/AIDS.

About SAATHII: Solidarity and Action against the HIV Infection in India (SAATHII), a registered non-profit organization, was founded with a vision for universal access to healthcare, justice, and social welfare for socio-economically marginalized women and children, communities impacted by the HIV/AIDS and TB epidemics, and groups marginalized on account of their sexuality and/or gender identity in India. Headquartered in Chennai, with nine branch offices across the country, SAATHII works towards universal access through information dissemination, networking, operational research, advocacy, training, and other technical assistance. Purpose of the RFP: To solicit proposals from qualified vendors for the design, branding, and operation of a Red Ribbon Bus campaign aimed at raising awareness about HIV/AIDS.

About IHAA: Alliance India is a non-governmental organisation founded in 1999. Operating in partnership with civil society, government, and communities, we support sustained responses to HIV in India that protect rights and improve health. Complementing the Indian national program, we build capacity, provide technical support, and advocate to strengthen the delivery of effective, innovative, community-based HIV programs to vulnerable populations affected by the epidemic, and community-based HIV programmes to critical populations affected and infected by HIV. Alliance India's programmes foster wellbeing, realise equality, and affirm the dignity of communities most affected by HIV/AIDS. Leveraging its implementation experience, it works closely with the Alliance Regional Technical Support Hub for South Asia to strengthen capacity of civil society organisations, government and the private sector in South Asia to respond more effectively to HIV/AIDS. An independent national NGO managed and governed wholly in India, Alliance India is also an accredited member of the global network of Linking Organisations of the International HIV/AIDS Alliance.

1.1 About the Call for Request for Proposal:

The above selected NGPRs have been chosen as the three Primary Recipients (PR) of the Global Fund's HIV programs for 2024-27. In this role, NGPRs will assist the National AIDS Control Programme (NACP) in meeting the UNAIDS fast track goals of 95-95-95 by expanding its new model for a comprehensive continuum of care, from prevention to treatment, which will include to undertake Red Ribbon Bus (RRB) Campaign to raise HIV awareness youth, vulnerable and general populations.

Over the period of three years, from April 2024 to March 2027, the RRB campaign will be implemented across India by the three NGPRs in the following States:

HLFPPT States & Union Territories	IHAA States & Union Territories	SAATHII States & Union Territories
1. Arunachal Pradesh 2. Assam 3. Bihar 4. Chhattisgarh 5. Delhi 6. Himachal Pradesh 7. Jharkhand 8. Meghalaya 9. Nagaland 10. Odisha 11. Rajasthan 12. Sikkim 13. Tripura 14. Uttar Pradesh 15. West Bengal	1. Goa 2. Gujarat 3. Madhya Pradesh 4. Maharashtra 5. Manipur 6. Mizoram 7. Uttarakhand 8. Chandigarh 9. Dadra & Nagar Haveli and Daman & Diu 10. Jammu & Kashmir 11. Ladakh	1. Andhra Pradesh 2. Haryana 3. Karnataka 4. Kerala 5. Punjab 6. Tamil Nadu 7. Telangana 8. Puducherry

The RRB campaign will be implemented across India by the three NGPRs in different phases. For the first phase (2024-25), HLFPT (on behalf of itself, IHAA, and SAATHII) is seeking applications from suitable Vendors/organizations to serve as the communication and logistics partner for the implementation of the RRB campaign. In the first phase, the following states will be covered:

HLFPPT States and Union territories	IHAA States and Union territories	SAATHII States
1. Delhi 2. Rajasthan 3. Assam 4. Meghalaya 5. Nagaland	1. Goa 2. Gujarat 3. Maharashtra 4. Chandigarh 5. Dadra and Nagar Haveli and Daman & Diu	1. Haryana 2. Punjab 3. Karnataka 4. Kerala

Each NGPR will require about two buses each to cover the State/UTs listed for the first phase. The remaining States/UTs will be covered and completed in a phased manner by March 2027.

Please refer to section 4.1 for details on the buses, their specifications, the States and districts to be covered, the number of days, and the potential coverage in kilometres. Vendors are required to conduct their own secondary research to estimate the kilometres based on the details provided in section 4.1 of this RFP.

1.2 Background

The National AIDS Control Programme (NACP) Phase-V, in alignment with strategic communication objectives, aims to sustain and enhance behaviour change campaigns targeting both the general population and High-Risk Groups in India. Leveraging multimedia

and outdoor activities, alongside social media platforms and the National Toll-Free AIDS Helpline, NACP seeks to disseminate information, reduce stigma, and improve access to HIV prevention, treatment, and support services. Despite efforts, the National Family Health Survey (NFHS) and Behavioural Surveillance Survey (BSS Lite) highlight gaps in comprehensive HIV knowledge, particularly among High-Risk Groups and prison populations. To address these gaps, the Red Ribbon Bus campaign, under the Global Fund Grant Cycle 7, will prioritize awareness-raising activities across all priority districts, engaging various stakeholders to promote behavioural changes and disseminate information on HIV/STI prevention, the HIV and AIDS (Prevention & Control) Act 2027, and NACP services.

With support from the Global Fund, the NGPRs will be implementing the RRB campaign in close coordination with NACO, State AIDS Control Societies (SACS) and the NACP Units at the district level along with other State and district level Government, Civil society and community stakeholders. The RRB campaign is targeted towards spreading awareness among the general population including the youth and vulnerable population.

The RRB campaign will be implemented in priority districts based on the District-Level HIV Estimates & Prioritization in India 2019 and 'Sankalak data'. The route plan will be prepared in consultation with NACO and SACS.

2. Scope of Work

The selected vendor will be entrusted with the comprehensive scope of work outlined below, encompassing the design of the Red Ribbon Bus and running and maintenance of the Bus based on an agreed route map for the RRB campaign. However, it is imperative to underscore that effective collaboration and coordination will be ensured between the vendor team and NACO, NGPRs and the respective State AIDS Control Societies (SACS) and district level officials /units. These entities will play a pivotal role in supporting and facilitating the seamless implementation of the campaign's objectives across various districts, ensuring maximum impact and engagement within the targeted communities.

2.1 Hiring, running, and maintenance of the Red Ribbon Bus: The vendor will be responsible for all aspects related to the procurement, operation, and maintenance of the Red Ribbon Bus throughout the duration of the campaign. This includes sourcing and hiring suitable buses meeting the campaign's specification, ensuring compliance with all relevant safety and regulatory standards, and overseeing the day-to-day operations, including driver management and scheduling. Additionally, the vendor will be responsible for coordinating regular maintenance and servicing of the bus to ensure its safe and efficient operation throughout the campaign period.

Two buses will be hired on rental basis by each NGPR and will simultaneously be operational in identified and prioritised geographies. The route plan for the two buses for year 1, is described below:

For HLPPT States						
Bus	States	State/UT	Starting point	Districts to be covered	Bus travel days	Approximate daily coverage of Kilometres
Bus one	1	Delhi	Delhi	11	45 days	50
	2	Rajasthan	Alwar	22	180 days	100
Sub Total for Bus one				33	225 days	75 kms (average)
Bus two	1	Nagaland	Dimapur	12	80 days	40
	2	Assam	Jorhat	14	90 days	60
	3	Meghalaya	Ribhoi	6	60 days	50
Sub Total for Bus 2				32	230 days	75 kms (average)
Total				65	455	Approx. 18500 kms

For IHAA States						
Bus	States	State/UT	Starting point	Districts to be covered	Bus travel days	Approximate daily coverage of Kilometres
Bus One	1	Gujarat	Bhavnagar	25	136	53
	2	D&D DNH		8	15	17
Sub Total for Bus one				33	151	50 kms (average)
Bus Two	1	Goa	Bardez	12	25	57
	2	Maharashtra	Shahuwadi	16	180	36
SAATHI bus	3	Chandigarh	Shukhana Lake	3	5	20
Sub Total for Bus 2				31	210	38
Total				64	361	16500 kms (approx.)

For SAATHII States						
Bus	States	State/UT	Starting point	Districts to be covered	Bus travel days	Approximate daily coverage of Kilometres
Bus One	1	Haryana	Faridabad	14	70	30-50 Kms
	2	Punjab	Mohali	9	70	50-80 Kms
Sub Total for Bus				23	140	60 kms (average)
Bus Two	1	Karnataka	Bengaluru	31	180	50-80 kms
	2	Kerala	Kasaragod	14	45	40-60 kms
Sub Total for Bus two				45	225	60 kms (average)
Total				68	366	16,000 kms

The number of kilometres mentioned above are estimated with an expected variance of +/- 10%.

Bus specifications:

Each NGPR will need two buses: one big-size bus and one small-size bus. Please find the specifications for each bus below.

#	Bus	Bus One	Bus Two
1	Size of the bus	Big size bus	Small size bus
2	Length	9 - 11 meters (min 9 metres)	7- 8 meters (min 7 metres)
3	Small Rooms Provisions	Two small rooms (approx. about 30 sq. feet size each) need to be prepared, each with two chairs and one table. One room will be used for counselling, and the other for lab services. Both the rooms need to have privacy and separation to ensure those providing counselling and testing are not distracted with each other. The lab room must also have provisions for a wash basin and running water.	Two small rooms (approx. about 30 sq. feet size each) need to be prepared, each with two chairs and one table. One room will be used for counselling, and the other for lab services. Both the rooms need to have privacy and separation to ensure those providing counselling and testing are not distracted with each other. The lab room must also have provisions for a wash basin and running water.

4	Exhibition classroom cum provision	A small exhibition cum classroom with a standing capacity of about 20-30 people needs to be prepared. The room should have appropriate lighting and be equipped with whiteboards and marker pens. Additionally, a 60-inch LED display should be installed, with the capability to play videos from pen drives, Bluetooth, or screen cast.	Not needed
5	Provision of AC	The bus must be fully air-conditioned, and the same provisions should be made for the small rooms and classrooms. The air conditioning must remain operational throughout the camp duration.	The bus must be fully air-conditioned, and the same provisions should be made for the small rooms. The air conditioning must remain operational throughout the camp duration.
6	Video Provision	The bus would require three outdoor-compatible (P4 quality) LED screens or Smart TV screens, each measuring 8 ft (L) x 6 ft (W) or 75 inches, for displaying audio-visual content. The picture quality of the screen should be good and there should be provision to connect (wireless) to any android device or laptop.	This bus requires two outdoor-compatible (P4 quality) LED screens or Smart TV screens, each measuring 8 ft (L) x 6 ft (W) or 75 inches, for displaying audio-visual content. The picture quality of the screen should be good and there should be provision to connect (wireless) to any android device or laptop.
7	Audio System inside the bus	The vehicle should be equipped with two speakers, each with a minimum power of 200 watts, to cater to at least 30 - 300 persons. Additionally, there should be at least four cordless microphones.	The vehicle should be equipped with two speakers, each with a minimum power of 200 watts, to cater to at least 30 - 300 persons. Additionally, there should be at least three cordless microphones.
8	Audio System outside the bus	The bus should also be equipped with a loudspeaker connected to the sound mixer for playing selected songs or anthems while the vehicle is on the move. This loudspeaker can also be used for outdoor announcements.	The bus should also be equipped with a loudspeaker connected to the sound mixer for playing selected songs or anthems while the vehicle is on the move. This loudspeaker can also be used for outdoor announcements.

9	Lighting in the bus	There should be at least four LED floodlights (300 watts each) facing towards the audience outside to provide suitable lighting during evening performances. Additionally, the bus should have adequate lighting inside.	There should be at least two LED floodlights (300 watts each) facing towards the audience outside to provide suitable lighting during evening performances. Additionally, the bus should have adequate lighting inside.
10	Power backup	An appropriate power backup of around 3 KVA, (or as per the min requirement to support all the functionalities of the bus) capable of running for at least 3 hours, should be provided.	An appropriate power backup of around 3 KVA, (or as per the min requirement to support all the functionalities of the bus) capable of running for at least 3 hours, should be provided.
11	GPS tracking	Provision of GPS tracking and a dashboard for monitoring the movements of the bus should be included. The GPS system should interface with the following functionalities to send data at defined intervals: I. Device ID, ii. Latitude, iii. Longitude, iv. Geofence data whenever the bus enters or exits a predefined area, v. Distance travelled	Provision of GPS tracking and a dashboard for monitoring the movements of the bus should be included. The GPS system should interface with the following functionalities to send data at defined intervals: I. Device ID, ii. Latitude, iii. Longitude, iv. Geofence data whenever the bus enters or exits a predefined area, v. Distance travelled
12	Camera / CCTV	The bus should be equipped with an Internet Protocol (IP) camera with High Definition (HD) resolution inside the bus, as well as another camera capturing all four sides of the bus. These cameras should record footage, which must be stored for backup purposes.	The bus should be equipped with an Internet Protocol (IP) camera with High Definition (HD) resolution inside the bus, as well as another camera capturing all four sides of the bus. These cameras should record footage, which must be stored for backup purposes.
13	Wi-Fi enabled	The bus should be equipped with Wi-Fi capability, allowing the public to connect via hotspot to download relevant apps and participate in live sharing of programs specified by the organizers.	The bus should be equipped with Wi-Fi capability, allowing the public to connect via hotspot to download relevant apps and participate in live sharing of programs specified by the organizers.

14	Video Conferencing	The bus should be equipped with a complete setup for two-way video conferencing on the LED/TV screen.	The bus should be equipped with a complete setup for two-way video conferencing on the LED/TV screen.
15	Tent/Kiosk & publicity material	<ol style="list-style-type: none"> 1. Provision for 4 canopies (size 6X6 ft) where IEC/publicity material can be displayed. 2. Installation of 3 selfie/photo stands (7x4 ft) where users can take selfies or photos. 3. Provision of 8 standees (3x5 ft) for display purposes. (The design and its contents will be developed and approved by NACO) 4. Retractable Awning/canopy with the bus. 5. Touch screen LED (size 25 inch) for risk & knowledge assessment (4 nos.) 	<ol style="list-style-type: none"> 1. Provision for 3 canopies (size 4X4 ft) where IEC/publicity material can be displayed. 2. Installation of 2 selfie/photo stands (7x4 ft) where users can take selfies or photos. 3. Provision of 8 standees (3x5 ft) for display purposes. (The design and its contents will be developed and approved by NACO). 4. Retractable Awning/canopy with the bus. 5. Touch screen LED (size 25 inch) for risk & knowledge assessment (3 nos.)
16	LED display board	Provision of a running outdoor waterproof LED message display board to display information in the local language.	Provision of a running outdoor waterproof LED display board to display information in the local language.
17	Sites / Halt points per day	Generally, there will be a maximum of two halt points. In some special cases, there may be up to three halt points/sites.	Generally, there will be a maximum of two halt points. In some special cases, there may be up to three halt points/sites.
18	Storage space	Provisions should be made for the storage of all the aforementioned materials, either in the bus's basement or through specially designated storage areas inside the bus.	Provisions should be made for the storage of all the aforementioned materials, either in the bus's basement or through specially designated storage areas inside the bus.
20	Human resources and its logistics arrangements	The service provider will provide buses with one driver, one helper/cleaner and one Campaign Coordinator (See JD for annexure 6) who all will travel with the bus throughout the bus campaign. The Role and responsibilities of all HR	The service provider will provide buses with one driver, one helper/cleaner and one Campaign Coordinator (See JD for annexure 6) who all will travel with the bus throughout the bus campaign. The Role and responsibilities of all HR should be mentioned and approved before contracting.

		<p>should be mentioned and approved before contracting.</p> <p>The remuneration, water, food and accommodation for the HR is solely the agencies' responsibility.</p>	<p>The remuneration, water, food and accommodation for the HR is solely the agencies' responsibility.</p>
21	Provision for Drivers and Cleaners / Helper	<p>Provisions should be made for sleeping arrangements, personal hygiene, toiletries, and storage of clothes for the driver, cleaner, and one Campaign coordinator, totalling three persons. Staff deployed should be sensitive to public health programme needs and should avoid any racist or gender specific remarks and should avoid consumption of alcohol or any other intoxicants during duty hours.</p>	<p>Provisions should be made for sleeping arrangements, personal hygiene, toiletries, and storage of clothes for the driver, cleaner, and one Campaign coordinator, totalling three persons. Staff deployed should be sensitive to public health programme needs and should avoid any racist or gender specific remarks and should avoid consumption of alcohol or any other intoxicants during duty hours.</p>
22	Provision for Toilets	<p>Provisions should be made for one toilet with a western-style commode, equipped with a jet spray and running water provision.</p>	<p>Provisions should be made for one toilet with a western-style commode, equipped with a jet spray and running water provision.</p>
23	Cleaning of Bus	<p>The bus must be thoroughly cleaned before every site or halt point, and on a daily basis, it should be kept clean both internally and externally. Provisions should be made within the bus to ensure this cleanliness is maintained. Cleaning log to be maintained in hard copy for random inspection. Provision of color-coded bins should be made in the bus for general waste disposal.</p>	<p>The bus must be thoroughly cleaned before every site or halt point, and on a daily basis, it should be kept clean both internally and externally. Provisions should be made within the bus to ensure this cleanliness is maintained. Cleaning log to be maintained in hard copy for random inspection. Provision of color-coded bins should be made in the bus for general waste disposal.</p>
24	Bus servicing and management of breakdowns	<p>The vendor will be responsible for coordinating regular maintenance and servicing of the bus to ensure its safe and efficient operation throughout the campaign</p>	<p>The vendor will be responsible for coordinating regular maintenance and servicing of the bus to ensure its safe and efficient operation throughout the campaign period. Breaks will be scheduled during the route plan, which can be utilized for</p>

		<p>period. Breaks will be scheduled during the route plan, which can be utilized for servicing and maintenance of the bus. Any breakdown, maintenance service and/or repair related event should be documented along with duration and time point. Immediate information about any untoward incident to be communicated to the focal person assigned for RRB.</p>	<p>servicing and maintenance of the bus. Any breakdown, maintenance service and/or repair related event should be documented along with duration and time point. Immediate information about any untoward incident to be communicated to the focal person assigned for RRB.</p>
25	Bus and other asset Insurance	<p>Bus and other asset insurance will be the responsibility of the vendor. It is recommended to insure against fire, accidents, rioting, water submersion, theft, and any other relevant provisions that the vendor deems necessary based on their experience.</p>	<p>Bus and other asset insurance will be the responsibility of the vendor. It is recommended to insure against fire, accidents, rioting, water submersion, theft, and any other relevant provisions that the vendor deems necessary based on their experience.</p>
26	Safety of staff and visitors	<p>The bus should follow fire safety protocol and should have fire extinguishers within expiry date. There should be adequate provision for avoiding rodent infestation or any other possible damage to person or utility. Standard safety protocol in display as well as trained staff to follow it would be critical to ensure smooth operations.</p>	<p>The bus should follow fire safety protocol and should have fire extinguishers within expiry date. There should be adequate provision for avoiding rodent infestation or any other possible damage to person or utility. Standard safety protocol in display as well as trained staff to follow it would be critical to ensure smooth operations.</p>
27	Tax, Permits, licences, other legal requirements	<p>Vendors will be responsible for handling all taxes, permits, licenses, and other legal requirements. They must ensure that there are no issues that could jeopardize the smooth implementation of the campaign.</p>	<p>Vendors will be responsible for handling all taxes, permits, licenses, and other legal requirements. They must ensure that there are no issues that could jeopardize the smooth implementation of the campaign.</p>

2.2 Branding of the Red Ribbon Bus: The selected vendor will be executing the design and multi-colour branding of the Red Ribbon Bus which will be approved and provided by National AIDS Control Organisation (NACO), to ensure maximum visibility and impact.

2.3 Coordination and following the route of priority districts: Working closely with respective NGPR and state level campaign stakeholders, the vendor will follow a route plan that covers selected areas in priority districts. This includes coordinating with local authorities for necessary permits, and scheduling regular stops and activities along the route to maximize visibility and reach.

2.4 Performance Bank Guarantee:

The successful bidder will have to submit a demand draft of 10% of the contract value as security deposit for performance guarantee before the commencement of the contract. The demand draft deposited by the vendor shall not accrue any interest, hence no interest will be payable. The security deposit as performance guarantee may be forfeited in case the contract is terminated for any of the reasons other than mentioned in Clause 11.

On successful completion of contract period, security deposit will be released within next 60 days.

2.5 Penalty Clause:

2.5.1 In case of non-availability/breakdown of the bus is more than one halt point but limited to one day, penalty shall be levied at the rate of 50% of per day cost in addition to non-payment for one day.

2.5.2 In case of non-availability of Bus for more than three days, the vendor shall arrange alternative bus with specified infrastructure, permits & clearances to meet the requirement of bus as needed by NGPR, failing which NGPR shall levy penalty at the rate of 100% of per day cost in addition to non-payment for each day.

2.5.3 In case of non-availability of bus by the vendor more than a week's time, NGPR reserves the right to arrange the Bus from other source and in such scenario, the rate difference shall be recovered from the vendor payment and the security deposit in the form of DD submitted by the agency shall also be forfeited.

2.5.4 In case of non-availability or malfunction of any gadgets or services mentioned in the RFP, including but not limited to LEDs, canopies, generators, AC, or any other services and their functionalities: If the issue persists for more than one day but is limited to three days, a penalty shall be levied at the rate of 10% of the per day cost. If the issue persists for more than three days, the vendor shall arrange an alternative or a replacement with equivalent functionality to meet the requirements as specified in the RFP. Failing this, NGPR shall levy a penalty at the rate of 20% of the per day cost in addition to non-payment for the duration the service was non-functional. In case of non-availability or malfunction of gadgets or services for more than a week, NGPR reserves the right to procure the necessary gadgets or services from another source. In such a scenario, the rate difference shall be recovered from the vendor's payment and the security deposit in the form of a DD submitted by the agency shall also be forfeited.

3 Requirements

The following requirements outline the criteria that vendors must meet to be considered for the implementation of the Red Ribbon Bus (RRB) campaign. It is important to note that these requirements are subject to potential revisions based on deliberations and feedback from various stakeholders involved in the campaign. While these criteria serve as a foundation for vendor selection, flexibility and adaptability will be key principles guiding any adjustments deemed necessary to ensure the successful execution of the campaign and alignment with evolving needs and priorities.

3.1 Experience: Vendors should preferably have a track record in designing and executing public awareness campaigns, specifically those addressing health concerns such as HIV/AIDS, Sexual and Reproductive Health (SRH) and/or Infectious Diseases. Previous experience in developing campaigns with measurable impact and reaching diverse audiences will be highly valued. A portfolio showcasing successful past projects and campaigns related to health education and promotion will be required for consideration.

3.2 Expertise: Vendors should possess a multidisciplinary skill set encompassing design, communications, logistics and event planning. They should also demonstrate proven proficiency in managing assets, in the current context the bus, its maintenance, and operations. If the vendor does not own buses, they must show collaboration with an agency that owns or provides buses and manage its logistics.

3.3 Resources: Vendors must have access to suitable transportation options for the Red Ribbon Bus campaign, along with the necessary equipment and materials for conducting educational/public awareness activities onboard. This includes ensuring the availability of a well-maintained bus that meets the campaign's specifications as well as procuring educational resources such as *multimedia presentations, interactive displays, and informational materials*. Additionally, the vendor should have adequate staffing and logistical support to manage the operational aspects of the campaign effectively.

3.4 Compliance: Vendors must adhere to all relevant laws, regulations, and guidelines pertaining to health promotion and public transportation, including but not limited to those set forth by the National AIDS Control Organisation (NACO) and local authorities. This entails obtaining necessary permits and clearances for campaign activities, ensuring the safety and well-being of participants, and upholding ethical standards in all aspects of the campaign's implementation. A commitment to transparency, accountability, and ethical conduct is paramount in fostering trust and credibility with stakeholders and communities alike.

In case of the non-observance of the law with regard to the permit and other clearances, the vendor shall be fully responsible for its legal consequences. Any fine/penalty imposed by the authority due to the non-observance of the statutory rules/regulations shall be borne by the vendor at his own risk and cost. The NGPR reserves the right to withhold/recover the amount imposed as penalty by concerned Government authorities to the vendor in case of non-compliance of any statutory provisions.

4 Proposal Submission Guidelines

- 4.1 Required components of the proposal:** Vendors are expected to provide a comprehensive proposal that includes several key components. These include a detailed plan of action outlining the proposed approach to designing and implementing the Red Ribbon Bus campaign. The technical proposal template is in the **annexure 1**. This is indicative and the vendor may choose to add additional information that can be significant for the evaluation of the proposals.
- 4.2** Vendors should be in a position to handover the buses as per specified design/infrastructure as mentioned in this document within a period of 30 days from the date of issue of work order.
- 4.3 Examples of past work,** such as case studies or portfolio samples, demonstrating relevant experience in designing and executing public awareness campaigns, will also be required.
- 4.4 Financial proposal:** Vendors who have been shortlisted after the evaluation of the technical proposal will have to submit a financial proposal as per **annexure 2**. The vendor to ensure the compliance of all the service deliverables, specifications, timelines as mentioned in this RFP.
- 4.5 Timeline for submission of proposals:** The deadline for submission of proposals is clearly specified in section 1 of the Request for Proposals (RFP) document. Vendors must ensure that their proposals are submitted by the specified date and time to be considered for evaluation. Late submissions may not be accepted, and extensions may only be granted under exceptional circumstances, at the discretion of the issuing organization.
- 4.6 Contact information for inquiries and submission of proposals:** The contact information is specified in section 1 of the Request for Proposals (RFP) document. Any inquiries or clarifications regarding the RFP process should be directed to the specified contact, who will be available to address questions and provide guidance as needed within the timeline specified in section 1 of the RFP.

5 Evaluation Criteria

The following evaluation criteria serve as a framework for assessing proposals submitted for the Red Ribbon Bus campaign; however, it is important to acknowledge that these criteria are subject to potential revisions and adjustments based on the evolving needs and priorities of the campaign. The decision-making process regarding the evaluation of proposals and the selection of a vendor rests solely with the issuing organization, and the final decision will be made based on a comprehensive assessment of all relevant factors. While these evaluation criteria provide guidance to vendors, flexibility and adaptability are paramount, and the organization reserves the right to modify the criteria as necessary to ensure the successful execution of the campaign. The detailed scoring is in **annexure 3**.

- 5.1 Adherence to the scope of work and requirements outlined in the RFP:** Proposals will be evaluated based on the extent to which they align with the scope of work and requirements specified in the RFP document. Vendors must demonstrate a clear understanding of the objectives and deliverables outlined in the RFP and propose a plan that addresses each aspect comprehensively and effectively. Proposals that deviate

significantly from the stated scope of work may be deemed non-compliant and may receive lower scores during the evaluation process.

5.2 Creativity and effectiveness of the proposed campaign strategy: The creativity and innovation of the proposed campaign strategy will be assessed, along with its potential effectiveness in achieving the desired outcomes of the RRB campaign. Vendors are encouraged to propose creative approaches that engage and resonate with the target audience, leveraging a mix of multimedia channels, interactive activities, and community engagement strategies to maximize impact and reach.

5.3 Demonstrated experience and qualifications of the vendor and its team: The experience and qualifications of the vendor and its team members will be carefully evaluated to assess their capacity to successfully execute the Red Ribbon Bus campaign. Vendors should highlight relevant experience in designing and implementing public awareness campaigns, particularly those related to health issues such as HIV/AIDS. Additionally, the expertise and qualifications of key team members, including graphic designers, marketers, event planners, and community engagement specialists, will be considered in evaluating the overall strength of the proposal.

5.4 Feasibility of the proposed timeline and implementation plan: The feasibility of the proposed timeline and implementation plan will be assessed to ensure that the campaign can be executed within the specified timeframe and in accordance with the stated objectives. Vendor's adherence to a realistic and well-structured timeline provided by NGPRs to achieve key milestones and deliverables. The proposal should demonstrate careful consideration of logistical requirements, stakeholder coordination, and potential challenges or risks, along with strategies for mitigation and contingency planning.

6 Selection Process

The outlined selection process provides a structured framework for evaluating proposals and selecting a vendor for the Red Ribbon Bus campaign; however, it is essential to recognize that these procedures are subject to potential revisions and adjustments. The issuing organization reserves the right to modify the selection process as necessary to address unforeseen circumstances or to better align with the evolving needs and priorities of the campaign. Additionally, it is important to emphasize that the ultimate decision regarding vendor selection rests solely with the organization, and the decision is final. While transparency and fairness will guide the selection process, the organization retains discretion in determining the most suitable candidate for the project.

6.1 Evaluation of proposals by a review committee: All submitted proposals will be carefully evaluated by a review committee composed of representatives from the issuing organization. The review committee will initially assess the technical proposal based on the specified evaluation criteria, considering factors such as adherence to the scope of work, creativity of the campaign strategy, demonstrated experience and qualifications of the vendor, and feasibility of the implementation plan. The committee will conduct a thorough review process to ensure that all proposals are evaluated fairly and objectively.

6.2 Shortlisting of eligible vendors for further consideration or interviews: Following the initial evaluation, vendors may be shortlisted for further technical discussion along with short presentations. Shortlisting criteria may include the overall quality of the proposal, alignment with the campaign objectives, and the potential for successful implementation.

6.3 Review and finalise the RFP requirements with the selected vendors: The review committee will have an in-depth discussion with the shortlisted vendors based on their technical proposals. The committee will review the requirements in detail, considering the services offered in the technical proposals. The final shortlisting, along with the finalized RFP requirements, will then be proposed for submission by the shortlisted vendors.

6.4 Revised Technical and Financial Proposal Submission: The shortlisted vendors in this process will then be eligible to submit a revised technical proposal based on the corrigendum. At this stage, they will also need to submit their financial proposals as defined in the RFP/Corrigendum. They may also be invited to participate in additional discussions to assess the cost-effectiveness of their proposed budgets.

6.5 Final selection of the vendor based on the evaluation criteria and negotiations, if necessary: After thorough evaluation and consideration of all proposals, the review committee will make a final selection of the vendor based on the evaluation criteria outlined in the RFP. The selected vendor will be notified and may enter into negotiations with the issuing organization to finalize contractual arrangements, including terms and conditions, deliverables, and payment agreements.

6.6 The final selection will be made by the review committee, and their decision is final.

7 Bid Evaluation process:

This RFP Process comprises of two Bid system i.e., Technical and Financial Bids. Initially, only the technical bids have been called for and the same shall be opened on the stipulated date of opening of bids. After that, the technical bids evaluation shall be done to ascertain whether and how many bids are meeting the eligibility, qualification criteria and Technical aspects. Financial bids will be sought from those Bidders whose technical bids are declared successful after the evaluation process & presentation by the technically qualified bidders.

7.1 The selection of the best evaluated bidder will be done by following QCBS (Quality and Cost Based Selection) method. The bids received will be given technical (T) and financial scores (F) as per RFP procedure.

7.2 For final evaluation, the technical scores will be given a weightage of 70% while the financial score will be given a weightage of 30%. The Total Overall scores for the bidder shall be calculated as given below:

- Total Score: $(0.7 \times 100 \times T_b / T_h + (0.3 \times 100 \times F_m / F_b))$
- The bid with the highest total score (H-1) will be considered for award of contract.

T_b: Technical evaluated score of the particular bidder,

T_h: Highest evaluated Technical score of the bidders.

Fb: Financial quote of the particular bidder,

Fm: Lowest Financial Quote of the bidders.

Example of QCBS overall evaluation:

Description	Bidder 1	Bidder 2	Bidder 3
Evaluated Technical Score (Tb)	70	80	90
Highest Technical Score (Th)			90
Normalized Technical Score ($T=Th*100/Tb$)	78	89	100

	Bidder 1	Bidder 2	Bidder 3
Financial Quotes (in lakhs) (Fb)	1200	1000	1100
Lowest Financial Quote (Fm)		1000	
Normalized Financial Score ($F=Fm*100/Fb$)	83	100	91

	Bidder 1	Bidder 2	Bidder 3
Overall Score ($.7*T + .3*F$)	79	92	97
Bidder with highest score			97

8 Terms & Conditions

The terms and conditions outlined below provide a framework for the contractual agreement between the selected vendor and the issuing organization for the Red Ribbon Bus campaign. It is important to note that these terms and conditions are subject to potential revisions and adjustments, reflecting the evolving needs and priorities of the campaign. While every effort will be made to ensure transparency and fairness in the application of these terms, the ultimate decision regarding their interpretation and enforcement rests solely with the issuing organization. Vendors are advised to review and adhere to these terms with diligence, understanding that the organization's decision on matters related to contractual obligations, intellectual property rights, dispute resolution mechanisms, and termination clauses is final.

8.1 Contractual obligations of the selected vendor: Upon selection, the chosen vendor will be required to adhere to a set of contractual obligations outlined by the issuing organizations. These obligations will include entering into three separate contracts with each of the three individual NGPRs for their respective states. The contracts will outline clear timelines for project milestones and deliverables, specifying key dates for the completion of various stages of the campaign. Additionally, the contracts will define the scope of deliverables expected from the vendor, ensuring that all aspects of the campaign are executed according to agreed-upon standards. Payment terms, including the schedule and method of payment, will also be stipulated to provide clarity and accountability for financial transactions throughout the duration of the project.

8.2 Intellectual Property (IP) rights for campaign materials: The selected vendor will be required to address intellectual property rights for any materials developed during the campaign. This includes graphics, written content, multimedia presentations, and any other creative assets produced as part of the campaign. The contract will specify ownership rights, usage permissions, and any licensing agreements necessary to ensure that intellectual property is protected and appropriately attributed. Clear guidelines will be established to govern the use, distribution, and reproduction of campaign materials, both during and after the duration of the project.

8.3 Dispute resolution mechanisms and termination clauses: The contract will outline dispute resolution mechanisms and termination clauses to address potential conflicts or disagreements that may arise during the course of the project. These mechanisms will provide a framework for resolving disputes in a fair and timely manner, promoting open communication and collaboration between the vendor and the issuing organization. Additionally, termination clauses will define the circumstances under which either party may terminate the contract, specifying procedures for winding down the project, transferring responsibilities, and resolving any outstanding issues. Clear and mutually agreed-upon terms for dispute resolution and termination will help mitigate risks and ensure that the project proceeds smoothly and effectively.

9 Safety Clause (Road & POSH)

The buses should be well designed and equipped with all accessories necessary for safety of personnel & equipment fixed/provided in the bus.

The following safety norms are also to be observed strictly while providing the bus by the vendor-

- a. The buses must have a first Aid Box with glazed front, with necessary medicines for first aid. The expiry date of medicines must be checked time to time by transporter.
- b. The buses must be equipped with a Fire Extinguisher, dry power type located near the Engine Compartment
- d. The doors of the buses should be fitted with reliable locks
- e. The transporter should provide the driver having minimum of two years' experience of driving heavy vehicles with valid driving license and must not have any previous record of traffic offence and should not be drug addicted.
- f. HLPPT will not be responsible for any damage of the buses or damage caused by the buses staff to other vehicle or any injury caused to other persons while plying on the road.
- g. The transporter shall be responsible and liable for all police challans, fines and other claims (compensation etc.) arising out of accident in course of operation of buses or otherwise. HLPPT will bear no responsibility whatsoever in such matters.
- h. The vendor shall comply with all rules regulations regarding safety and security of their men, shall have to arrange for insurance etc. for their employees at their cost and the institute will not be responsible in any manner in case of mishap resulting in physical and or to monetary loss to their employees
- i. All deployed vehicles from transporter should have GPS and speed governors

- j. Vendor to also ensure that safety regulations under POSH act to be complied by the staff deployed by him during the currency of Contract. Non-compliance of with provision of POSH Act, shall impact penalty under Section 26 of Act:
- a) Unwelcome sexual advances involving verbal, non-verbal, or physical conduct implicit or explicit;
 - b) Physical contact and advances such as touching, stalking, sounds which have explicit and / or implicit sexual connotation/ overtones, molestation;
 - c) Sexually coloured remarks including, but not limited to vulgar/ indecent jokes, letters, phone calls, text messages, e-mails, gestures etc.;
 - e) Showing pornography such as display of pictures, signs etc. with sexual nature/connotation/ overtones in the work area and work related areas;
 - f) Verbal or non- verbal communication which offends the individual's sensibilities and affect her performance and has sexual connotation/ overtone/ nature.
 - g) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

10 Arbitration:

- 10.1 If the parties file to resolve their dispute or difference by such mutual consultations within thirty days of commencement of consultations, then either the service procuring agency or the service provider may give notice to the other party of its intention to commence arbitration, as hereinafter provided.
- 10.2 The applicable arbitration procedure will be as per the Arbitration and Conciliation Act 1996 as amended from time to time. In that event, the dispute or difference shall be referred to the sole arbitration of an officer as the arbitrator to be appointed with mutual consent from the "SAROD" (Society for Affordable Redressal of Disputes) panel.
- 10.3 Work under the RFP shall, notwithstanding the existence of any such dispute or difference, continue during arbitration proceedings and no payment due or payable by the Service Procuring Agency shall be withheld on account of such proceedings unless such payments are the direct subject of the arbitration.
- 10.4 The venue of arbitration shall be the place from where the RFP has been issued.

11 Force Majeure:

11.1 Definition

- 11.1.1 For the purposes of this RFP, "Force Majeure" means and event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to war, riots, civil disorder, earthquake, fire, explosion, storm, flood, or other natural disaster or adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts, or other industrial actions of the Party are within the power of the Party invoking Force Majeure to prevent), or mechanical, electronic or communication failure, confiscation or any other action by Government Agencies.

- 11.1.2 "Force Majeure" shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (a) take into account at the time of the conclusion of this RFP and (b) avoid or overcome in the carrying out of its obligations hereunder.
- 11.1.3 "Force Majeure" shall not include insufficiency of funds or failure to make any payment required hereunder.
- 11.1.4 Vendor shall not be in default in the performance of its obligation under this RFP to the extent that its performance of any such obligation is prevented or delayed by a force majeure event.
- 11.1.5 No Breach of RFP: The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this RFP insofar as such inability arises from an event of Force Majeure, provided that the party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this RFP.
- 11.1.6 Measure to be taken:
- a) Party affected by an event of Force Majeure shall take all reasonable measures to ensure such Party's inability to fulfil its obligations hereunder with a minimum of delay.
 - b) Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
 - c) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

Annexure 1

Vendors to provide a brief on following components:

#	Title of topic
1	Organizational Capacity in terms of: a. Organization structure b. Financial c. Programmatic experience d. Human resource and other expertise (Documentary evidence to above to be submitted)
2	Propose realistic plan with timeline (Vendor to provide plans in adherence to timeline)
3	Past experience specific to the RFP (Documentary evidence to above to be submitted)
4	Risk mitigation plan (Vendor to provide plans in adherence to timeline)

Please note that the proposal template provided in Annexure 1 is indicative, and vendors may choose to add additional information that they deem significant for the evaluation of their proposals.

Annexure 2

Budget Breakdown: Vendors should include a thorough budget breakdown specifying the allocation of funds for various aspects of the campaign. This should include expenses related to design and branding, staffing, materials, transportation, and any other relevant costs.

#	Budget heads	Description of the calculations	Total in INR
1	Bus Hiring Costs (Monthly basis) including (maintenance costs, design and branding, staffing, other materials Audio/Visuals and other expenses)		

2. Payment Terms:

The payment will be made in **04** instalments, according to the following schedule:

- [Instalment 1]: 10% of the total cost upon signing the contract.
- [Instalment 2]: 30% of the total cost upon readiness of Bus
- [Instalment 3]: 45% of the total cost after the campaign is over with financial and programmatic documentation is made available.
- [Additional Instalments]: 15% of the total cost after the post-campaign evaluation is completed, but not later than three months after the completion of the campaign.

3. Financial Assumptions:

- All costs are presented in Indian Rupees
- The budget breakdown is based on the proposed scope of work and requirements outlined in the Request for Proposals (RFP) and the discussion in the presentations
- Prices are inclusive of all taxes, fees, and other applicable charges.
- Any changes to the scope of work or additional expenses incurred beyond the proposed budget will be subject to further negotiation and agreement between the parties.

Technical Evaluation

#	Evaluation criteria	Score
1	Demonstrated experience and qualifications of the vendor and its team	40
2	Adherence to the scope of work and requirements outlined in the RFP	30
3	Creativity and effectiveness of the proposed campaign strategy	20
4	Capacity to adhere to the proposed timeline and implementation plan	10
	Total	100

Presentation evaluation: The evaluation of the presentation will be conducted based on criteria determined by the selection committee. These criteria will supplement the evaluation criteria set for the Request for Proposal (RFP).

Undertaking to be submitted by Bidder/Vendor/Tenderer

(On stamp paper of Rs.100/-)

This has reference to the RFE no.-..... Dated

In response to the LOE, we have submitted our bid on..... at your office/or through email

..... 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/organization employee in any capacity whatsoever.
- ii- We have no conflict of interest, which substantially affects fair competition. The prices quoted are competitive and without adopting any unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit an offer to restrict competition.
- iii- 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.
- iv- We undertake that:
 - a. All information furnished by us in respect of fulfilment of eligibility criteria and qualification information of the Bid is complete, correct and true.
 - b. All copies of documents, credentials and documents submitted along with this Bid and genuine, authentic, true and valid.
- v- 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 undertake 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 RFE and HLPPT has the right to reject all or any bid without assigning any reason or giving any explanation whatsoever.

Name of the authorized Signatory

Signature & Company Seal/Stamp

**Authorization to sign documents pertaining to bid submission against
RFE no:
[To be given on agency/firm/company on Company Letter Head Duly
Signed & Stamped]**

It is certified that we M/s
.....
having registered office at
.....
..... are submitting a bid proposal against RFE No.
..... for the
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 the agency is a company, certified copy of the extract of the
Company's Board Resolution to this effect shall be required.

JD of Campaign Coordinator

The CC will coordinate with the Nodal officer of district and the PR representative, for following the RRB route map, secure requisite permissions from local authorities. Additionally, CC will support and coordinate with SRs, SSRs, DAPCU/DISHA, and other local stakeholders for the implementation of the RRB campaign at the state and district level. Responsibilities also supporting the nodal officer in ensuring timely reporting to the PR, DAPCU/DISHA, SACS, and NACO. CC will conduct ongoing risk assessments, develop and implement risk mitigation plans, and ensure adherence plans and policies. The CC will also undertake any other activities and responsibilities as reasonably required by the project and organization. The ideal candidate will have been a graduate with experience in HIV projects related to Red Ribbon Youth clubs, or other health and communication campaigns.