

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST (HLFPPT)

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

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

Date: 22.03.2025

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 **Hindustan Latex Family Planning Promotion Trust [HLFPPT]** (hereinafter referred to as “Procuring Entity”) and any successful Bidder (hereinafter referred to as “Bidder”), as identified by the Procuring entity 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 Procuring entity and the Bidder. The purpose of this RFP is to furnish the Bidder(s) with information to aid in the formulation of their Bids. This RFP does not assert to contain all the information that each Bidder may require. The Procuring entity makes no representation, warranty, and assumes no liability under any law, statute, rules, or regulations for the accuracy, reliability, or completeness of this RFP. Procuring entity may, at its absolute discretion and without any obligation to do so, update, amend, or supplement the information in this RFP.

The Procuring Entity will not be responsible for any delay in receiving the bids. The issue of this RFP does not imply that Procuring entity is bound to select a Bidder or to appoint the selected Bidder, as the case may be, for the services and Procuring entity reserves the right to accept/reject any or all of bids submitted in response to RFP document at any stage without assigning any reasons whatsoever. Procuring Entity also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted bids.

The Procuring Entity reserves the right to change/ modify/ amend any or all provisions of this RFP document. Such revisions to the RFP / amended RFP will be made available on the website (<https://www.hlfppt.org/RFP>, devnet.org, www.allianceindia.org, www.saathii.in) and Times of India.

Activity Schedule

Sl. No.	Event/Activity	Details
1	RFP Ref. with date	RFP Ref. No. HLFPPT/GFATM/2024-2027/002 Date: 22.03.2025
2	RFP Release Date	22-03-2025 (To be released on Times of India PAN India edition, Devnet, NACO and website of 3 NGPR)
3.	Submission of queries	29-03-2025 All queries related to this document to be sent at info@hlfppt.org
4	Sending responses to the clarifications	info@hlfppt.org by 04-04-2025
5	Address for communication/submission Pre-Bid Meeting/opening of Bids	Hindustan Latex Family Planning Promotion Trust B-14A, 2 nd Floor, Noida Sector-62 Gautam Buddha Nagar-201307 Uttar Pradesh
6	Mode of Submission	The Bidder needs to submit proposals in hard copy through two bid system duly mentioned on envelope i.e. 1. Technical Proposal for Engaging Agency for Implementing RRB campaign Program on PAN India basis

		<p>2. Financial Proposal for Engaging Agency for Engaging Agency for Implementing RRB Campaign Program on PAN India basis.</p> <p>NOTE: Procuring entity reserves the right to ask for soft copy of the proposal at any stage of the evaluation process.</p>
7	Last Date & Time for submission of Bids	11-04-2025 by 6.30 PM

- Any change to the Activity Schedule will be notified through website (<https://www.hlfppt.org/RFP>) only
- In case the date of an event like last date for submission of bids, opening of bids etc. are declared as holiday in Noida, the respective date shall be treated as postponed to the next working day.
- The Procuring Entity reserves the right to accept or reject any or all Bids or change the terms and conditions of RFP or cancel the RFP without assigning any reasons at any stage and time.
- No contractual obligation whatsoever shall arise from the RFP document/process unless and until a formal contract is signed and executed between Procuring Entity and the selected bidder.
- The Procuring Entity disclaims any factual or other errors in the RFP document (the onus is purely on each Bidders to verify such information) and the information provided therein are intended only to help the Bidders to prepare a bid in accordance with the terms and conditions as set out in this RFP document/process.
- Bidder's representatives should submit a copy of their company I-cards. Only a maximum of two authorized representatives from each bidder will be allowed to attend the tender opening event.
- **Clarifications of RFP Document**
 - A prospective bidder requiring any clarification regarding terms & conditions, scope of work etc. given in the RFP documents may submit written request for clarifications on email info@hlfppt.org within 7 (seven) days from the date of RFP publication.
 - All the Bidders queries will be notified of response to clarifications only through a general notification/addendum on the website (<https://www.hlfppt.org/RFP>). Any Bidder who has downloaded the RFP document should watch for clarifications, if any, issued on the website. Procuring Entity will not issue separate communication to them.
 - The Procuring Entity shall not be responsible in any manner if a prospective bidder fails to notice any notifications placed on the website (<https://www.hlfppt.org/RFP>).
 - In order to provide response to any doubt regarding terms and conditions, scope of work and any other matter given in the RFP document, queries should be submitted in the format specified below to be considered for response BY EMAIL:

S N	Page No	Section in RFP	Point number within section	Text provided in RFP	Clarification sought with justification, if any

- The clarifications sought by the representative of prospective bidder shall be responded appropriately and through email.
- **Amendments to RFP Document**
 - At any time prior to the deadline for submission of bids, the Procuring Entity may, for any reason deemed fit by it, modify the RFP by issuing suitable amendment(s) to it.
 - To afford the bidders a reasonable time for taking the amendments into account, or for any other reason, the Procuring Entity may at its discretion extend the Bid submission date.

Request for Proposal (RFP)

With the financial 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 Organization (NACO). Red Ribbon Bus (RRB) campaign aimed at raising awareness about HIV/AIDS prevention and control among youth, vulnerable and general populations

Proposals under a two-bid system are invited from communication agency, or organizations specializing in the implementation and execution of health communication campaigns, including managing campaigns utilizing transport/logistics systems or facilities.

Bidders are advised to thoroughly review the RFP details provided in this RFP document to ensure a comprehensive understanding and compliance with the outlined requirements and expectations.

IMPORTANT DATES

S. No.	Particulars	Date
1	Date of RFP Issue	22/03/2025
2	Last date to seek clarifications	29/03/2025
3	Sending responses to the clarifications	04/04/2025
4	Closing Date for Submission of technical and financial proposal in hardcopy	11/04/2025

***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 RFP:

Procurement & Commercial Division

Hindustan Latex Family Planning Promotion Trust

B 14A, IInd Floor, Institutional Area

Block B, Sector 62, Noida, Uttar Pradesh 201307

Note: The applicant should submit hard copies of the technical and financial proposal along with relevant supporting documents. Please ensure that all the pages are numbered in sequence, signed & stamped by the authorized representative of the organization on each page.

1. INTRODUCTION:

About HLFPPPT (Hindustan Latex Family Planning Promotion Trust) HLFPPPT, 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, HLFPPPT 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 Bidders 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 Bidders 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, realize 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 organizations, 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 Organizations 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 **18 months, from 1st July 2025 to 31st December 2026, 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. Chandigarh 2. Dadra Nagar Haveli and Daman & Diu 3. Goa 4. Gujarat 5. Jammu & Kashmir 6. Ladakh 7. Madhya Pradesh 8. Maharashtra 9. Manipur 10. Mizoram 11. Uttarakhand	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 effective from **1st July 2025 to 31st December 2026**. HLPPT (on behalf of itself, IHAA, and SAATHII)- hereinafter will be referred as “Procuring Entity” is seeking applications from suitable Bidders/organizations to serve as the communication partner for the implementation of the RRB campaign. Each NGPR will require two buses each to cover the State/UTs listed above.

1.2 Background

The National AIDS Control Programme (NACP) Phase-V, in alignment with strategic communication objectives, aims to sustain and enhance behaviors 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 Behavioral 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 behavioral changes and disseminate information on HIV/STI prevention, the HIV and AIDS (Prevention & Control) Act 2017, 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 **2023** and ‘Sankalak data’. The draft route plan for phase-I (districts with halt points) is attached separately. The final route plan will be prepared in consultation with NACO and SACS and will be shared to follow the route plan (detailed plan attached [Route plan-phase-I- for all 3 NGPRs.zip](#))

2. Scope of Work

2.1 Overview

The selected Bidder will provide the following;

- Two buses (not more than five years old as on proposal submission date) per NGPR as per below mentioned details-

Name of NGPR	No. of big buses	No. of small buses	Duration
HLPPT	01	01	18 months
SAATHII	02	00	18 months
IHAA	01	01	18 months

- Design, fabrication, and multicolor branding (vinyl) of buses as per directives of procuring entity.
- Manage and operate buses for the campaign, ensuring adherence to the agreed route plan.
- Design and developing communication materials including AV materials to be used in the campaign.
- Develop and deploy communication materials such as standees, posters, AV tools, and online assessment platforms.
- Kindly refer section 2.2 for details of specifications.

2.2. Bus Specifications

The campaign requires two types of GPS enabled buses—one big and one small, each with distinct features to support campaign goals.

2.2.1. BIG BUS Specifications

Feature Category	Details
Bus Size	Big-size bus, 9–11 meters in length with GPS enabled
Branding	Outside Multicolor branding (vinyl) designs as per directives of procuring entity The bidder would be required to change the branding as per Procuring entity requirement as well as on frequent intervals on the fading of the colors, designs. 6 times in each bus during the project period of 18 months.
Counseling room	One rooms (30 sq. ft. each approx.), separated for privacy.

Feature Category	Details
	<p>Counselling room equipped with: Three Chairs with supply and installation charges (Cushioned chairs with arm rest). Fully furnished sound proof counselling rooms with civil and electrical works including Electrical Supply, Lights and Power Point connections both 16, 12 & 6 AMP etc. as per drawing layout shared. One table with supply and installation charges. The table features a wooden top, measures 2W x 3L ft, and is foldable with four legs. The table is made of aluminium and designed to be foldable, making it suitable for versatile use.</p>
Lab Rooms	One Lab Room (30 sq. ft. each approx.), separated for privacy.
	<p>Fully furnished lab rooms with civil and electrical works, including electrical supply, lighting, and power point connections (both 16, 12AMP and 6AMP) as per the shared layout drawing. The setup also includes a small refrigerator for maintaining the cold chain for HIV testing kits.</p> <p>Two chairs for Lab Room's with supply and installation charges (Two Chairs with supply and installation charges (Cushioned chairs with arm rest)).</p> <p>Lab Room's platform/slab/Table with supply and installation charges (size 2 ft x 3 ft)</p>
Exhibition/Classroom Space	<p>Dedicated space for 30 standing participants</p> <p>Fully furnished Exhibition/class room with civil and electrical works including Electrical Supply, Lights and Power Point connections both 16, 12AMP & 6AMP etc. as per the drawing layout shared.</p> <p>White Boards of Size 3"x4" Ft each along with along with marker pens</p> <p>Smart LED TV minimum of 55-inch (pen drive, Bluetooth, Wifi, and screenshare compatibility)</p> <p>CCTV camera 360 degree rotating, zooming feature with a resolution of 3 MP (1296P), intruder alerts, and 2.4GHz Wi-Fi, suitable for an exhibition room with backup footage storage of at least 1 TB</p> <p>Five Frames for display of boards / vinyl materials on 2 sides of the wall for each bus</p>
Audio-Visual Setup	<p>Three outdoor-compatible Smart LED TVs (75 inches) (pen drive, Bluetooth, Wifi, and screenshare compatibility) with protective covers</p> <p>Two speakers, each with a minimum power of 200 watts, to cater to at least 300 persons. Additionally, there should be two cordless microphones</p>
Lighting	Four LED floodlights (300 watts each) for audience visibility during outdoor activities. And sufficient lighting inside the bus.
Air Conditioning	<p>Fully air-conditioned interiors, including counseling/lab rooms and classroom areas through engine as well as genset. Centralized AC with capacity of 40 tons</p> <p>The Provision of fans for sleeping area 6 (Cabin, counselling, Lab and exhibition room) and Exhaust fan (1) in wash room.</p>
Safety Features	<p>2 Fire extinguishers with all statutory compliances.</p> <p>Rodent-proof design.</p> <p>Clearly displayed safety protocols and trained staff.</p> <p>Provision of emergency exit</p>
CCTV Cameras	<p>High-definition cameras 360 degree rotating, zooming feature inside and outside (4 for all four sides). Specifications - CCTV camera with a resolution of 3 MP (1296P), and 2.4GHz Wi-Fi, suitable for an exhibition room with backup footage storage of at least 1 TB</p> <p>1 no. -Driver 1 no. Exhibition Hall 1 no. Gallery</p> <p>Footage storage (1 TB) for backup: The agency is responsible for maintaining all backups for reporting purposes.</p>
Wi-Fi Enabled	Hotspot capability for public use (downloads, live sharing)
Power Backup	Power backup at least for 3 hours supporting all functionalities

Feature Category	Details
Restroom Facilities	Toilet with western commod, piping, Washbasin, civil and electrical works & sliding door and running water with required toiletries available during the campaign, with necessary arrangements for cleaning and waste management on regular basis.
Storage	Dedicated compartments for storage of campaign materials.
Flooring of bus	Aluminum flooring with vinyl coating
Staff Provisions	One driver, one cleaner/helper, and one Campaign Coordinator per bus with Sleeping arrangements for three persons (SS grade 304 foldable bed dimensions (2.5 x 6.5 ft, Waterproof mattresses (2.5 x 6.5 ft), hygiene amenities

Note: kindly see sample bus design as Annexure 1 for reference. The bidder must submit their proposal as per the specification/ requirement mentioned in 2.2.1 and 2.2.2.

2.2.2. Small Bus Specifications

Feature Category	Details
Bus Size	Big-size bus, 7–8 meters in length with GPS enabled
Branding	Outside Multicolor branding (vinyl) designs as per directives of procuring entity The bidder would be required to change the branding as per Procuring entity requirement as well as on frequent intervals on the fading of the colors, designs. 6 times in each bus during the project period of 18 months.
Counseling room	One room (30 sq. ft. each approx.), separated for privacy. Counselling room equipped with: Three Chairs with supply and installation charges (Cushioned chairs with arm rest). Fully furnished sound proof counselling rooms with civil and electrical works including Electrical Supply, Lights and Power Point connections both 16, 12 & 6 AMP etc. as per drawing layout shared. One table with supply and installation charges. The table features a wooden top, measures 2W x 3L ft, and is foldable with four legs. The table is made of aluminium and designed to be foldable, making it suitable for versatile use.
Lab Rooms	Lab Room (30 sq. ft. each approx.), separated for privacy. Fully furnished lab rooms with civil and electrical works, including electrical supply, lighting, and power point connections (both 12AMP and 6AMP) as per the shared layout drawing. The setup also includes a small refrigerator for maintaining the cold chain for HIV testing kits. Two chairs for Lab Room's with supply and installation charges Lab Room's platform/slab/Table with supply and installation charges
Audio-Visual Setup	Two outdoor-compatible Smart LED TVs (75 inches) (pen drive, Bluetooth, Wifi, and screenshare compatibility) with protective covers Two speakers, each with a minimum power of 200 watts, to cater to at least 300 persons. Additionally, there should be two cordless microphones
Lighting	Three LED floodlights (300 watts each) for audience visibility during outdoor activities. And sufficient lighting inside the bus.
Air Conditioning	Fully air-conditioned interiors, including counseling/lab rooms areas through engine as well as genset. Centralized AC with capacity of 30 tones The Provision of fans for sleeping area 6 (Cabin, counselling, Lab and exhibition room) and Exhaust fan (1) in wash room.
Safety Features	2 Fire extinguishers with all statutory compliances. Rodent-proof design. Clearly displayed safety protocols and trained staff. Provision of emergency exit
CCTV Cameras	High-definition cameras 360 degree rotating, zooming feature inside and outside (4 for all four sides). Specifications - CCTV camera with a resolution of 3 MP (1296P), and 2.4GHz Wi-Fi, suitable for an exhibition room with backup footage storage of at least 1 TB

Feature Category	Details
	1-Driver 1-Gallery
	Footage storage (1 TB) for backup: The agency is responsible for maintaining all backups for reporting purposes.
Wi-Fi Enabled	Hotspot capability for public use (downloads, live sharing)
Power Backup	Power backup at least for 3 hours supporting all functionalities
Restroom Facilities	Toilet with western commod, piping, Washbasin, civil and electrical works & sliding door and running water with required toiletries available during the campaign, with necessary arrangements for cleaning and waste management on regular basis.
Storage	Dedicated compartments for storage of campaign materials.
Flooring of bus	Aluminum flooring with vinyl coating
Staff Provisions	One driver, one cleaner/helper, and one Campaign Coordinator per bus with Sleeping arrangements for three persons (SS grade 304 foldable bed dimensions (2.5 x 6.5 ft, Waterproof mattresses (2.5 x 6.5 ft), hygiene amenities

2.2.3. Additional Campaign Equipment

Equipment/Material	Big Bus	Small Bus	Remark
Canopies/selfie booth/standees (Bus)	- 2 canopies (6x6 ft) each bus	- 3 canopies (6x6 ft) each bus *required due to small size of bus and material will be displayed outside the bus	Outside the Bus
	Selfie/photo stand 3 x 6 ft. - one unit/bus	Selfie/photo stand 3 x 6 ft. - one unit/bus	Outside the Bus
	5 standees (3x5 ft) each bus	5 standees (3x5 ft) each bus	Outside the Bus
Vinyl stickers / Sun boards	Vinyl stickers/sun boards 3x5 ft. - 5 units/bus	Vinyl stickers/sun boards 3x5 ft. - 5 units/bus	Inside the Bus in exhibition area
Jingles (audio)	1 each in Hindi and English (30 Sec.)		Pre publicity
Interactive Devices	Interactive devices - touch screens panel 25" (four for big bus and 3 for small bus) should be android compatible. Google form/quiz/content to be developed by respective NGPR		Outside the Bus
LED Display Board	Front and Back side compatible to bus size (Outdoor, waterproof display board for local language messages)		
Videos (Animated)	One video of 150 seconds video covering following themes in English and Hindi language: 1. Modes of transmission & prevention, 2. Myths and Misconception, 3. HIV and AIDS (P&C) Act 2017, 4. Stigma and discrimination, 5. NACP services (ICTC/STI/ART/OST/1097, etc.). Each theme will be for approx 30 seconds		In/ Outside the bus
Additional duration and dubbing charges (as per 5 themes specified above)	Audio jingles dubbing Charges (in per language) (14 language including Hindi and English)		
	Video Dubbing Charges (per language) (14 language including Hindi and English)		
	Additional duration charges (if more than 150 sec)		

Note:

1. Flex material Star quality material & backside black
2. LED TV & Touch panel - Reputed brand Smart TV, min. 3-star rating standard

2.3. Requirements

The following requirements outline the criteria that Bidders must meet to be considered for the implementation of the Red Ribbon Bus (RRB) campaign. While these criteria serve as a foundation for Bidder 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.

2.3.1. Hiring, running, and maintenance of the Red Ribbon Bus: The Bidder 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 Bidder will be responsible for coordinating regular maintenance and servicing of the bus to ensure its safe and efficient operation throughout the campaign period.

2.3.2. Coordination and following the route of priority districts: Working closely with respective NGPR/SR and state level campaign stakeholders, the Bidder 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. The draft route plan for phase-I (districts with halt points) is attached separately. The final route plan will be prepared in consultation with NACO and SACS and will be share to follow the route plan.

Activity will be carried out weekly 5 days from Monday to Friday from 9 AM to 6.00 PM (with lunch break), 2 spots daily as per the halt points finalized by respective SACS. Bus with support staff to reach the spot at 8 AM to start the preparations. The campaign coordinator to coordinate with respective SACS and DISHA officials for selected halt points and other campaign related requirement.

2.3.3. Experience: Bidders 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. Additionally, bidders should demonstrate experience in managing contracts with transport and logistics company, particularly in the context of campaign execution. A portfolio showcasing successful past projects campaigns related to health education and promotion will be required for consideration.

2.3.4. Expertise: Bidder should possess a multidisciplinary skill set encompassing design, communications, logistics management and event planning. They should also demonstrate proven proficiency in managing assets, in the current context the bus, its maintenance, and operations. If the Bidder – the Communication company does not own buses, they must show collaboration with an agency that owns or provides buses and manage its logistics. In such scenario, the agency would be required to submit the documentary evidence of doing projects with a transportation/logistics company.

2.3.5. Resources: The Bidder 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 Bidder should have adequate staff

2.3.6.

2.3.7. ing and logistical support to manage the operational aspects of the campaign effectively.

2.3.8. Compliance: The Bidder 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 Bidder 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 Bidder 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 Bidder in case of non-compliance of any statutory provisions from the pending payment and/or bank guarantee

3. Operations and Maintenance

Responsibilities of the Bidder:

3.1. Daily Maintenance:

- Ensure buses are cleaned daily (inside and outside).
- Maintain cleaning logs and provide color-coded waste bins.

3.2. Servicing and Repairs:

- Regularly schedule maintenance and respond promptly to breakdowns.
- Notify focal points of any incidents / accidents

3.3. Insurance:

- Insurance to Staff also needs to be covered.
- Comprehensive coverage for accidents, theft, fire, and other risks.

3.4. Statutory Compliances:

- To ensure the compliances of all statutory requirements like pollution, vehicle fitness, permits, licenses etc. are adhered

3.5. Human Resources:

- Assign one driver, one cleaner/helper.
- To ensure all the statutory compliances with regard to PF, ESI and other labor laws as applicable are strictly adhered to in respect of all Human Resource engaged for the implementation of the Program. The selected agency would be required to submit the PF & ESI submission challan copy along with the monthly invoice.
- One Campaign Coordinator per bus; for the job description, see Annexure 4.
- Provide sleeping arrangements, toiletries

4. Campaign Execution

4.1. Route Planning:

- Coordination with NGPR/ SR for route plan and approvals of bus to stop vehicle at halt points.
- Cover identified priority districts as per the schedule.
- Note there will be changes in the route plan, the selected bidder and the team need to accommodate the same in their schedules.

4.2. Public Engagement:

- Coordinate with the NGO PR/SR in setting up of activities listed below –
 - Exhibition including Audio-Visual (AV) display of HIV-routes of transmission, NACP services, stigma & discrimination, social protection etc.
 - Kiosk/QR Code for knowledge & risk-assessment
 - Engaging events like Quiz, Photo booth etc.
 - Distribution of SBCC and other awareness materials
 - General Health Check-up incl. Tuberculosis 4 Symptom (4S) Screening
 - Hep B & C screening
 - Ayushman Bharat-Health Account (ABHA) Card Registration
 - Facilitate the flash mob/folk media performances
 - Other related activity
- Organize counselling sessions in the bus in each halt.
- Coordinate with the local SACS, ICT to organize voluntary HIV testing sessions in each halt.

4.3. Reporting and Monitoring

- Prepare and submit monthly periodic reports in agreed templates detailing activities, audience reach, and feedback.
- Maintain logs for equipment performance and maintenance.

4.4. Safety Compliance

- Follow fire safety and health protocols.
- Ensure security and privacy measures are implemented onboard.

5. Bid Process:

● Number of Bids:

- No Bidder shall submit more than one Bid under the RFP. A Bidder bidding shall not be entitled to submit another Bid either individually or as a member of any Bidder.

● Right to reject any or all Bids:

- Notwithstanding anything contained in this RFP, the Procuring Entity reserves the right to accept or reject any Bid and to annul the selection process and reject all Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- Without prejudice to the generality of above, the Procuring Entity reserves the right to reject any Bid if:
 - at any time, a material misrepresentation is made or discovered, or
 - The Bidder does not provide, within the time specified by the Procurement Entity, the supplemental information sought by the Procuring Entity for evaluation of the Bid.
- Such misrepresentation/ improper response by the Bidder may lead to the disqualification of the Bidder. If such disqualification/ rejection occurs after the Bids have been opened and the highest-ranking Bidder gets disqualified/ rejected, then the Procuring Entity reserves the right to consider the next best Bidder or take any other measure as may be deemed fit in the sole discretion of the Procurement Entity, including annulment of the Selection Process.

● Selection of the bidder

- Procuring Entity shall be adopting the QCBS: Quality review of the technical request will be evaluated first with scoring, then Cost Based Scoring will be done) methodology for selection of the communication agency for each division, where in 70% weightage shall be given to technical evaluation score based on the technical Bids and 30% weightage shall be given to the financial evaluation score based on the financial Bid.
- The contract agreement shall be signed between the Bidder [whose combined score i.e. technical and financial evaluation) is the highest and Procuring Entity, subject to all conditions laid down in the RFP document is satisfied.
- As part of the evaluation, a Bidder must fulfil the Minimum Qualification Criteria. In case a Bidder does not fulfil the Minimum Qualification Criteria, the Bid of such a Bidder will not be evaluated further.

6. Bid Preparation & Submission:

The bidder is required to submit their offer in a two-bid system, consisting of a Techno-commercial bid and a financial bid, both provided at the exact same time and in 2 different sealed envelopes, as outlined below:

6.1. Techno-commercial Bid (Technical Bid)

The "Technical Bid" must include *only* technical and compliance-related documents, without any reference to pricing. The following documents should be submitted duly signed and stamped:

RFP	All pages to be signed and stamped by the authorized signatory, acknowledging acceptance of terms and conditions.
Technical Bid	The participant agency to submit detailed Bid & strategy for providing Buses, fabrication as per details, specifications and also strategy for implementing the Red Ribbon Campaign as per guidelines mentioned in this document.
Undertaking	Declaration on stamp paper of value of Rs.100/- head affirming that the bidder has not been blacklisted by any government entity/agency/PSU/NGO/ Organization as per "Annexure 2". A declaration from bidder to be printed on stamp paper of value of Rs.100/- as per "Annexure 2" along with RFP document stating that the rates quoted by bidder are valid for bid validity period + contract period + 90 days without which tender is liable to reject.
Authorization	An authorization letter on company letter head favor of the officer authorized to sign the tender document on behalf of the bidder as per "Annexure 3".

Sub-contractor agreement	The bidder needs to provide a notarized agreement that includes the distinct scope of work of each entity.
Conflict of interest	Declaration as per Annexure 6
Document	<ul style="list-style-type: none"> • Undertaking: Declaration on non blacklisted by any Govt/PSU/NGO • Notarized agreement between bidder and subcontracting agency • An authorization letter for signing the tender document • Registration Certificate of the company/organization • Relevant Experience Certificate • Financial documents-balanced sheet of last 3 years, viz, 21-22, 22-23, 23-24 • PAN Card/GST/ • MSME Registration certificate • Bill of Quantity (detailed BoQ attached separately) • Conflict of Interest

Note: Under no circumstances should price details be included or implied in the technical bid. If any price-related information is found in the technical bid, the bid will be disqualified.

6.2. Financial Bid

- The "Financial Bid" shall include only the pricing details as per the template provided under 21.1 Budget Breakdown format. The financial plan shall include the cost of carrying out the project, including personnel costs, travel, and other expenses.
No technical details, specifications, or any information not previously provided in the technical bid shall be included in the financial bid. Any inclusion of additional technical details will lead to disqualification.

6.3. Bid Validity

- Bids must remain valid for a period of *not less than 90 days* from the bid submission deadline specified in the RFP document.
- Any bid with a validity period shorter than 90 days shall be considered *non-responsive* and will be rejected.

6.4. Extension of Bid Validity

- In the event that the validity period expires on or after a holiday or a closed day for the Procuring Entity, the bid validity period shall automatically extend to the next working day.
- In exceptional cases, the Procuring Entity may request, in writing or electronically, for bidders to extend the validity period for a specified additional period. Bidders can accept or reject this request. If a bidder agrees to extend the validity period, *no modifications to the bid will be permitted* during the extended validity period.

Important Note: Failure to comply with the above instructions or the inclusion of price details in the technical bid will result in the disqualification of the bid.

7. Earnest Money Deposit (EMD)

- i. Bidders shall submit along with the bid, EMD of INR 5 Lakhs (Rupees Five Lakhs Only) in the form of Demand Draft/FDR in favour of (). This should be executed by a Nationalized/Scheduled Bank.
- ii. In case of bidders registered with NSIC/MSME, they are eligible for waiver of EMD. However, they need to provide valid NSIC/MSME Certificate as part of eligibility criteria.
- iii. EMD shall be valid for a period of Eighteen months from the date of release of RFP.
- iv. Non submission of EMD along with Eligibility Bid Document will disqualify the Bidder.
- v. The EMD will not carry any interest.
- vi. The EMD of those Bidders, who do not qualify in the eligibility evaluation or technical evaluation, will be returned to the issuing Bank without interest after completion of RFP process.
- vii. The EMD will be refunded to the successful bidder after:
 - a. Acceptance of Purchase Order

- b. Signing of the Contract(s)
- c. Submission of required Performance Bank Guarantee (PBG) as per “Annexure – 5”
- ix. The EMD submitted by the bidder may be forfeited and other action(s) may be taken against bidder if:

- a. The bidder backs out of the RFP process after the last date and time for submission of bids.
- b. The bidder is found to be indulging in Fraudulent & Corrupt practices as defined in this RFP.
- c. The Bidder withdraws or amends its Bid during the period of Bid validity.
- d. The Bidder makes any written statement or encloses any form which turns out to be False/incorrect at any time prior to signing of Contract; or
- e. Bidder does not respond to requests for clarification of its Proposal.
- f. Bidder fails to provide required information during the evaluation process or is found to be non-responsive.
- g. The successful bidder does not accept the Work Order issued by (the respective NGPR)_ or not sign the Contract(s) within the time prescribed by the issuing authority..
- h. The Bidder qualifies in this RFP as a successful bidder but fails or refuses to fulfil his contractual obligations after the award of Work Order and in case the bidder fails to submit PBG, as per terms of tender document/Work Order.

8. MSME Registration:

8.1 The bidders participating as Micro/Small Enterprises (MSE) shall submit an Undertaking in the prescribed format (Annexure-2) given in Bid Document declaring the status of their firm under the provisions of Micro and Small Enterprises along with a copy of the document/ certificate issued by any of the Authority mentioned below:

- i. District Industries Centres
- ii. Khadi and Village Industries Commission
- iii. Khadi and Village Industries Board
- iv. Coir Board
- v. National Small Industries Corporation (NSIC)
- vi. Directorate of Handicrafts and Handloom
- vii. MSEs registered under Udyam Registration (UR) portal
- viii. Any other Body specified by Ministry of Micro, Small and Medium Enterprises.

8.2 The registration certificate submitted by MSEs issued from any one of the above agencies must be valid as on close date of the tender. The MSEs who have applied for registration or renewal of registration with any of the above agencies/bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption/preference.

8.3 MSEs Bidders are exempted from payment of Earnest Money Deposit (EMD).

9. Project Duration:

The project duration would be from **1st Jul 2025 to 31st December'2026**. Also refer the table in section 2.1 of this RFP for duration on engagement by each NGPR.

10. Evaluation of Bids

Basic Principles

- (i) Bids will be evaluated based on the criteria mentioned in the RFP document and without recourse to extrinsic evidence.
- (ii) Information relating to the evaluation of Bids and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with the bidding process until information on Contract Award is formally communicated.
- (iii) Any effort by a Bidder to influence the Procuring Entity in the evaluation or contract award decisions may result in the rejection of its Bid.

A. Preliminary Scrutiny and Determination of Substantial Responsiveness of Bids

- a. The Bids will be scrutinized by the Bid Evaluation committee appointed by the Procuring Entity, to determine whether they are complete and meet the essential and important requirements,

conditions and whether the Bidder is eligible and technically qualified as per criteria laid down in this RFP. The Bid Evaluation Committee shall conduct a preliminary evaluation of the Bids at the beginning to assess the prima-facie responsiveness and record its findings thereof particularly in respect of the following:

- i. that the essential documents are provided, as per the requirements listed in the Bid documents;
 - ii. the Bid is valid for the period, specified in the RFP documents;
 - iii. Bidders must meet the eligibility and qualification requirements given in the RFP document; and
 - iv. that the Bidder has agreed to give the required performance security.
- b. The Bid Evaluation Committee shall regard a Bid as substantially responsive if it conforms to all requirements set out in the RFP document, or contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the RFP document, that is, there is no material deviation, or if it contains errors or oversights that can be corrected without any change in the substance of the Bid;
 - c. The Bid Evaluation Committee may waive non-conformities in the Bid that do not constitute a material deviation, reservation or omission and deem the Bid to be responsive;
 - d. The Bid Evaluation Committee may request the Bidder to submit necessary information or documents which are historical in nature like audited statements of accounts, tax clearance certificate, PAN, or any other documents etc. within stipulated time provided by the committee. Failure of the Bidder to comply with the request within the stipulated time shall result in the rejection of its Bid.
 - e. Bids that are not responsive or contain any material deviation shall be rejected. Bids declared as non-responsive shall be excluded from any further evaluation.
 - f. The Bids, which do not meet the aforesaid requirements are liable to be treated as non-responsive and may be ignored. The decision of the Procuring Entity as to whether the Bidder is eligible and qualified or not and whether the Bid is responsive or not shall be final and binding on the Bidders. Financial Bids of only those Bidders, who qualify on technical evaluation process, will be considered and opened.

B. Clarification of Bids

- (i) To facilitate evaluation of Bids, the Procuring Entity may, at its sole discretion, seek clarifications in writing only from any Bidder regarding its Bid. Notwithstanding anything contained in the RFP, Procuring Entity reserves the right not to take into consideration any such clarifications sought for evaluation of the Bid.
- (ii) At any point in time during the bidding process, if required by the Procuring Entity, it is the Bidders' responsibility to provide required evidence of their eligibility as per the terms of the RFP, to the satisfaction of Procuring Entity. If no response is received by due date, the procuring Entity, shall evaluate the offer as per available information. The technical evaluation committee of Procuring Entity can verify the facts and figures quoted in the Bid. Procuring Entity reserves the right to conduct detailed due diligence of the information provided by the Bidders for technical and financial evaluation.
- (iii) No change in the prices or substance of the Bid shall be sought, offered, or permitted.
- (iv) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified Bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted under any circumstances.
- (v) All communication generated as above shall be included in the record of the procurement proceedings.

C. Fulfilment of the Qualification Criteria

- (i) As part of the evaluation, a Bidder must fulfill the Qualification Criteria. In case a Bidder does not fulfill the Qualification Criteria, the Bid of such a Bidder will not be considered for further evaluation.

D. Eligibility Criteria

● **Eligible Bidders:**

- (i) The eligibility criteria for a Bidder to qualify for technical Bid evaluation are listed below:

Sl. No.	Qualification Criteria	Documentary Evidence

1	Proposer should be any legal or other entity including a company registered in India under the Indian Companies Laws or a society registered under Societies Registration Act, 1860 or any other Indian law for registration of societies, a registered trust under Indian Trusts Act, 1882 or any other Indian law for registration of public trust or a sole proprietorship or partnership registered under the relevant laws of incorporation unless otherwise specified by the State. All for-profit may also apply and provide copy of registration certificate.	<ul style="list-style-type: none"> • Self-attested copy of the certificate of registration under any other law applicable under the laws of India. • PAN Card • GST Registration Certificate • MSME Registration Certificate (if applicable) •
2	The proposer should have experience, encompassing both completed and ongoing projects/contracts on similar nature of works e.g: <ul style="list-style-type: none"> • Proven experience in conducting similar health awareness program • The Bidder should have experience in designing and executing public awareness campaigns, specifically those addressing health concerns such as HIV/AIDS, Sexual and Reproductive Health (SRH) and/or Infectious Disease. • Demonstrated capacity to work across diverse geographic locations, including rural and remote areas in India. • Established networks with healthcare service providers and government health agencies. 	<ul style="list-style-type: none"> • Copy of the relevant Work order / Contract agreement clearly highlighting the Scope of Work • No. of project implemented <ul style="list-style-type: none"> ○ 1- 2 ○ 3-4 ○ 5+ • Client's Certificate on satisfactory completion and/or satisfactory progress report of project
3	The Bidders must have an average annual turnover of minimum 2 Crores in three financial years. (i.e. 2021-22, 2022-23 & 2023-24)	Audited balance sheet and (a) Statement of Income and Expenditure account. (if the Proposer is for non-profit entity) (b) Statement of Profit and Loss (if the Proposer is for-profit entity).
4	Approach, Methodology, Project Implementation Plan	<ul style="list-style-type: none"> • Executive Summary: Overview of the Bid and key aspects of the methodology. • Organization's Profile: A description of the organization's history, mission, and relevant experience. • Methodology: Detailed approach and methodology for conducting the mapping and assessment. • Work Plan: Proposed timeline for the project, including milestones and deliverables. Team Composition: Details of key personnel, their roles, and their experience.
5	The Bidder should not be blacklisted by any Government/PSU/Organization as on the date of submission of the Bid	Undertaking to be submitted on stamp paper as per Annexure:2
6	The Bidder to submit the details of any pending suits/ enquiry/ investigation against court of law, legal authority, paralegal authority.	Self-Declaration on official Letter Head

11. Evaluation Criteria

11.1 Technical Evaluation:

- (i) All bids received by the stated closing date will be evaluated and ranked by the procurement committee / competent authority, accordingly to the conditions described in the qualification criteria.

- (ii) Following criteria be adopted to shortlist the proposals and identify suitable agencies. Out of the total score 70% weightage is to be assigned to technical and 30% to the financial proposal.
- (iii) Following criteria will be adopted for conducting a desk review (TS1) of the technical proposals to shortlist the agencies for the technical presentation / interaction (TS2) round.
- (iv) If required, Procuring Entity may seek specific clarifications from any or all Bidder(s) at this stage. After the technical evaluation each Bid will be given a technical mark as detailed below. The maximum points/ marks to be given under each of the evaluation criteria are:

Technical Evaluation Matrix				
SN	Particulars	Allocation of marks		Weightage for Marks
Scoring of Technical Proposals (Desk Review), TS1				
1	Geographical coverage: Experience in similar nature of projects, in the last five years (2019-2020, 2020-21, 2021-22, 2022-23 & 2023-2024).	(a) No. of states covered a. 1-5 b. 6-10 c. More than 10		15 marks
2	The Proposer should have an average annual financial turnover INR_2 Cr_ Amount in the last Three (3) Financial Years	(a) 2 to 3 crores = 5 (b) 3-5 (c) More than 5	15 marks	15 marks
3	Past projects experience in similar campaign, creating & designing IEC Material for similar nature of Health Projects (designing and executing public awareness campaigns, specifically those addressing health concerns such as HIV/AIDS, Sexual and Reproductive Health (SRH) and/or Infectious Disease.), Making Jingle for any Project, Designing of Standees, Pamphlets etc.	Number of Projects: 1-3 Projects: 5 4-6 Projects 10 More than 6: 15		15 marks
4	Logistics/Transportation: Past Experience in managing contacts with transportation company involving buses/MMU/Ambulances and relevant transportation: Based on number of relevant projects done scoring can be done.	Number of Projects: 1-3 Projects: 5 4-6 Projects 10 More than 6: 15		15 Marks
5	Implementation Plan: Capacity to adhere to the proposed timeline and implementation plan	Clarity in key milestones and deliverable: 3 Realistic plan with timeline: 3 Risk and mitigation plans:4		10 marks
Scoring of Technical Proposals (Desk Review), TS1				70 marks
Scoring of Technical Proposals on presentation / interaction, TS2				
6	Profile and Methodology: <ul style="list-style-type: none"> ● Bidder Profile: A description of the organization's history, mission, and relevant experience. ● Methodology: Detailed approach and plans for conducting the proposed campaign as per RFP 	30 marks		

Technical Evaluation Matrix			
SN	Particulars	Allocation of marks	Weightage for Marks
Scoring of Technical Proposals (Desk Review), TS1			
Technical Proposals on presentation / interaction Score, TS2			30 marks
Total Marks (TS1+TS2)			100 Marks

E. Final Selection

- (i) Technical bids of the qualified bidder shall be evaluated before opening the Financial bids.
- (ii) The technical score would be calculated for each Bidder by the Procuring Entity and all the Bidders who gets a minimum of 70 marks out of 100 would only be considered for financial evaluation. Bidders who get a technical score of less than 70 out of 100 would not be considered for the financial evaluation.
- (iii) Procuring Entity shall adopt the QCBS (Quality and Cost Based Selection) methodology for selection of agency: where in 70% weightage shall be given to technical evaluation score based on the technical Bids submitted by the Bidder and 30% weightage shall be given to the financial evaluation score based on the financial bid submitted by the Bidder.
- (iv) The combined score of the technical and financial evaluation of the technically qualified bidders as per the eligibility criteria, shall be calculated as per the formula:

$$\text{Score (S)} = (\text{T/T High} \times 70) + (\text{C Low/C} \times 30)$$

where:

T = Technical evaluation score of the Bidder

T High = Highest Technical score amongst the Bidders

C Low = Lowest quote of financial Bid amongst the Bidders

C = Quote of financial Bid by the Bidder.

And the Bidder, securing the highest score shall be shortlisted for the concerned assignment.

For example,

Three Bidder(s) A, B and C, have applied for a particular assignment. Technical score shall be arrived at by treating the marks of the Bidder scoring the highest marks (assuming Bidder A) in the technical evaluation as 100. The technical score of other Bidders (B, C etc.) shall be computed using the formula:

$$\text{Technical Score} = \text{Marks of B} / \text{Marks of the Highest Scorer (Assumed Bidder A)} \times 100.$$

Similarly, financial score of the Bidders, shall be arrived at taking the cost quoted by the L1 (Lowest Bid quoted) Bidder i.e., let the lowest quoted Bidder be C, as 100. Marks of the other Bidders shall be calculated using the formula:

$$\text{Financial Score} = \text{Cost of L1 Bidder} / \text{Cost quoted by Bidder} \times 100.$$

A "combined score" shall be arrived at, taking into account both technical and financial scores of each The Bidder with a weightage of 70% for technical score and 30% for Financial score. The successful Bidder shall be the one who has the highest combined score. For example,

Bidder	Technical Marks - as scored in technical evaluation	Technical Score (Marks of Bidder/ Marks of the Highest Scorer X 100)	Technical Weightage (70%)	Quoted Value (In INR)	Financial Score (Cost of L1 Bidder /Cost quoted by Bidder X 100)	Financial Weightage (30%)	Combined Score (Tech Weightage + Fin. Weightage)
A	79	$(79/91)*100 = 86.813$	$86.813*70/100 = 60.769$	2300	$(2300/2300)*100 = 100$	$100*30/100 = 30$	90.769
B	85	$(85/91)*100 = 93.406$	$93.406*70/100 = 65.385$	2417	$(2300/2417)*100 = 95.156$	$95.156*30/100 = 28.548$	93.932
C	91	$(91/91)*100 = 100$	$100*70/100 = 70$	2576	$(2300/2576)*100 = 89.285$	$89.285*30/100 = 26.786$	96.786

Hence, Bidder C, with the highest score of 96.786 becomes the successful Bidder.

- (i) In case of more than one Bidder with equal highest score up to 3 decimals, then the Bidder with the highest financial score shall be declared as the shortlisted Bidder, i.e. CS 1. Negotiation will be done with CS1.
- (ii) In case, the shortlisted Bidder/service provider denies/fails to honor the contract agreement /Letter of Intent (LoI), the Procuring Entity shall be at the freedom to negotiate with the next highest combined score CS2, and CS3 (in this order), responsive Bidders with their consent to enter into an agreement with the Procuring Entity at the rate agreed with the CS1 bidder.
- (iii) The Procuring Entity reserves the right to accept in part or in full any Bid or reject any Bid(s) without assigning any reason or to cancel the tendering process and reject all Bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected Bidder(s).
- (iv) The Procuring Entity reserves the right at the time of Contract award and/or during validity of contract, to increase or decrease the scope of services up to 20% without any change in unit price or other terms and conditions.
- (v) The Procuring Entity will notify the successful Bidder in writing by issuing a Letter of Intent (LoI), that its Bid has been accepted, briefly indicating there in the essential details like description of services and corresponding prices accepted, subject to the contract agreement to be signed between the parties “floated from this RFP” having the terms and conditions etc., therein. The Bidder shall within 7 days of issue of the Letter of Intent (LoI), give his acceptance.
- (vi) **Performance security:** The selected bidder will be awarded work order by three NGPRs and accordingly, within 21 days from the date of issue of LOA, the successful Bidder will be required to furnish the PBG/FDR to the respective NGPR. Performance Security @ 5% of the individual contract value for the due and faithful performance under the agreement. Failing which the award will be cancelled, and Bidder will also be blacklisted. The Performance security to be submitted by way of Bank guarantee/FDR/DD. The validity of the performance security shall be beyond 3 months from the date of completion of all contractual obligations.
In case of non-performance during the currency of contract, the procurement entity reserves the right to recover the losses, by forfeiting the Bank guarantee/FDR/DD submitted by the bidder. Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award. In that event the Procuring Entity may award the Contract to the next ranked Bidder (matching the score of R1) whose Bid is substantially responsive and is determined by the Procuring Entity to be qualified to perform the Contract satisfactorily.
- (vii) The contract agreement will be signed between respective NGPR and the selected service provider and will be required to be signed within 21 days of the issue of the Letter of Intent (LoI). The stamp duty and registration charges, if any levied by the Central or State governments or any other statutory body, payable on the contract agreement will be borne by the service provider.
- (viii) Final Selection: The Procuring Entity reserves the right to accept or reject any Bid, and to cancel / annul the bidding process and reject all Bids at any time prior to contract award, without thereby incurring any liability to the Bidders for which the Procuring Entity shall keep record of clear and logical reasons properly for any such action / recall of bidding process. In case of cancellation / annulment, all Bids submitted and specifically.

12. Selection Process

12.1 The outlined selection process provides a structured framework for evaluating proposals and selecting a Bidder for the Red Ribbon Bus campaign; however, it is essential to recognize that these procedures are subject to potential revisions and adjustments. The Procuring Entity 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 Bidder 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.

12.2 **Evaluation of proposals by a review committee:** All submitted proposals will be carefully evaluated by a review committee composed of representatives from the Procuring Entity. 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 Bidder, and feasibility of the implementation plan. The committee will conduct a thorough review process to ensure that all proposals are evaluated fairly and objectively.

12.3 **Shortlisting of eligible Bidders for further consideration or interviews:** Following the initial

evaluation, Bidders may be contacted by email or phone for further technical discussion along with short presentations. This discussion may include the overall quality of the proposal, alignment with the campaign objectives, and the potential for successful implementation. There will be no physical meetings with the bidders during the selection process.

12.4 Financial Bid Opening: The bidders who will be technically qualified after desk review and presentation, will only be considered for Opening of Financial Bid.

13.Tolerance Clause:

The selected bidder to accept any change in the requirement during the period starting from acceptance of bid till completion of the delivery schedule. The procurement entity reserves the right to increase or decrease the quantity of the required goods and services up to 20% without any change in the terms & conditions and prices quoted by the bidder. The project planned activities will be shared by respective NGPRs on weekly/fortnightly/monthly basis. However, the procuring entity reserves the right for tolerance in same ratio with regard to timelines of project activities scheduled. In such scenario, the bidder will be intimated 24hr in advance.

14. Statutory Compliances

The selected bidder would be required to strictly adhere to all the statutory compliance such as: -

- Minimum Wages Act, PF, ESI and other Labor Laws Clauses. The bills should be submitted along with monthly payment challans of ESIC and EPFO documents by the agency of the personnel deployed.
- A copy of buses Registrations under National Permit, not earlier than _____& insurance should be deposited with respective NGPR before the start of fabrication of buses.
- The Contractor will be responsible for compliance with all the laws and regulations pertaining to plying of buses on road, safety of its passengers, traffic rules and laws under motor vehicle act, insurance of buses, insurance of the passengers /occupants and third party liabilities while plying on the road or otherwise.
- The Driver should have Heavy Motor Commercial License and shall ensure that all the necessary documents such as RC, Insurance, Pollution, Fitness should be available in Bus at all time. Any challans, seize of bus due to non-availability of such document will be at the bidder scope and Bidder will be solely liable to bear the consequences arise due to any such event.
- All the civil, criminal liabilities and decrees awarded by the court of law or under any law of the land shall be sole responsibility and shall be borne by the selected bidder, and the selected bidder will indemnify the procuring entity against any claim action or demands relating to any incident occurred as a result of any negligence on the part of driver, staff provided in the bus by the selected bidder.
- In case of any accident during the performance of the duty the cost of damage will be borne by the selected bidder and the selected bidder will indemnify the procuring entity against any claim action or demands relating to any accident or damage that may occur to any buses (s) driver (s)/staff (s) employed or to any third person/party involved in such accident

15. Award of Contract

Upon selection, the chosen Bidder 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 NGO PRs 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 Bidder, 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.

A. Award Criteria

- (i) Procuring Entity shall award the Contract to the Bidder whose technical and financial bids has highest combined score during evaluation of bids.

B. Notification of Award

- (i) Prior to the expiration of the period of Bids validity, the Procuring Entity shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification letter (hereinafter and in the

Conditions of Contract and Contract Forms called the “Letter of Acceptance”) shall specify the sum that the Procuring Entity will pay the selected bidder in consideration of the Delivery / Performance of Services (hereinafter and in the Conditions of Contract and Contract Forms called “the Contract Price”).

- (ii) Until a formal Contract is prepared and executed, the Letter of Acceptance shall constitute a binding Contract.

C. Signing of Contract

- (i) The contract agreement between respective NGO PRs and the agency should be executed within 21 days of the issue of the Letter of Intent (LoI) by the Procuring Entity for the said assignment. The selected agency must have to submit the Performance Security before the execution of the contract and;

D. Exclusion of Bid/ Disqualification

- (i) The Procuring Entity may exclude or disqualify a bid if:
- The information submitted, concerning the qualifications of the Bidder, was false or constituted a misrepresentation; or
 - The information submitted, concerning the qualifications of the Bidder, was materially in- accurate or incomplete; and
 - The Bidder is not qualified as per pre-qualification/ eligibility criteria mentioned in the RFP document, even after seeking clarifications/ additional documents by the committee;
 - The bid materially departs from the requirements specified in the Bid or it contains false information;
 - A bid shall be excluded/ disqualified as soon as the cause for its exclusion/disqualification is discovered.

E. Sub-Contracting

- A. The selected agency shall not subcontract any portion of the services to be performed under this contract without the prior written approval of the Procuring Entity. No such subcontract shall relieve the Selected Bidder from its obligations and liabilities under this Agreement, nor shall any subcontract obligate direct payment from the Procurement Entity.
- B. In case of sub-contracting any portion of the services, an agreement must be signed among concerned parties within 14 days after the notification of the award of the contract, defining the roles and responsibilities of both parties and timelines, etc. A copy of such agreement(s) needs to be shared with Procuring Entity.

13 Payment Terms:

13.1 Mobilization Advance

The selected agency shall be paid Mobilisation Advance up to a maximum of 10% (ten percent) of awarded Contract value. Mobilization Advance shall be paid to the Contractor in two instalments after signing the Contract agreement in the following manner.

- a. 5% Payment will be made at the time of signing of Agreement;
On submission of ABG of the 10% of the total contract value from the Nationalized Bank with a validity of eighteen months. However, Contractor may submit Bank Guarantee of 10% as above in two stages of 5% each for availing advance against sub-clause (b) below.
- b. 5% Payment will be made at the time of project launch i.e. on readiness of Bus in all manner as prescribed in the Tender document.

13.2 Recovery of Mobilisation Advance:

The mobilization advance, shall be recovered from each running account bill @10% of gross amount of monthly R.A. Bill in such a manner that the total advance is recovered when approximate 85% of the contract value gets paid. Balance amount, if any, remaining recovered shall be deducted in full from the pre-final bill.

13.3: Balance 90% payment will be divided into 18months and shall be paid on monthly basis on submission of monthly invoice duly supported by necessary program and Financial documents duly certified by the authorised representative of the respective NGPR.

The payment will be made as mentioned in Budget breakdown table on Annexure-A (Financial Bid).

1. The payment will be made one time for Communication materials: Cost for one time development
2. The payment will be made on monthly rental basis for Fixed cost
3. TDS as applicable will be deducted as per Income Tax Act, 1961.
4. Payment will be made through Cheque/NEFT/RTGS, as per payment clause mentioned in the document.
5. Penalty clause will be applicable as per the Penalty clause mentioned in the RFP document
6. Payment shall be made on submission of invoice duly certified/verified by authorized representative (

15 Penalty Clause:

- i. In case the selected agency fails to provide the buses as per the terms & conditions, timelines mentioned in the work order issued by the respective NGPR, penalty @ 1% of the contract value shall be imposed on per day basis. However, any delay beyond 10 days provides the right to the procuring entity to forfeit the EMD amount as well as the bank guarantee submitted by the bidder.
 - i- In case of non- functioning or breakdown of the bus affecting more than one halt in one day penalty should be levied at the rate of 50% per day (Per day cost = monthly cost / 22 working days) cost in addition to non-payment for the corresponding missed day.
 - ii- In case of non-functioning of a bus for up to three days, the Bidder shall arrange an alternative bus with specified infrastructure, permits & clearances to meet the requirement of the bus as needed by the NGO PR, failing which the NGO PR shall levy penalty at the rate of 100% per day cost in addition to non-payment for each day missed.
 - iii- For every nonfunctioning day, penalty of 100% of the per day cost will be imposed.
 - iv- In case of non-functioning of a bus more than three days, the NGO PR reserves the right to repair the bus from another available vendor to ensure smooth implementation of the programme. In such scenario, the charges of such repair cost with penalty shall be recovered from the Bidder payment. Repetition of such act will lead the forfeiture of performance security at the sole discretion of the procuring entity.
 - v- In case of non-availability or malfunction of any gadgets or services mentioned in the contract document, 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 Bidder shall arrange an alternative or a replacement with equivalent functionality to meet the requirements as specified in the RFP. Failing this, the NGO PR 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, the NGO PR reserves the right to procure the necessary gadgets or services from another source. In such a scenario, the full cost of the new gadget or service shall be recovered from the Bidder's payment and the performance security deposit in the form of a DD submitted by the agency shall also be forfeited.

16. Other Terms & Conditions

- 16.1 Bidders should preferably have experience of implementing project of similar nature and should 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.
- 16.2 **Through the sub-contracted transportation/logistics agency,** Bidders 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 Bidder should have adequate staffing and logistical support to manage the operational aspects of the campaign effectively.
- 16.3 The Bidder 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 Organization (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.

- 16.4 In case of the non-observance of the law with regard to the permit and other clearances, the Bidder 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 Bidder 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 Bidder in case of non-compliance of any statutory provisions.
- 16.5 Bidders 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.
- 16.6 Bidders should be in a position to handover the buses as per specified design/infrastructure as mentioned in this document within a period of **45-60 days** or the timeline agreed at the time of signing of the contract with selected bidder.

17. Intellectual Property (IP) rights for campaign materials:

All the IEC material such as audio, video, jingles will be property of the NGO PRs. The selected bidder 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 ownership rights, usage permissions, and any licensing agreements necessary to ensure that intellectual property is protected and appropriately attributed. Any distribution, and reproduction of campaign materials, both during and after the duration of the project will be subject to the approval from the respective NGPR.

18. Dispute resolution mechanisms and termination clauses:

The contract will outline dispute resolution mechanisms and termination clauses (Refer the clause 19) 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 Bidder 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.

18. Safety Clause (Road & POSH)

The selected bidder to ensure that the proposed design of 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 bidder-

- 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 selected bidder.
- 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 selected bidder 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. The procurement entity 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 selected bidder shall be responsible and liable for all statutory compliances, police action, RTO action, fines and other claims (compensation etc.) arising out of any accident in course of operation of buses or otherwise. The procuring entity will bear no responsibility whatsoever in such matters.
- h. The bidder 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 procuring entity 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 selected bidder should have GPS and speed governors.

- j. The Bidder 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.

20. Termination

- 20.1 The procurement agency without prejudice to any other remedy and rights, reserves the right to cancel/terminate the Work Order in whole or in part by giving at least seven days prior written notice thereof in case Bidder fails to honor his bid/work contract/ work order or found guilty for breach of condition (s) of the tender document/work order/SLA or negligence, carelessness, inefficiency, fraud, mischief, misappropriation or any other type of misconduct by such bidder or by its employees, staff, agents, representatives etc., or by any other person directly or indirectly employed by him.
- 20.2 In such case of termination, the procurement entity will have the right to put in place any other agency for carrying out the remaining work. Any extra expenditure shall be adjusted from Bank Guarantee/ Performance Security Deposit and/or shall be recovered from the Bidder.
- 20.3 The Procurement entity also reserves the right to cancel/terminate the tender/work order/SLA in whole or in a part for its convenience at any time for any reasons, by giving the Bidder at least seven days prior notice thereof. However, the notice period may be extended by mutual agreement till alternative arrangements are made.
- 20.4 Further, any pending or unresolved service, function, task, performance, unpaid fees and any other remedies shall continue by the parties during the period of termination notice and the same must be satisfied before the tender/work order/SLA is cancelled/terminated.
- 20.5 In such cancellation/termination of the tender/work order/SLA or curtailment of the work by the Procurement entity, the bidder shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have derived by it from the execution of the work in full, but which he did not derive in consequences the full amount of the work not having been carried out, neither shall he have any claim on compensation/damage for the loss suffered by him by reasons of cancellation/termination of the tender/work order/SLA and of any alterations having been made by the Procurement entity in the organization specification or the designs and instructions which shall involve any curtailment of the work contemplated. However, the procurement entity shall pay the Bidder such portions of the work as are due and properly invoiced under the provisions for final payment for work performed prior to termination. In no event, shall the total payments made to the bidder exceed the contract price.

21. Arbitration:

- 21.1 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.
- 21.2 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.
- 21.3 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.
- 21.4 The venue of arbitration shall be the place from where the RFP has been issued.

22. Force Majeure:

- 22.1 Definition

- a. For the purposes of this RFP, “Force Majeure” means an 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.
- b. “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.
- c. “Force Majeure” shall not include insufficiency of funds or failure to make any payment required hereunder.
- d. The Bidder 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.
- e. 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.
- f. 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.

23. Conflict of Interest

- 23.1 The Bidder warrants that, to the best of its knowledge after making diligent enquiry, at the date of signing of contract no conflict of interest exists nor is likely to arise in the performance of its obligations under the contract. A bidder shall not have a conflict of interest that may affect the evaluation process. Any bidder found to have a conflict of interest shall be disqualified. Bidder to require to provide undertaking to this effect as Annexure- ‘6’ of this RFP.

Annexure-A (Financial Bid)

Financial Bid (BoQ Annexure-A) [BOQ Financial Bid for RRB Mar 25.xlsx](#)

Budget Breakdown: Bidders 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.

A--Communication materials/IEC (Audio, Video, Jingles-Hindi language) (as per BoQ)

Payment terms: One time cost/ Cost for one time development

- After submitting the mentioned communication materials (approved by concerned authority) and submitting bills with supporting.
- For the design and development of the materials, single payment will be made to the selected agency by all the NGPRs.
- Any requirement to provide material in other language (apart from Hindi) separate charges will be paid, e.g Language conversion/dubbing for video, Language conversion dubbing for Jingles

These communication materials are the property of NGPR.

B--Fixed costs (as per 2.2.1 and 2.2.2)

Bus Fabrication, Furniture, Audio, Video and other equipment, IEC materials (Canopy, Standees, Sun boards, Selfie stand)

Recurring cost (per month) Monthly rental cost inclusive of Fuel costs up to 1500 Kms & maintenance charges, Manpower costs, Travel cost and food costs, Communication, Additional per kilometer bus rate (beyond 1500 km per month)

Payment terms:

- 5% Payment will be made at the time of signing of Agreement;
- On submission of ABG of the 10% of the total contract value from the Nationalized Bank with a validity of eighteen months. However, Contractor may submit Bank Guarantee of 10% as above in two stages of 5% each for availing advance against sub-clause (b) below.
- 5% Payment will be made at the time of project launch i.e. on readiness of Bus in all manner as prescribed in the Tender document.
- Balance 90% payment will be divided into 18 months and shall be paid on monthly basis on submission of monthly invoice duly supported by necessary program and Financial documents duly certified by the authorised representative of the respective NGPR.

Property belongs to vendor

Terms & Conditions

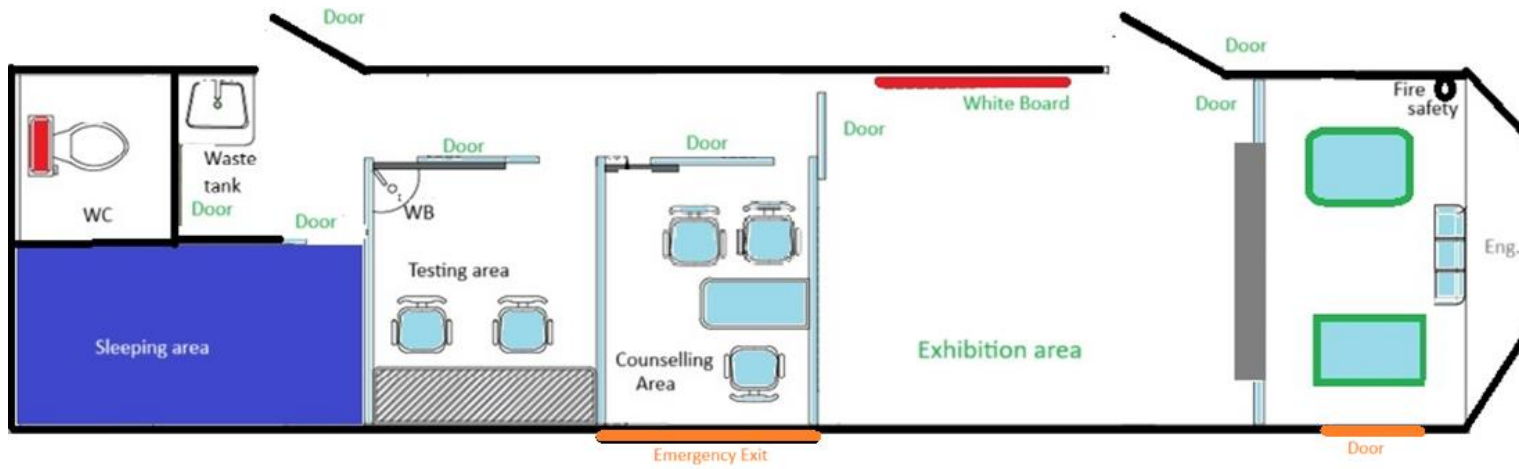
1. Rates should be inclusive of Taxes & other charges including components mentioned in the above table.
2. Rates should be valid for a period of 24 months; no escalation in rates will be allowed during the currency of contract. However, if there is any additional Government levies, or major hike/duties imposed in any component, reasonable increase will be allowed as per market trend and also on mutual discussion. Rate should be valid for bid validity period + contract period + 90 days
3. Items, equipment installed in the bus and to be provided for communication, branding purposes should be strictly adhering to specification & details given in this RFP document.
4. TDS as applicable will be deducted as per Income Tax Act, 1961.
5. Payment will be made through Cheque/NEFT/RTGS, as per payment clause mentioned in the document.
6. Penalty clause will be applicable as per the Penalty clause mentioned in the RFP document
7. Payments shall be made on submission of invoice duly certified/verified by authorized representative. The monthly rental costs (items listed under column 3 in table above) will be paid on a monthly basis, every x of the month, against a submission of a bill, and supporting documents, along with a monthly results report and other documents as per NGO PR's request..

Note:

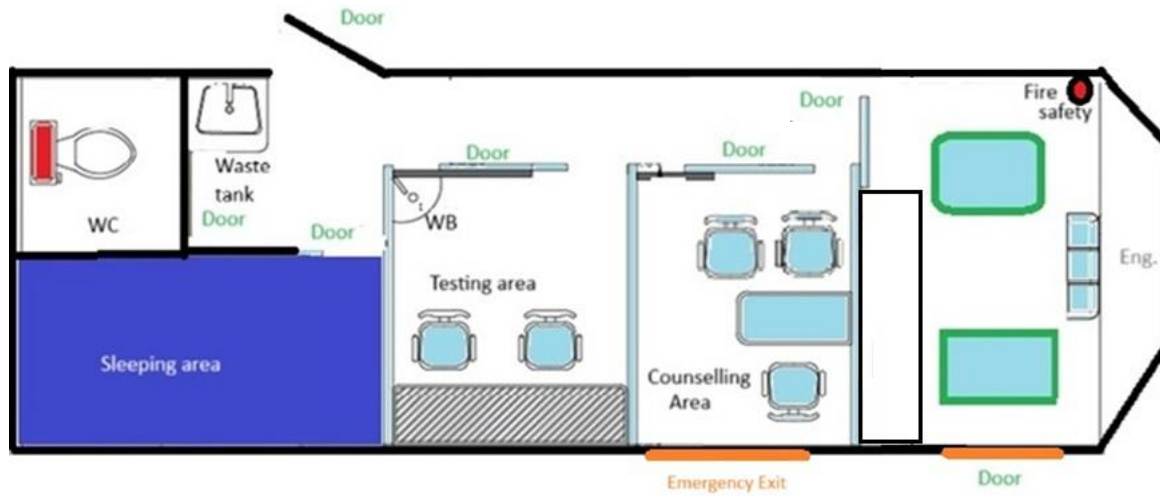
The bidders to submit the financial bid in separate envelope mentioning “Financial Bid for the Red Ribbon Bus Campaign”

Proposed prototype for both buses:

Big Bus draft prototype



Small Bus draft prototype



Annexure- 2

Undertaking to be submitted by Bidder/ Tenderer (On Company Letter Head

This has reference to the RFE no.-..... Dated In response to the LOE, we have submitted our bid onat your office/or through email as well as in Hard version..... In connection with the above bids, we hereby declare as under: -

- i. We undertake that:
 - All information furnished by us in respect of fulfilment of eligibility criteria and qualification information of the Bid is complete, correct and true.
 - All copies of documents, credentials and documents submitted along with this Bid and genuine, authentic, true and valid.

- ii We undertakes that:
 - 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.

- iii. 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, the Procurement Entity 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.

- iv We understand that Procurement Entity is not bound to accept any bid received against RFP and also has the right to reject all or any bid without assigning any reason or giving any explanation whatsoever.

Signature & Company Seal

Annexure- 3

**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 Selection for
Implementing the Red Ribbon Campaign Program as per terms & conditions, guidelines, specification
mentioned in the referred RFP document.

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.

Annexure -4

Job Description for RRB Campaign Coordinator

Campaign Coordination:

- Coordination with PR
- Assist the RRB manager in developing and implementing the RRB campaign plan.
- Coordinate with DACO/DISHA/DAPCU day to day movement of RRB as per the plan and ensure the activities are implemented effectively at halt-point.
- Coordinate with the Social media influencers, Community Champions and RRC Coordinator for awareness activities at the halt-points.
- In coordination with State AIDS Control Societies (SACS) and DISHA/DAPCU units, support to arrange for stalls for (HIV/AIDS related) exhibition, knowledge & risk-assessment, space for counselling and screening of HIV & Syphilis.

Guest and Invitees:

- Ensure coordination with district authorities for proper invitation and management of guests during visits. The visitors will be guided through the exhibition by the RRB Campaign Coordinator.

Stakeholder Engagement:

- Act as the primary point of contact between state/district health authorities, implementing partners, and other key stakeholders (NYKS, NSS, NCC, RRCs), as well as local NGOs and SHGs.
- Coordinate with DACO/DISHA/DAPCU for ensuring participation of youth and general population in the halt-points.
- The engagement of Red Ribbon Clubs (RRCs) is essential to ensure the involvement of youth.

Logistics & Operations:

- Coordinate with the State AIDS Control Society, DISHA officials, local authorities, communication, and transport agencies to manage schedules, route planning, and on-ground logistics. Ensure necessary permissions from local authorities for event organization, bus parking, and security. The Campaign Coordinator will also be responsible for the proper functioning of all AV materials, including ensuring that all equipment on the bus is operational for smooth event execution.
- Additional stalls and information booth/kiosks etc, may be set up by other health verticals/programmes, NGOs and partners to provide a variety of information on health services which may be facilitated and decided by DISHA/DAPCU/SACS.

IEC Material Management:

- Ensure the proper display and dissemination of Information, Education, and Communication (IEC) materials and the functioning of AV equipment during outreach activities.

Event Facilitation:

- Support the organization of on-ground awareness programs, including community engagement sessions, arrangements for folk troupe performances to disseminate messages on HIV, and interactive discussions. Coordinate with the state to facilitate screening facilities for HIV, STIs, and Hepatitis.

Social Media & Publicity Support:

- Document campaign highlights and assist in digital/social media updates to enhance outreach.

Monitoring & Reporting:

- Maintain a daily log for bus operations. Collect and compile daily activity data (Quiz, Games, & Feedback), gather high-quality pictures and short videos, monitor campaign impact, and submit timely reports to the central team.

Annexure- 5
Performance Bank Guarantee

Performance Bank Guarantee This Deed of Guarantee executed by the ----- (Bank name) a Nationalized/ Scheduled Bank within the meaning of the Reserve Bank of India Act and carrying out banking business including guarantee business at Noida and other places “ having its head office at ----- (hereinafter referred to as “the Bank”) in favor of _____ having its office at _____ (hereinafter referred to as _____) for an amount not exceeding Rs. _____/- (10% of the Total Contract Value), at the request of (Bidder’s Name & address) ----- (hereinafter referred to as the “Bidder”).

This guarantee is issued subject to the condition that the Liability of the Bank under this guarantee is limited to a maximum of Rs. _____/- (10% of the Total Contract Value) and the Guarantee shall remain in force for a period up to _____ (date), and cannot be invoked otherwise than by a written demand or claim under this guarantee served on the Bank on or before _____ (date) by HLPPT.

And Whereas ----- (Bidder’s Name) having its head office at ----- has participated in the bid dated _____ and subsequent modifications to the tender dated _____ and as per the terms and conditions mentioned in the Tender Document.

And whereas the _____ (name & address of the bank) has agreed to give on behalf of the Bidder a guarantee, therefore we hereby affirm that we guarantee and are responsible to you on behalf of the Bidder up to a total amount of Rs. _____/- 5% of the Total Contract Value) and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you within the limit of Rs. _____ (10% of the Total Contract Value) as aforesaid, without your need to prove or show grounds or reasons for your demand of the sum specified therein. This Guarantee shall not be affected by any change in the Constitution of the Bank.

NOT WITHSTANDING ANYTHING CONTAINED HEREIN ABOVE:

1. The Bank hereby covenants and declares that the guarantee hereby given is an irrevocable one and shall not be revoked by a Notice or otherwise.
2. Our liability under this guarantee is restricted to a sum of Rs. _____/- (10% of the Total Contract Value).
3. The Bank Guarantee will be valid for a period up to _____.
4. A written claim or demand for payment under this Bank Guarantee is the only condition precedent for payment of part/ full sum under the guarantee to Procuring agency.
5. HLPPT need not prove or show grounds or reasons for the demand of a part or the full amount of guarantee.

We hereby confirm that we have the power/s to issue this guarantee in your favor under the Constitution and business procedure of our bank and the undersigned is /are the recipient of authority by express delegation of power/s and has/ have full power/s to execute this performance bank guarantee.

DATED AT THIS DAY OF
SEALED AND SIGNED BY THE BANK

Annexure- 6
Conflict of interest

Undertaking to be submitted by Bidder/Bidder/Tenderer (On company's letterhead) – Conflict of Interest

This has reference to the RFP no.-..... Dated In response, we have submitted our bid on at your office in Hard version on 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.

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, the Procurement Entity 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.

We understand that Procurement Entity is not bound to accept any bid received against RFP and also has the right to reject all or any bid without assigning any reason or giving any explanation whatsoever.

Signature & Company Seal