

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST
B-14A, II Floor, Sector 62, Guatam Budha Nagar
NOIDA – 201301
Ph: 0120-4673673- extn-343

Request for Proposal

For

Hiring of Event Management Agency
For Conducting Dissemination Workshop of Sankalp Uttar Pradesh & Karnataka at New Delhi

Scope of work: Dissemination Workshop

Hindustan Latex Family Planning Promotion Trust is implementing SANKALP project in Uttar Pradesh & Karnataka with the financial support of Employee State Insurance Corporation.

State of Event : New Delhi

Project Area:- Uttar Pradesh & Karnataka

Terms and conditions

(To be enclosed with technical bid)

1. The bidder should have an annual minimum turnover of Rs.25 lac per annum .
2. The applying firm must have PAN (Permanent Account Number) and registered with the Sales Tax / Value Added Tax and the documents for the same is to be attached.
3. Proof of certificate for turnover is required to be submitted with the technical bid (CA certificate or a copy of the Balance Sheet, Profit & Loss account of last three years) duly certified by Chartered Accountant.

Name & Signature of Authorised Signatory

Name & Seal of the Firm/ Agency

Address:

Telephone/ Fax

4. Bidders should provide brief profile of their work experience for the last three years along with the photographs of the similar work done earlier with the client list. Certificate/ documents evidencing past major supplies year wise for the last 3 years should be enclosed.
5. The above RFP is for dissemination workshop of Sankalp Uttar Pradesh and Karnataka.
6. The execution/implementation plan will developed by agency and approved by HLPPT. In case of delay/ disruption of the activity implementation/execution the penalty will be levied.
7. HLPPT reserves the right to accept /reject/ select one or more agency and to annul the bidding process any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.
8. The tender will be appraised by internal committee formed by HLPPT management.
9. HLPPT also reserve the right to carryout inspection/visit of the product/activity at any point of time during the period of contract.
10. Design, Artwork, printing, products, layouts etc shall be approved by HLPPT.

11. Documents required to release the payment:

- a. Bill / Invoice mentioning Permanent Account Number of Income Tax.
- b. Documentary proof and physical verification of the deliverables as per work order.
- c. Other required details as required for the activities.

12. The Payment schedule to be followed by HLPPT in reimbursing the selected agency is follows.

- 50 % of the advance will be released the time of work order.
- Remaining 50% will be given after the completion of the activity subject to submission of all bills and vouchers and verification by nodal person from HLPPT.

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13. Selection of agencies would be done by the committee on the basis of Evaluation for Technical 70% marks & Financial 30% marks.
14. Agencies who will obtain 70% marks or more in Technical evaluation would be considered for opening of financial bids.
15. Technical Evaluation of the agencies would be done on the following basis:-
- Past Experience with HLPPT/Govt. Agency/NGO/Development Sector in U.P. with supporting documents like copy of work order or performance certificate from the client.
 - Past Experience in undertaking the applied tender activities, experience proof with clientele list should be attached.
 - Company Profile with Clientele list & infrastructure suitable for implementing the applied activities.
 - Turn over Financial Status
 - Creativity and capacity to organize similar events
 - Refer attached Form F1 and F2 for further details.
16. Final Selection of the agencies would be done on the basis of total marks obtained in the Technical (Refer Form F1 &F2) & Financial Evaluation (Refer Annexure 2 & Form -3).
17. The agencies not qualified in the technical evaluation by the committee will not be entertained for financial bid.
18. HLPPT reserves the right for extending or curtailing any activity at any point of time (if required) as per programme requirement.
19. Management Reserves the Right to award the work to more than one Agency as per requirement.
20. Management reserves the right to issue multiple work order from time to time for any activity to the selected agencies (as per requirement).
21. The agency needs to submit 'Technical Bid' & ' Financial Bid' separately in sealed envelopes by mentioning as ' Technical Proposal for _____(Activity Name) and 'Financial Proposal for _____(Activity Name).

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22. All the bid needs to reach on or before by 6:00PM on dt.03.06.2011 and addressed to:

Vijay Raghavan
Deputy Finance Manager
HLFPPT
B-14A, II Floor, Sector 62,
Guatam Budha Nagar
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23. The rate quoted will be inclusive of all Taxes/Levies/Postal/Courier charges etc.

24. The rate quoted by the agency needs to valid for a period of one year from the date of financial bids.

25. HLPPT reserves the right to award the work order to the second highest scoring agency in the event the first highest scoring agency backs out after final discussions.

26. Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.

27. The RFP should sent with capability statement with company profile & infrastructure suitable for implementing the applied activities.

28. The bidder has to submit along with his technical bid a copy of the terms and Conditions (all pages) and the technical bidding format duly filled, signed by the authority and stamped on all pages indicating their unqualified acceptance.

29. The Agencies should also submit an undertaking (Annexure-3) duly signed & Stamped.

30. _Utmost confidentiality of the data provided shall be maintained and all design and art work will be the sole property of HLPPT. Agency will not have any intellectual property rights on the products conceptualized and approved by HLPPT.

31. HLPPT will deduct the 10% of tax on the total value of the work assigned.

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32. Negotiations :- During negotiations the consulting organization must be prepared to furnish the detailed cost break-up and other clarifications to the financial proposal submitted by it, as may be required to adjudge the reasonableness of the price proposed. If the negotiations with this consulting organization are successful, the award will be made to it. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with this consulting organization, the production house with second preference will be invited for negotiations. This process will be repeated till an agreed contract is concluded.

We agree and abide by all terms and conditions as mentioned above including the validity of the offer

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Annexure - 1

TERMS OF REFERENCE

Background

Hindustan Latex Family Planning Promotion Trust (HLFPPT) is a national level not for profit organization promoted by Hindustan Latex Limited (HLL) Life Care Ltd. (a public sector undertaking) in India. With a mission of *“touching lives with quality care, compassion and effective services”*, the organization has been supporting implementation of Reproductive Child Health (RCH) and HIV prevention and care programs in partnership with international development agencies, state governments and the Ministry of Health and Family Welfare (MOHFW) across the country.

The core organizational strength are in implementing innovative public private partnership programs, Social Marketing (SM) and providing Technical Assistance at state and national levels.

2. Introduction of the project

Employees State Insurance Corporation (ESIC) is implementing a project called *Sankalp* to strengthen its intervention on RCH and HIV/AIDS services in Uttar Pradesh and Karnatak with technical support from HLFPPT. The project started with the goal *to increase uptake of ESI health services among IPs and their family members*. The *Sankalp* project has adopted three pronged approach to address the Insured Persons (IPs), first at workplace, second at habitation level and third and last at ESI hospitals/dispensaries level. Advocacy and Communication initiatives were used for creating the supportive and conducive environment for the project.

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The project has implemented work place intervention in two approaches. The first approach, was based on ILO code of work place intervention in industries by signing the work place policy by sensitizing HR managers, identifying nodal person, training of Master Trainers and Peer Educators (PE) and then facilitating PEs to educate factory workers. The second approach was adopted only awareness generation among industry workers by conducting the training program in industries.

At IP Habitations level, the intervention was implemented with the support of NGOs by way of appointing of Community Guides (CGs). The community mobilization to avail ESI health services was the main purpose of appointing the CGs. Establishment of information kiosk and ICTC at selected ESI health services as well capacity building of health providers of ESI Hospital/Dispensaries was one of the main objectives of the Sankalp intervention in Uttar Pradesh and Karnataka.

3. Project Area:- Uttar Pradesh and Karnataka

HLFPPT proposes to organize a Joint dissemination workshop for both states Uttar Pradesh and Karnatak at New Delhi in which we will be inviting our Donor-Employee State Insurance Corporation, Officials from Labor Ministry, State Government officials of ESI Labor Medical Services from both States and NGO Partners and other Stakeholders. At the closure of the current phase of SANKALP program it would be worthwhile to share the learning throughout the Journey, challenges faced at different stages, supports received from different quarters and above all the outputs of the programme need to be showcased for reference while planning similar large scale programmes.

Objectives of the Dissemination workshop

- Sharing and dissemination of the Experience, Achievements and Learning, new initiatives and innovations with the dignitaries present
- Acknowledgment of the stakeholders
- Showcase Sankalp as a model WPI program which may be up scaled by ESIC to other states .

Expected participants

C.No.	Category of the participants	No of the participants
A	HLFPPT /HLL Staff	50
B	Donor –ESIC	15
C	Secretary Level Officials from Labor Ministry	5
D	State Government Officials from Karnataka and Uttar Pradesh	15
E	Representatives from Partner Organizations of Project	15
F	Other International Donors / Govt/NACO and other Partner organization of HLFPPT	50
G	Insured Persons (IPs)	30
H	CEO and HR Managers from WPI industries from UP and Karnataka	20
	Total	200

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Place/Venue

- New Delhi

Tentative Date/duration

- Fourth week of June, 2011

Deliverables and Time line

Work/Activity	Timeline
Booking of venue	After 5 days of work order
Catering	Menu & services will be finalized at the time of negotiation
Hall,stage and stalls arrangement	Plan must be shared before 7 days of event
Designing and fabrication of backdrops/ side flanges/ (decoration)	Design must be shared finalized before 7 days of event
Designing and printing of invitation(e-invite/hard copy)	before 15 days of event
Delivery of invitations to invites	before 10 days of event
Follow-up of the invites	2 follow up in last five days
Development of dossier(annual Report)	Proof will be shared at least 7 days before and report should be finalized at least 3 days before of event
Travel Logistics and other arrangements	As per the travel plan of invitees and on the event day
Provision of First-aid services	on the event day

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Documentation(photography & Videography)	event day
Press brief and News coverage	event day

Work and preparation to be done by the agency before the workshop

- Booking of venue
- Catering
- Printing and Designing of report
- Theme of the Event
- Designing and printing of invitation(e-invite/hard copy)
- Delivery of invites, confirmation of delivery and receipts of the invites
- Printing and selection of Bags for the invitees
- Detailed planning of the event
- Designing and fabrication of backdrops/ side flanges etc
- Press Brief
- Media Coverage print as well as electronic media.

Work to be done on the day of the workshop

- Hall and stalls arrangement
- Stage management/ MC
- Anchoring
- Registration
- Travel Logistics and other arrangements
- Provision of First-aid services
- Bouquets for the Chief guest and the other important dignitaries
- Documentation(photography & Video recording) of the workshop
- Decoration of the venue
- LCD/ Laptop for the presentations
- Pen , Paper pads for the guests
- Report writing of workshop.

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Technical Bid Format

INFORMATION FOR CONSULTING AGENCIES

Proposals

(1) Proposals should include the following information:

(a) Technical Proposal

- (i) A brief description of the firm/organization and an outline of recent experience on assignments/ projects of similar nature executed during the last 3 years in the format given in Form (F-1)
- (II) Complete work-plan of the event 'detailing with time schedule of key personal' for carrying out the required work (Pre-event activities to Post event activities.)
- (III) The composition of the team of personnel which the consulting organization would propose to provide and the tasks which would be assigned to each team member in Form (F-2)
- (iv) The selected agency should make a note that full and final payment will be made only after the completion of the programme and after 15 days of complete submission of the bill at our HLPPT office.

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FORM F-1

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 3 YEARS

1. Brief Description of the Firm/Organization:
2. Outline of recent experience on assignments of similar nature:

<u>Sl. No.</u>	<u>Name of Event/Assignment</u>	<u>Nature/ Brief Description of Event/assignment</u>	<u>Owner or sponsoring authority</u>	<u>Cost of assignment</u>	<u>Names of Key Personnel Involved</u>	<u>Date of commencement</u>	<u>Date of completion</u>
1	2	3	4	5	6	7	8

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Form F-2

**Composition of the Team Personnel and the task which would be assigned to each
Team Member**

1. **Technical/Managerial Staff**

Sl.No.	Name	Position	Task assignment
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2. **Support Staff**

Sl.No.	Name	Position	Task assignment
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The evaluation committee will carry out its evaluation applying the evaluation criteria and point system specified below on the technical proposals meeting the qualification criteria mentioned in the "Information for event Agency". Each responsive proposal will be attributed a technical score.

1. Concept and planning of the event (15 points) /Agency is required to give lay out plan .
2. Experience to organize event management in similar field (15) .Agency needs to submit two photographs of similar assignment and sample work done earlier.
3. Agency should have sound financial position (annual turnover of Rs.25 lacks and above) (15)
4. Profile of agency and Details of the creative team and management staff (30)
5. Creativity and capacity to organize events (25)

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Quality and competence of the consulting service shall be considered as the paramount requirement. Technical proposals scoring not less than 70% of the total points will only be considered for financial evaluation.

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Annexure-2: Financial Bid Format

I am submitting below the lowest quotation for the above after understanding completely the technical specifications and other terms and conditions relating to time frame, quality explained to me by the project committee.

	SPECIFICATIONS (FINANCIAL)	AGENCY'S RESPONSE
1	The payment will be done through Local Cheque.	
2	Payment shall be made after completion of the job & delivery of boards.	
3	Agency will quote the rates as per F-3	
4	TDS as applicable will be deducted as per I.T. rules.	
5	The rates quoted will be inclusive of all taxes/Levies/Octroies etc.	
6	Penalty clauses will apply as per the company's policy, as per terms of the work order: the decision of the HLPPT/Project Management shall be final and binding in this regard.	

The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposal will be given a financial score of 100 points. The financial scores of all the proposals will be computed in relation to the lowest financial proposal.

Proposals will finally be ranked according to their combined technical and financial scores using a weight of 70% for technical proposal and 30% for financial proposal.

The Consultant/agency securing the highest combined score will be invited for negotiations.

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FORM F-3
Cost Component

S.No.	Particulars	Unit	Unit cost	Total(Rs.)
1	Pre-event cost (invitation, follow up, designing and printing of backdrops, side flanges, and other costs which will have be done for the workshop			
2	Development of annual report			
3	Anchoring			
4	Decoration and bouquet for chief guests and special invitees			
5	Registration desk(Gifts- Take away bags/ folders etc for) 200 persons			
6	Venue –like Indian Habitation Centre level (hall, stage, fabrication, catering, LCD and screen, mike)			
7	Refreshment- 200 persons (welcome drink, Lunch, tea and cookies)			
8	Provision of first aid services			
9	Documentation of workshop- still photography and videography			
10	Press brief and news coverage			
11	Report writing of workshop.			

Note:

1. Form must be complete in all respects, incomplete forms are liable to be rejected.
 2. The form must be duly signed and sealed.
 3. The form must be submitted on or before due date and time.
 4. If required attached separate sheet .
- (Please give break-up cost of each component e.g Transport cost will include: Local & out-station travel cost)

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Annexure -3

Undertaking from Vendors.

This has reference to the RFP published in the website of HLPPT on..... In response to the RFP, we have submitted our technical & financial bids on..... at your office In connection with the above bids, we hereby declare as under:-

i- That we are neither related to any of your Trustees, Officers and other employees nor do we have any financial, commercial or other interests with any of the above persons in any capacity whatsoever.

ii- That we have submitted the bids in the name of M/S.....and declare that no other bids have been submitted by us in the name of any other firms/companies/proprietors/individuals which comes under the same management and related parties.

iii- We hereby undertakes that in case of any violations to the above declarations at any stage of the contract , HLPPT reserves the sole right to cancel the contract and recover the full value of the contract from us.

For and on behalf of
(Authorized Signatory with company seal /Stamp.)

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