



## **JHARKHAND STATE AIDS CONTROL SOCIETY**



Sadar Hospital Campus, Purulia Road, Ranchi-01  
0651-2211018, Fax 0651-2211018

### **VERY SHORT NOTICE FOR EMPANLMENT OF SELECTION FOR SOCIAL MEDIA / COMMUNICATION AGENCY**

EOI 03./JSACS/2020-21

Dated- 12.10.2020

Application is invited expression of Interest (EOI) from competent firms for the selection of social media/ Communication agency for creative actives as part of the HIV prevention programme in the state.

Details are available in the official website:- [www.jsacs.org.in](http://www.jsacs.org.in) . The last date for submission of application is 21.10.2020 till 3:00 P.M

- Sd/  
Project Director

**KNOW AIDS TO STOP AIDS; CALL TOLL FREE NO- 1097**



## JHARKHAND STATE AIS CONTROL SOCIETY

Department of Health & Family Welfare,  
Sadar Hospital Campus, Purulia Road, Ranchi.



Tender EOI 03/JSACS/2020-21

Date: 12.10.2020

### REQUEST FOR PROPOSAL

SELECTION OF COMPETENT FIRMS/ AGENCIES FOR CREATIVE IEC ACTIVITIES AS PART OF THE HIV PREVENTION PROGRAMME IN THE STATE OF JHARKHAND.

Sl. No	Particulars	Details
1	<b>Name of Work</b>	SELECTION OF COMPETENT FIRM/ AGENCIES FOR CREATIVE IEC ACTIVITIES AS PART OF THE HIV PREVENTION PROGRAMME IN THE STATE OF JHARKHAND
2	<b>Publication Date of EOI on website</b>	13.10.2020
3	<b>Date &amp; time for receipt of bid at JSACS Office</b>	13.10.2020 to 21.10.2020 at 3.00 P.M
4	<b>Date &amp; time of opening of bid at JSACS Office</b>	21.10.2020 at 3.30 P.M
5	<b>Tender document fee (Non-refundable)</b>	₹ 5000 ( Five thousand only)
6	<b>Earnest Money Deposit (EMD)</b>	₹ 100000.00 ( One Lakh Only)
7	<b>Helpline number of procurement cell</b>	Fax :- 0651 – 2211018

- a) **Cost of tender fee:**500/- ( Five Hundred rupees only) in form of demand draft in favour of "Project Director Jharkhand State AIDS Control Society", Payable at Ranchi, it should reach before date & time of tender opening at under signed office.

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**Jharkhand State AIDS Control Society**  
**Sadar Hospital Campus, Purulia Road,**  
**Ranchi – 834 001, Jharkhand, India.**  
**Phone No.: +91 651 2211018**  
**E-mail: [jharkhandsacs@gmail.com](mailto:jharkhandsacs@gmail.com)**

**Notice Inviting Tender (NIT)**

EOI 03/JSACS/2020-21

Date: 12.10.2020

Name of The RFP: **Selection of competent firms/agencies for creative IEC activities as part of the HIV prevention programme in the State of Jharkhand.**

Jharkhand State AIDS Control Society (JSACS) invites online proposals to provide the services for creative IEC activities as part of the HIV prevention programme in the State of Jharkhand.

**Interested bidders are requested to note to the followings before applying for participation:**

1. A Firm/Agency will be selected based upon Quality and Cost Based Selection (QCBS) method and procedures described in this RFP, in accordance with the policies of the Govt. of Jharkhand.
2. RFP documents consisting of Terms of Reference (ToR) with detailed scope of work, instruction to bidders and Performa for submission of proposals can be downloaded from [www.jsacs.org.in](http://www.jsacs.org.in)
3. Online RFP is available from 13/10/2020 11.30 AM. The tender document fee is ₹ 5,000/- (Rupees Five thousand only). The document fee in the form of DD issued by any Nationalized Scheduled bank in favour of Project Director, Jharkhand State AIDS Control Society, payable at Ranchi and to be submitted at the office of Project Director, JSACS on or before 21.10.2020 at 12.00 hrs. of the bid opening date.
4. The EMD/Bid security in the form of DD/BG for ₹1,00,000/- (Rupees One lakh Only) issued by any Nationalized /Scheduled bank in favour of Project Director, Jharkhand State AIDS Control Society, payable at Ranchi to be submitted at the office of Project Director, JSACS on or before 12.00 hrs. of the bid opening date.
5. The deadline for complete receipt of proposals shall be 21/10/2020 up to 03.00 P.M.
6. Date of bid-opening **21/10/2020 on 3.30 P.M** (Technical Only)
7. Other details can be seen in the RFP document and instruction to bidders.
8. Bids without requisite details/documents are liable for rejection and department will not entertain any further communication in such cases.
9. JSACS reserves the right to accept or reject all or proposals, and to annul the selection process and reject all proposals at any time prior to the award of contract, without there by incurring any liability or any obligation in any form to the affected firms on any grounds.

Sd/-  
Project Director  
Jharkhand State AIDS Control Society

## **SECTION 1**

### **INSTRUCTION TO CONSULTANTS**

#### **Definitions:**

- a) **JSACS** means Jharkhand State AIDS Control Society
- b) **Employer/Client** means the JSACS
- c) **Firm/Agencies** means any private or public entity including a Consortium that will provide the Services to the JSACS under the Contract.
- d) **Contract** means the Contract signed by the Parties and all the attached documents listed in its Clause 1; that is the General Conditions (GC), the Special Conditions (SC) by which the GC maybe amended or supplemented, and the Appendices.
- e) **Consortium** means group of entities coming together to implement the Project;
- f) **Consortium Member** means each entity in the Consortium shall be referred to as a Consortium Member
- g) **Data Sheet** means such part of the Instructions to Consultants used to reflect specific Country and assignment conditions.
- h) **Day** means calendar day.
- i) **Government** means the Government of Jharkhand.
- j) **Instructions to Consultants** (Section 2 of the RFP) means the document which provides Shortlisted Consultants with all information needed to prepare their Proposals.
- k) **Personnel** mean qualified persons provided by the Consultant and assigned to perform the Services or any part thereof.
- l) **Proposal** means a technical proposal or a financial proposal, or both.
- m) **QCBS** means Quality- and Cost-Based Selection.
- n) **RFP** means this Request for Proposal.
- o) **Services** mean the work to be performed pursuant to the Contract.
- p) **Sub-Consultant** means any person or entity with whom the Consultant associates for performance of any part of the services and for whom the consultant is fully responsible.
- q) **Terms of Reference (TOR)** means the document included in the RFP a Section 5 which explains the objectives, scope of work, activities and tasks to be performed, respective Responsibilities of the Client and the Consultant, and expected results and deliverable of the assignment.

## 1. INTRODUCTION

### General

- 1.1. Jharkhand State AIDS Control Society (JSACS), Govt. of Jharkhand, India will select firm/agency/organizations (Firms) in accordance with the method of selection specified in the Data Sheet.
- 1.2. Firms/Agencies should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Firms/Agencies are encouraged to visit the project sites.
- 1.3. Firms/Agencies shall bear all costs associated with the preparation and submission of their proposals. Costs might include site visit, collection of information and if selected, attend the contract negotiations etc.
- 1.4. JSACS is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Firms/Agencies.
- 1.5. In preparing their Proposals, Firms/Agencies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

### Conflict of Interest

- 1.6. JSACS requires that Firms/Agencies provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Firms/Agencies shall not be recruited for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the JSACS. Without limitation on the generality of the foregoing, Firms/Agencies and any of their associates shall be considered to have a conflict of interest and shall not be selected under any of the circumstances set forth below:
  - i. If a Firm/Agency combines the function of consulting with those of contracting and/or supply of equipment or
  - ii. If a Firm/Agency is associated with or affiliated to a contractor or manufacturer or
  - iii. If a Firm/Agency is owned by a contractor or a manufacturing firm with departments or design offices offering services of this nature. The Firm/Agency should include relevant information on such relationships along with a statement in the Technical Proposal cover letter to the effect that the Firm/Agency will limit its role to that of a Firm/Agency and disqualify itself and its associates from work, in any other capacity or any future project within the next five years, that may emerge from this assignment(including bidding or any part of the future project). The contract with the Firm/Agency selected to undertake this assignment will contain an appropriate provision to such effect or
- 1.7. The JSACS requires that Firms/Agencies observe the highest standard of ethics during the procurement and execution of such contracts. In such pursuance of this policy, the JSACS:
  - i. Defines, for the purposes of this provision, the terms set forth below as follows:
    - a) **"Corrupt practice"** means behaviour on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and
    - b) **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the borrower, and includes collusive practices among bidders (prior to or after bid submission)designed to establish bid prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition).
  - ii. Will reject a Proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract; and
  - iii. Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, any contract.

## **Proposal**

- 1.8. If a Firm/Agency (including Consortium Members) submits or participates in more than one proposal, such proposals shall be disqualified. (Deleted)

## **Association Arrangements and Consortium**

1.9. In case a Firm/Agency intends to be the lead firm in a Consortium, each Consortium Member shall be a legal entity.

1.10. While preparing the Technical Proposal, Firms/ Agencies must give particular attention to the following:

- a) For the purpose of submitting a proposal and subject to Para 1.9 above, a Firm/Agency may enhance its expertise for the assignment either by associating Jharkhand State AIDS Control Society with other firms, in which case the Firm/Agency shall be the lead Member and shall be solely liable under the Contract, or
- b) However, Consortium up to 2 members are allowed. In the event that the Firm/Agency forms a Consortium as described above, the Firms/Agencies shall submit a copy of the letter of association or the Memorandum of Understanding (MoU), as the case may be, with its Technical Proposal. In the case of a Consortium, the Firms/Agencies shall also submit a power of attorney (executed by all partners) that authorizes the designated lead Member of the Consortium to act for and in behalf of the Consortium and to legally bind such Consortium in any contractual or similar documentation. Letter(s) of association, MoU, and Power of Attorney referred to herein, shall be attached to TECH-1, Standard Forms (Section3) and submitted as part of the Technical Proposal of such Firm/Agency.
  - i. A Firm/Agency cannot add or replace or otherwise change the composition of the Consortium.
  - ii. None of the firms or experts proposed in an association should be the subject of a sanction by the Client.
  - iii. Alternative experts shall not be proposed, and only one curriculum vitae (CV) maybe submitted for each position.

## **Proposal Validity**

1.11. The Data Sheet indicates time period of the Firm/Agency' Proposals must remain valid after the submission date. During this period, the Firm/Agency shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. In case of need, the Client may request Firm/Agency to extend the validity period of their Proposals. Firm/Agency has the right to refuse to extend the validity period of their proposals.

## **Participation of Government Employees**

1.12. No current government employee shall be deployed by the Firm/Agency without the prior written approval by the appropriate authority.

## **Bid Security**

### **1.13. Bid Security (Earnest Money Deposit)**

- a) The bid security of amount indicated in Data Sheet in favour of "JSACS" payable at Ranchi shall be in the form of Demand Draft, or Bank Guarantee from any of the commercial banks in an acceptable form. The bid security is to remain valid for a period of forty-five days beyond the final bid validity period.
- b) The Employer shall reject any bid not accompanied by appropriate bid security, as nonresponsive.
- c) The bid security of the successful Bidder shall be returned as promptly as possible once he has completed the Contract.
- d) Bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract to successful bidder.
- e) The bid security may be forfeited:
  - i. If a Bidder withdraws its bid during the period of bid validity.
  - ii. If the successful Bidder fails to Sign the Contract within required time frame;

## 2. PREPARATION OF THE PROPOSAL

- 2.1. Firms/Agencies' Proposal (the Proposal) shall consist of following envelopes:
  - i. **Envelope I:** Letter containing Application for Bid Proposal and the Technical Proposal, and
  - ii. **Envelope II:** the Financial Proposal
- 2.2. Bid Security, Cost of RFP Document, and evidences of proving Bid Eligibility: Bid security as mentioned in clause no 1.13 above shall be placed in Envelope I. In addition, the Firms/Agencies must enclose all evidences to support the bid eligibility along with the Demand Draft for the cost of RFP Document. The technical and financial proposals will be entertained of those bidders whose bid security, cost of RFP document, and evidences supporting bid eligibility are found proper.
- 2.3. The Proposal, as well as all related correspondence exchanged by the Firms/Agencies and the Client, shall be in English. All reports prepared by the contracted Firms/Agencies shall also be in English.
- 2.4. The Proposal should include a cover letter signed by person(s) with full authorization to make legally binding contractual (including financial) commitments on behalf of the firm/agency. The letter should specify all association arrangements, and certify that each associated firm will perform its designated tasks under the assignment if the lead firm is awarded the contract.
- 2.5. The Technical Proposal should clearly demonstrate the Firm/Agency's understanding of the assignment requirements and capability and approach for carrying out the tasks set forth in the TOR through the nominated experts.



### 3. THE TECHNICAL

#### General

- 3.1. The Technical Proposal shall not include any information related to financial proposal and any Technical Proposals containing information related to financial proposal shall be declared nonresponsive.

#### Technical Proposal Format

- 3.2. The Firm/Agency shall submit technical proposal as per the data sheet which indicates the format of the Technical Proposal to be used for the assignment. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.
- 3.3. The proposal shall contain details on the following

<b>Proposal Type Content</b>	<b>Technical Proposal (TP)</b>
Experience of the Firm	(i) Maximum two pages introducing the firm and associate firm(s) background and general experience (Form TECH-2A). (ii) Relevant completed projects in the format of Form TECH-2B illustrating firm and associate(s) firm's relevant experience. No promotional material should be included.
Comments on terms of reference	As per Form TECH-3A
Counterpart staff and facility Requirements	As per Form TECH-3B
General approach and methodology, work plan	Maximum twenty pages inclusive of charts and diagrams (Form TECH-4).
CV for Proposed Experts	As per Form TECH-5
Personnel schedule	As per Form TECH-6
Work Plan	As per Form TECH-7

#### Technical Proposal Content

- 3.4. The Technical Proposal shall contain information indicated in the following paragraphs from (i) to (xi) using the Standard Technical Proposal Forms (Form TECH-1 to Form TECH-7). Such information must be provided by the Firm/Agency and each Associate.
- i. A brief description of the organization and outline of recent experience of the Firm/Agency and each associate on assignments of a similar nature is required in prescribed form. For each assignment, the outline should indicate inter-alia, the assignment, contract amount and the Firm/Agency's involvement. Information should be provided only for those assignments for which the Firm/Agency was legally contracted by the client as a corporate entity or as one of the major participating firms within an association (Joint venture/ Consortium). Assignments completed by individual experts working privately or through other consulting firms cannot be claimed as the experience of the Firm/Agency, or its Associates, but can be claimed by the Selection of Firm/Agencies for Survey, Assessment be prepared to substantiate the claimed experience if so requested by the Client.
  - ii. A concise, complete, and logical description of how the Firm/Agency's team will carry out the services to meet all requirements of the TOR.
  - iii. A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR.
  - iv. An organization chart indicating relationships amongst the Firm/Agency, Consortium Members, the Client, and other parties or stakeholders, if any, involved in the assignment.
  - v. Comments, if any, on the TOR to improve performance in carrying out the assignment. Innovativeness will be appreciated, including workable suggestions that could improve the quality/effectiveness of the assignment. In this regard, unless the Firm/Agency clearly states otherwise, it will be assumed by the Client that work required to implement any such improvements, are included in the inputs shown on the Firm/Agency's Staffing Schedule.
  - vi. The Technical Proposal shall not include information related to financial proposal. Technical Proposals containing information related to financial proposal shall be declared non responsive.

#### Personnel

- i. The name, age, background employment record, and professional experience of each nominated expert, with particular reference to the type of experience required for the services should be presented in the prescribed CV format.

- ii. Only one CV may be submitted for each position.
- iii. The Client requires that each expert confirm that the content of his/her curriculum vitae (CV) is correct and the experts themselves should sign the certification of the CV.
- iv. A zero rating will be given to a nominated expert if the expert:
  - a. has not signed the CV by himself or by authorized signatory of applicant firm; or
  - b. Is a current employee of the executing agency (client).

#### 4. FINANCIAL PROPOSAL

- 4.1. All information provided in Firm/Agency' Financial Proposal will be treated as confidential.
- 4.2. The Financial Proposal is to be submitted in the requisite forms enclosed.
- 4.3. No proposed schedule of payments should be included in Firm/Agency' Financial Proposals.
- 4.4. Consultants shall quote the rates in Indian National Rupees only.
- 4.5. Form FIN -2 is an acknowledgement that, in preparation and submission of the Technical and Financial Proposals, Firms/Agencies has:
  - i. Not taken any action which is or constitutes a corrupt or fraudulent practice; and
  - ii. Agreed to allow the Client, at their option, to inspect and audit all accounts, documents, and records relating to the Firms/Agencies Proposal and to the performance of the ensuring Firms/Agencies Contract.
  - iii. The rates to be quoted shall be in the format given in Data Sheet and it shall include all costs /expenses and statutory taxes excluding Service Tax. The Client shall pay Service Tax as applicable on prevailing rates.

#### 5. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

- 5.1. The Proposal (Earnest Money Deposit, Technical and Financial Proposals) shall contain no interlineations or overwriting, except as necessary to correct errors made by Firms/Agencies themselves. Any such corrections, interlineations or overwriting must be initialled by the persons who signed the Proposal.
- 5.2. An authorized representative of the Firm/Agency shall initial all pages of the original copy of the Financial Proposal. No other copies are required.
- 5.3. Tender Fee and Bid security must be delivered at the indicated Client submission addresses on or before the time and date stated in the Data Sheet or any new date established by the Client according to provisions of Sub-Clause 2.2.
- 5.4. Proposal shall be submitted in Hard copy only.

#### 6. PROPOSAL EVALUATION

##### General

- 6.1. From the time the Proposals are opened to the time the contract is awarded, the Firm/Agency should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by a Firm/Agency to influence the Client in examination, evaluation, ranking of Proposals or recommendation for award of contract may result in rejection of the Firm/Agency's Proposal.
- 6.2. The envelope 1 shall be opened first. If the bid security is not found to be in order then the proposal shall be treated as non-responsive and shall not be evaluated further.
- 6.3. The eligibility criteria will be first evaluated as defined in Notice Inviting Request for Proposals for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed eligibility criteria.
- 6.4. The JSACS will be responsible for evaluation and ranking of Proposals received.
- 6.5. The JSACS evaluates and ranks the Technical Proposals on the basis of Proposal's responsiveness to the TOR using the evaluation criteria and points system specified in the Data Sheet. Each Technical Proposal will receive a technical score. **A Proposal shall be rejected if it does not achieve the minimum technical mark of 70 from the maximum of 100 points.**
- 6.6. A Technical Proposal may not be considered for evaluation in any of the following cases:
  - i. The Firm/Agency that submitted the Proposal or any of its Consortium Member belongs to one of the cases described in Sub-Clause 5.5(i) to and failed to make a proper statement to that effect in the cover letter ; or
  - ii. the Firm/Agency that submitted the Proposal or any of its Consortium Member was found not to be legally incorporated or established in India; or
  - iii. The Technical Proposal was submitted in the wrong format;
  - iv. The Technical Proposal included details of costs of the services; or
  - v. The Technical Proposal reached the Client after the submission closing time and date specified in the Data Sheet.

After the technical evaluation is completed, the Client shall notify Firms/Agencies whose Proposals did not meet the minimum qualifying technical mark or Firms/Agencies whose Technical Proposals were considered non-responsive to the

RFP requirements, indicating that their Financial Proposals will be returned unopened after completion of the selection process. The Client shall simultaneously notify, in writing Firms/Agencies whose Technical Proposals received a mark of 70 or higher, indicating the date, time, and location for opening of Financial Proposals. (Consultants' attendance at the opening of Financial Proposals is optional)

## **7. PUBLIC OPENING AND EVALUATION OF FINANCIAL PROPOSALS**

### **Public Opening of Financial Proposals**

- 7.1. At the public opening of Financial Proposals, Firms/Agencies representatives who choose to attend will sign an Attendance Sheet.
  - i. The marks of each Technical Proposal that met the minimum mark of 70 will be read out aloud.
  - ii. Each Financial Proposal will be checked to confirm that it has remained sealed and unopened.
  - iii. The Client's representative will open each Financial Proposal. Such representatives will readout aloud the name of the Firm/Agency and the total price shown in the Firm/Agency's Financial Proposal. This information will be recorded in writing by the Client's representative.

### **Evaluation of Financial Proposals**

- 7.2. Following the ranking of Technical Proposals, based on QCBS method, financial proposals shall be opened publicly and read out; and the highest ranked bidder based on cumulative technical and financial evaluation ranking will be invited for contract negotiations.
- 7.3. The detailed contents of each Financial Proposal will be subsequently reviewed by the Client.
- 7.4. The Eligible Bidder would be given marks on the basis of their understanding of the project plan.
- 7.5. In case of a tie, preference will be given to the bidder who have obtained higher marks in technical evaluation.

#### **NOTE:**

The weight-age for Financial Proposal and Technical Proposal has been given 30% and 70% respectively. The Financial Proposals shall be given scores as follows:

$$Pf = 100 \times Fm/F$$

Where:

Pf is Financial Score

Fm is the Lowest Bid Price

F is the price of the proposal under consideration

- 7.6. The Composite Score from Technical Proposal and Financial Proposal shall be computed as follows:

$$\text{Composite Score} = (Pf \times 0.3) + (Pt \times 0.7),$$

Where:

Pt is the Technical Score of the proposal under consideration

- 7.7. The Eligible Firm/Agency getting highest marks would be declared Successful.
- 7.8. In the event that two or more Eligible Firm/Agency (s) secure the same overall score, JSACS may:
  - i. Declaring the Eligible Firm/Agency securing highest technical marks amongst the Eligible Bidder(s) securing same overall score, as preferred bidder or
  - ii. Take any such measure as may be deemed fit in its sole discretion or annulment of the bidding process.

## **8. CONTRACT NEGOTIATION AND AWARD OF CONTRACT**

- 8.1. JSACS may either choose to accept the Proposal of the Preferred Firm/Agency or invite him for negotiations. In case negotiation fails, JSACS has the right to invite the next preferred Firm/Agency for negotiation.
- 8.2. Technical Negotiations: This will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan and schedule, and organization and personnel, and any suggestions made by the Firm/Agency to improve the TOR. The Client and the Firm/Agency will finalize the TOR, personnel schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services." Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the Firm/Agency.

- 8.3. Negotiations will conclude with a review of the draft contract. To complete negotiations the client and the Firm/Agency will initial the agreed contract. If negotiations fail, the client will invite the Firm/Agency whose proposal received the second highest score to negotiate the contract.
- 8.4. After completing negotiations the client shall award the Contract to the selected Firm/Agency and notify the other Consultants who could have been invited to negotiate the Contract that they were unsuccessful. After Contract signature, the Client shall return the unopened Financial Proposals to the Firms/Agencies whose technical proposals have not secured the minimum qualifying mark, or were found to be technically non-responsive.
- 8.5. The selected Firm/Agency is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

#### **9. DURATION OF ASSIGNMENT**

The duration of assignment for satisfactory performance of the services the contract will be 04 calendar months from the date of signing of contract agreement.

#### **10. PERFORMANCE SECURITY**

**Section 2:****DATA SHEET TO INSTRUCTION TO CONSULTANTS:  
APPENDIX:**

SL No.	Instruction															
1	Name of the Client: <b>Jharkhand State AIDS Control Society (JSACS)</b>															
2	Firm/Agency will submit Technical and Financial Proposals in separate envelopes															
3	The Client will provide the inputs and facilities as mentioned in Terms of Reference (ToR)															
4	Association Arrangements/ Consortium with other firms/agencies for this assignment are permitted for this assignment as under:- All the Consortium Members shall collectively meet eligibility criteria regarding turnover requirement as mentioned in the Notice Inviting Proposal. All other requirements are to be met by each participating firms.															
5	Proposals must remain valid for 180 days after the last date submission of proposals.															
6																
7	The applicant Firm/Agency is required to deposit, along with its proposal, RFP document fee for Rs 5000/- (non-refundable) in the form of DD in favour of Project Director, Jharkhand State AIDS Control Society payable at Ranchi and a Bid security equivalent to amount mentioned below (the " <b>Bid Security</b> ") refundable not later than 120 (One Hundred Twenty) days from the Proposal Due Date except in the case of the preferred [lowest/highest] Consultant. The Firm/Agency will have an option to provide Bid Security in the form of a demand draft from any Nationalized Scheduled/Commercial Bank in India drawn in favour of Project Director, Jharkhand State AIDS Control Society and payable at the Ranchi, Jharkhand or a bank guarantee in the prescribed form acceptable to the Authority (Appendix-III), and in such event, the validity period of the demand draft or bank guarantee, as the case may be, shall not be less than 180 (one hundred and eighty) days from the Bid Due Date, exclusive of a claim period of 30 (thirty) days, and may be extended as may be mutually agreed between the Client and the Applicant Consultant from time to time. The Bid shall be summarily rejected if it is not accompanied by the RFP document fee & Bid Security. The Bid security refundable of ₹100,000 (Rupees One lakh Only) to be submitted in format prescribed at Appendix-II to Data Sheet. Firm/Agency registered with MSME shall be exempted from the Bid Security on submission of relevant documents.															
8	Clarifications may be requested not later than pre bid conference date. The address for requesting clarifications is: THE PROJECT DIRECTOR, Jharkhand State AIDS Control Society, Sadar Hospital Campus, Purulia Road, Ranchi – 834 001, Jharkhand, India.															
9	The Addendum, if any, shall be uploaded on referred websites and shall be binding on Applicant Consultant.															
10	The technical proposal shall also include documents establishing eligibility criteria as defined in Notice inviting Request For Proposal (RFP).															
11	Technical Proposal must be submitted in print version to the office of JSACS. The same will be submitted as per scheduled date of EMD/ Tender fee submission.															
12	If the CV of expert is not signed by himself, it may be signed by the representative of the Firm/Agency for the purpose of submission of proposal only. Once the Firm/Agency is selected for the assignment and asked for contract negotiation, he shall necessarily submit the CV signed by the expert. The CV of expert neither signed by himself nor by the representative of Firm/Agency may not be considered for evaluation.															
14	Amounts payable by the Client to the Firm/Agency under the contract shall be subjected to local taxes if any. However, The Client will pay GST on prevailing rates.															
15	Proposals must be submitted not later than the following date and time: <b>Date: 21/10/2020 Time: 3.00 PM</b>															
16	Technical Proposals shall be evaluated on the basis of following pre-identified criteria: (a) Following Technical criteria that would be considered for selection of preferred bidder:- <table border="1" data-bbox="320 1742 1394 1926"> <thead> <tr> <th>Sl. No</th> <th>Criteria</th> <th>Score Allocated</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Firms General Experience &amp; Experience in Similar Assignments</td> <td>40</td> </tr> <tr> <td>2</td> <td>Approach &amp; Methodology for proposed Assignment</td> <td>40</td> </tr> <tr> <td>3</td> <td>Qualification and Experience of Team Leader &amp; Other Key Professionals</td> <td>20</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Score</td> <td><b>100</b></td> </tr> </tbody> </table> (b) The JSACS will carry out the evaluation of proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria. Each responsive proposal will be given a technical score. Firms securing 70 and above marks will be	Sl. No	Criteria	Score Allocated	1	Firms General Experience & Experience in Similar Assignments	40	2	Approach & Methodology for proposed Assignment	40	3	Qualification and Experience of Team Leader & Other Key Professionals	20	Total Score		<b>100</b>
Sl. No	Criteria	Score Allocated														
1	Firms General Experience & Experience in Similar Assignments	40														
2	Approach & Methodology for proposed Assignment	40														
3	Qualification and Experience of Team Leader & Other Key Professionals	20														
Total Score		<b>100</b>														

	held technically responsive by JSACS.
17	Expected date for public opening of Financial Proposals: Will be communicated later
18	Quality and Cost Based Selection (QCBS) method will be adopted for evaluation and award of this assignment.
19	Expected date for contract negotiations: Will be communicated later
20	Expected date for commencement of consulting services: will be communicated later
21	The duration of the assignment shall be 04 calendar months.
22	The consulting firm is required to establish a project administration office at Ranchi and all the key professionals including Team Leader and other staff members shall be available at District HQs / JSACS office as per requirement of the assignment for entire contract period.

## Appendix-I Data Sheet

### DETAILED MARKING SCHEME FOR TECHNICAL EVALUATION

S. No	Criteria	Weightage (%)	Maximum Marks
<b>1</b>	<b>Firms Experience in Similar Assignments</b>	<b>100%</b>	<b>40</b>
A	Experience in Social Media marketing	<b>50%</b>	<b>20</b>
(i)	Up to 1 Project	50%	10
(iii)	More than 1 Project	100%	20
B	Experience in Event Management and Promotions	<b>50%</b>	<b>20</b>
(i)	Up to 1 Project	50%	10
(iii)	More than 1 project	100%	20
<b>2</b>	<b>Financial Capabilities &amp; Methodology</b>	<b>100%</b>	<b>40</b>
A	Annual Turnover in any last 3 financial years	<b>80%</b>	<b>32</b>
(i)	Less than 40 lakhs	0%	0
(ii)	Between 40 to 50 lakhs	50%	16
(iv)	Above 50 lakhs	100%	32
B	Proposal Presentation	<b>20%</b>	<b>8</b>
<b>3</b>	<b>Qualification and Experience of Team Leader &amp; Other Key Professionals</b>	<b>100%</b>	<b>20</b>
<b>A</b>	<b>Project Manager</b>	<b>50%</b>	<b>10</b>
(i)	MBA/PGDBM, 2 marks shall be allotted for 6 CGPA and thereafter 0.25 marks shall be allotted for each point of CGPA.	30%	3
(ii)	Project related experience based on the number of years of relevant projects. 1 mark of each year in excess of 5 years.	50%	5
(iii)	1 marks will be allotted for each year against experience in any other Project.	20%	2
<b>B</b>	<b>Social Media Manager</b>	<b>25%</b>	<b>10</b>
(i)	BE/B. Tech/MCA/MSc-IT, 2 marks shall be allotted for 6 CGPA and thereafter 0.25 marks shall be allotted for each point of CGPA.	30%	3
(ii)	Project related experience based on the number of years of relevant projects. 1 mark of each year in excess of 5 years.	50%	5
(iii)	1 marks will be allotted for each year against experience in any other Project.	20%	2

**SECTION 3  
TECHNICAL FORMS**

**FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To,  
Project Director  
Jharkhand State AIDS Control Society  
Sadar Hospital Campus, Purulia Road,  
Ranchi – 834 001

Dear Sir,

We, the undersigned, offer to provide the services for creative IEC activities as part of the HIV prevention programme in the State of Jharkhand. under Jharkhand State AIDS Control Society accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in individual capacity without entering in any consortium. [Attached is the Power of Attorney for signing of Application] We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Or (strike-off whichever is not applicable)

We are submitting our Proposal in consortium with: [Insert a list with full name and address of each Consortium Member]. Attached is the following documentation: [letter(s) of association or Memorandum of Understanding and power of attorney for lead member of Consortium]

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet (Please indicate date).

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

## Power of Attorney for Signing of Application

(To be executed on Stamp Paper of ₹100/-)  
(Refer Clause 2.2.4)

Know all men by these presents, we..... (Name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms. (name),..... son/daughter/wife of ..... and presently residing at....., who is presently employed with us and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for pre-qualification and submission of our bid for the Creative IEC activities as part of the HIV prevention programme in the State of Jharkhand. under Jharkhand State AIDS Control Society , Ranchi, Jharkhand including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-bid and other conferences and providing information/ responses to the JSACS, representing us in all matters before the JSACS, signing and execution of all contracts and undertakings consequent to acceptance of our bid, and generally dealing with the JSACS in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into of the Contract Agreement with the JSACS.AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE....., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS .....DAY OF....., 20XX.

For

.....  
(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

(Notarised)

Accepted

.....  
(Signature)  
(Name, Title and Address of the Attorney)

*Notes:*

*The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*

*Wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*



**Format for Power of Attorney for Lead Member of Consortium**

*(To be executed on Stamp Paper of Rs. 100/-)  
(Refer Clause 2.2.4)*

Whereas the Jharkhand State AIDS Control Society (“the JSACS”) has invited applications from firms/ agencies for **creative IEC activities as part of the HIV prevention programme in the State of Jharkhand** (the “Project”).

Whereas,

..... (name of the Firms/ Agencies)

..... and

.....(collectively the “Consortium”) being Members of the Consortium are interested in bidding for the Project in accordance with the terms and conditions of the Request for Proposal (RFP) and other connected documents in respect of the Project, and

Whereas, it is necessary for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and JSACS to do for and on behalf of the Consortium, all acts, deeds and things as maybe necessary in connection with the Consortium’s bid for the Project and its execution.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS

We.....having our registered office at .....

M/s. ....having our registered office at .....and

M/s. ....having our registered office at ....., (hereinafter collectively referred to as the “Principals”) do hereby irrevocably designate, nominate, constitute, appoint and authorize M/s. .... having its registered office at ....., being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the “Attorney”). We hereby irrevocably authorize the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the Consortium and any one of us during the bidding process and; in the event the Consortium is awarded the concession/contract, during the execution of the Project and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the pre-qualification of the Consortium and submission of its bid for the Project, including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the Consortium and generally to represent the Consortium in all its dealings with the JSACS, and/ or any other Government Agency or any person, in all matters in connection with or relating to or arising out of the Consortium’s bid for the Project and/ or upon award thereof till the Concession Agreement is entered into with the JSACS.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20.....

For .....  
(Signature)

.....  
(Name & Title)

For .....  
(Signature)

.....  
(Name & Title)

For .....  
(Signature)

.....  
(Name & Title)

Witnesses:

- 1.
- 2.

.....

(Executants)

(To be executed by all the Members of the Consortium)

*Notes:*

*The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*

*Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*

**Format for Memorandum of Understanding** (in case of Consortium)

**This Memorandum of Understanding** (MoU) entered into this day of 20XX at among..... (hereinafter referred as"..... ") and having office at....., India Party of the First Part.....(hereinafter referred as".....") and having office a..., India Party of the Second Part

And

.....(hereinafter referred as"..... ") and having office at... , India Party of the

Third Part

The parties are individually referred to as **Party** and collectively as **Parties**.

**WHEREAS** Jharkhand State AIDS Control Society has invited Proposal for Selection of competent firms/agencies for creative IEC activities as part of the HIV prevention programme in the State of Jharkhand for a Contract Period (the "Concession Period") of 4 (four) months.

The Parties are interested in jointly bidding for the Project as members of a Consortium and in accordance with the terms and conditions of the RFP document and other bid documents in respect of the Project, and

It is a necessary condition under the RFP document that the members of the Consortium shall enter into a MoU and furnish a copy thereof with the Application.

NOW IT IS HEREBY AGREED as follows:

1. Definitions and Interpretations

In this Agreement, the capitalised terms shall, unless the context otherwise requires, have the meaning as subscribed thereto under the RFP.

2. Consortium

2.1. The Firm/ Agencies (Parties) do hereby irrevocably constitute a consortium (the "Consortium") for the purposes of jointly participating in the Bidding Process for the Project.

2.2. The Parties hereby undertake to participate in the Bidding Process only through this Consortium and not individually and/ or through any other consortium constituted for this Project, either directly or indirectly or through any of their Associates.

3. Role of the Parties

The Parties hereby undertake to perform the roles and responsibilities as described below:

(a) Party of the First Part shall be the Lead member of the Consortium and shall have the power of attorney from all Parties for conducting all business for and on behalf of the Consortium during the Bidding Process and until the Appointed Date under the Contract when all the obligations shall become effective;

(b) Party of the Second Part shall be responsible for.....

(c) Party of the Third Part shall be responsible for.....

4. Joint and Several liabilities

The Parties do hereby undertake to be jointly and severally responsible for all obligations and liabilities relating to the Project and in accordance with the terms of the RFP and the Draft Contract

5. The parties undertake that all members of the Consortium shall be liable jointly and severally for all obligations of the Concessionaire in relation to the Project until the Financial Close of the Project is achieved in accordance with the Concession Agreement; and

6. Representation of the Parties

Each Party represents to the other Parties as of the date of this Agreement that:

- a) Such Party is duly organised, validly existing and in good standing under the laws of its incorporation and has all requisite power and JSACS to enter into this Contract;
- b) The execution, delivery and performance by such Party of this Agreement has been authorised by all necessary and appropriate corporate or governmental action and will not to the best of its knowledge:

- i. require any consent or approval not already obtained;
- ii. violate any Applicable Law presently in effect and having applicability to it;
- iii. violate the memorandum and articles of association, by-laws or other applicable organizational documents thereof;
- iv. violate any clearance, permit, concession, grant, license or other governmental authorisation, approval, judgment, order or decree or any mortgage agreement, Indenture or any other instrument to which such Party is a party or by which such Party or any of its properties or assets are bound or that is otherwise applicable to such Party; or
- v. create or impose any liens, mortgages, pledges, claims, security interests, charges or Encumbrances or obligations to create a lien, charge, pledge, security interest, encumbrances or mortgage in or on the property of such Party, except for encumbrances that would not, individually or in the aggregate, have a material adverse effect on the financial condition or prospects or business of such Party so as to prevent such Party from fulfilling its obligations under this Agreement;
  - c. this Agreement is the legal and binding obligation of such Party, enforceable in accordance with its terms against it; and
  - d. there is no litigation pending or, to the best of such Party's knowledge, threatened to which it or any of its Affiliates is a party that presently affects or which would have a Material adverse effect on the financial condition or prospects or business of such Party in the fulfilment of its obligations under this Agreement.

#### 7. Termination

This Agreement shall be effective from the date hereof and shall continue in accordance with the Contract, in case the Project is awarded to the Consortium. However, in case the Consortium is either not pre-qualified for the Project or does not get selected for award of the Project, the Agreement will stand terminated in case the Applicant is not pre-qualified or upon return of the Bid Security by the JSACS to the Bidder, as the case may be.

#### 8. Miscellaneous

8.1. This MoU shall be governed by laws of India.

8.2. The Parties acknowledge and accept that this Agreement shall not be amended by the parties without the prior written consent of the JSACS.

IN WITNESS WHEREOF THE PARTIES ABOVE NAMED HAVE EXECUTED AND DELIVERED THIS AGREEMENT AS OF THE DATE FIRST ABOVE WRITTEN.

SIGNED, SEALED AND DELIVERED

For and on behalf of

LEAD MEMBER by:

(Signature)

(Name)

(Designation)

(Address)

SIGNED, SEALED AND DELIVERED

For and on behalf of

SECOND PART by:

(Signature)

(Name)

(Designation)

(Address)

SIGNED, SEALED AND DELIVERED

For and on behalf of

THIRD PART by:

(Signature)

(Name)

(Designation)

(Address)

SIGNED, SEALED AND DELIVERED

For and on behalf of

FOURTH PART by:

(Signature)

(Name)

(Designation)

(Address)

In the presence of:

1.

2.

Notes:

1. The mode of the execution of the Joint Bidding Agreement should be in accordance with the procedure, if any, laid down, by the Applicable Law and the charter documents of the executants and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

2. Each Joint Bidding Agreement should attach a copy of the extract of the charter documents and documents such as resolution / power of attorney in favour of the person executing this Agreement for the delegation of power and JSACS to execute this Agreement on behalf of the Consortium Member.

3. For a Joint Bidding Agreement executed and issued overseas, the document shall be legalised by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney has been executed.

**FORM TECH-2: FIRM/AGENCY'S ORGANIZATION AND EXPERIENCE****FORM TECH-2A: Firm/Agency's Organization**

*[Provide here a brief (two pages) description of the background and organization of the Firm/Agency and, if applicable, Consortium Member for this assignment, with following summary sheet]*

Name of the Firm/Agency (Lead Member in case of Consortium):	
Name of the Consortium Member:	
Address of Registered Office of Lead Firm/Agency:	
Year of Establishment:	
Annual Turnover* in last three years (Rs in Lakhs) FY 2019-20: FY 2018-19: FY 2017-18: *Audited Statements to be enclosed	
Net worth of Agency :	
Current Contract Commitments: (Rs in Lakhs)	
Experience: Number of years: Total assignments: Assignments completed in last 3 years: Similar Assignments in last 3 years:	
Any Award or Felicitation received by your Agency:	
Any Other Relevant Details:	

{Attach Separate sheets for all Consortium Members}

Firm's Name:

Signature of Authorized Representative:

**FORM TECH-2B: Firm/Agency's Experience**

[The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the Employer stated below.]

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No of Staff:
Address:		No of Staff-Months; Duration of Assignment:
Start date (month/ year) :	Completion date (month/ year) :	Approx. Value of Services (in INR):
Name of Associated Company/Firms, If Any:		No of Months of Professional Staff Provided by Associated Company/Firms:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

\*(Certificate from Employer regarding experience should be furnished)

Use separate sheet for each Eligible Project.

Firm's Name:

Signature of Authorized Representative:

**Form TECH-3: COMMENTS AND SUGGESTIONS ON TOR**

**Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client**

**A - On the Terms of Reference**

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding others, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

- 1.
- 2.
- 3.
- 4.
- 5.
- ..

**B – On Counterpart Staff and Facilities**

*[Comment here on counterpart staff and facilities to be provided by the Client according to Clause Reference 1.5of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]*

- 1.
- 2.
- 3.

#### **Form TECH-4: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN**

**Description of Approach, Methodology and Work Plan for Performing the Assignment** [*As per the details mentioned in the NARRATIVE EVALUATION CRITERIA*]

#### **Technical Approach and Methodology, Work Plan, and Organization and Personnel,**

**a) Technical Approach and Methodology:** In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

**b) Work Plan:** In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-7.

**c) Organization and Personnel:** In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support personnel. You shall also specify if you will be the lead firm in a Consortium.



**FORM TECH-5: CURRICULUM VITAE (CV) FOR PROPOSED EXPERTS**

[Summary of CV: Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV]

1	Proposed Position	:																											
2	Name of the Firm	:																											
3	Name of the Staff	:																											
4	Date of Birth	:		Nationality	:																								
5	Education	:	Degree	Institution	Year																								
6	Professional Memberships	:																											
7	Other Training/ publications	:																											
8	Countries of work experience	:																											
9	Languages	:	<table border="1"> <thead> <tr> <th>Language</th> <th>Speak</th> <th>Read</th> <th>Write</th> </tr> </thead> <tbody> <tr> <td>English</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hindi</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Punjabi</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Language	Speak	Read	Write	English				Hindi				Punjabi											
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10	Employment Record(Relevant experience)	:	<table border="1"> <tbody> <tr> <td>From</td> <td></td> <td>To</td> <td></td> </tr> <tr> <td>Employer</td> <td colspan="3"></td> </tr> <tr> <td>Position Held</td> <td colspan="3"></td> </tr> <tr> <td>From</td> <td></td> <td>To</td> <td></td> </tr> <tr> <td>Employer</td> <td colspan="3"></td> </tr> <tr> <td>Position Held</td> <td colspan="3"></td> </tr> </tbody> </table>			From		To		Employer				Position Held				From		To		Employer				Position Held			
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10	Employment Record(Other experience)	:	<table border="1"> <tbody> <tr> <td>From</td> <td></td> <td>To</td> <td></td> </tr> <tr> <td>Employer</td> <td colspan="3"></td> </tr> <tr> <td>Position Held</td> <td colspan="3"></td> </tr> <tr> <td>From</td> <td></td> <td>To</td> <td></td> </tr> <tr> <td>Employer</td> <td colspan="3"></td> </tr> <tr> <td>Position Held</td> <td colspan="3"></td> </tr> </tbody> </table>			From		To		Employer				Position Held				From		To		Employer				Position Held			
From		To																											
Employer																													
Position Held																													
From		To																											
Employer																													
Position Held																													
11	Detailed Task Assigned(Relevant)	:																											
12	Detailed Task Assigned(Other)	:																											

(Signature and name of the authorised signatory of the Bidder)

Notes:

- Use separate form for each Key Professionals
  - Each page of the CV shall be signed in ink and dated by both the Personnel concerned and By the Authorised Representative of the Bidder firm along with the seal of the firm
- Photocopies will not be considered for evaluation.

**RM TECH-6: PERSONNEL SCHEDULE**

Use your own format

**FORM TECH-7: WORK SCHEDULE**

Please use your own format

## **SECTION 4: FINANCIAL PROPOSAL**

### **Section 4: Financial Proposal - Standard Forms**

Financial Proposal Standard Forms (FIN-1 and FIN-2) shall be used for the preparation of the Financial Proposal according to the instructions provided under Para 5 of Section 2. The amount shall be quoted on per annum basis and shall be exclusive of GST.

**FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To,  
Project Director,  
Jharkhand State AIDS Control Society  
4th Floor, Project Bhawan, Dhurwa, Ranchi -834004

Phone: 0651-2446640

Dear Sir,

We, the undersigned, offer to provide the consulting services for Selection of competent firms/agencies for creative IEC activities as part of the HIV prevention programme in the State of Jharkhand in accordance with your Request for Proposal dated (Insert Date) and our Technical Proposal. Our attached Financial Proposal is for the sum of (Insert amount(s) in words and figures). This amount is inclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause Reference 1.11 of the Data Sheet.

No fees, gratuities, rebates, gifts, commissions or other payments have been given or received in connection with this Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (In full and initials): .....

Name and Title of Signatory: .....

Name of Firm: .....

Address:.....

Amounts must coincide with the ones indicated under Total in Form FIN-2.

**FORM FIN-2: SUMMARY BY COSTS**

**Project Title: Selection of competent firms/agencies for creative IEC activities as part of the HIV prevention programme in the State of Jharkhand**

SL. No	Particulars	Services Fee in (as per ITC clause 5.4)	
		(Amount in figure )	(Amount In words)
1			
2			

**Note:**

While quoting financial offers, applicant firms are requested to refer S.No.13 of Data Sheet to Instruction to Firms/Agencies under Section 2 and Clause 6 of Terms of Reference under Section 4 of RFP Document.

Once contract is awarded and the cost is optimized, JSACS shall not be responsible for any other cost apart from the gross quoted rates.

## **SECTION 4: TERMS OF REFERENCE (ToR)**

SELECTION OF COMPETENT FIRM/ AGENCIES FOR CREATIVE IEC ACTIVITIES AS PART OF THE HIV PREVENTION PROGRAMME IN THE STATE OF JHARKHAND.

### **1. Introduction**

JSACS is soliciting sealed proposals from eligible agencies creative IEC activities as part of the HIV prevention programme in the State of Jharkhand.

### **2. Objective**

This is a Request for Proposal from JSACS for Selection of Agencies for creative IEC activities as part of the HIV prevention programme in the State of Jharkhand. As part of the HIV prevention programme in the state, Jharkhand State AIDS Control Society (JSACS) is doing lot of IEC activities using various forms of communication tools under the mass media, mid media and outdoor media. To strengthen these activities and to reach out more to the public JSACS need support from a professional agency to plan and implement a Communication Strategy.

### **3. Scope of Work**

The scope of work for the collection agency shall be as indicated below –

#### **1.1 Social Media Promotion and Management**

- 1.1.1 Preparation and Collections of Promotional Contents from various locations
- 1.1.2 Facebook Promotion – (posting of images, videos, fliers etc.)
- 1.1.3 Twitter Promotion – (tweet with image, videos, fliers and messages)
- 1.1.4 Instagram Promotion – (images, video, flies and messages)
- 1.1.5 YouTube Promotion – (videos and channel promotion)
- 1.1.6 Organise and Manage Webinars and Web Casts

#### **1.2 Mass Media Promotion and Management**

- 1.2.1 Collection of data and Preparation of Promotional Contents on Television Channel (local) and Frequency Modulation Channels (local).
- 1.2.2 Relay of Promotional Contents on minimum 2 TV channels for 120 seconds per day on prime time for 120 days
- 1.2.3 Relay of Promotional Contents on minimum 2 FM channels for 240 seconds per day on prime time for 120 days.
- 1.2.4 Radio Jockey session on minimum 2 FM channels once a day on prime time for 120 days.

### **4. Payment to Agency**

The total quoted price shall be divided in 4 parts and shall be billed after completion of each month. The payment shall be made within 7 working days from the date of bill/invoice raised.

### **5. Complaints and Corrective Action**

Team Leader of the selected agency will be responsible to resolve any allegations of irregularity/illegal action of any person on behalf of the agency. He will be bound to give his response in writing to the UD&HD and JSACS on any alleged irregular or illegal actions taken by the Agency within 7 days of receipt of such complain.

### **6. Penalties for Non-Performance**

The contract can be terminated by written notice from either side in a period of one Month. However during the currency of contract all parties shall discharge their due obligations. JSACS reserves the right to cancel the contract due to non-performance by the agency under the contract and/or agency not abiding to the code of conduct.