


**JHARKHAND STATE AIDS CONTROL SOCIETY**

Department of Health & Family Welfare,  
Directorate Building, GVI Campus, Namkum  
Ranchi-10



Tender EOI No....06/JSACS/2021-22

Date:17.01.2022

## **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>                 | 18.01.2022   |
| 3      | <b>Date &amp; time for receipt of bid at JSACS Office</b> | 24.01.2022 at 2:00 P.M   |
| 4      | <b>Date &amp; time of opening of bid at JSACS Office</b>  | 24.01.2022 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**  
**Directorate Building, 4<sup>th</sup> floor GVI**  
**Campus, Namkum Ranchi-10**  
**E-mail: [jharkhandsacs@gmail.com](mailto:jharkhandsacs@gmail.com)**

**Notice Inviting Tender (NIT)**

EOI...06/JSACS/2021-22

Date:17.01.2022

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 e-proposals to provide these services for creative IEC activities as part of the HIV prevention programme in the State of Jharkhand.

**Interested bidders are requested to note the following 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 -18.01.2022 to 24.01.2022 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, 12.00 payable at Ranchi and to be submitted at the office of Project Director, JSACS on or before 2:00 P.M at 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 dead line for complete receipt of proposals shall be
6. Date of bid-opening (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 thereby 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 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 may be amended or supplemented, and the Appendices.
- e) **Data Sheet** means such part of the Instructions to Consultants used to reflect specific Country and assignment conditions.
- f) **Day** means calendar day.
- g) **Government** means the Government of Jharkhand.
- h) **Instructions to Consultants** (Section 2 of the RFP) means the document which provides Shortlisted Consultants with all information needed to prepare their Proposals.
- i) **Personnel** means qualified persons provided by the Consultant and assigned to perform the Services or any part thereof.
- j) **Proposal** means a technical proposal or a financial proposal, or both.
- k) **QCBS** means Quality-and-Cost-Based Selection.
- l) **RFP** means this Request for Proposal.
- m) **Services** means the work to be performed pursuant to the Contract.
- n) **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.
- o) **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)inaccordance withthethe methodofselectionspecified intheDataSheet.
- 1.2. Firms/Agencies should familiarize themselves with local conditions and take them into account in preparing theirProposals.Toobtainfirst-handinformationontheassignmentandlocalconditions,Firms/Agenciesareencouragedtovisit the projectsites.
- 1.3. Firms/Agencies shall bear all costs associated with the preparation and submission of their proposals. Costsmightincludesitevisit, collectionofinformationandifselected, attendthecontractnegotiationsetc.
- 1.4. JSACS is not bound to accept any proposal and reserves the right to annul the selection process at any timepriortocontractaward,withoutherebyincurringanyliabilitytothe Firms/Agencies.
- 1.5. In preparing their Proposals, Firms/Agencies are expected to examine in detail the documents comprising theRFP.MaterialdeficienciesinprovidingtheinformationrequestedmayresultinrejectionofaProposal.

### Conflict of Interest

- 1.6. JSACS requires that Firms/Agencies provide professional, objective, and impartial advice and at alltimes holdthe Client's interests paramount, avoid conflicts with other assignments or their own corporate interests and actwithout any consideration for future work. Firms/Agencies shall not be recruited for any assignment that wouldbe in conflict with their prior or current obligations to other clients, or that may place them in a position of notbeing able to carry out the assignment in the best interest of the JSACS. Without limitation on the generality ofthe foregoing, Firms/Agencies and any of their associates shall be considered to have a conflict of interest andshallnot be selectedunderanyofthecircumstances setforthbelow:
  - i. If a Firm/Agency combines the function of consulting with those of contracting and/or supply of equipmentor
  - ii. IfaFirm/Agencyisassociated withoraffiliatedtoacontractorormanufactureror
  - iii. If a Firm/Agency is owned by a contractor or a manufacturing firm with departments or design officesoffering services of this nature. The Firm/Agency should include relevant information on such relationshipsalongwithastatementintheTechnicalProposalcoverlettertotheeffectthattheFirm/Agencywillimitit s role to that of a Firm/Agency and disqualify itself and its associates from work, in any other capacity orany future project within the next five years, that may emerge from this assignment(including bidding orany part of the future project). The contract with the Firm/Agency selected to undertake this assignmentwillcontainanappropriateprovisiontosucheffector
- 1.7. The JSACS requires that Firms/Agencies observe the highest standard of ethics during the procurement andexecutionofsuchcontracts.Insuchpursuanceofthispolicy,theJSACS:
  - i. Defines,forthepurposesofthisprovision,thetermssetforthbelowasfollows:
    - a) **"Corrupt practice"** means behaviour on the part of officials in the public or private sectors by whichthey improperly and unlawfully enrich themselves and/or thoseclose to them, or induce others to doso, by misusing the position in which they are placed, and it includes the offering, giving, receiving, orsoliciting of anything of value to influence the action of any such official in the procurement process orincontractexecution; and
    - b) **"Fraudulentpractice"**means a misrepresentation of facts in order to influence aprocurementprocess or the execution of a contract to the detriment of the borrower, and includes collusive practicesamong bidders (prior to or after bid submission)designed to establish bid prices at artificial, non-competitivelevelsandto deprivetheborrowerofthebenefitsoffreeandopencompetition).
  - ii. Will reject a Proposal for award if it determines that the bidder recommended for award has engaged incorruptorfraudulent practices incompeteforthecontract;and
  - iii. Willdeclareafirmineligible,eitherindefinitelyorforastatedperiodoftime,tobeawardedanycontractifit at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or inexecuting, anycontract.

## **Proposal**

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

## **Proposal Validity**

- 1.9. 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. However the project can be renewed for the next financial year based on satisfactory completion of the project.

### **1.10. Participation of Government Employees**

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

## **Bid Security**

### **1.12. 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 non-responsive.
- c) The bid security of the successful Bidders 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 timeframe;

## 2. PREPARATION OF THE PROPOSAL

2.1. Firms/Agencies' Proposal (the Proposal) shall consist of the 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.
- 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 non-responsive.

#### 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

| Proposal Type Content                       | Technical Proposal (TP)   |
|---|---|
| Experience of the Firm                      | (i) Maximum two pages introducing the firm<br>(ii) Relevant completed projects in the format of Form TECH-2 illustrating firm relevant experience in last two financial year. 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 ten 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 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. Assignments completed by individual experts working privately or through other consulting firms cannot be claimed as the experience of the Firm/Agency.
- 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. 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 input shown on the Firm/Agency's Staffing Schedule.
- v. 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 expert themselves should sign the certification of the CV.
- iv. A zero rating will be given to an 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. Consultant 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 was found not to be legally incorporated or established in India; or
  - ii. The Technical Proposal was submitted in the wrong format;
  - iii. The Technical Proposal included details of costs of the services; or
  - iv. 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 reconsidered 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 mark of each Technical Proposal that met the minimum mark of 70 will be read out loud.
  - 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 read out loud 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 has 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 Proposal 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, JSAC may:
  - i. Declaring the Eligible Firm/Agency securing highest technical marks among 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. JSAC may either choose to accept the Proposal of the Preferred Firm/Agency or invite him for negotiations. In case negotiation fails, JSAC shall have 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 based on the financial year from the date of signing of contract agreement. However, the project can be further extended for the next financial year on successful completion of the work assigned.

## **10. PERFORMANCE SECURITY**

## Section 2:

### DATA SHEET TO INSTRUCTION TO CONSULTANTS: APPENDIX:

| SLNo.       | 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 not permitted for this assignment.  |                 |          |                 |   |   |    |   |  |    |   |   |    |             |  |            |
| 5           | Proposals must remain valid for 180 days after the last date of submission of proposals.  |                 |          |                 |   |   |    |   |  |    |   |   |    |             |  |            |
| 6           | <p>The applicant Firm/Agency is required to deposit, along with its proposal, RFP document fee for Rs5000/- (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 &amp; 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.</p> <p>Firm/Agency registered with MSME shall be exempted from the Bid Security on submission of relevant documents.</p> |                 |          |                 |   |   |    |   |  |    |   |   |    |             |  |            |
| 7           | <p>Clarifications may be requested not later than pre-bid conference date.</p> <p>The address for requesting clarifications is: THE PROJECT DIRECTOR, Jharkhand State AIDS Control Society, Sadar Hospital Campus, Purulia Road, Ranchi –834 001, Jharkhand, India.</p>   |                 |          |                 |   |   |    |   |  |    |   |   |    |             |  |            |
| 8           | The Addendum, if any, shall be uploaded on referred websites and shall be binding on Applicant Consultant.  |                 |          |                 |   |   |    |   |  |    |   |   |    |             |  |            |
| 9           | The technical proposal shall also include documents establishing eligibility criteria as defined in Notice Inviting Request For Proposal (RFP).   |                 |          |                 |   |   |    |   |  |    |   |   |    |             |  |            |
| 10          | 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.  |                 |          |                 |   |   |    |   |  |    |   |   |    |             |  |            |
| 11          | 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.  |                 |          |                 |   |   |    |   |  |    |   |   |    |             |  |            |
| 12          | Amount 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.  |                 |          |                 |   |   |    |   |  |    |   |   |    |             |  |            |
| 13          | Proposals must be submitted not later than the following date and time:<br><b>Date:.....Time:.....PM</b>  |                 |          |                 |   |   |    |   |  |    |   |   |    |             |  |            |
| 14          | <p>Technical Proposal shall be evaluated on the basis of following pre-identified criteria:</p> <p>(a) Following Technical criteria that would be considered for selection of preferred bidder :-</p> <table><tr><th>Sl.No</th><th>Criteria</th><th>Score Allocated</th></tr><tr><td>1</td><td>Firm's 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">Total Score</td><td><b>100</b></td></tr></table> <p>(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.</p> <p>Each responsive proposal will be given a technical score. Firms securing 70 and above marks will be</p>   | Sl.No           | Criteria | Score Allocated | 1 | Firm's 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           | Firm's 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)      | Upto 1 Project   | 50%           | 10            |
| (iii)    | Experience of SACS Social Media Management in Last 2 Financial Years   | 50%           | 10            |
| B        | Experience in Event Management and Promotions  | <b>50%</b>    | <b>20</b>     |
| (i)      | Upto 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 50 lakhs   | 0%            | 0             |
| (ii)     | Between 50 to 100 lakhs  | 50%           | 16            |
| (iv)     | Above 100 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.  | 50%           | 5             |
| (iii)    | 1 mark 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 mark will be allotted for each year against experience in any other Project.   | 20%           | 2             |



**SECTION  
3 TECHNICAL FORM  
S**

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

[Location,

Date] To,  
Project Director  
Jharkhand State AIDS Control  
Society Sadar Hospital Campus,  
Purulia Road, Ranchi-834001

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.

**FORMTECH-2:FIRM/AGENCY'SORGANIZATIONANDEXPERIENCE****FORMTECH-2A:Firm/Agency'sOrganization**

[Providehereabrief(twopages)descriptionofthebackgroundandorganizationoftheFirm/Agencyand,ifapplicable,ConsortiumMemberforthisassignment,withfollowingsummarysheet]

|  |  |
|--|--|
| NameoftheFirm/Agency(LeadMember<br>incaseofConsortium:   |  |
| NameoftheConsortiumMember:   |  |
| AddressofRegisteredOfficeofLeadFirm/Agency:  |  |
| YearofEstablishment:   |  |
| Annual Turnover* in last three years (Rs<br>inLakhs)<br>FY2019-20:<br>FY2018-19:<br>FY2017-18:<br>*AuditedStatementstobeenclosed |  |
| NetworthofAgency:  |  |
| CurrentContractCommitments:(RsinLakhs)   |  |
| Experience:<br>Numberofyears:<br>Totalassignments:<br>Assignmentscompletedinlast3years:SimilarAssignmentsinlast 3years:          |  |
| AnyAwardorFelicitationreceivedbyyourAgency:  |  |
| AnyOtherRelevantDetails:   |  |

{AttachSeparatesheetsforallConsortiumMembers}Firm'sName:

Signature:

SignatureofAuthorizedRepresentative:

**FORMTECH-2B:Firm/Agency'sExperience**

[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:

### **FormTECH-3:COMMENTSANDSUGGESTIONSONTOR**

#### **CommentsandSuggestionsontheTermsofReferenceandonCounterpartStaffandFacilitiestobeprovidedby the Client**

##### **A-OntheTermsofReference**

[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-OnCounterpartStaffandFacilities**

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

- 1.
- 2.
- 3.

#### **FormTECH-4:DESCRIPTIONOFAPPROACH,METHODOLOGYANDWORKPALN**

**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.

## FORMTECH-5:CURRICULUMVITAE(CV)FORPROPOSEDEXPERTS

[SummaryofCV:Furnish a summaryoftheaboveCV.Theinformationinthe summaryshall bepreciseandaccurate.TheinformationinthesummarywillhavebearingontheevaluationoftheCV]

| 1            | ProposedPosition                       | :    |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
|--------------|--|------|--|-------------|-------------|------|--|----------|-------|------|-------|----------|--|--|--|--------------|--|--|--|---------|--|----|--|----------|--|--|--|--------------|--|--|--|
| 2            | NameoftheFirm                          | :    |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| 3            | NameoftheStaff                         | :    |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| 4            | DateofBirth                            | :    |  |             | Nationality | :    |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| 5            | Education                              | :    | Degree   | Institution |             | Year |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
|              |  |      |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
|              |  |      |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| 6            | Professional Memberships               | :    |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| 7            | Other Training/public ations           | :    |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| 8            | Countriesofworke xperience             | :    |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| 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 |  |    |  |          |  |  |  |              |  |  |  |
| Language     | Speak                                  | Read | Write  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| English      |  |      |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| Hindi        |  |      |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| Punjabi      |  |      |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| 10           | EmploymentRec ord(Relevantexp erience) | :    | <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>PositionHeld</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>PositionHeld</td> <td colspan="3"></td> </tr> </tbody> </table> |             |             |      |  | From     |       | To   |       | Employer |  |  |  | PositionHeld |  |  |  | From    |  | To |  | Employer |  |  |  | PositionHeld |  |  |  |
| From         |  | To   |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| Employer     |  |      |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| PositionHeld |  |      |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| From         |  | To   |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| Employer     |  |      |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| PositionHeld |  |      |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| 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>PositionHeld</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>PositionHeld</td> <td colspan="3"></td> </tr> </tbody> </table> |             |             |      |  | From     |       | To   |       | Employer |  |  |  | PositionHeld |  |  |  | From    |  | To |  | Employer |  |  |  | PositionHeld |  |  |  |
| From         |  | To   |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| Employer     |  |      |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| PositionHeld |  |      |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| From         |  | To   |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| Employer     |  |      |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| PositionHeld |  |      |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| 11           | Detailed TaskAssigned(Rele vant)       | :    |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |
| 12           | Detailed TaskAssigned(O ther)          | :    |  |             |             |      |  |          |       |      |       |          |  |  |  |              |  |  |  |         |  |    |  |          |  |  |  |              |  |  |  |

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

- UseseparateformforeachKeyProfessionals
- Each page of the CV shall be signed in ink and dated by both the Personnel concerned andBy the Authorised Representative of the Bidder firm along with the seal of the firmPhotocopieswill notbeconsidered forevaluation.





## **RMTECH-6:PERSONNELSCHEDULE**

Useyourownformat

## **FORMTECH-7:WORKSCHEDULE**

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.

**FORMFIN-1:FINANCIALPROPOSALSUBMISSIONFORM**

[Location,

Date]To,  
ProjectDirector,  
JharkhandStateAIDSControlSociety  
4th Floor, Project Bhawan, Dhurwa, Ranchi -

834004Phone:0651-2446640

DearSir,

We, the undersigned, offer to provide the consulting services for Selection of competent firms/agencies for creative IE Cactivities 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.

**FORMFIN-2:SUMMARYBYCOSTS**

**ProjectTitle:**Selectionofcompetentfirms/agenciesforcreativeIEactivitiesaspartoftheHIVpreventionprogrammeintheStateofJharkhand

| SL.No | Particulars | ServicesFeein(asperITCclause5.4) |                 |
|-------|-------------|----------------------------------|-----------------|
|       |             | (Amountinfigure)                 | (AmountInwords) |
| 1     |             |                                  |                 |
| 2     |             |                                  |                 |

**Note:**

Whilequotingfinancialoffers,applicantfirmsarerequestedtoreferS.No.13ofDataSheettoInstructiontoFirms/AgenciesunderSection2and Clause6ofTerms ofReferenceunderSection4 ofRFPDocument.

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



## **SECTION4: 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 Collection 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, fliers and messages)
- 1.1.5 YouTube Promotion – (videos and channel promotion)
- 1.1.6 Organize 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.
- 1.2.3 Relay of Promotional Contents on minimum 2 FM channels for 240 seconds per day on prime time.
- 1.2.4 Radio Jockey session on minimum 2 FM channels once a day on prime time.

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

Advances of 50% after signing of contract and rest on monthly basis. The payment shall be made within 7 working days from the date of bill/invoice raised. In case of nonpayment of the invoice raised by agency, agency can stop the work until the payment is received.

### **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.



## **JHARKHAND STATE AIDS CONTROL SOCIETY**



Directorate Building, GVI Campus, 4<sup>th</sup> Floor, Namkum Ranchi-10

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

**EOI No.** 06./JSACS/2021-22

Dated- 17.01.2022

Application is invited expression of Interest (EOI) from competent firms for the selection of social media/ Communication agency for creative agency 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 24.01.2022 till 2:00 P.M

- Sd/  
Project Director

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