



**PUBLIC HEALTH FOUNDATION OF INDIA (PHFI)**

For it's

**Indian Institute of Public Health (IIPH) Hyderabad,  
Bengaluru campus**

**LIMITED TENDER**

**Tender No: PHFI/IIPHH-BLR/Sept.18/LT0608**

**REQUEST FOR PROPOSAL (RFP)**

**FOR OUTSOURCING OF AGENCY FOR**

**Performing field level activities for FEEL project of IIPH, BLR**

**Call for Tender Opening: by 14<sup>th</sup> September 2018**

**Cutoff Date for downloading RFP: 19<sup>th</sup> September 2018**

**Last date of submission of Bid: 20<sup>st</sup> September 2018**

Public Health Foundation of India

For It's

Indian Institute of Public Health (IIPH) -Hyderabad,  
Bengaluru campus, SIHFW premises,  
Beside the leprosy hospital, 1st cross,  
Magadi road. Bengaluru-560023

**Tel +91 96112 81549| Web [www.phfi.org](http://www.phfi.org)**

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## 1. INTRODUCTION

### 1.1. Purpose of call for Proposal

(a) The purpose/intent for this proposal is to hire for outsourcing of personnel for data collection to the project “Evaluating the effect of one full meal a day in Pregnant and Lactating women (FEEL)” being conducted at Indian Institute of Public Health, Hyderabad, Bengaluru Campus, of Public Health Foundation of India (PHFI).

(b) This Request for Proposals (RFP) must be in the format as mentioned in this RFP. Agencies are required to submit a detailed Proposal (20 pages max) indicating Deliverables, Timelines and Budget. The Proposal submitted by Agencies will be reviewed by the Tender Evaluation Committee at PHFI to be formed for this purpose. The initial Agreement will be for **one year i.e. from the date of agreement or 1<sup>st</sup> October 2018, whichever is later.**

### 1.2. Background of the Study/Project

The Public Health Foundation of India (PHFI) is conducting the project “Evaluating the effect of one full meal a day in Pregnant and Lactating women (FEEL)” at Indian Institute of Public Health-Hyderabad, Bengaluru Campus. To address the issue of maternal undernutrition and significant adverse effects on birth outcomes or growth of children, Department of Woman and Child Development, Government of Karnataka is piloting Mathru Poorna. A new strategy of providing One full meal (OFM) to Pregnant and Lactating mothers at Anganwadi Centres (AWC's) along with IFA supplement is implemented to ensure consumption of the food meeting 40% of the day's nutrient requirement. This initiative provides a unique opportunity to understand the impact of nutritious food on pregnancy outcome and child development. The overall aim is to study the effect of one full meal (OFM) provided to pregnant women in improving pregnancy and infant outcomes. The objectives of this study are to estimate the impact OFM in improving the weight gain through each trimester and in increasing the mean haemoglobin percentage compared to baseline. Also, the study aims to determine the change in mean haemoglobin in the subgroup receiving citrus fruit in addition to OFM and to estimate the impact of OFM on weight for length in the infants whose mothers availed one full meal during their pregnancy. Secondary Objectives being to understand the perspectives of pregnant and lactating mothers regarding OFM provided through Mathru Poorna scheme and to understand the barriers, facilitators and contextual factors in the implementation of OFM supplied through Mathru Poorna scheme.

### 1.3. Key Dates

#### Schedule of Tender Processing (Key Dates)

	Tender Inviting Authority	Public Health Foundation of India Indian Institute of Public Health – Hyderabad, Bengaluru Campus, SIHFW Premises, Leprosy Hospital Compound, 1 <sup>st</sup> Cross, Magadi Road, Bengaluru- 560023	
Sl. No	Description	Date	Time
1.	RFP released on PHFI Web Site,	By 14.09.2018	
2.	Last date for receiving Queries from Agencies, if any	By 19.09.2018	5:00 pm
3.	Last date for submission of Bids	By 20.09.2018 (may be dropped in Tender Box/ By Courier/ Speed Post to Indian Institute of Public Health – Bengaluru Campus, SIHFW Premises, Leprosy Hospital Compound, 1st Cross, Magadi Road, Bengaluru-560023)	05:00 pm (may be dropped in Tender Box/ By Courier/ Speed Post)
4.	Opening of Tender Box and Technical Bids (Authorized representatives of Agencies may be present for opening of Tender Box)	By 24.09.2018	11:30 am
5.	Intimation to the Agencies who qualify in the Technical Bids	By 24.09.2018	05:00 pm
6.	Interview of Qualified Agencies (Format will be intimated through PHFI Tender email to concerned Agencies)	By 25.09.2018	11:30 am
7.	Opening of Financial Bids (Authorized representatives of Agencies may be present for the opening of Financial Bids)	By 26.09.2018	11:30 am
8.	Interview cum Financial Negotiation with the shortlisted agency(s) if necessary.	By 26.09.2018	11:30 pm
9.	Issue of Letter of Intent/Award/ Agreement	As per the decision of PHFI Management	

## 2. QUALIFICATION/ELIGIBILITY CRITERIA

The Qualification/Eligibility criteria for the outsourcing agency are given below:

Sl. No	Qualification Criteria	Proof Required
1	I. Name and address of the Institution/ Organization/ Consulting agency II. Year of Establishment III. Whether the Institution/ Organization/ Consulting agency is registered under Society Registration ACT or is an autonomous body or a Limited company or partnership firm, etc. and details thereof (e.g.-name (s) of partners, Managing Directors, Chief Executive Officers, Key Authorized Persons)	Copy of Certificate of Incorporation/ Registration/ MoU as applicable
2	The Institution/ Organization/ Consulting agency should have a valid PAN and GST Registration in India	Copy of PAN Card and GST Registration
3	The Institution/ Organization/ Consulting agency should have a minimum average annual turnover of Rs.5 Lakhs (Rupees Five Lakhs) from assignments made during the last three fiscal years	Copy of Audited Profit and Loss Statement and Balance Sheet
4	The agency should have previous experience of Three years, with time and delivery commitment concerning project implementation	Necessary documents as evidence.
5	The Institution/ Organization/ Consulting agency should not have been blacklisted by Central/ State Government departments/ Undertakings	No conviction certificate duly signed by the Authorized Signatory of the organisation.
6.	Previous experience of work, including past/ projects being implemented in PHFI	1. Name of the Project & Department of PHFI sponsoring the RFP (Tender No & Date) 2. Reference & Date of Service Agreement 3. Date of Commencement & Date of Completion (Whether completed as per Time Line) 4. Value of the Project 5. Any comments on the conduct of the Project
7.	Accreditation	Necessary documents as evidence.
8	ISO Certificate	Essential documents as evidence.

### **3. TERMS OF REFERENCES (TORS)**

#### **3.1. During the assignment, the agency would be responsible for completion of the below-mentioned ToRs:**

1. The agency shall fully and effectively ensure that data collection, compilation and reporting is done as per the requirements, to the best of its ability and in strict compliance with the ethical consideration, applicable laws and departmental permissions.
2. It will be the sole responsibility of the agency to arrange and obtain any licenses or permissions as necessary from the Central or State government or municipal jurisdictional authority or other authorities for its agency as may be required, to fulfil its obligations.
3. **Agency will be responsible for the following duties**
  - Understand the concept of “Mathru Poorna scheme” a one full meal provision to pregnant and lactating mothers implemented by the Women and Child Welfare Department, Government of Karnataka in order to carry out the evaluation as per the department’s requirements.
  - The selected agency must develop and maintain regular communication and rapport with the PI, project team of PHFI and state government officials; ensuring smooth conduct of the evaluation.
  - Understand the study protocol thoroughly and get clarifications as needed from the PI and research staff as required.
  - Visit all the centers in the study taluks for pre-planning of the project, identify the Anganwadi Centres (AWCs), where one full meal is provided and obtain all the required contact details, the address of respective Anganawadi/ authority in the field
  - Work with PI and project manager regarding sampling and randomisation of AWC's, questionnaire preparation and other documents required for the project.
  - Hire research assistants from the respective local areas of the project and arrange for project related training in coordination with PI.
  - Ensure all the equipment and study materials are calibrated and validated before initiating field activities. Calibrate the weighing scales and stadiometer at AWC/hospital and provide the data on calibration on a monthly basis.
  - Ensure recruited research assistants undergo training regarding project specific data collection as trained and certified by PI/authorised personnel.
  - Coordinate data collection of the project also conducts onsite training and monitoring in the initial phase to ensure data quality.

- Monitor duties performed by the research assistants hired by the data collection agency, and must provide the weekly report to PI regarding the performance of the field staffs.
- Recruit and follow up 1201 pregnant women availing the Mathru poorna scheme for the evaluation project (cohort and Randomized control trial).
- Attend meeting with PI, project team and training scheduled by the team
- Ensure the baseline questionnaire is administered, and anthropometry is conducted in the pregnant women every month. Ensure the blood investigations of the pregnant woman is performed at the scheduled timeline. Assist in sample collection and coordination with the assigned laboratory.
- Conduct the anthropometry of the newborn soon after delivery within 72 hours and also conduct anthropometry of the same newborn within 15 days of delivery.
- Coordinate the conduct of randomised controlled trial within the cohort. Provide citrus fruit to the test arm of the trial participants.
- Report daily attendance of the mothers enrolled in the project.
- Coordinate with ASHA workers/ANM/Health workers/ICDS supervisors for the required assistance as needed such as mobilising, blood tests etc.
- Ensure data entry of the collected data is done on a day-to-day basis with the required assistance from field staffs and submit to PI on a monthly basis. Perform quality checks of the data collected and data entry and train the research assistants periodically.
- Provide monthly report regarding overall project updates performed in the field to the PI
- Ensure that data is compiled in the excel sheet without any data errors and provide help in the basic, descriptive analysis and in further analysis as required by the project investigators.
- Work with PI and project team members in preparing a statement which is to be submitted to the government on the monthly and quarterly basis.
- Responsible for maintaining the confidentiality of the data collected and permitted to share it only with PI of the project.
- Any other duties assigned by the Senior Administrative Officer and PI of the project.

### Baseline assessment and Follow-up schedule for cohort and RCT in the project

	Baseline	Monthly follow up	At second trimester	Third trimester	At delivery
1. Cohort	<ul style="list-style-type: none"> <li>• Questionnaire on Obstetric Morbidity, SES,</li> <li>• The standard of living, medical history.</li> <li>• Basic demographic details</li> <li>• Edinburgh Post-natal Depression Scale (EPDS)</li> <li>• Physical activity</li> <li>• Pre-pregnancy weight (BMI)</li> <li>• Smoking history</li> <li>• Food habits social support</li> </ul>	Body weight and of the pregnant women, obstetric morbidity & 24 hours dietary recall	Weight, Obstetric morbidity  Antenatal Depression, 24 hours dietary recall	Weight, Obstetric morbidity  Antenatal depression, 24 hours dietary recall	Total weight gain during pregnancy
2. Cohort	<ul style="list-style-type: none"> <li>• Blood haemoglobin estimation</li> </ul>	None	None	Blood Hb estimation	Increase in Hb percentage
3. RCT	<ul style="list-style-type: none"> <li>• Blood haemoglobin estimation</li> </ul>	None	None	Blood Hb estimation	Improvement in anaemia
4. Cohort	<ul style="list-style-type: none"> <li>• Weight and height of the mother</li> </ul>	Weight	Weight	Weight	Weight for a length of the baby

### 4. IMPLEMENTATION SCHEDULE/TIMELINES

The engagement would be for the period of one year. The details of the Deliverables along with Time Line are given in the table below:

Deliverables	Timeline
Understand the study protocol	Two days
Study sites visit and obtain all required details	Ten days
Hire research assistants	Ten days
Attend training and meeting with PI or project team members	Throughout
Train and monitor field staffs	Throughout
Submit Excel sheet of data entry	Every month
Submit the report on updates of field activities	Every month
Coordinate with PI and assist in report writing	Every month
Perform any duties assigned by the Senior Admin Officer & PI	Throughout



## 5. PERFORMANCE BANK GUARANTEE (PBG)

5.1. This Clause is applicable if after selection, the shortlisted bidder/ organisation requests for any advance payment.

5.2. **The successful Organization shall submit the PBG matching with the First Advance payment.** The successful final selected Organization shall have to provide a Performance Bank Guarantee within 30 (thirty) days from the date of issue of Service Agreement. Extension of time for submission of PBG beyond 30(thirty) days and up to 60 days from the date of issuance of Service Agreement may be given by the Authority who is competent at PHFI. However, a penal interest of 24% per annum shall be charged for the delay beyond 30 (thirty) days, i.e. from the 31st day after the date of issue of Service Agreement. In case the organisation fails to submit the requisite PBG even after 60 days from the date of issuance of Service Agreement, the Agreement shall be terminated.

5.3. The PBG will be valid till completion of the Project period and shall be released only after 60 days of physical completion of the work based on Satisfactory Completion Certificate issued by the PI stating that the Organization has completed the work in all respects satisfactorily.

## 6. PAYMENT SCHEDULE

The payment schedule is given below:

Sl. No.	Key milestones in terms of Deliverables	Payment
1	Agency to submit Invoice after successful completion of each phase of field activities of the project	Payment will be released upon submission of Invoice with progress report to PI and certification regarding satisfactory work done from PI as per following schedule.
2	1st payment: Award of Tender	20% of agreed amount
3	2nd payment: Baseline data collection completed in 500 participants	20% of agreed amount
4	3rd payment: Baseline data collection completed in 1200 participants	10% of agreed amount
5	4th payment: Successful completion of RCT	20% of agreed amount
6	5th payment: Successful follow-up in 500 women	20% of agreed amount
7	Final payment: Successful follow-up in 500 women and submission of final dataset	10% of agreed amount

## **7. GUIDELINES FOR SUBMITTING PROPOSAL**

### **7.1. Preparing the Technical Proposal**

The agency is required to submit a technical proposal and a separate Financial Proposal.

#### **7.1.1. Technical Proposal Submission Format:**

The Proposal should follow the format given below (but not necessarily limited to the following) and should be in English and formatted on standard A4 paper with single space, 12-point font Times New Roman and each page numbered consecutively. The proposal should capture the following information, with a maximum of 20 pages including references (CVs could be enclosed as annexure and will not be considered as part of 20-page write-ups):

- a) Technical Proposal- Should have creative approach/ concept note in support of the proposed website designing and be hosting.
- b) Proposed Team Structure- Clear definition of roles and responsibilities each person has to be stated. Qualifications and work experience of agency and its personnel, need to be articulated
- c) Proposed Project Team Members with curriculum vitae of the senior professional members
- d) Details of the consortia, if any, with defined roles and responsibilities of each person involved in the website development.

#### **7.1.2. Institution/ Organization/ Consulting agency profile**

- a. Name and address of the Institution/ Organization/ Consulting agency.
- b. Year of Establishment.
- c. Legal status of the Institution/ Organization/ Consulting agency– Whether Institution/ Organization/ Consulting agency is registered under the Societies Registration Act or is an autonomous body or a Limited Company or Partnership Firm, etc. and details thereof (e.g., name(s) of Partners, Managing Directors, Chief Executive Officers, key Authorized Persons)
- d. Principal nature of activities undertaken.
- e. Organizational structure and names of personnel, their titles, and *curriculum vitae* including nature of appointment and duration with the Organization of the key personnel proposed to be involved in the study, roles and responsibilities of the persons to be engaged for study, where they propose to undertake the work. Please mention each key person's specific role and time allocation for undertaking activities in the study.
- f. Details of manpower as prescribed above.

- g. Communication details of the Institution/ Organization/ Consulting agency: mailing address, telephone and fax numbers, email address, etc.
- h. Signed consent of the Institution/ Organization/ Consulting agency's head and the identified Project Coordinator (State Level) to sign a MoU and agree to abide the Terms & Conditions set out in the Project of conducting the study/survey.

### 7.1.3. Financial Status of the Organization

- a. Total revenue and expenditure of the Organization for the past three fiscal years.
- b. Copies of the certified Audited Annual Accounts in support of the Financial Status.

### 7.1.4. Income Tax Details

Whether the Institution/ Organization/ Consulting agency is exempted from Income Tax? If yes, please furnish the exemption certificate number and date up to which exempted. A copy of exemption certificate is to be attached.

If no, furnish PAN/TAN/GST number, the copy of the latest Income Tax returns and assessment order.

## 7.2. Preparing the Financial Proposal

- a. The Financial Quotes should cover the following:
  - (i) The entire cost for the running the campaign with the activities defined.
  - (ii) Personnel to be involved including number, their time commitment, unit cost and overall personnel costs;
  - (iii) travel costs, if envisaged, including a number of local and outstation trips, unit costs for travel, per diem, etc., and overall costs of travel;
  - (iv) material costs including stationary and printing materials;
  - (v) communication costs
  - (vi) equipment costs, if any
  - (vii) other institutional overheads

\* Please note institutional overheads must be mentioned with break-ups including the cost of rent for space, utilities, etc.

- b. Filled GST Declaration Form and GST Details Form (**attached as Annexure-1 to this RFP**)
- c. The total cost quoted should be inclusive of all taxes.
- d. The Financial Proposal will be evaluated only if the agency qualifies based on the assessment of the Technical Proposal.

### 7.3. Submission of Bids

- a. The Bidder shall submit a sealed cover consisting of these **two sealed envelopes** with a clear label for each:
  - i. Technical Proposal, super scribing on the right-hand side top of the cover as Technical Bid.(2 copies)
  - ii. Financial Proposal super scribing on the right-hand side top of the cover as Financial Bid.(2 copies)
- b. All the pages of the Financial Proposal shall be duly signed by the Authorized Signatory of the Bidder before submission. Corrections, if any shall be countersigned.
- c. Financial Proposal must be submitted as per the Proforma given in **Annexure-2** at Page 19.

### 7.4. General Instructions and Terms and Conditions

- a. The Proposal along with all the correspondence and documents exchanged by the Institution/ Organization/ Consulting agency and PHFI shall be written in the English language.
- b. **Amendments to the Tender:** Tender Committee at PHFI reserves every right to amend any of the Tender conditions or a part thereof, before the last date for the receipt of the Tender, if necessary. Amendments, if any, would be put on the website. The decision of extending the due date and time for the submission of Tender documents on account of amendments will be the sole discretion of PHFI.
- c. **Reserved Rights:** PHFI reserves the following rights with regard to this call for proposal:
  - (i) To cancel this call for the proposal at any stage without assigning any reason.
  - (ii) To disqualify any Applicant(s) based on Applicant(s) failure to follow solicitation instructions.
  - (iii) To waive any deviations by Applicants from the requirements of this solicitation that in PHFI's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
  - (iv) Extend the time for submission of all RFP responses after notification to all Applicants.
  - (v) Terminate or modify the RFP process at any time and re-issue the RFP to whomever PHFI deems appropriate.
  - (vi) To select and negotiate with those applicants it determines, in its sole discretion, to be qualified from competitive proposals and to terminate negotiations without incurring any liability;

- (vii) To negotiate the fee or issue an award based on the initial evaluation of Applicants without discussion;
  - (viii) Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
- d. No proposal shall be accepted unless it is properly sealed. Institution/ Organization/ Consulting agency shall not be allowed to fill in or seal their proposal at the PHFI office. The documents should be sent by speed post/registered post/courier, or hand delivered.
- e. If the envelope is found to be open, not sealed and not marked as instructed above, PHFI will not be responsible for misplacement or premature opening of the proposal submitted. Any proposal opened prematurely due to this cause may be rejected at the sole discretion of PHFI.
- f. The Bidder is advised to attach any additional information that is considered necessary in regard to establishing the capabilities. No further information will be entertained after submission of the application unless it is required by PHFI. PHFI, however, reserves the right to call for additional information and clarification on information submitted by the Bidders.
- g. Proposals must be received by PHFI at the address specified not later than the date and time specified in the Invitation of RFP. In case the specified date for the submission of the proposal being declared holiday by the PHFI, the same will be received on next working day with the same specified time. Proposals received after the due date and time specified will automatically be rejected.
- h. **Withdrawal of Proposals:** Applicants may withdraw a proposal by written notice via email received at any time before Agreement. Proposals may be withdrawn in person by an offer or his/her authorised representative if the representative's identity is made known and the representative signs a receipt for the proposal before award.
- i. **The opening of Tenders:** Sealed Tenders received up to **20.09.2018 5:00 pm** will be taken up for the opening. Tenders received after specified date and time will not be accepted. PHFI reserves the right to disqualify any of the Tender in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. The Technical Proposals will be opened on **24.09.2018 at 11:30 am** at PHFI, IIPH Bengaluru office. A representative from each Bidder is invited to be present. The Financial proposals of those Agencies qualifying on the basis of the assessment of Technical Proposals will be opened on **26.09.2018 at 11:30 am** at PHFI, IIPH Bengaluru Office. A representative from each Qualifying Bidder may be present.
- j. Any efforts by the agency to influence the PHFI personnel or representatives on matters relating to proposals under study in the process of examination, clarification,

evaluation and comparison of proposal and indecision concerning the award of Agreement, shall result in the rejection of the agency's proposal. Failing to execute the Agreement within the said period may result in termination of Agreement and award of the same to other agencies at the risk and cost of the Institution/ Organization/ Consulting agency.

- k. The person to sign the Service Agreement shall be duly authorised.
- l. The data, questionnaires, reports and other materials used by the agency during the conduction of the survey shall remain the property of PHFI. The Institution/ Organization/ Consulting agency will not be allowed to use this information in any forum, national or international, without the explicit permission given in writing by PHFI.
- m. The RFP shall not bind PHFI in any way whatsoever to offer any job to the applicant if it is decided to abandon the study.
- n. PHFI assures that the documents and presentations by the applicants will be kept strictly confidential and will not be used for any purpose other than the process of selection of the final applicant. All documents created/prepared during the assignment by the selected application shall be the property of PHFI, and they will have the rights associated with such documents.
- o. **Offer Verification:** PHFI may contact Applicant to confirm contact person, address, bid amount and to confirm that the Bid was submitted for this solicitation.
- p. **Conflict of Interest:** Applicants must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in PHFI having to re-evaluate selection of potential Applicants.
- q. **Arbitration:** Should any dispute arise, it may be referred to an Arbitrator appointed by mutual consent. The place of Arbitration shall be New Delhi.
- r. The cost of travel and stay of the officials from the Institution/ Organization/ Consulting agency for attending meetings with PHFI will be met by the respective Institution/ Organization/ Consulting agency.
- s. **All queries/correspondences pertaining to this RFP will be done through IIPHH Bengaluru Tender email, i.e. [ramesh@iiph.org](mailto:ramesh@iiph.org).**

Hard copies of the Proposals should be addressed to:

The Chairman, Tender Committee, **RFP: for selection of outsourcing agency for field level activities for FEEL project of IIPHH, Bengaluru Campus** At

**Address: PUBLIC HEALTH FOUNDATION OF INDIA  
Indian Institute of Public Health, Bengaluru campus,  
SIHFW premises,  
Beside the Leprosy Hospital,  
1<sup>st</sup> Cross, Magadi Road, Bengaluru-560023**

The last date for submission of complete Proposal with all supporting documents (by hand or by post) is **20.09.2018, 5:00 pm**. Any Proposal received after this prescribed time will not be entertained. PHFI will not be responsible for any loss in transit or postal delay.

## **8. EVALUATION OF PROPOSAL**

### **8.1. Evaluation Committee**

An Evaluation committee formed by PHFI would first examine the Technical bids based on the details provided in the Invitation for proposal for those Institution/ Organization/ Consulting agencies who are shortlisted as per the qualification criteria. The Financial bids would be assessed only for those agencies whose technical bids are considered to be adequate and secure minimum Technical qualifying marks as mentioned in paras below.

### **8.2. Selection of Institution/ Organization/ Consulting agency**

- a. An Institution/ Organization/ Consulting agency is required to score a minimum qualifying mark of 42 points out of 60 (70%) in the Technical Proposal in order to qualify for Financial Bid opening.
- b. Financial Bids of Institution/ Organization/ Consulting agency will be opened only if the Institution/ Organization/ Consulting agency qualifies in the Technical Evaluation (score of a minimum of 70 percentage).
- c. For the Final evaluation, the weightage for the Technical proposal, Interview and Financial proposal, would be 60%, 20% and 20%, respectively.
- d. PHFI shall reserve the right to further negotiate with the Bidder whose proposal has been ranked first by the Tender Committee.
- e. The submitted proposals will be valid for 60 days from the date of submission. PHFI will make its best effort to select the Institution/ Organization/ Consulting agency within this period.

### 8.3. Technical Evaluation (60)

The technical evaluation shall be carried out based on the following:

<b>Criteria</b>	<b>Points</b>
The Institution/ Organization/ Consulting agency should have a valid PAN and GST Registration in India Copy of PAN Card and GST Registration	25
The Institution/ Organization/ Consulting agency should have a minimum average annual turnover of Rs.5 Lakhs Copy of Audited Profit and Loss Statement and Balance Sheet	25
Experience in handling projects with data collection/ data management to Public institutions/ Government research projects	25
Experience in handling public health-related data collection and data management	25
<b>Total</b>	<b>100 points (will be calibrated out of 60)</b>

### 8.4. Interview (20)

Those agencies who will qualify in the Technical Evaluation will only be invited for a personal Interview, wherein, the Agencies will be given the time slot to give a presentation. The format of Presentation will be shared with the selected Agencies via tender email after opening and scrutiny of Technical Bids.

### 8.5. Financial Evaluation (20)

The financial evaluation shall be carried out based on the following:

The cost will primarily be evaluated for reasonableness, realism, allowability and the applicant's understanding of the work to be performed. Effective cost-saving measures to improve the cost efficiency of the project will also be considered. Applications that demonstrate a realistic scenario to accomplish the job in a time-bound manner with minimal resources would be considered.

Full marks will be awarded to the lowest qualifying bidder. For subsequent bidders, the marks will be a ratio of the lowest bidder. If the lowest bid is "X" and bid for "Y" needs to be evaluated then its marks will be "highest mark x (X/Y)" Once the Institution/ Organization/ Consulting agency is finalized, additional information and discussion will occur between the Applicant and PHFI during development of detailed implementation plan of the data collection.



## 9. CONTACT FOR MORE INFORMATION

For all correspondence, please refer to IIPHH Bengaluru general Tender Email: [ramesh@iiph.org](mailto:ramesh@iiph.org) with subject line marked as “**Outsourcing agency for field level activities for FEEL project of IIPH.**”

### **END OF RFP**

#### **DISCLAIMER:**

This EOI represents only a definition of requirements. It is merely an invitation for submission of the concept paper and does not legally obligate PHFI to accept any of the submitted EOI in whole or in part, nor is PHFI obligated to select the lowest priced proposal. PHFI reserves the right to negotiate with any or all applicants, both with respect to price, cost and/or scope of services. PHFI has no contractual obligations with any offer or based upon issuance of this RFP. It is not an offer to Agreement. Only the execution of a written Agreement shall obligate PHFI in accordance with the terms and conditions contained in such Agreement.

**Annexure-1: Declaration for Goods and Services Tax Act, 2017 (GST)**

**(Refer to Paragraph 7.2, Sub Para b)**

I (*Name of Vendor*) hereby undertake and confirm that I would take all necessary and required actions to prepare for ensuring compliances under the Goods and Service Tax Acts (GST). I (*Name of vendor*) further undertake to comply with any of the applicable provisions of such law including but not limited to:

- timely issuance of GST compliant invoices;
- making the invoices available to PHFI;
- depositing applicable taxes on a periodic basis; and
- correctly reporting them to the Government

Under the said new Indirect Tax Law, any action or omission on part of the (*Name of the Vendor*) as a result of which PHFI incurs any direct or indirect cost, expense, loss, levy, penalty, interest, additional burden of tax etc., the same shall be recovered, by way of deduction and/or recovery from any amount payable to (*Name of the Vendor*) by Public Health Foundation of India (PHFI).

Declarant

Date:

\_\_\_\_\_  
Name of the Vendor/agency  
(Authorized Signatory)

**Vendors/Agencies**

**Details for GST**

Name of the Vendor/ Agency as registered with GSTN	PAN	GSTIN Number	ARN Number	Description of Goods/ Service	HS N / SAC Code	GS T rate	Email ID	Contact No.	Address as registered with GSTN	City	State	Pin/ZIP

## Annexure 2: Financial Bid Proforma

Sl.No.	Deliverables	Cost
1	Baseline data collection	
2	Every month follow-up during pregnancy	
3	At birth follow-up	
4	Travelling	
5	Additional costs (if any)	
6	Tax (GST)	
	<b>Total</b>	

Total amount in words:

Signature of authorised person

Date:

Seal: