



**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/Oct.18/LT0594/003**

**REQUEST FOR PROPOSAL (RFP)**

**FOR OUTSOURCING OF AGENCY FOR**

**Performing field level activities for Independent Monitoring  
of CPHC-UHC Pilots of IIPH, BLR**

**Call for Tender Opening: by 31<sup>st</sup> October 2018**

**Cutoff Date for downloading RFP: 5<sup>th</sup> November 2018**

**Last date of submission of Bid: 7<sup>th</sup> November 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 “Independent Monitoring to assess Effectiveness of Service Delivery from Health and Wellness Centres as part of Comprehensive Primary Health Care under Universal Health Coverage Pilots in T Narsipura Mysore and Lingasagur, Raichur” 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 agreement will be for four months i.e. from the date of work order or 25<sup>th</sup> November 2018, whichever is later.

### 1.2. Background of the Study/Project

The Public Health Foundation of India (PHFI) is conducting the project “Independent Monitoring to assess Effectiveness of Service Delivery from Health and Wellness Centres as part of Comprehensive Primary Health Care under Universal Health Coverage Pilots in T Narsipura Mysore and Lingasagur, Raichur” at Indian Institute of Public Health-Hyderabad, Bengaluru Campus. The National Health Policy 2017 has identified the establishment of Health and Wellness Centers as the preferred way to deliver universal free comprehensive primary health care, which remains the strategy of achieving universal health coverage in India. The National Health Mission, Government of Karnataka has commenced several activities to operationalize Health and Wellness Centres in 65 Health Sub Centres of T Narsipura taluka in Mysore and 40 Health Sub-Centres of Lingasagur Taluka of Raichur districts. The objective of UHC is to make good quality medical treatment accessible, affordable for the populations who have been excluded due to very high healthcare costs. A package of 12 CPHC services is being provided at HWCs.

Deliverables:

- To assess all the inputs have been able to bring about the desirable changes in terms of the outputs of the service delivery, improvement in health outcomes and the eventual impact in improving the health status of the people in pilot project area.
- Assess the effectiveness of Nurse Led CPHC model on improving health outcomes by using key performance indicators from the identified essential package of services specified under CPHC.
- Map the morbidity patterns from the service utilization data available from the health and wellness centres.

- Document work processes and understand the institutional, operational and technical challenges from the perspective of key stakeholders at the district and taluka levels and also the service users.

- Prepare project report for submission to Govt. of Karnataka and Govt. of India.

### 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 release on PHFI Website, <del>Newspaper Notice</del>	By 31.10.2018	
2.	Last date for receiving Queries from Agencies, if any	By 05.11.2018	5:00 pm
3.	Last date for submission of Bids	By 07.11.2018 (may be dropped in Tender Box/ By Courier/ Speed Post to IIPH – Bengaluru Campus, Leprosy Hospital Compound, 1st Cross, Magadi Road, Bengaluru-23)	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 09.11.2018	11:30 am
5.	Intimation to the Agencies who qualify in the Technical Bids	By 09.11.2018	05:00 pm
6.	Discussion with Qualified Agencies (Format will be intimated through PHFI Tender email to concerned Agencies)	By 12.11.2018	11:30 am
7.	Opening of Financial Bids (Authorized representatives of Agencies may be present for the opening of Financial Bids)	By 13.11.2018	11:30 am
8.	Discussion cum Financial Negotiation with the shortlisted agency(s) if necessary.	By 13.11.2018	02:30 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.2 Lakhs (Rupees Two 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	Not applicable
8	ISO Certificate	Not applicable

### **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 Comprehensive Primary Health Care under Universal Health Coverage and activities being carried out for strengthening sub-centres to Health & Wellness Centres in Pilots blocks of T Narsipura Mysore and Lingasagur, Raichur.
  - Understand the expanded package of services being delivered at the Health and Wellness Centres in the pilot blocks
  - The selected agency must develop an excellent professional relationship with the PI, project team of PHFI, district level officials (including District Nodal Officers and District HWC Coordinators) and team at Health & Wellness Centres (Mid-Level Health Provider, ANM and ASHA) for smooth data collection
  - Understand the study protocol and research tools developed by IIPH thoroughly and get clarifications as needed
  - Visit the sampled HWCs in both the pilot taluks (T. Narsipura, Mysore and Lingasagur, Raichur) and sampled sub-centres in control block for pre-planning of the project and identify the villages where household survey needs to be conducted as per study protocol.
  - Hire research assistants for the project who are conversant with the local language and have prior experience of undertaking surveys of similar nature.
  - Ensure all the research tools are validated and printed before initiating field activities.
  - Ensure all the research assistants are well trained/certified before starting the trial to the satisfaction of PI/ authorized representative
  - Coordinate data collection of the project also conducts onsite training and monitoring throughout the project to ensure data quality.

- Monitor the process of data collection being carried out by the research assistants and provide the weekly report to PI regarding the performance of the field staffs.
- Recruit and interview 1872 males and females who are above 30 years of age and fall in the target population of the identified Health and Wellness Centres/ Sub-Centres. This would be one-time data collection.
- Attend meeting with PI, project team and training scheduled by the team
- Ensure the questionnaire for the household survey is administered with assistance from district level officials.
- 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 tabular compilation, basic, descriptive analysis and in further analysis as required by the project investigator.
- Responsible for maintaining the confidentiality of the data collected and permitted to share it only with PI of the project.
- Ensure that the timelines for data collection, data and collection and submission of compiled data are strictly adhered to.
- Any other duties assigned by the Senior Administrative Officer and PI/ authorized representative of the project.

#### **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:

<b>Deliverables</b>	<b>Timeline</b>
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 verified data entry	Every month
Submit the report on updates of field activities	Every month
Perform any duties assigned by the Senior Admin Officer & PI/ authorize representative	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: Successful completion of the survey	30% of agreed amount
4	Final payment: Submission of final verified dataset in excel format with tabular compilation and basic analysis	50% 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.
  - ii. Financial Proposal super scribing on the right-hand side top of the cover as Financial Bid.
- 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 18

### 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 **07.11.2018 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 **09.11.2018 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 **13.11.2018 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 Independent Monitoring of CPHC-UHC Pilots project of IIPHH, Bengaluru Campus**

At

**PUBLIC HEALTH FOUNDATION OF INDIA**

Indian Institute of Public Health -H,  
Bengaluru campus, SIHFW premises,  
Beside the leprosy hospital, 1st cross,  
Magadi Road. Bengaluru-560023

The last date for submission of complete Proposal with all supporting documents (by hand or by post) is **07.11.2018, 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:

Criteria	Points
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.10 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 recalibrated 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 Independent Monitoring of CPHC-UHC Pilots 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	HSN / SAC Code	GS T rate	Em ail ID	Conta ct No.	Address as registered with GSTN	Cit y	Stat e	Pin/ZI P

## Annexure 2: Financial Bid Proforma

Sl.No.	Deliverables	Cost
1	Data collection	
2	Data entry	
3	Travelling	
4	Communication	
5	Printing & Stationery	
6	Additional costs (if any)	
7	Tax (GST)	
	<b>Total</b>	

Total amount in words:

Signature of authorised person

Date:

Seal: