



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

**LIMITED TENDER**

**Tender No: PHFI/Health Promotion /Madhya-Pradesh-2021/04/01-01**

**REQUEST FOR PROPOSAL (RFP)  
FOR SELECTION OF AGENCY FOR  
*DATA COLLECTION IN MADHYA PRADESH***

**JANUARY 2021**

**Call for Tender Opening: January 13, 2021 by 05:00 PM**

**Cut of Date for downloading RFP: January 25, 2021 by 05:00 PM**

**Last date of submission of Bid: January 27, 2021 by 05:00 PM**

Public Health Foundation of India

Plot No. 47, Sector-44 Institutional Area, Gurgaon-122002,  
Haryana

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## 1. INTRODUCTION

### 1.1. Purpose of call for Proposal

(a) The purpose/intent for this proposal is to hire the services of the Agency to collect: 1) qualitative data; 2) quantitative collection and ; 3) Collecting routine RKSK records on a monthly/quarterly basis according to research protocols in two districts of Madhya Pradesh i.e Panna and Damoh, for the project titled “Evaluating the implementation of the Peer Educator Intervention for improving Adolescent Health in India's National Adolescent Health Programme (iSAATHIYA)” 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) clearly indicating Deliverables, Timelines and Budget. The Proposal submitted by Agencies will be reviewed by Tender Evaluation Committee at PHFI to be formed for this purpose. The initial contract will be for **11 months i.e. from February 2021 to December 2021**.

### 1.2. Background of the Study/Project

The Health Promotion Division of The Public Health Foundation of India (PHFI) in collaboration with the Ministry of Health and Family Welfare, Government of India (MoHFW-GoI) is undertaking research study “Evaluating Implementation of a Peer Educator Programme for Improving Adolescent Health under India's National Adolescent Health Programme i.e Rashtriya Kishor Swasthya Karyakram (RKSK) ”. The study will provide research evidence needed to effect real and practical changes to improve adolescent health. The lessons learnt from this research would inform scale up of Rashtriya Kishor Swasthya Karyakram(RKSK) components in India. The research would also help to understand engagement of PE during COVID-19 pandemic for meeting the needs of adolescents and adolescent’s response to PE engagement in community (Footfall in AHD) and accessing the health system (footfall in AFHCs). The study would be undertaken in two states of Madhya Pradesh and Maharashtra.

### 1.3. Key Dates

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

	<b>Tender Inviting Authority</b>	<b>Public Health Foundation of India Plot No. 47, Sector-44, Institutional Area, Gurugram- 122002, Haryana</b>	
<b>Sl. No</b>	<b>Description</b>	<b>Date</b>	<b>Time</b>

1.	<b>RFP released on PHFI Web Site</b>	<b>January 13, 2021</b>	By 5.00 PM
2.	<b>Last date for receiving Queries from Agencies, if any</b>	<b>January 18, 2021</b>	By 5.00 PM
3.	<b>Last date for submission of Bids</b>	<b>January 27, 2021</b>	By 5.00 PM (may be dropped in Tender Box/By Courier/Speed Post)
4.	<b>Opening of Tender Box and Technical Bids (Authorized representatives of Agencies may be present for opening of Tender Box)</b>	<b>January 29, 2021</b>	At 3.00 PM
5.	<b>Intimation to the Agencies who qualify in the Technical Bids</b>	<b>February 02, 2021</b>	By 4 PM
6.	<b>Interview of Qualifying Agencies (Format will be intimated through PHFI Tender email to concerned Agencies)</b>	<b>February 05, 2021</b>	From 11 AM Onwards
7.	<b>Opening of Financial Bids (Authorized representatives of Agencies may be present for opening of Financial Bids)</b>	<b>February 08, 2021</b>	11.30 AM
8.	<b>Interview cum Financial Negotiation with the short-listed Agency(s)</b>	<b>February 10, 2021</b>	From 11 AM onwards
9.	<b>Issue of Letter of Intent/Award/Agreement</b>	<b>As per the decision of PHFI Management</b>	

## 2. QUALIFICATION/ELIGIBILITY CRITERIA

The Qualification/Eligibility criteria for the Agency are given below:

<b>Sl. No</b>	<b>Qualification Criteria</b>	<b>Proof Required</b>
1	I. Name and address of the Institution/ Organization/	Copy of Certificate of Incorporation/

	<p>Consulting Agency</p> <p>II. Year of Establishment</p> <p>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)</p>	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 1.25 Crore (Rupees One Crore Twenty Five Lakhs ) from assignments made during the last three fiscal years (2017-18, 2018-19 & 2019-20)	Copy of Audited Profit and Loss Statement and Balance Sheet
4	The Agency should have a previous experience of collecting qualitative and quantitative health data	Necessary documents as evidence, IF AVAILABLE.
5	The Agency should have Prior experience of working with State Health Department	Necessary documents as evidence, IF AVAILABLE.
6	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 organization.
7.	<b>Previous experience of work with PHFI*</b>	<ol style="list-style-type: none"> <li>1. <b>Name of the Project &amp; Department of PHFI sponsoring the RFP (Tender No &amp; Date)</b></li> <li>2. <b>Reference &amp; Date of Service Agreement</b></li> <li>3. <b>Date of Commencement &amp; Date of Completion ( Whether completed as per Time</b></li> </ol>

		<b>Line)</b> 4. <b>Value of the Project</b> 5. <b>Any comments on the conduct of the Project</b>
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**\* Any Agency which does not have a previous working experience with PHFI shall also be eligible for the Tender Process.**

### **3. Terms of References (TORs)**

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

**Project Title:** Evaluating the implementation of the Peer Educator Intervention for improving Adolescent Health in India's National Adolescent Health Programme (iSAATHIYA)

**Duration:** February 2021-December 2021 (11 months)

**Study States:** Madhya Pradesh and Maharashtra

**Project Summary:** The study aims:

- 1) Describe the process of implementation, and context of PE Programme (here on referred to as the intervention) under the RKSK during COVID-19, in two Indian states.
- 2) Understand peer educators' engagement during COVID-19 pandemic and adolescent's response to PE engagement in community and accessing the health system
- 3) Understand the resource use and implementation cost of peer educator programme and its variations across two states of India.
- 4) Identify key components of PE intervention which work to improve health system access and community engagement of adolescents during COVID-19 for informing building back better response and for scaling up (Research to Policy and program action) of adolescent health programmes in other states of India

This study involves the evaluation of peer educator (PE) component of the Rashtriya Kishor Swasthya Karyakram (RKSK programme), using mixed methods, in two districts each from Madhya Pradesh (Panna and Damoh) and Maharashtra (Nashik and Yavatmal), selected in consultation with State Health Department (based on health indicators, population size, contextual diversity, and variance of socio-economic status of population). These districts were identified as representative of the states. Within each of these four districts, two blocks have been selected based on female literacy and tribal population. From the selected blocks, villages have been selected. From the selected villages, PE and adolescents will be selected for the study. The study involves the implementation of surveys with PEs and adolescents; In-depth interviews with PEs, adolescents, parents (PEs and

adolescents), teachers and other key stakeholders identified at various levels in each state. In addition to this, monthly meetings organised at sub centre level, Adolescent Health Days and PEs session with adolescents will also be observed.

### **Partners:**

- Ministry of Health & Family Welfare, Government of India. (MoHFW, GOI)
- National Health Mission, Directorate of Health Services, Madhya Pradesh, India
- University of York, UK

### **Salient features:**

- ❖ The study involves a multi-disciplinary team of public health researchers from India and UK, who are research active, with expertise in epidemiology, implementation science, health economics and social sciences.
- ❖ Collaboration with the Ministry of Health and Family Welfare, Government of India right from the inception of this research proposal.
- ❖ Independent Project Steering Committee (IPSC), provides guidance and continuous monitoring support to the study. The member of this Committee include independent academic members, representatives from central (senior officials from the Adolescent Health Division-MoHFW, GoI) and state government (Mission Director) & civil society and senior staff from the project team.

### **Implication/ Importance:**

The most important contribution to adolescent health literature at this time would be to explore peer educators' engagement during COVID-19 pandemic for meeting the needs of the adolescents and adolescent's response to PE engagement in community and in accessing the health system. It will also help to explore how the PE implementation adapted in two study states and their selected districts during the pandemic. The results of this research will provide evidence on What works to engage PEs in responding to pandemic and how adolescents in a community can benefit from PE engagement to access health system and other services. Apart from its applicability to other states of India, the outcomes of this study will be relevant to other countries across globe and South East Asia Region.

### **1.Role of Agency to be engaged for data collection in Madhya Pradesh:**

#### **Districts: Panna and Damoh, in Madhya Pradesh**

- Quantitative data collection (cross-sectional survey) with Peer Educators and Adolescents in two districts (Panna and Damoh) of Madhya Pradesh.
- Adolescents=1600 i.e 800 per district
- Peer Educators=128 i.e 64 per district

### **Collecting routine RSKS records on a monthly/quarterly basis according to research protocols**

- Adolescent Friendly Health Clinics: Monthly Routine records at facility level
- ASHA/ANM: Registers and records
- Saathiya Registration Form
- Saathiya Diary
- Peer Educators: Peer Educator Registration Form, Peer Educator Diary
- Adolescent Health Days: Format for Basic Data collection during AHD
- Data entry and management of routine RSKS data

### **Collection and management of qualitative data in two districts of Madhya Pradesh**

- Conducting semi-structured observations (Cluster Bethak/ Adolescent Friendly Club Meetings, AHDs, PE sessions with adolescents [n=42]), Focus Group Discussions with adolescents [n=8] and in-depth interviews at district (NGO representative[n=2], counsellor[n=2]), block (Counsellors[n=2]), village (Peer Educators [n=8], Parents of adolescents[n=4], parents of PE[4] and adolescents[n=4], ASHA[n=4], NGO mentors/trainers[n=4], teachers[n=4], Medical officer[n=2])
- Translation (to English) and transcribing the qualitative data collected through FGDs and IDIs with various stakeholders (as listed above)
- Data entry of semi-structured observations
- Manage the collected data (qualitative and quantitative )Participate in project update calls and study review meetings
- Preparation of monthly and quarterly study reports as per the requirement of PHFI.
- **PHFI team will train the team members in collecting and managing qualitative, quantitative and routine programme data**

## **4. TIME LINES**

The engagement would be for the period of February 2021 to December 2021. The details of Deliverables along with Time Line are given in the table below:

<b>Deliverables Table</b>	<b>Timeline</b>
First Report	April 20, 2021
Interim Report	July 20, 2021
Final Report	December 20, 2021

## **5. PERFORMANCE BANK GUARANTEE (PBG)**

5.1. This Clause is not applicable for this RFP.

## 6. PAYMENT SCHEDULE

Payment schedule is given below:

<b>Sl. No.</b>	<b>Key milestones in terms of Deliverables</b>	<b>Payment (as a % of the total Professional Fee)</b>
<b>1</b>	Completion of first phase of data collection	25%
<b>2</b>	Interim Report	25%
<b>3</b>	Submission of all collected data (Qualitative, Quantitative & programme data)	25%
<b>4</b>	Submission of Final Report	25%

## 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 hosting.

b) Proposed Team Structure- Clear definition of roles and responsibilities for each personnel has to be stated. Qualifications and work experience of agency and its personnel, needs to be clearly 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

personnel 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 there of (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 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.

#### **7.1.4. Financial Status of the Organization**

- a. Total revenue and expenditure of the Organization for the past three (3) fiscal years.
- b. Copies of the certified Audited Annual Accounts in support of the Financial Status.

#### **7.1.5. Income Tax Details**

Whether the Institution/ Organization/ Consulting Agency are 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 (as per Annexure 1)**

- a. The Financial Quotes should cover the following:
  - (i) 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 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 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 applicable taxes.
- d. The Financial Proposal will be evaluated only if an 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 counter signed.

## **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 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 proposal at any stage without assigning any reason.
  - (ii) to disqualify any Applicant(s) based on Applicant(s) failure to follow solicitation instructions
  - (iii) PHFI reserves the right 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) PHFI reserve the right to select and negotiate with those applicants it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability;
  - (vii) PHFI reserves the right 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 shall be rejected.
- f. The Bidder is advised to attach any additional information that is considered necessary in regard to establish the capabilities. No further information will be entertained after submission of 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 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 proposal by written notice via email received at any time before contract. Proposals may be withdrawn in person by an offer or his/her authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.
- i. **Opening of Tenders:** Sealed Tenders received up to January 27, 2021, by 5 PM will be taken up for 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 January 29, 2021, at 3 PM at PHFI, address as mentioned. 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 February 08, 2021 at 11:30 AM at PHFI, address mentioned below. A representative from each Qualifying Bidder may be present.
- j. Any efforts by 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 in decision concerning award of Contract, shall result in the rejection of the Agency's proposal. Failing to execute the Contract Agreement within the said period may result in termination of Contract and award of the same to other Agency/ Agencies at the risk and cost of the Institution/ Organization/ Consulting Agency.
- k. The person to sign the Contract Agreement shall be duly authorized.
- 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 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 PHFI Tender email i.e. [tenders@phfi.org](mailto:tenders@phfi.org)**

Hard copies of the Proposals should be addressed to:

**The Chairman  
Tender Committee**

**RFP: Health Promotion Division – DATA COLLECTION IN MADHYA RADESH**

**At**

**PUBLIC HEALTH FOUNDATION OF INDIA**

Plot No. 47, Sector-44 Institutional Area, Gurgaon-122002,  
Haryana

The last date for submission of complete Proposal with all supporting documents (by hand or by post) is January 27, 2021 by 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 Agency who are short listed 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 marks of 70 points out of 100 which will be recalibrated out of 60 in the Technical Proposal in order to qualify for Interview and 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). Financial Bids will be opened on February 08, 2021 at 11:30 at PHFI.
- 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 negotiate with the Bidder whose proposal has been ranked first by the Committee on the basis of Technical and Financial Evaluations and the Interview.
- 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)

Technical evaluation shall be carried out based on the following:

<b>Criteria</b>	<b>Points</b>
Profile of Agency/ Experience of conducting similar task by agency.	40
Understanding of project objectives by the agency. Methodology to be followed stating the approach and work plan for task completion in detail.	60
Total	100 points (will be recalibrated)

	out of 60)
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#### **8.4. Interview (20)**

Those agencies who will qualify in the Technical Evaluation will be invited for a personal Interview, wherein, the Agencies will be given time slot to give a presentation. 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)**

Financial evaluation shall be carried out based on the following:

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 cost efficiency of the project will also be considered. Applications that demonstrate 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 Technical Proposal.

### **9. CONTACT FOR MORE INFORMATION**

For all correspondence please refer to PHFI general Tender Email: [tenders@phfi.org](mailto:tenders@phfi.org) with subject line marked as "RFP for **DATA COLLECTION IN MADHYA PRADESH (PHFI/Health Promotion/2021/04/01-01)**"

**END OF RFP**

**DISCLAIMER:**

This RFP represents only a definition of requirements. It is merely an invitation for submission of concept paper and does not legally obligate PHFI to accept any of the submitted RFP 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 contract. Only the execution of a written contract shall obligate PHFI in accordance with the terms and conditions contained in such contract.

**Annexure-1**

**Declaration for Goods and Services Tax Acts, 2017 (GST)**

I (*Name of Contractor/vendor*) hereby undertake and confirm that I would take all necessary and required actions to prepare for ensuring compliances under Goods and Service Tax Acts (GST). I (*Name of Contractor/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 Contractor/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 Contractor/vendor*) by Public Health Foundation of India.

Declarant

\_\_\_\_\_

Name of the Vendor/Agency

(Authorised Signatory)

## Annexure – I (Format)

### Financial Bid

#### DATA COLLECTION IN MADHYA PRADESH

Sr.No.	Description	Amount in INR
I	<b>Personnel cost</b> to be involved including number, their time commitment, unit cost, and overall personnel costs;	
II	<b>Travel costs</b> , if envisaged, including number of local and outstation trips, unit costs for travel, per diem, etc., and overall costs of travel	
III	<b>Material and Consumable costs</b> including stationary and printing materials;	
IV	<b>Communication costs</b>	
V	<b>Equipment costs</b> , if any	
VI	<b>Other cost</b> for the running the campaign with the <b>activities</b> defined, if any (please specify)	
	Total A (I+II+III+IV+V+VI)	
VII	Institutional overheads (Please note institutional overheads must be mentioned with break-ups including cost of rent for space, utilities, etc.	
	Total B (Total A + VII)	
VIII	GST, if applicable	
	<b>G.TOTAL (Total B + VIII)</b>	

## 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	GST rate	Email ID	Contact No.	Address as registered with GSTN	City	State	Pin/ZIP