



PUBLIC HEALTH FOUNDATION OF INDIA (PHFI)

OPENTENDER

Tender No: PHFI/General/HR/003/2024

REQUEST FOR PROPOSAL (RFP)

FOR SELECTION OF A COMPLIANCE VENDOR

2nd September 2024

Call for Tender Opening: 2nd September 2024 by 5:00 PM

Cut of Date for downloading RFP: 9th September 2024 by 5:00 PM

Last date of submission of Bid: 10th September 2024 by 5:00 PM

**Public Health Foundation of India
Property No. Khasra no 293,294,295 Saidulajab Village
4th Floor, House No.60, part of Saidulajab Extn
New Delhi -110030**

Tel +91 11 40175500 | Web www.phfi.org

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1. INTRODUCTION

1.1. Purpose of call for Proposal

(a) The purpose/intent for this RFP is to seek the services of a qualified compliance firm to look after establishment and labour law compliances of Public Health Foundation of India (PHFI).

(b) This RFP must be in the format as mentioned herein. Agencies are required to submit a detailed Proposal (10 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 12 months.

1.2. Background of PHFI

The Public Health Foundation of India (PHFI) is working towards building a healthier India. It is helping to address the limited institutional and systems capacity in India by strengthening education and training, advancing research and technology and facilitating policy and practice in the area of Public Health. PHFI is headquartered in New Delhi with national presence through its constituent units of regional Indian Institutes of Public Health (IIPHS) and Centers of Applied Research in core public health themes. The Foundation, established in 2006 as a public private initiative, is governed by an independent board comprising of senior government officials, eminent Indian and International academic and leaders, civil society representatives and corporate leaders.

1.3. Key Dates

Schedule of Tender Processing (Key Dates)

	Tender Inviting Authority	Public Health Foundation of India Property No. Khasra no 293,294,295 Saidulajab Village 4th Floor, House No.60, part of Saidulajab Extn New Delhi -110030	
Sl. No	Description	Date	Time
1.	RFP released on PHFI Web Site AND	2 nd September 2024	By 5:00 PM

	in Newspaper(Hindi and English) Notice	3 rd September 2024	Morning edition
2.	Last date for receiving Queries from Agencies, if any	5 th September 2024	By 1:00 PM(Queries to be sent on PHFI's tender email id only)
3.	Last date for giving a response to the Queries received from Agencies, if any	6 th September2024	By 1:00 PM (Through PHFI tender email id)
4.	Last date for submission of Bids	10 th September2024	By 5:00 PM (may be dropped in Tender Box/By Courier/Speed Post)
5.	Opening of Tender Box and Technical Bids (Authorized representatives of Agencies may be present for opening of Tender Box)	11 th September 2024	By 11 AM at PHFI Saket office
6.	Intimation to the Agencies who qualify in the Technical Bids and are required to come for a physical interview	12 th September 2024	By 5 PM
7.	Interview of Qualifying Agencies (Format will be intimated through PHFI Tender email to concerned Agencies)	16 th September 2024	By 11 AM at PHFI Saket office
8.	Opening of Financial Bids (Authorized representatives of Agencies may be present for opening of Financial Bids)	16 th September 2024	By 1:00 PM at PHFI's Saket office
9.	Interview cum Financial Discussion with the short-listed Agency(s)	18 th September 2024	By 11: AM at PHFI's Saket office
10.	Issue of Letter of Intent/Award/Agreement	As per the decision of PHFI Management	

2. QUALIFICATION/ELIGIBILITY CRITERIA

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

Sl. No	Qualification Criteria	Proof Required
1	<p>I. Name and address of the Institution/ Organization/ 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>	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 INR 1,00,00,000/- (INR One Crore) from assignments made during the last three fiscal years	Copy of Audited Profit and Loss Statement and Balance Sheet
4	The Agency should have a previous experience of conducting Establishment and Labour Law compliances for three organizations similar in size and complexity to PHFI.	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 organization.
6.	Previous experience of work with PHFI*	<p>1. Name of the Project/ Department of PHFI sponsoring the RFP (Tender No & Date)</p> <p>2. Reference & Date of Service Agreement</p> <p>3. Date of</p>

		Commencement & Date of Completion (Whether completed as per Time Line)
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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 delivering the Terms of References (TORs) given at Annexure-1 of this RFP.

4. IMPLEMENTATION SCHEDULE/TIME LINES

4.1 The engagement would be for the period of one year i.e from _01 October 2024 to 30 September 2025.

4.2 Acknowledgment of the proposed one-year agreement, with provisions for revision based on performance and mutual agreement.

5. PENALTY

5.1. A penalty of 2% of the payable amount will be deducted for each week of delay in reporting beyond the specified deadlines. This includes the following.

- Filing of statutory returns by the due dates
- Responding to email communications within the stipulated time frame
- Submission of forms and documents for our employees to the respective authorities within the stipulated time frame
- Updation of all the necessary activities on statutory compliance web portal within the stipulated time frame

However, the selected firm/organisation may provide justification for any delays encountered during the audit process. The Head-HR will review the justification provided by the firm and may decide to waive or reduce the penalty based on the merits of the case.

6. PAYMENT SCHEDULE

6.1 Payment schedule is given below:

SI No.	Key milestones in terms of Deliverables	Payment (as a % of the total Professional Fee)
1	In accordance with the completion of monthly service obligations	100% of the agreed fees, paid on a monthly basis
2	Successful completion of the specified one-time activity	100% of the agreed fees, paid after the completion of the specified one-time activity

6.2 Fees for Statutory dues should be excluding applicable GST.

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 10 pages including references (CVs could be enclosed as annexure and will not be considered as part of 10 page write-ups):

a) 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.

b) Proposed Team Members with curriculum vitae of the senior professional members.

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. 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 assignment, roles and responsibilities of the persons to be engaged for the assignment, where they propose to undertake the work. Please mention each key person's specific role and time allocation for undertaking activities in the assignment.
- 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.

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 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

- a. The Financial Quotes should cover the following:
 - (i) Entire cost for handling the compliance with the activities defined.
 - (ii) personnel to be involved including number, their time commitment, unit cost, and overall personnel costs;

- (iii) material costs, if any including stationary and printing materials;
 - (iv) communication costs, if any;
 - (v) equipment costs, if any
- b. Filled GST Declaration form(attached as Annexure-2 to this RFP)
- c. The total cost quoted should be exclusive of all 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 Tender Committee at PHFI.

- c. **Reserved Rights:** Tender Committee at 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) 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 for 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) to 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 Applicant/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 Tender Committee at PHFI. Tender Committee at PHFI, however, reserves the right to call for additional information and clarification on information submitted by the Bidders.
- g. Proposals must be received by Tender Committee at 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 10th September 2024, by 5:00 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 11th September 2024, at 11:00 AM 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 16th September 2024 at 1:00 PM at PHFI, address mentioned below. A representative from each Qualifying Bidder may be present.
- j. Any efforts by Agency to influence the PHFI personnel, Tender Committee at PHFI 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 documents, reports and other materials provided by PHFI to the Agency during the conduction of the audit shall always 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 audit.
- n. **Offer Verification:** PHFI may contact Applicant to confirm contact person, address, bid amount and to confirm that the Bid was submitted for this solicitation.
- o. **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.

- p. **Arbitration:** Should any dispute arise, it may be referred to an Arbitrator appointed by mutual consent. The place of Arbitration shall be New Delhi.
- q. 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.
- r. **All queries/correspondences pertaining to this RFP will be done through PHFI Tender email i.e. tenders@phfi.org**

Hard copies of the Proposals should be addressed to:

The Chairman

Tender Committee

**RFP: FOR SELECTION OF A COMPLIANCE VENDOR FOR THE
FINANCIAL YEAR**

At

PUBLIC HEALTH FOUNDATION OF INDIA

Property No. Khasra no 293,294,295 Saidulajab Village
4th Floor, House No.60, part of Saidulajab Extn
New Delhi -110030

The last date for submission of complete Proposal with all supporting documents (by hand or by post) is 10th September 2024 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

The Tender Committee formed by PHFI shall be the Evaluation committee for the purpose of this RFP. The committee would first examine the Technical bids based on the details provided in the RFP 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 60 points out of 100 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 60 percentage). Financial Bids will be opened on 13th September 2024 at 1:00 PM 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. Tender Committee at 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:

Criteria	Points
The vendor should demonstrate a deep understanding of statutory and establishment compliance regulations, including labor laws, and industry-specific requirements.	20
The vendor must have a robust compliance management system that includes tools for tracking, reporting, and auditing compliance activities.	20
The vendor should offer continuous monitoring of regulatory changes and provide timely advisory services and assistance to ensure ongoing compliance.	10
The vendor must ensure high levels of data security and confidentiality, given the sensitive nature of statutory compliance	10

data.	
Total	60 points

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 with subject line marked as "RFP FOR SELECTION OF A COMPLIANCE VENDOR"

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.