

REQUEST FOR PROPOSAL/QUOTATION

TWO BID SYSTEM: SEALED TECHNICAL AND FINANCIAL BIDS TO BE SUBMITTED

RFQ/RFP No	99	DATE	21 DECEMBER 2020
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LAST DATE FOR SUBMISSION OF SEALED BIDS BY COURIER/HAND/SPEED POST: 13 JANUARY 2021 TIME: 5.30 PM

Dear Sir/Madam,

1. We request you to **submit sealed Technical and Financial bids FOR SELECTION OF EXPERIENCED AGENCY / FIRM FOR CONDUCTING PAN BIHAR INTEGRATED FAMILY PPANNING SURVEY (BIFS) as per the attached Terms of Reference (ToR) and RFP.** In this regard please be guided by the following guidelines and attached RFP document hereto as Annexures in preparing your Technical and Financial bids:

2. The brief details of RFP/Tender process **under two bid system** are as given below:

Name of Survey Work	Hiring of external agency/firm for: <ol style="list-style-type: none">1. Conducting Bihar Integrated Family Planning Survey (BIFS) involving a pan-Bihar sample of 22,800 currently Married Women of Reproductive Age (15-49 Years) to assess their current status of Family Planning Service exposure, related perception, practice, their Nutrition, Mental Health and Social Recognition.2. Conducting additional interview of 4,560 subsample of the above mentioned currently Married Women of Reproductive Age (15-49 Years) and their Mother-in-laws to generate state level estimates for the awareness, belief, influence and relevant drivers for FP related practices. The Scope of Work (SoW) and Key deliverables timelines are as per attached Terms of Reference (ToR)
Tentative period of Survey	22 Jan 21 to 24 Mar 21
Date of Pre-bid meeting	28 Dec 20 Time 3.00 PM
Registration link for Pre-bid meeting	http://bit.ly/cisssdbtsp
Last date & time for submission of sealed Technical and Financial bids	13 Jan 21 by 5.30 PM
Date of opening Technical Bid	14 Jan 21
Date of opening Financial Bid	To be informed later after opening technical bid
Place of bid submission and opening of bids	CARE India, State Office, 14, Pataliputra Colony, Patna-800013, Bihar
Tender Fee	NIL
Earnest Money Deposit (EMD)	NIL

Note: The Terms of Reference (ToR) with detailed scope of work and deliverables, Terms & Conditions of tender, Price Bid format are available on the websites; www.careindia.org and www.devnetjobsindia.org

Online Pre-bid meeting is scheduled on 28 December 20 at 03.00 PM through registration link mentioned above. Kindly register yourself with valid email id. You will get your personalized link in your registered email. Don't forward the mail that you have received, each one need to register individually to attend this virtual meeting.

- (a) The service to be quoted and supplied to CARE India should meet technical requirements/quality specifications strictly as per attached ToR and Request for Proposal (RFP) document.
- (b) **Technical proposal to be submitted in detail with all the relevant information as per RFP. All the Annexures and Financial bid (Annexure-III) are to be prepared as per the format and duly signed and authenticated.**
- (c) **Technical and Financial bids are to be placed in separate sealed envelope. Then, place both the sealed envelopes in single outer envelope for dispatch. Please mention RFP reference on the outer envelope.** In the absence of which, your proposal shall not be considered for evaluation by the CARE India Procurement Committee.
- (d) **Pre-bid meeting shall be held online through above mentioned registration link on 28 December 2020 from 3.0 PM onwards. Interested bidders are requested to register and participate in time.**
- (e) **Financial bids of only technically qualified bidders will be opened for further evaluation by the procurement committee. The Financial bid must be supported by detailed breakdown of costing under different heads of expenditure.**
- (f) **Pre-qualification criteria for bidders is mandatory and all the relevant documents are to be submitted in support of the same.**
- (g) Please quote reference of the RFQ in your proposal and all other related correspondences. Only the authorized person of your organization should sign the proposal/quotes and affix the official Rubber Stamp in authentication of the Bid.
- (h) **Sealed Technical and Financial bids should reach us on or before 13 January 2021 by 5.30 PM at the following address: CARE India, State Office, 14, Pataliputra Colony, Patna-800013, Bihar.**
- (i) In the course of preparing Proposal, it shall remain agency responsibility to ensure that it reaches the e-mail address mentioned above on or before the deadline. Proposals that are received by CISSD after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Kindly **ensure that all the bids are as per format and they are signed.**
- (j) CARE India reserves its right to accept or reject any Proposal without assigning any reasons thereof whatsoever.
- (k) Your Quotation/Proposal must be expressed in the English language, and **valid for a minimum period of 120 days** from the date of submission.
- (l) Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto as Annexure-2 Agreement will be finalized with selected vendor with mutual consent, there are few non-negotiable clauses which will be discussed with finalized vendor.
- (m) The mere act of submission of a Proposal implies that the agency accepts without question the General Terms and Conditions of CISSD (Annexure-2)
- (n) Please be advised that CISSD is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with an agency preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.
- (o) **Technical and Financial bids shall be reviewed and evaluated based on completeness and compliance of the item specification and responsiveness with the**

requirements of the ToR & RFP and all other annexures providing details of CISSD requirements.

- (p) The Quotation that complies with all the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.
- (q) **No deviation from either ToR/SoW/Deliverables or contract terms and conditions will be accepted.**
- (r) CARE India will be making payment within 30 working days of receipt of the valid invoice with all supporting documents and quality at designated place, and acceptance thereof by it subject to necessary deductions as per applicable local Laws.
- (s) Penalty Clause: 10% penalty will be applicable on total PO value, if the Goods/Services are not supplied/delivered/installed within delivery date mentioned in Purchase Order (PO). However, penalty will not be applicable if there is any delay attributable to CARE India.
- (t) CISSD encourages every prospective agency to prevent and avoid conflicts of interest, by disclosing to CISSD if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFQ/RFP.
- (u) CISSD implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against CISSD, as well as third parties involved in CISSD activities

Should you have any clarification/query, at any time before submitting the quotations, please contact:

Any questions concerning Mandatory qualification criteria, ToR/SoW and Deliverables must be addressed to:

Name	Dr. Tanmay Mahapatra
Address	CARE India, 14, Patliputra Colony, Patna – 800 013, Bihar
Phone	+91- 612- 2274957, 2274389, 2270464/ Cell: +91 7369021218
FAX	+91- 612- 2274957
Email	tanmay@careindia.org

RFP Terms and Conditions

Any questions regarding contractual terms and conditions or proposal format must be directed to:

Name	Gajanana V Hegde/ Jyoti Prakash
Phone	9262696280/7544005988
Email	procurementbr@careindia.org

Thank you and we look forward to receiving your technical proposal.

Regards,

Procurement Department

CARE India Solutions for Sustainable Development

14, Patliputra Colony, Patna, Bihar 800013, India

Office Tele:0612-2274389

Email: procurementbr@careindia.org

www.careindia.org

