



Request for Quotation (RFQ): 002-2022/2023

Supply of Items:	Printing of Forms and Materials
RFQ number:	002-2022/2023
Type of Procurement:	Services Agreement
Type of Contract:	Service
Term of Contract:	Short Term Contract
Contract Funding:	Project ACCELERATE, Johns Hopkins University, USA, through YRGCARE, Chennai, India.
Submit Proposal to:	rfp@yrgcare.org
Date of Issue of RFP:	20.05.2022
Date Questions from Supplier Due:	24.05.2022
Date YRGCARE responds to queries	26.05.2022
Date Proposal Due:	31.05.2022
Approximate Date Purchase Order/Contract Issued to Successful Bidder(s):	07.06.2022

Background on ACCELERATE and YRGCARE, Chennai, India

Project ACCELERATE is awarded under the PEPFAR/USAID grant to Johns Hopkins University School of Medicine as prime recipient of the grant. ACCELERATE is implemented by its implementing partner- YRGCARE India to implement all site level activities and other sub-partners – Blue Lotus Advisories and The Fenway institute who provide expertise on digital interventions and sexual minorities and PrEP respectively.

The overarching goal of ACCELERATE is to design, implement and evaluate sustainable novel models of HIV testing and care that support the Indian National Strategic Plan (NSP) for HIV/AIDS and STI 2017-24 aimed at improving access to HIV prevention and treatment services, and social protection schemes among key populations and their families in India.

The ACCELERATE program aims to build upon US government investment in India by providing technical assistance (TA) to National, State, and District HIV/AIDS programs to deliver comprehensive HIV prevention, testing and treatment services to vulnerable populations including key populations (KP), their children and partners. Our core activities include innovative prevention and testing strategies like PrEP, HIVST, index testing, peer navigation and improving treatment and retention through integrated care models, community- based models, private sector engagement etc.

YRGCARE, established in 1993, offers comprehensive HIV care continuum to those at risk and or with HIV. YRGCARE is a pioneering Institution involved in implementation research, program delivery and basic laboratory sciences.

YRGCARE is an implementing partner for Johns Hopkins University, USA, for the Project ACCELERATE, funded by USAID, Government of USA.

Purpose of this RFQ, Scope of work and deliverables:

I. Overview

The purpose of this RFQ is to obtain competitive proposals from qualified proposers to print the materials as per the specifications mentioned in this RFQ.



YRG Care hereby invites bidders to furnish quotations for the following items of supply. Bidders are requested to read the complete RFQ document while submitting the quote.

II. Scope of work:

The successful bidder will work closely with YRGCARE to deliver the printed materials in required quantities as per the specification.

ANNEXURES TO THIS RFQ

Annex 1 : List of Items and Pricing Schedule

Annex 2 : Bidder Information

Annex 3 : General Conditions of Contract

III. LIST OF GOODS AND PRICING SCHEDULE (ANNEXURE 1)

LANGUAGE IN WHICH TO PRINT: (as indicated)

PRICE IN INR

Sl. No.	Name of the material	Specifications	Qty	Rate per copy	Total Cost (Rate per copy x total copies)	GST in INR	Total Cost (Incl of GST)	Shipping and Delivery cost (details will be provided)
1	Job -Aid (Book 1)	GSM: 80 (including cover page) Size: A4 Multi-color Pages – 90 Spiral Bound Language: Telugu Lamination required: NA <u>Design corrections – review only</u> Logo placement – Yes	220 copies (Telugu)					120 to Vijayawada 60 to Hyderabad 40 to Delhi Office
2	Job -Aid (Book 2)	GSM: 80 (including cover page) Size: A4 Multi-color Pages – 115 Spiral Bound Language: Telugu Lamination required: NA <u>Design corrections – review only</u> Logo placement – Yes	220 copies (Telugu)					120 to Vijayawada 60 to Hyderabad 40 to Delhi Office
Sl.	Name of	Specifications	Qty	Rate	Total Cost	GST	Total	Shipping and



No.	the material			per copy	(Rate per copy x total copies)	in INR	Cost (Incl of GST)	Delivery cost (details will be provided)
3	Form-A Index Testing Form	GSM:60 Black and White Size: A2 Pages: 3 sheets Folding instructions: folded and central pin Packaging instructions: 100 copies in each packet Lamination required: NA Self-adhesive pasting (upper and lower border) required: NA Design required: Yes	7,000 copies (Telugu)					2000 to Hyderabad 1000 to Rangareddy 1000 to Karimnagar 1500 to Mahbubnagar 1500 to Nalgonda
4	Form-B Index Testing Form	GSM:60 Black and White Size: A2 Pages: 2 sheets Folding instructions: folded Packaging instructions: 100 copies in each packet Lamination required: NA Self-adhesive pasting (upper and lower border) required: NA Design required: Yes	14,000 copies (Telugu)					4000 to Hyderabad 2000 to Rangareddy 2000 to Karimnagar 3000 to Mahbubnagar 3000 to Nalgonda
5	Consent Form	GSM:60 Black and White Size: A4 Pages: 2 sheets Folding instructions: folded Packaging instructions: 100 copies in each packet Lamination required: NA Self-adhesive pasting (upper and lower border) required: NA Design required: Yes	21,000 copies (Telugu)					6000 to Hyderabad 3000 to Rangareddy 3000 to Karimnagar 4500 to Mahbubnagar 4500 to Nalgonda



Sl. No.	Name of the material	Specifications	Qty	Rate per copy	Total Cost (Rate per copy x total copies)	GST in INR	Total Cost (Incl of GST)	Shipping and Delivery cost (details will be provided)
6	Feedback Form	GSM:60 Black and White Size: A4 Pages: 1 sheet Folding instructions: folded Packaging instructions: 100 copies in each packet Design required: Yes	21,000 copies (Telugu)					6000 to Hyderabad 3000 to Rangareddy 3000 to Karimnagar 4500 to Mahbubnagar 4500 to Nalgonda
7	Adverse event monitoring forms	GSM:60 Black and White Size: A4 Pages: 2 sheets Folding instructions: folded Packaging instructions: 100 copies in each packet Design required: Yes	21,000 copies (Telugu)					6000 to Hyderabad 3000 to Rangareddy 3000 to Karimnagar 4500 to Mahbubnagar 4500 to Nalgonda
8	OVC Case Plan Formats (Hindi, and English)	GSM:60 Black and White Size: A2 Pages: 2 (back-to-back) Folding instructions: folded in the middle Packaging instructions: 100 copies in each packet Design required: Yes	13,000 copies (Telugu) 12000 copies (Hindi) 8000 copies (English)					Telugu 5,000 to Hyderabad 8,000 to Vijayawada Hindi 6000 copies to Pune 6000 copies to Thane English 2500 to Imphal 1500 to Dimapur 2000 to Aizawl 2000 to Delhi Office
Sl. No.	Name of the	Specifications	Qty	Rate	Total Cost	GST	Total	Shipping and Delivery cost

	material			per copy	(Rate per copy x total copies)	in INR	Cost (Incl of GST)	(details will be provided)
9	Peer Receptionist Service Delivery Tracking Sheet	GSM: 60 Size: A4 Page : 1 sheet Black and White Design required: Yes Lamination: N/A	3000 copies (English)					English 1200 to Hyderabad 900 to Pune 900 to Thane
10	Service Delivery Tracking Sheet- Professional Counsellor	GSM: 60 Size: A4 Page : 1 sheet Black and White Design required: Yes Lamination: N/A	3000 copies (English)					English 1200 to Hyderabad 900 to Pune 900 to Thane
11	Service Delivery Tracking Sheet- Nurse	GSM: 60 Size: A4 Page : 6 sheet Folding and Pinning: two fold with middle pin Black and White Design required: Yes Lamination: N/A	3000 copies (English)					English 1200 to Hyderabad 900 to Pune 900 to Thane
12	Service Delivery Tracking Sheet- Peer Counsellor	GSM: 60 Size: A4 Page : 1 sheet Black and White Design required: Yes Lamination: N/A	3000 copies (English)					English 1200 to Hyderabad 900 to Pune 900 to Thane
13	Consent Form	GSM: 60 Size: A4 Page : 1 sheet Black and White Design required: Yes Lamination: N/A	400 copies (Telugu) 2600 copies (English)					Telugu 400 to Hyderabad English 1000 to Hyderabad 800 to Pune 800 to Thane
14	Feedback Form	GSM: 60 Size: A4 Page : 2 sheet Black and White Design required: Yes Lamination: N/A	400 copies (Telugu) 2600 copies (English)					Telugu 400 to Hyderabad English 1000 to Hyderabad 800 to Pune 800 to Thane
Sl.	Name of the	Specifications	Qty	Rate	Total Cost	GST	Total	Shipping and

No.	material			per copy	(Rate per copy x total copies)	in INR	Cost (Incl of GST)	Delivery cost (details will be provided)
15	Case History Booklet Cover	GSM: 100 Size: A4 Page : 2 sheet Multi-color Folding instructions: Two-fold Design required: Yes Lamination: N/A	3000 copies (English)					English 1200 to Hyderabad 900 to Pune 900 to Thane
16	Prescription Pad	GSM: 80 Size: A4 Page : 1 sheet Multi-color Folding instructions: NA Packaging instructions: 100 copies in each book Design required: Yes Lamination: N/A	3000 copies (English)					English 1200 to Hyderabad 900 to Pune 900 to Thane
17	Prescription Pad	GSM: 80 Size: A8 Page : 1 sheet Multi-color Folding instructions: NA Packaging instructions: 100 copies in each book Design required: Yes Lamination: N/A	3000 copies (English)					English 1200 to Hyderabad 900 to Pune 900 to Thane
18	Referral Pad	GSM: 60 Size: A4 Page : 1 sheet Black and White Folding instructions: Triplicate with dotted lines for tearing Packaging instructions: 100 copies in each book Design required: Yes Lamination: N/A	3000 copies (English)					English 1200 to Hyderabad 900 to Pune 900 to Thane
Sl.	Name of the	Specifications	Qty	Rate	Total Cost	GST	Total	Shipping and



No.	material			per copy	(Rate per copy x total copies)	in INR	Cost (Incl of GST)	Delivery cost (details will be provided)
19	Field Tracking Sheet	GSM: 60 Size: A4 Page : 1 sheet Black and White Design required: Yes Lamination: N/A	300 copies (English)					English 120 to Hyderabad 90 to Pune 90 to Thane
20	Registration Form	GSM: 60 Size: A4 Page : 4 sheet Black and White Folding and Pinning: Two fold with middle pin Design required: Yes Lamination: N/A	3000 copies (English)					English 1200 to Hyderabad 900 to Pune 900 to Thane

TERMS & CONDITIONS:

- a. Bids shall be submitted via e-mail to rfp@yrgcare.org not later than **31st May 2022**. Bids must be written in English.
- b. Any queries should be sent to rfp@yrgcare.org on or before **24th May 2022**.
- c. **Unit Price:** should be all inclusive (packaging, transit insurance, delivery cost etc.)
- d. **Delivery Address:** Exact address is within the city limits of Delhi, Hyderabad, Pune, Thane, Vijaywada, Rangareddy, Nalgonda, Karimnagar, Mahbubnagar, Imphal, Dimapur and Aizawl as indicated for each of the items
- e. **Payment terms:** Against Invoice after satisfactory delivery.
- f. **Currency:** All quotations should be in Indian Rupees.
- g. **Submission requirements:** The quotes must be given on Vendor's Business letter head duly signed. Quotes received beyond the deadline will not be considered.
- h. **Evaluation criteria:**
 1. Price of Products (90%)
 3. Payment Terms (10%)

ATTACHMENTS:

(Agency needs to attach below documents into the bid)

- a. Copy of audited financial statements of last three financial years
- b. References of previous experience in similar supplies to Govt/International NGO's (copy of contract/PO)
- c. Copy of GSTIN registration & PAN
- d. Duly filled & signed Annex – I

YRGCARE reserves the right to request additional information from prospective suppliers and reject any or all bids that do not meet the specifications, or when considered to be in the best interest of the agency and/or the people it serves.



General Terms & Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER:

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall constitute a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind YRGCARE unless agreed to in writing by a duly authorized official of YRGCARE.

2. PAYMENT:

- a. YRGCARE shall, on fulfilment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- b. Unless instructed by YRGCARE, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- c. The prices shown in this Purchase Order may not be increased.

3. FITNESS OF GOODS/PACKAGING:

The Supplier warrants that the materials, including packaging, conform to the specifications specified hereunder and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

4. INSPECTION:

- a. YRGCARE shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- b. Inspection prior to shipment does not relieve the Supplier from any of their contractual obligations.

5. INTELLECTUAL PROPERTY INFRINGEMENT:

The Supplier warrants that the use or supply of the goods under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend YRGCARE harmless from any actions or claims brought pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

6. RIGHTS OF YRGCARE:

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, and to make delivery of all or part of the goods by the agreed delivery date or dates, YRGCARE may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- a. Procure all or part of the goods from other sources, in which event YRGCARE may hold the Supplier responsible for any excess cost occasioned thereby.
- b. Refuse to accept delivery of all or part of the goods.
- c. Cancel this Purchase Order without any liability for termination charges or any other liability of any kind on the part of YRGCARE.



7. LATE DELIVERY:

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with YRGCARE to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by YRGCARE.

8. ASSIGNMENT AND INSOLVENCY:

- a. The Supplier shall not, except after obtaining the written consent of YRGCARE, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- b. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, YRGCARE may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

9. USE OF YRGCARE NAME OR EMBLEM:

The Supplier shall not use the name, emblem or official seal of YRGCARE without the specific express permission from the authorised official of YRGCARE.

10. PROHIBITION ON ADVERTISING:

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to YRGCARE without obtaining specific permission from YRGCARE in each instance.

11. SETTLEMENT OF DISPUTES:

- a. **Amicable Settlement.** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in mutually acceptable terms and conditions.
- b. **Arbitration.** Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the Jurisdictional Arbitration Rules then obtaining, including its provisions on applicable law. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

12. OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of YRGCARE has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.



ANNEXURE: II

Bidder Information Form

[The vendor shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

1. Vendor Name <i>[insert legal name]</i>
2. Year of Registration
3. Registered Office Address (legal address in Country of Registration)
4. Branch Offices (If any)
5. Authorized Representative Information: Name with Designation: Address: Contact numbers: Email Address:

Seal of the firm should be Affixed.