

**EXPRESSION OF INTEREST (Eoi)
FOR EMPANELMENT OF FIRMS FOR DESIGN & LAYOUT**

S. No	Activity	Date & Time
1	Start Date of EOI	14 September 2015
2	Last date and time for receipt of letter	05 October 2015 at 1700 Hrs

Issued by:

Principal Administrative Officer (PAO)
National Health Systems Resource Centre (NHSRC)
NIHFW Campus, Baba Gangnath Marg, Munirka
New Delhi – 110067

Expression of Interest (Eoi)
for Empanelling Firms for Design & Layout

1. Introduction

1.1. National Health Systems Resource Centre (NHSRC) invites Expression of Interest (Eoi) for empanelling firms for Design & layout of NHSRC Publications, Books, Brochures, posters etc having experience in the services for the last three years to any State/Central Govt organization or a large public sector undertaking or reputed private organization in Delhi.

1.2. The Scope and deliverables shall be determined, monitored, coordinated and governed directly by NHSRC.

1.3. The National Health Systems Resource Centre (NHSRC) is created under the National Rural Health Mission (NRHM), Ministry of Health & Family Welfare, Government of India (MoH&FW), to act as the nodal agency for Technical Assistance (TA) to central and state governments for effectively implementing NRHM, with specific focus on systems strengthening and capacity development. Further details are available at NHSRC website www.nhsrcindia.org

2. Scope of Work

2.1. The scope of work includes but is not limited to the following tasks:-
Design and Layout of Publications and collaterals including health related books, brochures, posters etc. and as required by NHSRC from time to time.

3. Qualification Criteria

3.1 Interested Design & Layout Firms must have been in operation for a minimum period of 3 years in designing of books, reports, brochures, posters, folders, coffee table books, other collateral material, etc.

3.2 Profile and Track Record of the agency including previous work handled, major clients, empanelment with other Ministries, if any and list of technical persons available. To be submitted on the letter head of the company duly signed and stamped.

3.3 Copies of Publications and Collaterals printed in the last two years.

3.4 The firm should have a valid service tax registration number.

3.5 The firm must have an office in Delhi.

3.6 The firm should have in-house, state of art facilities for designing & layout facilities.

3.7 The firm should be able to provide a dedicated team for timely production and supply of the designed material and collaterals tendered for.

3.8 Illustrator available or in-house or easily sourced-in would be desirable.

4. **Evaluation Process**

4.1 There shall be a short-listing done based on scores given to the qualification criteria. Those who are shortlisted may be invited for a discussion and presentation.

4.2 Proposals submitted against EoI should provide straightforward, concise information that satisfies the requirements of this EoI. Emphasis should be placed on completeness, clarity of content and conformance with given instructions and requirements of this EoI.

4.3 The interested firms/ companies must show that they have the capacity to complete the work in time.

4.4 The interest firm must share their past experience and proven track record of conducting and executing similar assignments.

4.5 The proposal should indicate that the firm has knowledge and understanding of the scope of work to be performed.

5. **Validity of Empanelment**

The empanelment shall be valid for a period of one year from the date of empanelment. The initial period of one year can be further extended subject to satisfactory services at the sole discretion of the office of the client.

6. **Submission Details**

6.1 Interested agencies are invited to submit their EoI which should include:

6.1.1 Details of the Design & Layout firm's certified copies of all the necessary documents to be enclosed (**Refer Annexure-1**)

6.1.2 Financial capability statements (last three years audited annual financial statements of the Firm) (**Refer Annexure-2**)

6.1.3 Past experience of the firm, which should include the specific area in which the firm has expertise in design and layout such as brochures, folders, flash cards, booklets, standard publication, coffee table book etc (with relevant document proof of each credential stated, in form of work order/ letter of award/ completion certificate) (**Refer Annexure-3**)

6.1.4 Project undertaking (as stated in Eligibility Criteria (**Refer Annexure-4**))

6.1.5 A minimum of three current references from clients (at least one from Govt. organizations) for whom similar work has been provided within the last three years. **(Refer Annexure-5)**

6.1.6 Any other information relevant to the project **(Refer Annexure-6)**

6.2 Interested Firms must sign each page of the EoI to be submitted to NHSRC and provide all the required information on separate sheets but strictly as per the Annexure listed. The EoI should be submitted latest by 1700 hours on 05 October 2015 to the address mentioned below.

To,

The Principal Administrative Officer
National Health Systems Resource Centre
NIHFW Campus, Baba Gang Nath Marg, Munirka
New Delhi – 110067

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- Any queries (Administrative) regarding the EoI should be directed to The Principal Administrative Officer National Health Systems Resource Centre, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi – 110067, Tel: 011-26108982 / 83 / 84.
 - Subject to NHSRC's right to accept any EoI and reject any or all EoIs, NHSRC will award the contract to the Firm/ Agency whose Quote has been determined to be substantially responsive to the said documents and who has the capability and resources to carry out the contract effectively.
 - The Contract shall not be awarded to an agency merely because the rate quoted is low but the competence of the firm in relation to managerial capabilities, sustainability, track record, financial soundness, etc shall be given due consideration and the final decision shall depend on all these parameters.
 - NHSRC reserves the right to reject or ignore the lowest or any other Firm/ Agency either in full or part without assigning any reasons thereof.

DETAILS OF DESIGN & LAYOUT FIRM

1.	EXPRESSION OF INTEREST (EoI) FOR ENGAGING OF DESIGN & LAYOUT FIRM FOR DESIGNING OF WIDE RANGE OF BOOKS, REPORTS, RESEARCH DOCUMENTS, BROCHURES, POSTERS, FOLDERS AND COLLATERAL MATERIAL ETC. FOR NHSRC.
2.	State the structure of the Design & Layout Firm
3.	<p>For Design & Layout firm who are individual companies or firms, state the following:</p> <p>Name of Company or firm:</p> <p>Status: (e.g. incorporated Private Ltd., Limited company, Partnership, Proprietorship, etc.)</p> <p>Registered address:</p> <p>Year of incorporation.....</p> <p>Principal place of business:</p> <p>Contact person:</p> <p>Contact person's title:</p> <p>Address, telephone, facsimile number and e-mail ID of contact person:</p>
4.	<p>Authorized contact person:</p> <p>Contact person's title:</p> <p>Address, telephone, facsimile and e-mail ID of contact person:</p>
5	<p>Document to be Attached (As applicable):</p> <p>i. Details of incorporation under Companies Act (Attach Memorandum & Article of Association, Certificate of Incorporation)</p> <p>ii. PAN no.(attach documentary evidence)</p> <p>iii. Service Tax registration no.(attach documentary evidence)</p>

FINANCIAL CAPABILITY DETAILS

Financial Year	Annual Turnover	Remarks (If Any)
Year.....		
Year.....		
Year.....		
Parameter		

Instructions:

The Design & Layout firm shall provide the audited annual financial statements for last three years.

(Signature of Authorised Signatory)

Name of the Authorised Signatory:

Firm Name:

Date:

EXPERIENCE OF THE DESIGN & LAYOUT ACTIVITIES

Name of Project	
Name, address and contact details of the client	
Scope of the project for Design & Layout	
Name(s) of other members of consortium, in case the said project was executed as a consortium	
Date of commencement of project	
Date of completion of Design & Layout scope of work	
Project fee	

Instructions:

The above statement shall be supported by copy of work order/ completion certificate by client. Use separate sheets for different projects.

(Signature of Authorised Signatory)

Name of the Authorised Signatory:

Firm Name:

Date:

PROJECT UNDERTAKING

Date:

The Principal Administrative Officer
National Health Systems Resource Centre
NIHFW Campus, Baba Gangnath Marg, Munirka
New Delhi - 110067

Sub: EXPRESSION OF INTEREST (EoI) FOR ENGAGING OF DESIGN & LAYOUT FIRM FOR DESIGNING OF WIDE RANGE OF BOOKS, REPORTS, RESEARCH DOCUMENTS, BROCHURES, POSTERS, FOLDERS AND COLLATERAL MATERIAL ETC. FOR NHSRC.

Sir,

We have read and understood the Terms of Reference for the captioned Project provided to us by NHSRC.

We hereby declare that:

Our EoI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

We do not have any pending litigation and non-performing contracts during last 3 years, that may have an impact of affecting or compromising the delivery of services as required under this Project.

We are not barred by Government of India/ any State Government/ Government agency/ Supreme Court from participating in similar projects.

Dated this day of 2015.

(Signature of Authorised Signatory)

Name of the Authorised Signatory:

Firm Name:

Date:

Annexure-5
(Refers Para 6.1.5 at Page No. 4)

REFERENCE DETAILS

Annexure-6
(Refers Para 6.1.6 at Page No. 4)

ANY OTHER INFORMATION RELEVANT TO THE PROJECT