



**Meghalaya Health Systems
Strengthening Project**
Government of Meghalaya



REQUEST FOR QUOTATIONS

Meghalaya Health Systems Strengthening (MHSS) Project, Department of Health & Family Welfare, Government of Meghalaya invites qualified Firms/Individuals for the following scope of work for the project:

- 1. Engagement of a Freelance Graphic Designer/Firm**
- 2. Engagement of a Firm in Running a Multi-media Podcast Program for Adolescents in Meghalaya**

Detailed Request for Quotations and other Terms and Conditions is available at www.meghssp.org – Notice Board – MHSSP Tenders. The bidders are requested to keep checking the aforementioned websites for any updates. Last date for submission is on 25th August, 2023; 4:00 PM and will be opened at 4:30 PM on the same day.

Sd/-

Ramkumar S, IAS

Project Director

**Meghalaya Health Systems Strengthening Project
Department of Health & Family Welfare, GoM**

REQUEST FOR QUOTATION
Procurement of NCS under RFQ/Shopping Procedures

Purchaser: *Meghalaya Health Systems Strengthening Project (MHSSP), Department of Health & Family Welfare (DoHFW)*

Contract title: *Engagement of a Firm in Running a Multi-media Podcast Program for Adolescents in Meghalaya*

RFQ No: *NCS-6*

S#	Description	Date & Time
1	Date of Issue of RFQ	14th August, 2023
2	Last Date and Time of submission of RFQ	25th August, 2023 by 1600 Hrs
3	Opening of RFQs	25th August, 2023 at 1630 Hrs.

Applicable Procurement Guidelines/Regulations Date:

[Procurement Regulations July 2016 revised November 2017, August 2018 and November 2020]



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DHS/P-45/MHSSP/NCS-6/2023-24

14.08.2023

INVITATION FOR QUOTATIONS FOR PROVIDING NON-CONSULTANCY SERVICES UNDER SHOPPING PROCEDURES

To,

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATIONS FOR RUNNING A MULTI-MEDIA PODCAST PROGRAM FOR ADOLESCENTS IN MEGHALAYA

Government of India has received funding from the **International Bank for Reconstruction and Development (IBRD)** in the form of Loan towards the cost of the project name **Meghalaya Health Systems Strengthening Project (MHSSP)**. **Department of Health & Family Welfare (DoHFW)** is the implementing agency of the Project and intends to apply part of the proceeds of this loan to eligible payments under the contract for which this invitation for quotations is issued.

MHSSP is seeking the services of a firm to run a podcast program targeted at adolescents. The podcast will consist of 24 weekly episodes (one episode per week) and will be hosted by 3-4 adolescents. The aim is to engage and educate the target audience through interesting discussions and interviews on relevant topics. Additionally, the firm will be responsible for video documenting the podcast episodes to create a series for social media platforms.

Scope of Work

A. Podcast Program

- a. The firm will host the podcast program and ensure smooth operations throughout the duration of 24 weekly episodes (one episode per week) over a 6 months duration.
- b. Collaborate with the client and hosting adolescents to develop engaging and informative content for each episode.
- c. Conduct research, prepare episode outlines, and coordinate with guests, for the podcast episodes.
- d. Carry out sound production and editing to ensure high-quality audio for each episode.
- e. Add appropriate intros, outros, and background music to enhance the overall production value of the



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- I. Publish the podcast episodes on relevant platforms and ensure effective distribution to reach the target audience.

B. Videography and Social Media Series

- I. Record video footage of each podcast episode using professional-grade equipment.
- II. Edit the video footage to create visually appealing and engaging content suitable for social media platforms.
- III. Organize the video episodes into a series format for release on YouTube, ensuring continuity and coherence.
- IV. Create short clips, reels, or posts from the video footage to promote the podcast episodes on social media platforms.

You are therefore invited to submit your most competitive quotation for the above-mentioned Scope of Work for initially 6 months which may be subject for renewal/extension. The standard forms in this RFQ may be retyped for completion but the bidder is responsible for their accurate reproduction.

Terms and Conditions

- a. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or (ii) blacklisted or suspended by Central or any State Government Departments in India.

1. Quotation Price

- i. All duties, taxes and other levies payable shall be included in the total price.
- ii. Goods and Service Tax (GST) should be indicated separately.
- iii. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- iv. The Prices shall be quoted in Indian Rupees only.
- v. The bidder can quote a fixed amount for every episode which will be paid on acceptance by the client. Bidder will be asked to raise an invoice accordingly on providing the acceptance.
- vi. All applicable TDS (Tax Deducted at Source) will be applicable as per norms.



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1. Qualification of Bidder

- a. Have the legal capacity to enter into a contract;
- b. Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- c. Not have had your business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.
- d. The Firm should be a registered firm, partnership firm or proprietary concern that should be registered with appropriate authorities

2. **Documents Evidencing Qualification:** Bidder is requested to submit copies of the following documents as evidence of qualification. Failure to submit any of the documents mentioned below will be rejected and same will be treated as non-Responsive.

- a. Valid trading license/registration or equivalent/Exemption Certificate
- b. Valid certificate of GST registration/PAN/TAN;
- c. Self-declaration to the effect the bidder is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
- d. Self-declaration that the bidder's business activities are not suspended or debarred from public procurement by the State Government of Meghalaya, any other State Government or Government of India.
- e. Self-declaration that the Firm is capable of taking the assignment and will deliver the task assigned within the specified timeline.
- f. The firm must have prior experience in video production and sound production, demonstrating expertise in creating high-quality content for podcasts or similar audio-visual projects.
- g. Submit a portfolio in a pendrive or links showcasing past works, including podcasts, videos, or any relevant media productions that highlight the firm's capabilities.
- h. Provide details about the team members who will be involved in the project, emphasizing their relevant skills and experience (*Format attached*)
- i. Provide details on the availability of necessary equipment and resources required for audio recording, video documentation, and post-production (*Format attached*)
- j. Provide a proposed timeline for completing the project, including estimated start and end dates, and ensure the firm's availability to meet the project's requirements within the specified timeframe - (*A one-pager writeup to be submitted*)
- k. Provide a comprehensive cost breakdown, including fees for hosting the podcast, video documentation, editing, and any other relevant expenses (*Format attached*)



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3. **Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.
4. **Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive i.e. which
 - a. are properly signed; and
 - b. confirm to the terms and conditions above.
 - c. GST will not be taken into consideration while evaluating the quotations.
 - d. Any historical information, if required may be asked from the bidders during evaluation of quotes.
5. **Award of contract:** The Purchaser will issue work order to the bidder whose quotations have been determined to be substantially responsive and who has offered the lowest evaluated quotation price as well as compliance to the requirement of the project as per the deliverables.
6. The announcement for this assignment will be published in www.meghssp.org
 - a. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
 - b. The bidder whose quotation is accepted will be notified of the issue of Work Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Work order (sample form attached).
 - c. At any time, prior to the date of submission of quotations, MHSSP may, for any reason, shall modify RFQ Document by amendments and the same will be uploaded on www.meghssp.org and these amendments will be binding on them.
7. You are requested to provide your sealed quote latest by **on or before 1600 hours of 25th August, 2023**. Quotations that have been submitted on or before time will be opened at **1630 Hrs. on 25th August, 2023**. Late quotes will be rejected.
8. We look forward to receiving your quotations and thank you for your interest in this project.

Name: Ramkumar S, IAS

Address: MHSSP Office, Health Complex,
Above Regional Training Health Centre
Department of Health & Family Welfare,
Red Hill, Laitumkhrach, Shillong - 793003

Tel.No.:7005161416

The document is digitally approved. Hence signature is not needed.



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ANNEXURES

TEAM STRENGTH

Sl.No	Name	Expertise	Qualification

Certification:

We hereby certify that the above information of the Human Resources to be deployed for this assignment meets all the relevant requirement and are available, as and when necessary, to undertake the assignment in case of an award. We understand that any misstatement or misrepresentation described herein may lead to our disqualification or dismissal by the Client, and/or sanctions by the Bank.

LIST OF EQUIPMENT AVAILABLE

Sl.No	EQUIPMENT TYPE AND CHARACTERISTICS

Certification:

We hereby certify that our firm is currently in possession of the above listed equipment which will be used without any extra cost to the client for the purpose of the assignment. We however may/do not (strike off accordingly) require the below mentioned resources for the purpose

1. _____
2. _____
3. _____

**FORMAT OF QUOTATION
(Letter of Bid)**

To,

The Project Director
Meghalaya Health Systems Strengthening Project
Department of Health & Family Welfare
Government of Meghalaya

We, the undersigned, offer to provide the services for [Insert title of assignment] in accordance with your Request for Quotation dated [Insert Date].

Our Quotation is for the amount of Rs. _____ {Insert amount in words and figures}, [Insert “including” or “excluding”] of all indirect local taxes for each episode. The estimated amount of local indirect taxes is Rs. _{Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations.

Our Quotation shall be valid and remain binding upon us, for the period of 90 Days.

We understand you are not bound to accept any Quotation you receive.

We remain,

Yours sincerely,

Signature (of Firm’s authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative}

Name of Firm (company’s name

Capacity: {insert the person’s capacity to sign for the Firm}

Address: {insert the authorized representative’s address}

Phone: {insert the authorized representative’s phone}

Email: {insert the authorized representative’s email address}_____



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WORK ORDER (SAMPLE)

Vendor Name & Address:	File No:
	Date:
Enquiry No:	Ref no:
Date:	Dated:
Nature of Work: Supply of	
<u>Terms and Conditions</u>	
Tax:	
Reporting Office	Meghalaya Health Systems Strengthening Project (MHSSP), Directorate of Health Services, Government of Meghalaya, Red Hill Road, Upper New Colony Shillong 793003, Meghalaya
Reporting Officer:	Smt. Evanylla Marbaniang, +91-6909810452, communications_manager@meghssp.org.
Terms & Conditions	As detailed in the annexure

Yours faithfully,

Ramkumar S, IAS
Project Director, MHSSP
Department of Health & Family Welfare, GoM