

Request for Proposal

**Individuals / Consulting firms from Socio- Development Sector for Developing
Final Project Report Writing for Saksham Pravaah**

Invitation date: January 9, 2024

Deadline for submission: January 19, 2024

Duration: Until 31st March 2024

Saksham: Background and about the project

Saksham (which means “making capable”) is a project of the Tata Institute of Social Sciences funded by the Global Fund since 2008 to support the Ministry of Health and Family Welfare in its fight against HIV and TB. The Saksham project focuses on supporting and strengthening the national response to both HIV and TB.

Requirement/ Scope of work

We seek Individuals / Consulting firms involved in Socio- Development Sector who can associate with us for (i) Final Project Report highlighting the achievements of the TB programme from 2016 till date.

Period of services

The period of services of any contract resulting from this invitation is anticipated to be until 31st March 2024.

Submission of proposal

Please share your individual consultant/agency’s qualifications and pricing for meeting TISS Saksham needs. Your proposal should address the following topics:

- a. **Individual consultant/Agency background** – please give an overview of your/agency’s background in this area.
- b. **Qualifications** – describe any relevant experience or capabilities that you/the agency have with academic and/or research institutes. Please list the name of languages for which you provide translation services. Please mention the process for evaluating and testing translators (in the case of an agency).
- c. **Project management and quality assurance** – please describe the initial steps you take upon engaging with a new client. Please mention who from the agency would work with TISS and the relevant qualifications. How do you

ensure that verbatim and terminology remain consistent among project documents and among different languages? What measures do you take to ensure the confidentiality of documents?

- d. **Pricing** – please provide a pricing structure for your services. Include the amount charged per word translated and any additional fees for services such as desktop publishing. The prices proposed must be valid for the entire project period.
- e. **Submission of Report writing work** – 29th Feb., 2024
- f. **Please provide a list client references with similar needs to ours**

Proposal submission mode

1. The basic rates quoted should be effective for the period of 31st March 2024.
2. TISS reserves the right to cancel the bidding before or after the receipt of bids or also after the opening of the bid and call for fresh bids. TISS also has the right to reject any bid without assigning any reason. Please note that any enquiry received from any bidder will be sent to all bidders without disclosing the source of the enquiry.
3. All the information to be provided by the bidder should be on the Letterhead of the bidder, and all pages to be signed and stamped by the authorized signatory
4. Bids incomplete in any respect will not be considered.
5. Please mention your payment terms and conditions in the bid. (All payments will be made through bank transfer only. Payment will be released within 30 days after receipt of bill)
6. Any query for clarification on the bid can be solved from the undersigned through email at sfao.sakshampravaah@gmail.com or by phone 022-25525496 latest by 15th January 2024
7. The bid should quote and enclose a PAN Card copy. Payment will be released as per names registered on the Pan card copy only. If payment is required in another name, please attach relevant copies.
8. If GST/SGST is charged on the above services, please mention the GST/SGST registration number and attach the GST certificate
9. TDS will be deducted from the bill amount as per the rule.
10. **Last date of quotation submission: - 19th January 2024.**
11. Please address the quotation on the top and underline it as: **“Saksham – Pravaah Proposal for Report Writing”** and send it to the below address.

Manisha Jadhav

Sr Finance & Admin Officer, Saksham Tata Institute of Social Sciences,
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022-25525496

Selection process

TISS will invite the shortlisted applicants for a meeting to present their proposal and the project's suitability. Late responses will not be considered for shortlisting. The applicants will be informed, and MoU will be formalized accordingly.



Prepared By
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Saksham



Verified by
Shweta Bajaj
Sr Programme Manager
Saksham



Approved by
Prof. Shankar Das
Project Director
Saksham