



Request for Proposal

Hiring of an agency/individual for the design, development, and deployment of an interactive microsite documenting IHAT's Gender Integration Journey 2022 onwards

Ref. No.: IHAT/GENDER/2026-27/0001

Date of Issue: 10-Apr-2026

Issued by:

India Health Action Trust
Bharathi Enclave,
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KEY INFORMATION AND DATES

1	Tender Number	IHAT/GENDER/2026-27/0001
2	Tender Inviting Authority and address	India Health Action Trust Bharathi Enclave, 2nd Floor, No. 197, 10th Cross, CBI Road, Ganganagar, Bengaluru – 560032 Karnataka Email: procurement@ihat.in Website: www.ihat.in
3	Job Requirement	Hiring of an agency/individual for the design, development, and deployment of an interactive microsite documenting IHAT's Gender Integration Journey 2022 onwards
4	Publication of tender notice in the Devnet & IHAT website	10-Apr-2026
5	Last date for receipt of queries on RFP	17-Apr-2026, 23:59 Hrs
6	Response to queries	22-Apr-2026, 23:59 Hrs
7	Last date for receipt of Proposal	30-Apr-2026, 23:59 Hrs
8	Opening of Technical Proposal	05-May-2026,
9	Opening of Financial Proposals of technically qualified Agencies/Individuals	To be intimated later
10	Intimation to the technically and financially qualified agency/individual for the presentation	To be intimated later
11	Presentation by the agency/individual	To be intimated later
12	Expected date to intimate the selected agency/individual	To be intimated later
13	Period of contract	6 months for development (from the date of signing the contract + 3 months support (from the date of completion of assignment + 1 year AMC from date of completion of 3 months support

1. Introduction

1.0 Purpose of the Request for Proposal

The purpose of this Request for Proposal (RFP) is to invite proposals from eligible agencies and individuals for the design, development, and deployment (i.e., to make the microsite live and accessible to users on the internet) of an interactive microsite documenting IHAT's Gender Integration Journey 2022 onwards. The proposed microsite will position India Health Action Trust (IHAT)'s gender integration efforts as a systematic and evidence-led institutional approach, while documenting key milestones, institutional shifts, and learnings over time.

The microsite will articulate the evolution of this work in alignment with the program science approach and enable learning and potential replication by curating tools, frameworks, and practice-based insights. The microsite is expected to be user-friendly and designed as a dynamic and evolving knowledge platform that supports periodic updates and sustained use.

1.1 About IHAT

India Health Action Trust (IHAT) was instituted in 2003 as a Charitable Trust with a vision to meaningfully impact the lives of vulnerable and marginalised people by addressing health and social inequities. The Trust is working to reduce inequities by developing comprehensive, sustainable programmes that improve population health. Since its inception, IHAT has worked closely with the Government of India and state governments, including Karnataka, Rajasthan, Uttar Pradesh, Delhi, Madhya Pradesh, Bihar and Maharashtra, to achieve public health goals. Our work is focused on prevention and control of HIV and Tuberculosis, achieving significant improvements in Reproductive, Maternal, Neonatal and Child Health, improved Nutrition among mothers and children, comprehensive primary health care, and strengthening health systems. We use program science to optimise and scale public health programmes while partnering with governments and communities.

1.2 Background and Rationale

IHAT proposes to develop an interactive, public-facing microsite to present its Gender Integration journey in an engaging, accessible, and structured format.

The microsite will go beyond a static report to provide a guided, scroll-based narrative supported by interactive elements that highlight the evolution of practices, institutional shifts, outcomes, and tools. It is intended to serve not only as a dissemination platform but also as a knowledge resource, learning tool, and institutional positioning asset, offering viewers a guided journey to build their gender integration approach from insights to actionable steps.

The microsite will highlight key milestones from 2022 onwards, situate them within IHAT's Gender Equality Strategy (2024–2029), and present the journey as one of continuous progression, learning, and adaptation, with a scope to integrate future progress in gender integration.

2. Objectives of the Assignment

The objectives of the assignment are:

1. To document the evolution, key milestones, and lessons learned from IHAT's gender integration work through a structured, evidence-led institutional approach aligned with the program science framework.

2. To develop an engaging, user-friendly digital knowledge platform that enables learning, replication, and continuous use through practical tools, frameworks, and regularly updated insights.

3. Scope of Work

The selected agency/individual will undertake the design, development, and deployment of the microsite.

3.1 Content Architecture and Narrative Structuring

The agency/individual will:

1. Develop a detailed information architecture and content flow
2. Structure the microsite as a milestone-driven journey narrative

Why gender integration matters → IHAT's Gender Approach → Evolution of Practice (2022 onwards) → Where it mattered (Applications & Caselets), as per IHAT Gender Equality Strategy Objectives, Implementing & Evolving the Gender Equality Strategy (2024–2029) → Outcomes & Impact → Resources & Toolkits.

3.2 Interactive Experience Design

The agency/individual will design and integrate:

1. Scroll-based storytelling
2. Interactive milestone timeline
3. Support multiple-user journeys (policy makers, implementers, donors) so that they can navigate the content as per their needs
4. Expandable case/story cards
5. Thematic navigation (instead of geography-heavy mapping)
6. Resource hub (toolkits, frameworks, downloads)

3.3 UI/UX Design

The agency/individual will:

1. Develop a responsive, user-friendly interface aligned with IHAT branding
2. Ensure ease of navigation and clarity across audience groups
3. Provide wireframes, prototypes, and design iterations

3.4 Development

The agency/individual will:

1. Build a responsive microsite (desktop and mobile)
2. Provide CMS WordPress/backend for content updates
3. Ensure performance optimisation
4. Integrate:
 - a. Interactive modules
 - b. Downloadable resources
 - c. Analytics tools

3.5 Content Integration

The agency/individual will:

1. Structure IHAT-provided content into a clear and engaging story, allowing a smooth flow from insights to action.
2. Ensure consistency in language, flow, and presentation, with careful attention to contextual framing and audience sensitivity
3. Integrate milestones, caselets, tools, and media assets in a manner that strengthens usability and learning
4. Apply a nuanced and context-appropriate approach to framing gender-related content, ensuring alignment with IHAT's institutional positioning, maintaining accessibility and acceptability for diverse stakeholders, including government systems, and ensuring consistency through visually engaging, inclusive, and culturally sensitive creative graphic design

3.6 Testing and Quality Assurance

The agency/individual will:

1. Conduct cross-browser and device testing
2. Ensure performance optimisation
3. Conduct prototype testing and incorporate feedback
4. Address bugs prior to deployment

3.7 Deployment and Handover

1. The microsite will be hosted on IHAT's existing domain (e.g., as a sub-domain like genderjourney.ihat.in) or an IHAT-approved platform. Agency/individual to recommend hosting options if needed.
2. The agency/individual will provide CMS WordPress access, documentation, and training

3.8 Post-Deployment Support

The selected agency/individual will provide 90 days of post-deployment support, including bug fixes, minor updates, and knowledge transfer.

4. Target Audiences

The microsite will cater to:

1. Government stakeholders
2. Donors and development partners
3. Programme implementers
4. Gender experts and practitioners
5. Researchers, students, and learners interested in gender and public health
6. IHAT Staff

The platform will balance institutional positioning with practical, actionable insights.

5. Approach and Methodology

The agency/individual is expected to implement a user-centred, narrative-focused approach, consistent with program science principles.

5.1 The proposed approach should:

1. Position IHAT's gender integration work as a structured, evidence-led institutional approach aligned with program science principles
2. Document and preserve key milestones, institutional shifts, and learnings across the journey
3. Present the evolution of practice as a coherent and compelling journey of change
4. Highlight learning, adaptation, and institutional transformation, enabling replication through tools, frameworks, and practical insights
5. Design the platform for sustainability, enabling ongoing updates and continued use
6. Develop an engaging, user-friendly digital knowledge product
7. Ensure accessibility and inclusivity, incorporating universal design principles and reflecting IHAT's commitment to Persons with Disabilities (PwD)

5.2 Agencies should outline:

8. Approach to content structuring
9. Design philosophy and interaction model
10. Method for integrating narrative and evidence
11. Approach to usability and accessibility

6. Expected Deliverables

The agency/individual will cover:

1. Inception report (content architecture, approach, timelines)
2. Microsite blueprint (including information architecture, site map, and user journey)
3. Wireframes and UI/UX designs
4. Fully functional microsite
5. Interactive modules such as timelines, story cards, resources hub
6. Prototype testing and feedback integration
7. CMS/backend for updates – WordPress CMS for content updates (WordPress required).
8. Integrated analytics
9. Documentation and user manual
10. Knowledge Transfer/Training for the IHAT team

7. Dissemination Strategy

To ensure sustained visibility and use, the microsite will be supported by:

1. Internal launch
2. Partner and stakeholder sharing
3. Conference showcasing
4. Phased digital rollout (launch)

8. Indicative Timelines (phase-wise)

The duration of the assignment (from Phase-1 to Phase-5) is expected to be approximately 24 weeks (6 months following contract signing).

Phase	Key Activities	Outputs	Timeline
Phase 1: Inception & Content Architecture	Understanding of assignment, content structuring, site map, and narrative flow	Inception report (content architecture, sitemap, work plan)	4 weeks
Phase 2: Design (UI/UX)	Wireframing, user journeys, visual design, iterations	Wireframes and final design prototypes	5 weeks
Phase 3: Development	Front-end and back-end development, CMS setup, integration of modules	Functional microsite	8 weeks
Phase 4: Testing	Cross-device testing, bug fixing, and performance optimisation	Tested and refined microsite	4 weeks
Phase 5: Deployment & Handover	Final deployment, documentation, and training	Live microsite, user manual, and training completed	3 weeks
Phase 6: Post-Deployment Support & Maintenance	Ongoing technical support, bug fixing, performance monitoring, and content/feature updates to ensure the microsite remains functional, secure, and up to date.	Bug resolution log, performance monitoring reports, periodic updates/patches, maintenance reports, and support documentation.	12 weeks
Phase 7: Annual Maintenance Contract (AMC) for one year	Ensure regular site maintenance, updates, bug fixing, and security monitoring. Manage content updates, backups, analytics tracking, UI improvements, and admin/backend support.	A stable, secure, and regularly updated microsite with accessible and well-managed content. Periodic backups, analytics insights, improved user experience, and updated documentation for sustained use.	1 year

Note: There may be deviations in timelines due to reviews and approvals.

9. Working Arrangements

The agency/individual will work closely with IHAT teams, with periodic reviews and feedback loops. All deliverables will be subject to IHAT approval.

10. Design and Content Requirements

The microsite should:

1. Reflect IHAT's institutional positioning
2. Ensure the microsite aligns with the existing Gender Equality Strategy 2024-2029 and related public resources, such as the Gender Integration Pathway, Gender Analysis Framework, and Gender Champions, by linking to or embedding them and focusing the microsite on an accessible presentation of the integration approach, key lessons, and practical application rather than duplicating existing content
3. Function as a living, updateable knowledge resource
4. Position IHAT as the thought leader in integrating gender-responsiveness across large-scale programming in public health systems

11. Expected Outcomes

The microsite will serve as a dynamic, interactive knowledge platform that:

1. Documents IHAT's gender integration journey
2. Strengthens institutional positioning
3. Enables learning and replication
4. Supports stakeholder engagement

12. Team Composition

The agency/individual should propose a team with expertise in:

1. UI/UX design
2. Web development
3. Content structuring and storytelling
4. Project management

The proposal should include:

1. Team structure
2. Roles and responsibilities
3. CVs of key personnel

13. Payment Schedule

The payments will be made in instalments after the achievement of mutually agreed deliverables by the hired agency/individual and IHAT as per the milestones mentioned below:

Instalment	Task Deliverables	Verifiable Indicator	% Amount to be released
1	Inception Report & Detailed Work Plan	Approved Inception Report	10
2	Content Architecture, Sitemap & Narrative Flow finalised	Approved Blueprint	15
3	Content for all sections finalised	Content approved with all suggestions incorporated	20
4	Designed drafts of all web sections	Designed drafts approved with all suggestions incorporated	20
5	Fully Developed & Functional Microsite (Pilot)	Live staging link with all modules	10
6	Final Deployment, Training & Handover	Live site + Documentation + Training completed	25

Note:

- Invoices for milestone-based payment shall be submitted within 07 (seven) days of completion of the milestone.
- The payment will be subject to deduction of taxes at source (TDS) as per Income Tax Rules and other statutory deductions as per Applicable Laws.
- The payments shall, however, be released after deducting the performance guarantee (PG) equal to 5% of the amount payable and applicable TDS.
- All the payments will be made in Indian Rupees (INR) only.
- Payments shall be subject to deductions of any amount for which the Selected Agency/individual is liable as per the penalty clauses set out in the RFP/Contract.

15. PERFORMANCE GUARANTEE

For each payment, 5% of the amount becoming due for payment will be deducted as a performance guarantee. On completion of the project, the accumulated performance guarantee shall be released after deducting the penalty, if any.

16. RISKS OF ENGAGEMENT

The agency/individual acknowledges that the engagement may entail risks including, but not limited to, scope ambiguity, delays in execution, cost overruns, quality deficiencies, data security vulnerabilities, and compliance requirements. The Agency/individual shall assume full responsibility for identifying, managing, and mitigating such risks and shall ensure adherence to agreed timelines, deliverables, and applicable legal and regulatory standards.

17. GUIDELINES FOR SUBMITTING PROPOSALS

17.1 Technical Proposal

Items to be included in the proposal are as follows:

a. Agency/Individual Profile

- i. Name and address
- ii. Year of establishment (In case of Agency)
- iii. Legal status (In case of Agency) – Whether the Organization is an autonomous body or a Limited company or partnership firm, etc., and details thereof (e.g., name(s) of partners, Managing Directors, Chief Executive Officers, key persons). **Not-for-Profit organizations are not eligible.**
- iv. Principal nature of activities undertaken.
- v. Organizational structure and names of personnel, their titles, and curriculum vitae including nature of appointment and duration with the organization of the key personnel proposed to be involved in this assignment
- vi. Organogram for the assignment.

b. Understanding of the assignment (2 pages max)

c. Proposed approach and methodology (2 pages max)

d. Work plan and timelines (2 pages max)

e. Team composition

f. Relevant experience and portfolio

17.2 Financial Proposal

While preparing the Financial Proposal, the Agency/Individual is expected to consider the various requirements and conditions stipulated in this RFP document. The Financial Proposal should be submitted using the standard submission forms prescribed in Annexure 7.

- i. The financial quotes should cover the entire detailed cost breakup of the assignment.
- ii. The total cost quoted should be inclusive of all taxes.
- iii. The Agency/individual shall ensure that the Financial Proposal is not submitted within the body of Technical Proposal. IHAT will reject any technical proposal with financial details.
- iv. In case of any discrepancy between figures and words, in the Financial Proposal, the amount indicated in words shall prevail.
- v. The Financial Proposal shall be furnished in INR (Indian Rupees) only
- vi. The Financial Proposal needs to be filled in completeness based on the financial submission sheet and as per the details mentioned within Annexure 7.
- vii. The agency/individual should quote only one Financial Quote for conducting the assignment inclusive of costs for design, development, testing, deployment & handover, post deployment support and maintenance, management cost, if any, and Organization overhead cost.
- viii. The agency/individual shall quote separate rates in the prescribed format for conducting the assessment as defined in the scope of work for the deliverables and services to be provided during the Contract Period.
- ix. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any

- assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
- x. NIL value quoted against any field in the Financial Proposal sheet shall lead to rejection of the Proposal.
 - xi. Agencies are required to note that they should necessarily submit their Financial Proposal in the format provided in Annexure 7 and no other format is acceptable. If, during or after the evaluation of the Financial Proposal, it is discovered that the Financial Proposal submitted by an agency/individual has been modified in any unauthorized manner, the Proposal may be rejected. IHAT may first, in the exercise of its discretion, seek clarification from the Agency/individual on such an occurrence.
 - xii. The evaluation committee reserves the right to decide whether the financial proposal should be opened or not.

17.3 Submission of Proposal

- i. The email should contain three separate files in PDF: (i). Eligibility criteria as per Annexure 1 (along with other sub-annexures 3-6) in one file, (ii). Technical Proposal, and (iii). Financial proposal.
- ii. The subject line of the email should be labelled as "Proposal for Hiring Agency for the design, development, and deployment of an interactive microsite documenting IHAT's Gender Integration journey (2022-2025 and beyond).
- iii. The soft copy of the financial proposal must be password protected. If it is not, it may lead to rejection.
- iv. The agency should provide password separately when asked by IHAT during the financial proposal opening.

All the pages of the Financial Proposal shall be duly signed by the authorized signatory before submission. Corrections, if any, shall be countersigned. The Agency/individual should submit the Proposal in the prescribed Performa given in Annexure 7 only, failing which the offer shall be summarily rejected. An ad-hoc figure for the cost of the assignment will be summarily rejected at the time of the financial proposal opening.

The last date for submission of the complete proposal with all supporting documents (by email) is **30-Apr-2026, 23:59Hrs**. Any proposal received after the prescribed time will not be entertained.

18. EVALUATION OF THE PROPOSAL

An IHAT evaluation committee would examine both the technical and financial proposals based on the details provided in the Invitation for proposal for the agencies/individuals that are shortlisted, as per the eligibility criteria for technical evaluation.

18.1 Pre-Qualification Criteria

As part of the evaluation, an agency/individual must fulfil the minimum Pre-Qualification Criteria. In case an agency/individual does not fulfil the minimum Pre-Qualification Criteria, the Proposal of such an agency/individual will not be evaluated further.

The minimum qualification criteria ("Pre- Qualification Criteria") for an agency/individual to qualify for Technical Evaluation are listed in Annexure 1. If required, IHAT may seek specific clarifications from any or all agency/individual (s) at this stage. A Proposal will be rejected at

this stage if it does not respond to the Pre-Qualification Criteria as determined under this RFP document.

18.2 Technical Evaluation

The evaluation committee ("Evaluation Committee") appointed by the IHAT will evaluate Proposals using the following evaluation criteria and points system. If required, the IHAT may seek specific clarifications from any or all proposal(s) at this stage. The agency/individual should use Annexure 2 for developing technical Proposals.

Technical evaluation of only those Agency/individual(s) shall be carried out that meet all the defined minimum pre-qualification criteria. After the technical evaluation, each Proposal will be given a technical score (TS) as detailed below. The maximum points/ marks to be given under each of the evaluation criteria are:

The agency/individual must score at least 60 points out of 100 (60%) to qualify for the technical proposal. Technical Proposal failing to achieve a minimum of 60 marks shall be rejected.

Sr No	Evaluation Criteria	Marks
1	Profile and relevant experience in developing interactive web-based digital platforms	20
(a)	10+ years of relevant experience	20
(b)	3-9 years of relevant experience	15
(d)	<3 years or limited relevant experience	5
2	Demonstrated experience in public health, social development, gender, or related sectors	20
(a)	Extensive experience (5+ relevant projects) in the above-mentioned fields	15
(b)	Moderate experience (3-4 projects) in the above-mentioned fields	10
(c)	Limited experience (1-2 projects) in the above-mentioned fields	5
(d)	No relevant experience	0
3	Understanding of the Assignment and Proposed Approach & Methodology (clarity, engagement, evidence-led articulation of IHAT's gender integration journey; content structuring, user journey, interaction model, accessibility)	20
(a)	Excellent understanding with a comprehensive, well-structured, and innovative approach	20
(b)	Good understanding with a strong approach and minor gaps	15
(c)	Basic understanding with an adequate approach, but lacking depth and innovation	10
(d)	Limited or unclear understanding with a weak or unclear approach	5
4	Technical Capability (WordPress CMS, responsiveness, analytics, ease of content updates, visual representation)	20
(a)	Strong technical capability across all parameters, including a user-friendly admin panel for easy content updates and high-quality visual representation	20
(b)	Good capability with minor gaps across parameters	15
(c)	Basic capability with limited functionality or usability	10
(d)	Limited capability across key parameters	5

6	Team composition and expertise (design, development, content, project management)	20
(a)	Highly qualified, well-balanced team	10
(b)	Competent team with minor gaps	7
(c)	Basic team composition	5
(d)	Inadequate team structure	2
	Total	100

Note:

Every qualified Applicant (agency/individual), after the Technical Proposal evaluation but before the opening of Financial Proposals, IHAT may ask to give a technical presentation before the Evaluation Committee. The Technical presentation shall be demonstrated by the qualified Applicants only and presented to IHAT. The date and time of the presentation shall be informed to the technically qualified applicants at a later stage. There will be no relaxation provided with respect to timelines for setting up and presentation. The Presentation would need to be set up and demonstrated to IHAT by the technically qualified Proposal. The Technical Presentation Date shall be communicated to the short-listed Applicants only who have met the minimum Pre-Qualification Criteria.

18.3 Final selection

- Only the Agency/Individual(s) who meet ALL the Pre-Qualification Criteria as mentioned in the Clause under “**Pre-Qualification Criteria**” above, would be considered for further technical and financial evaluation purposes. Agency(s) who fail to fulfil any of the requisite Pre-Qualification Criteria will not be considered for the evaluation of the technical proposal.
- Evaluation committee (“Evaluation Committee”) appointed by IHAT will carry out the evaluation of the Technical Proposals of the qualified Applicants before the opening of the Financial Proposal.
- Quality and Cost Based Selection (QCBS) criteria will be adopted for the final selection of the agency/individual. The weightage for technical and financial proposals will be 60 and 20 percent, respectively. In addition, 20 percent points will be allocated for the presentation. Points obtained by the agency/individual for Technical (60%), Financial (20%) as well as Presentation (20%) scores would be clubbed for the final selection

$$\text{Total Score} = 0.60 \times \text{Technical Score} + \text{Lowest Financial Proposal} / \text{Financial Proposal of the Field Agency} \times 0.20 + 0.20 \times \text{Presentation Score.}$$

- Applicants who get a technical score of less than 60 out of 100, would not be considered for the financial evaluation.
- Financial Proposals of only those Agency/individual(s) shall be opened who shall meet all the defined Pre-Qualification Criteria and achieve a minimum technical score of 60 out of 100.
- All technically qualified agencies will be invited for the presentation.
- The selected agency/individual(s) will enter into a Contract with IHAT and shall work in accordance with the SOW mentioned in the RFP

19. GENERAL TERMS & CONDITIONS

- a) The proposal, along with all the correspondence and documents exchanged by the agency/individual and IHAT, shall be written in the English language.
- b) IHAT reserves the right to amend any of the tender conditions or part thereof before the last date for the receipt of the tender, if necessary.
- c) Applicants are requested to submit queries/clarifications pertaining to the RFP and must refer to the specific sections and clauses of the RFP in writing through **EMAIL ONLY** at procurement@ihat.in **No queries/clarifications shall be entertained post 23:59Hrs of 17-Apr-2026.**
- d) Agencies submitting their proposal via e-mail only should also send their **EMAIL AT procurement@ihat.in**
- e) No financial proposal will be accepted unless it is password-protected.
- f) The Financial Proposal will be evaluated only when an applicant has qualified the technical proposal.
- g) The proposal will be valid for 60 days from the date of submission. IHAT will make its best effort to elect a FA within this period.
- h) The applicants are advised to attach any additional information that is considered necessary to establish its capabilities. No further information will be entertained after submission of the application unless it is required by IHAT. IHAT, however, reserves the right to call for additional information and clarification on information submitted by the agency/individual.
- i) The data, schedules, reports and other material used by the agencies during the implementation of the assignment shall remain the property of the IHAT. The agency/individual will not be allowed to use this information in any forum, national or international, without the explicit permission given in writing by IHAT.
- j) Submitting proposals in the form of "Consortium/Collaboration" will be not entertained.
- k) The final selection of Agency/individual is the sole right of the IHAT selection committee. IHAT will not entertain any query from the applicants related to the selection process.
- l) IHAT reserves the right to cancel the RFP at any stage without citing any reason.

S. No.	Basic Requirement	Specific Requirements	Documents Required
			Proposal submission i.e., on Proposal Due Date
4.	Work experience	<p>Have prior experience in developing interactive microsites and/or digital platforms</p> <p>Demonstrate experience in the gender/public health/development sector (preferred)</p> <p>Provide at least 2-3 relevant work samples of interactive microsites or digital storytelling platforms (preferably in development/public health/gender programming), with live URLs and a short note on the role played by the agency /individual</p> <p>Have technical capability for CMS WordPress-based development</p>	Details of work experience to be submitted as per Annexure 5 along with copy of Letter of award/ work order/ agreement/ contract/ MoU.
5.	Average Annual Turnover	The agency(s) should have a minimum average annual turnover of Rs. 50,00,000 (Rupees Fifty lakh only) from web based digital activities during the last three years (i.e. 2023-2024, 2024-25 and 2025-26)	Copy of CA Certificate for annual turnover of last 3 years and Copy of Audited Financial Statements, balance sheets and Profit & Loss A/c (or Income and Expenditure Account for the financial years 2023-2024, 2024-25 and 2025-26.
6.	Core Staff	The agency/individual should have core staff members to manage the assignment	The agency/individual must furnish details/ CVs of core staff who will be the overall point of contact, along with critical team members to be involved in the assignment.
7.	Net Worth	The agency(s) should have a positive net worth in each of the 03 (three) Financial Years i.e., 2023-2024, 2024-25 and 2025-26	Certificate from a statutory auditor (as per Annexure 4) and Audited Financial Statements shall be submitted by the Agency/individual for the stated Financial Years
8.	Blacklisting	The agency/individual shall not have been debarred/ blacklisted	an undertaking to be submitted on the letterhead of the

S. No.	Basic Requirement	Specific Requirements	Documents Required
		by any Central Govt. /State Govt./ / Public Sector Undertaking / any other local Body or body established under or in the control of the Central or State Government, and till completion of the selection process under this RFP	agency/individual as per Annexure 6.

Annexure 2: Format for technical proposal

- **Organizational Profile**

- a. Agency/Individual Profile**

- i. Name and address
 - ii. Year of establishment (In case of Agency)
 - iii. Legal status (In case of Agency) – Whether the Organization is an autonomous body or a Limited company or partnership firm, etc., and details thereof (e.g., name(s) of partners, Managing Directors, Chief Executive Officers, key persons). **Not-for-Profit organizations are not eligible.**
 - iv. Principal nature of activities undertaken.
 - v. Organizational structure and names of personnel, their titles, and curriculum vitae including nature of appointment and duration with the organization of the key personnel proposed to be involved in this assignment
 - vi. Organogram for the assignment.

- b. Understanding of the assignment (2 pages max)**

- c. Proposed approach and methodology (2 pages max)**

- d. Work plan and timelines (2 pages max)**

- e. Team composition**

- f. Relevant experience and portfolio**

Annexure 3: Declaration for existence of the firm
(To be submitted on the letterhead of the Agency)

To,
The Procurement Unit
India Health Action Trust
Bharathi Enclave,
2nd Floor, No. 197, 10th Cross,
CBI Road, Ganganagar,
Bengaluru – 560032
Karnataka

SUB: RFP Ref. No. S. No. datedfor “Request for Proposal for Selection of an agency/individual for designing, development and deployment of IHAT Gender Integration Journey 2022 onwards Documentation”

I / We _____(Full name in capital letters), Holder of Power of Attorney of _____ - _____ (insert name of Agency) as the Partner /Managing Director certify and confirm that _____ (insert name of the Applicant) has been in operation for at least 03 (three) completed Financial Years (i.e., 2023-24, 2024-25 and 2025-26) in the field of providing _____ (areas of services to be mentioned).

Yours sincerely,
Authorized Signature
[In full and initials with Seal]:
Name and Title of Signatory:
Name of Agency (Firm/ Organization's name):
In the capacity of:
Address:
Contact information (phone and e-mail):
[Location, Date]

Annexure 4: Turnover and net worth details of the applicant
(To be submitted on the letterhead of the Chartered Accountant of the Agency)

Sub.: **Request for Proposal for Selection of an Agency/Individual for designing, development and deployment of IHAT Gender Integration Journey Documentation.**

Average Annual Turnover

S. No.	Financial years	Turnover (INR)	Positive Net worth (Yes/No)
1.	2023-24		
2.	2024-25		
3.	2025-26		
	Average Annual Turnover		

This is to certify that the Net worth of _____ (*name of Agency*) _____ is Positive for each of the last 03 (three) Financial Years i.e., 2023-2024, 2024-25 and 2025-26 as per the Audited Financial Statements.

Note:

- (a) A certificate issued by a statutory auditor, along with Audited Financial Statements confirming the average annual turnover of the agency during the stated financial years, must be submitted on the letterhead of the Statutory Auditor
- (b) Provide supporting Audited Financial Statements (Balance Sheets, Profit and Loss Statements, etc.) of the agency for all the last 03 required financial years

Name, Membership number and Signature of the Chartered Accountant:

Name and seal of the firm:

Location, Date:

UDIN

Authorized Signature

[In full and initials with Seal]:

Name and Title of Signatory:

Name of Agency (*Firm/ Organization's name*):

In the capacity of:

Address:

Contact information (*phone and e-mail*):

Location, Date:

Annexure 5: Format for submitting work experience summary
(To be submitted on the letter head of the Applicant)

Assignment Name:	Approx. value of the contract
Country: Location within Country:	Duration of assignment (months):
Name of Client:	
Address of Client:	Approx. value of the services provided by Applicant's firm
Start Date (Month/Year):	Completion Date (Month/Year):
Narrative Description of Project:	
Description of actual services provided by Applicant's staff:	

Documents/Proofs are required for all of the above-mentioned contracts/ projects

NOTE: Kindly provide copies of supporting documents such as Letter of award/ work order/ agreement/ contract/ MoU

Authorized Signature

[In full and initials with Seal]:

Name and Title of Signatory:

Name of Agency (*Firm/ Organization's name*):

In the capacity of:

Address:

Contact information (*phone and e-mail*):

[Location, Date]

**Annexure 6: Declaration by the applicant for non- blacklisting and non-conviction
(On the letterhead of the Agency)**

1. I, the undersigned, do hereby certify that all the statements made in our proposal are true and correct.
2. The undersigned hereby certifies that neither our _____ *(Please mention: OPC / Company / / LLP / Partnership or Any Institution formed under an act of Parliament or State / UT Legislature of India)* M/s _____ nor any of its Directors/President/Chairperson/Trustee has abandoned any work for State Government or Government of India during last five years prior to the date of this proposal.
3. The undersigned also hereby certifies that neither our _____ *(Please mention: OPC / Company / LLP / Partnership or Any Institution formed under an act of Parliament or State / UT Legislature of India)* M/s _____ nor any of its Directors / President / Chairperson / Trustee have been debarred / blacklisted by any other State Government or Government of India for any work.
4. The undersigned further certifies that
 - a. Our _____ *(Please mention: OPC / Company / LLP / Partnership or Any Institution formed under an act of Parliament or State / UT Legislature of India)* M/s _____ has not been criminally indicted or punished for any offence, nor is/are any criminal case(s) pending before any Competent Court; and/or
 - b. The Directors / President / Chairperson / Trustee of our _____ *(Please mention: OPC / Company / LLP / Partnership or Any Institution formed under an act of Parliament or State / UT Legislature of India)* M/s _____ criminally indicted or convicted of any offence nor is/are any criminal case(s) or pending before any Competent Court.
 - c. We have not been found guilty and are not found to be involved in any pending /ongoing CBI or Criminal Litigations. In case of any pending /ongoing litigation(s) of the aforementioned nature, involving our _____ *(Please mention: OPC / Company / LLP / Partnership or Any Institution formed under an act of Parliament or State / UT Legislature of India)*, we agree to declare the same.
5. The undersigned hereby authorize(s) and request(s) any bank, person, firm, Competent Authority or corporation to furnish pertinent information deemed necessary and requested by IHAT to verify this statement or regarding my (our) competence and general reputation.
6. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the IHAT.

(Signature of the Authorized Signatory)

(Name and Designation of Authorized Signatory)

Annexure 7: Format for financial proposal

We, the undersigned, offer to provide the cost of services for “Hiring of an Agency for the design, development, and deployment of an interactive microsite documenting IHAT's Gender Integration journey 2022 onwards.” in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)} {Insert amount(s) in words and figures} excluding GST {Insert amount(s) in words and figures}

FINANCIAL PROPOSAL		
SN	JOB	Cost
1	Design	
2	Development	
3	Testing	
4	Deployment & Handover	
5	Post Deployment Support & maintenance	
6	Management cost (If applicable)	
TOTAL		
Agency Overhead Cost		
Taxes		