

Empanelment of Agencies/Individuals for Communications Services

India Health Action Trust

Queries and Responses

- (a) Under assessment of Experience and Expertise in the relevant fields, how the Team and Expertise (5) will be assessed for individual applicants?

Assessment will be done on skills, quality and past work assignments.

- (b) Under Financial proposal, what can I as an individual put. Is there a specific format to estimate the cost for intended products

The application form has a specific format for each activity, e.g., design, translation, editing, etc. You may respond with your individual rates in the relevant boxes.

- (c) What is the duration of this assignment?

This is an empanelment process. The selected individual/agency will be contacted on ad-hoc basis for assignments for the current and upcoming years. It will be need-based. It will be continued until further changes of the terms and conditions in the contract.

- (d) In Qn.14 Visualization of photobook/coffee table book - do you want only costs for design? How many pages do you estimate?

This involves conceptualisation/visualisation and designing. Photography is not part of it. You may provide per-page costs or a lumpsum amount for a range of pages. This activity is need-based, and final quotes and timelines will be decided during actual task uptake.

- (e) Qns – 8-12: Will IHAT provide high quality/resolution images?

Yes

- (f) Can you fix the number of pages for which we need to provide the cost instead of giving a range? This would make it easier to give our best rates on a fixed term basis. Eg: Cost for 4 pages PDF/Static files (eg: Brochures, Profiles, Leaflets,), 2 rounds of Design changes included.

You may provide a generalised costing as per the application form. The pricing will be discussed on the actual work to be done.

- (g) Qns 14-21: Would you accept Out of Pocket costs (for travel, boarding and per diem) separately at the time of contracting or will that be arranged by IHAT? For the empanelment purpose are you looking to understand only the per day rate of photographer, videographer, sound and light experts?

Actual costs of traveling will be discussed during provision of the assignment. For the empanelment purpose, the necessary details may be filled in the application form. Travel (wherever required) cost will be covered by IHAT.

(h) Qn 24 and others: should we include the size of the backdrop/number of pages etc. along with the cost in the same field of the form? Eg: INR X,XXX (9' x 10' | 2 template designs | Images to be shared by the brand | only 2 rounds of changes on approved layout)

Yes. Images will be shared by us. You may mention in the remarks/within agency profile about the rounds of changes.

(i) Would IHAT provide the primary research inputs required for content writing for any collateral?

Yes. We will provide the primary research inputs.

(j) Would IHAT provide the secondary research inputs required for content writing of any collateral or should this be included in the content writing efforts?

Yes. We will provide.

(k) What languages will be used for the development of IEC/BCC materials?

English, Hindi, Kannada

(l) Which are the project locations for on-site training?

We work in Delhi, Uttar Pradesh, Bihar, Madhya Pradesh and Bangalore.

(m) Would IHAT provide photographs as required for the Knowledge Products?

Yes.

(n) Would IHAT provide brand guidelines for preparing communication templates?

Yes

(o) What language will audio-visual products be created in? Any specific duration for these products?

English, Hindi, Kannada. Duration for product development will be agreed by both the parties after a detailed discussion/before confirming the order.

(p) Only coffee table book to be printed? Please confirm the number of print copies required?

We will manage the printing.

(q) Is there any specific format for financial proposal? Does it need to be submitted with technical proposal or separately?

The application form has the space to provide costing for each deliverable.