Request for Proposal (RFP)

**Subject: Request for Proposal (RFP) for** **Empanelment of Hotel in Chandigarh & Raipur**

Ref. No. HLFPPT/NOIDA/IT/ Vihaan/ 04

INVITATION TO BIDS

**Requested by:**

 Hindustan Latex Family Planning Promotion Trust (HLFPPT),

B-14 A, II Floor, Sector 62, Gautam Budh Nagar, NOIDA- 201301

Ph: 0120-4673673- Extn.-336

Website: www.hlfppt.org

*Organisation Profile: Hindustan Latex Family Planning Promotion Trust (HLFPPT) was constituted in year 1992 as a not for profit organization, promoted by HLL Lifecare Limited (A Government of India Enterprise) to work on various Reproductive and Child Health (RCH) issues with a vision to offer innovative solutions for better health. HLFPPT is registered as a society under the Travancore Cochin Charitable Trust Act. HLFPPT is one of the leading Non Government Organisations in India, working in close association with the community for improving their lives through, Social Marketing of Products and Services, Social Franchising of clinical health care, Planning & Implementation of HIV/AIDS, Prevention & Care Programmes and Consultancy.*

*Hindustan Latex Family Planning Promotion Trust is Sub- Recipient (SR) for phase II of the Global Fund Round 4 RCC grant through Alliance India , named ‘Vihaan’, a Sanskrit word mean ‘dawn’s first light’. This programme is being implemented with a key objective to improve the survival and quality of life of PLHIV by establishing Care & Support Centers (CSCs) in Punjab & Chhattisgarh State as part of national effort to improve treatment outcomes and meet the needs of PLHIVs, including those who are members of high-risk groups, women and children, over the next three years (2013-16). Presently the project is being implemented through 15 Sub-Sub Recipient (SSR) partners in 15 districts of Punjab, Chandigarh, Haryana and Chhattisgarh States.*

**REQUEST FOR PROPOSAL (RFP)**

**HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST**

(A Trust Promoted by HLL Lifecare Ltd.)

Corp. Office: B-14A, 2nd Floor, Sector-62, Noida- 201301(U.P.)

Ref. No. HLFPPT/ Vihaan/ 04 Date: 01.04.2015

**Title for Proposal:**

**Request for Proposal** (RFP) for Empanelment of Hotel in Chandigarh & Raipur

**Submission of bid:**

Interested bidder/party can send their quotations with complete details in form of Annexure ‘A’ (Financial Bid) to Biswanath Padhy –National Manager Finance at HLFPPT, B-14A, 2nd Floor, Sector-62, Noida -201307 (U.P.) on any working day up to 11.00 hours on or before 10.04.2015. The same can be downloaded from our website: <http://hlfppt.org/tender.html>. For any further information please contact Mr. Neeraj Pathak, contact no. 0120-4673600 Extn. 332

The Financial Bid must be submitted in sealed envelopes clearly super-scribing “Financial Bid” for “Request for Proposal for Empanelment of Hotel” in Chandigarh/ Raipur.

**Terms & conditions:**

The bidding is open to all qualified bidders who fully meet the following minimum qualifying requirements and provide satisfactory evidence in support, failing which their bid may be rejected:

1. The bidder must have PAN (Permanent Account Number).with the Sales/Service Tax departments and the registration documents/certificate for the same is to be attached.
2. The Rate offered by the bidder should be valid till 31st March, 2016.

1. The bidder has to submit along with his financial bid format duly filled, signed by the authorities & stamped on all pages indicating their unqualified acceptance.
2. Bidders should quote their unconditional rates strictly in the prescribed Performa, cutting, over-writing, if any, should be duly counter-signed.
3. The payment will be made through A/c payee cheque within 30 days on receipt of bill from the successful bidder as per mutual credit period agreed between HLFPPT and the successful bidder.
4. TDS as applicable will be deducted as per IT rules.
5. The competent authority reserves the right to accept or reject any bid in full or part without assigning any reason thereof. The decision of the competent authority in this regard shall be final and binding on the firm.

1. No further discussion/interface will be granted to bidders whose bids have been disqualified. HLFPPT reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever.

**Annexure “A”**

**Financial Bid (RFP) for Empanelment of Hotel in Chandigarh/ Raipur**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Particular** | **Room Tariff**  | **Taxes** | **Net Amount** **(**Inclusive of all Taxes**)** | **Remarks** |
| **Quotation for only Stay** |
| Single Occupancy |  |  |  | Including Breakfast |
| Double Occupancy |  |  |  | Including Breakfast |
| Triple Occupancy |  |  |  | Including Breakfast |
| Single Occupancy |  |  |  | APAI  |
| Double Occupancy |  |  |  | APAI  |
| Triple Occupancy |  |  |  | APAI  |
| **Quotation for Residential Meetings/ Trainings/ workshop/ Conference** |
| Single Occupancy |  |  |  | APAI  |
| Double Occupancy |  |  |  | APAI  |
| Triple Occupancy |  |  |  | APAI  |
| Extra Buffet Veg Lunch  |  |  |  |  |
| Extra Buffet Non- Veg Lunch |  |  |  |  |
| Extra Buffet Breakfast |  |  |  |  |
| Cordless Mike |  |  |  |  |
| Sound System |  |  |  |  |
| LCD Projector |  |  |  |  |
| Conference Hall Charges |  |  |  |  |
| **Any Other Charges** |  |  |  |  |
| **Quotation for Non Residential Meetings/ Workshop/ Conference** |
| **Buffet Breakfast** |  |  |  |  |
| **Buffet Veg Lunch** |  |  |  |  |
| **Buffet Non- Veg Lunch** |  |  |  |  |
| **Cordless Mike** |  |  |  |  |
| **Sound System** |  |  |  |  |
| **LCD Projector** |  |  |  |  |
| **Conference Hall Charges** |  |  |  |  |
| **Any Other Charges** |  |  |  |  |

I/We hereby declare that all above particulars are correct. I/We have read the terms and conditions of the RFP enclosed with this form duly signed on each page and I/We shall abide the same.

Date: (Signature of bidder)

Place: Address of the firm/Seal……………

**Undertaking from Vendors**

This has reference to the RFP emailed to us. In response to the RFP, we have submitted our financial bids on…………………….. at your office ………………………………………………………………. In connection with the above bids, we hereby declare as under:-

i- That we are neither related to any of your Trustees, Officers and other employees, nor do we have any financial, commercial or other interests with any of the above persons in any capacity whatsoever.

ii- That we have submitted the bids in the name of M/s…………………….......................and declare that no other bids have been submitted by us in the name of any other firms/companies/proprietors/individuals which comes under the same management and related parties.

iii- We hereby undertakes that in case of any violations to the above declarations at any stage of the contract, HLFPPT reserves the sole right to cancel the contract and recover the full value of the contract from us.

For and on behalf of ……………..

(Authorized Signatory with company seal /Stamp.)