

**HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST**  
**B-14A, IInd Floor, Sector 62, Noida,**  
**Gautam Budh Nagar, Uttar Pradesh - 201307**

**Request for Proposal (RFP) for Empanelment and booking the Hotel to conduct the Residential Consultation on Revamping of Youth Strategy under CSS-Sahyog Project**

HLFPPT as a Sub Recipient for NACO Grant under the Global Fund implementing 'Community System Strengthening' Under Project Sahyog. The main objective of the program is to identify and build capacity of the communities, community organisations and network for their effective and meaningful involvement at all levels of planning implementation and evaluation at national, state & district level.

In this regard HLPPT invites sealed proposals for "**Empanelment and booking the Hotel to conduct the Residential Consultation on Revamping of Youth Strategy under CSS- Sahyog Project**" as per details, terms & Condition given below:

**Terms and conditions**

1. The agency can be an individual/HUF/ Association of Persons (AOP)/Society/Trust/Partnership firm/company incorporated under the laws of India.
2. No agency shall be entitled to submit more than one bid whether jointly or severally. If one does so, all bids wherein the agency has participated shall stand disqualified.
3. The agency shall bear all costs associated with the preparation and submission of bid.
4. The agency must have PAN (Permanent Account Number) and registered with GST and the document for the same is to be attached.
5. HLPPT reserves the right to accept /reject/ select one or more than one agency and to annul the bidding process any or all bids at any time prior to award of contract without thereby incurring any liability to the affected agency.
6. Schedule of booking will be provided by HLPPT at the beginning of the Work Order. In case of delay/ disruption of the activity implementation/execution, penalty will be levied.
7. HLPPT reserves the right to cancel the contract based on performance without assigning any reason thereof.
8. Evaluation of the bids will be done by competent committee from HLPPT.

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/ Fax**

9. HLPPT shall without prejudice to its other remedies under the contract, deduct from the Contract Price, as Liquidated Damages a sum equivalent to 2.5% of the price of agreed unperformed service supply or performance, up to a maximum deduction of 20% of the contract Price. Once the maximum is reached, HLPPT may consider termination of the contract.
10. Empanelment and booking the Hotel should be done as details provided by HLPPT Representative. In the event of award of contract/work order the agency shall be able to provide the service as per the schedule and location provided by HLPPT.
11. HLPPT management reserves the right to change (increase or reduce) the numbers/units as per its sole discretion and Project requirement.
12. **Documents required to release the payment:**
  - a. Bill / Invoice mentioning Permanent Account Number of Income Tax Department
  - b. Documentary proof of the deliverables as per work order.
  - c. Crossed /cancelled cheque of Bank Account for making payment through NEFT/RTGS.
13. Agencies that will be technically qualified would only be considered for opening of financial bids.
14. The agency should submit enclosed **Annexure - 1** duly seal & signed.
15. Technical Evaluation of the agencies would be done on the following basis-

1	Experience with HLPPT/Govt. Agency/NGO/Development Sector	20
2	Experience in similar type of Product	20
3	Annual Turnover - Financial Status of the agency.	30
4	Clientele.	20
5	Any other criteria as per discretion of Management.	10

**Agency should submit the Technical bids as per details are placed in above table with enclosed Annexure-2: Technical Bid Format.**

16. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.
17. HLPPT Management Reserves the Right to award the work to more than one Agency as per requirement.

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/ Fax**

18. The agency needs to submit 'Technical Bid' & 'Financial Bid' in sealed envelopes by super scribing as '**Technical Proposal for Empanelment and booking the Hotel to conduct the Residential Consultation on Revamping of Youth Strategy under CSS- Sahyog Project**' and '**Financial Proposal for Empanelment and booking the Hotel to conduct the Residential Consultation on Revamping of Youth Strategy under CSS- Sahyog Project**'.
19. All the bid needs to be submitted by **5.00 pm on Date- 05<sup>th</sup> January 2023** at the following address:
- Manager - Administration**  
**Hindustan Latex Family Planning Promotion Trust (HLFPPT)**  
**B-14A, IInd Floor,**  
**Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh - 201307**  
**Ph. 0120 - 4231060/61/62**
20. Agencies would not be allowed to subcontract, partial/full of the work assigned to them. In such case the Management reserves the right to cancel the contract with the agency.
21. The rates quoted by the agency will be inclusive of all Taxes, other charges etc. Agency should submit the financial bid as per the **Annexure-3: Financial Bid Format**
22. The rate quoted by the agency will be valid for 01 year from the award of the contract.
23. HLPPT reserves the right to award the Work order to the second highest scoring agency in the event the first highest scoring agency backs out after final discussions.
24. Any technical and financial bid with inadequate information and those which do not meet the eligible criteria or received after the closing date & time will not be entertained and considered under any circumstances.
25. **The agency needs to sign and stamp all pages of the technical bids, financial bids along with the terms and conditions of RFP.**
26. The Agencies should also submit an undertaking (**Annexure-4**) duly signed & Stamped.

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/ Fax**

27. The contract may be terminated on breach of any of the clauses of this RFP.
28. HLPPT reserves the right to cancel the bid anytime without prior information/ notice.
29. Service will be for Varansi, Uttar Pradesh location.

We agree and abide by all terms and conditions as mentioned above including the validity of the offer

**Utmost confidentiality of the data provided shall be maintained.**

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/ Fax**

**Annexure- 1**  
**(To be filled, sign & stamp by Agency)**

**A**

<b>S.No</b>	<b>Particulars</b>	<b>Remarks</b>	<b>Work Experience</b>
1	Experience with HLPPT/Govt. Agency/NGO/Development Sector	Yes/No	
2	Experience in similar Type of activity	Year	

**B**

<b>S.No</b>	<b>Particulars</b>	<b>Last 3 Year</b>		
		<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
3	Annual Turnover/ITR			

**C**

<b>S.No</b>	<b>Particulars</b>	<b>Top 5 Client List</b>
4	Clientele List	

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/ Fax**

**Hindustan Latex Family Planning Promotion Trust**  
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**Annexure- 2: Technical Bid Format**

**Project Location -: Delhi**

**Event location : Varanshi**

	<b>SPECIFICATION (TECHNICAL)</b>	<b>AGENCY'S REPOSE (Agreed /Disagreed)</b>
1.	Empanelment and booking of Hotel to be done according to the No. of participant, specifications, schedule and locations approved by HLFPPPT	
2.	The receipt of products to be submitted as proof along with invoice.	
3.	The agency is capable and agrees to complete the services within specified time as agreed upon otherwise penalty clause will be invoked.	
4.	Past experience of the agency in similar activity, as listed in this RFP. Please give details or provide list of clients to whom similar activity have been supplied.	
5.	Management reserves the right to award the Order to more than one agency (on the basis of quality consideration/experience of the agency) in addition to rates parameters.	
6.	Constitution of the agency whether Proprietor ship/Partnership/Company. Give details of Proprietor/ Partner/Directors.	
7.	For how many years the agency is engaged in similar line of activities.	
8.	Registration certificate with GST need to be submitted along with the technical quotation.	
9.	Penalty clauses will apply as per the company's policy, as per terms of the award of contract: the decision of the HLFPPPT/Project Management shall be final and binding in this regard.	
10.	The final price will remain valid for 01 year from the award of the Work order.	

**Please Note:-**

- 1. Form must be completed in all respects; incomplete forms may liable to be rejected.**
- 2. The form must be duly signed and sealed by the Authorised signatory**
- 3. The form must be submitted on or before due date and time.**

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/ Fax**

**Hindustan Latex Family Planning Promotion Trust**  
**B-14A, IInd Floor, Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh - 201307**

**Annexure-3: Financial Bid Format**

I am submitting below the lowest quotation for the above after understanding completely the technical specifications and other terms and conditions of the RFP.

<b>SPECIFICATIONS (FINANCIAL)</b>	
1.	Rates will be inclusive of all Taxes/other Charges etc.
2.	TDS as applicable will deduced as per Income Tax Act, 1961
3.	Payment will be made through cheque / NEFT/ RTGS.
4.	Duly Certified bills will be submitted after completion of works.
5.	Payment shall be made within 45 days after submission & delivery of goods
6.	Penalty clauses will apply as per the company's policy, as per terms of the award of contract/work order: the decision of the HLPPT/Project Management shall be final and binding in this regard.

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/ Fax**

I am submitting below my lowest quotation for the above after understanding completely the technical specifications and other terms and conditions relating to time frame, quality as spelled out in the Bid document.

S.No.	Particular	Net Charges (included Taxes)			Remarks
		Room Tariff	Tax	Total amount (including Tax)	
<b>Quotation for Residential Meetings/ Trainings/ workshop/ Conference</b>					
1	Single Occupancy - Only Room Tariff (CP)				
2	Double Occupancy - Only Room Tariff (CP)				
3	Single Occupancy -Including Breakfast & Dinner(MAP)				
4	Double Occupancy - Including Breakfast & Dinner(MAP)				
5	Extra Buffet Veg Lunch				
6	Extra Buffet Non - Veg Lunch				
7	Extra Buffet Breakfast				
8	Cordless Mike				
9	Sound System				
10	LCD Projector				
11	Conference Hall Charges				
<b>12</b>	<b>Any other Charges</b>				
13	Photographer ( 0n 11 and 14 January)				
14	2 Standy				
15	VGA Spliter				
16	Slide Charger				
17	Switcher				
18	LCD TV with Mount				
19	Masking Screen 10X10				

**Note:**

**Tentative number of Participants - 40**

**Date of Conference- 11- 14 January 2023**

**Important Note-**

- Service to be done according to the No. of participant, specifications, quality, schedule and locations approved by HILFPPT
- The rates quoted shall be valid for 01 year from issue of work order.
- Cost of item should include all kind of charges along with taxes.

**Name & Signature of Authorized Signatory**

**Name & Seal of the Firm/ Agency**

**Address:**

**Telephone/ Fax**



**Annexure -4**

**Undertaking from Vendor**

This has reference to the RFP dated ..... In response to the RFP, we have submitted our technical & 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 undertake that in case of any violations to the above declarations at any stage of the contract, HLFPT reserves the sole right to cancel the contract and recover the full value of the contract from us.

**Name & Signature of Authorized Signatory**  
**Name & Seal of the Firm/ Agency**  
**Address:**  
**Telephone/ Fax**