

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

Request for Proposal (RFP) for Hotel Empanelment for Residential/Non Residential trainings ,meetings in PAN India for HLPPT Offices & respective projects

Hindustan Latex Family Planning Promotion Trust (HLPPT) is a not-for-profit trust promoted by HLL Lifecare Limited, a Government of India enterprise under the Ministry Health & Family Welfare (MoHFW).

In this regard HLPPT invites proposal for “**Hotel Empanelment for 5 star, 4 star and 3 star category for Residential/Non Residential training, meetings for PAN India location for HLPPT Office & respective projects**” as per details, terms & condition are 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. 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.
5. 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.

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

6. HLPPT reserves the right to cancel the contract based on performance without assigning any reason thereof.
7. Evaluation of the bids will be done by competent committee from HLPPT.
8. HLPPT management reserves the right to change (increase or reduce) the numbers/units as per its sole discretion and Project requirement.

9. **Documents required for releasing the payment:**

- a. Bill / Invoice mentioning Permanent Account Number of Income Tax Department
- b. Documentary proof of the deliverables as per Work order.

10. The agency should submit enclosed **Annexure – 1** duly seal & signed.

11. Technical Evaluation of the agencies would be done on the following basis-

1	Experience with HLPPT/Govt. Agency/NGO/Development Sector	30
2.	Document submission	30
3.	Clientele.	20
4.	Any other criteria as per discretion of Management.	20

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

12. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.
13. HLPPT Management Reserves the Right to award the work to more than one Agency as per requirement.
14. The agency needs to submit 'Technical Bid' & 'Financial Bid' through the courier or can send the email by super scribing as **Technical &**

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Financial Proposal for Hotel Empanelment for Residential/Non Residential trainings /meetings in PAN India for HLPPT & respective projects'

15. All the bid needs to be submitted by **5.00 pm on Date- 25th August 2023** at the following address or can send through the email :
**Manager – Administration
Hindustan Latex Family Planning Promotion Trust
(HLPPT)B-14A, IInd Floor,
Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh -
201307Ph. 0120 – 4231060/61/62**
16. 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.
17. The rates quoted by the agency will be inclusive of all Taxes and charges etc. Agency should submit the financial bid as per the **Annexure-3: Financial Bid Format.**
18. The rate quoted by the agency will be valid for 01 year from the award of the contract.
19. HLPPT may empanel more than one hotel if required, who meets the criteria for empanelment.
20. Rates of all items should be inclusive of all taxes, duties and service charges.
21. In case if unsatisfactory feedback and other administrative reasons, if the period of stay at the hotel is terminated before the completion of the programme, payment will be released to the hotel/Resort within 45 days after submitting the original bills on Pro-rata basis for the actual period of stay of the participants.
22. Scrutiny of eligibility criteria for responsiveness to the tender will be done to determine whether the documents have been properly signed, qualification criteria fulfilled, all relevant papers submitted and whether the response to tender is generally in order. The Evaluation Committee

**Name & Signature of Authorized Signatory
Name & Seal of the Firm/ Agency
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can seek additional information from the bidders, if needed. The response to the tender not conforming to requirements will be rejected.

23. The prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
24. The agency needs to sign and stamp all pages of the technical bid along with the terms and conditions of RFP.
25. The Agencies should also submit an undertaking **(Annexure-4 & 5)** duly signed & Stamped.
26. The contract may be terminated on breach of any of the clauses of this RFP.
27. HLPPT reserves the right to cancel the bid anytime without prior information/notice.

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
Technical Bid Format – B (To be filled, sign & stamp by Agency)

A.

S.No.	Particulars	Remarks	Work Experience
1	Experience with HLPPT/Govt. Agency/NGO/ Development Sector	YES/NO	

B.

S.No.	Technical Qualification – Documents Submission	Remarks (Yes/No)
1	Authorization Letter to Sign the Proposal/RFP	
2	Copy of Valid Registration Certificate (As applicable) <ul style="list-style-type: none"> • Copy of Certificate of Incorporation • Copy of Registered Partnership Deed • Copy of LLP Agreement 	
3	Copy of GST Registration Certificate in the name of registered owner	
4	Copy of PAN or Income Tax Certificate in the name of registered owner	
5	Signed & stamped copy of all the documents including RFP	
6	Any other statutory certificate available with hotel.	

C.

S.No	Particulars	Top 05 Client List
1	Clientele List	

Name & Signature of Authorized Signatory
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B-14A, IInd Floor, Sector-62
Gautam Budh Nagar, Uttar Pradesh-201307

Annexure- 2 Technical Bid Format

	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE (Agreed /Disagreed)
1.	Booking to be done according to the details approved by HLPPT as per further requirement	
2.	The receipt of services to be submitted as proof along with invoice.	
3.	The agency is capable and agrees to complete the hotel services within specified time as agreed upon otherwise penalty clause will be invoked.	
4.	Past experience of the agency in similar activities, as listed in this RFP. Please give details or provide list of clients to whom similar goods have been supplied.	
5.	Management reserves the right to award the contract 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.	Penalty clauses will apply as per the company's policy, as per terms of the Work order: the decision of the HLPPT/Project Management shall be final and binding in this regard.	
9.	The final price will remain valid for minimum One Year from the award of the contract.	

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**

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

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
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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.

SPECIFICATIONS (FINANCIAL)	
1.	The room tariff should include the breakfast and other facilities such as in room tea/coffee maker, Wi-Fi in room, News Paper, two packed drinking water bottles daily. There shall be no advance payment towards booking of room.
2.	Kindly mention Complimentary use of facilities in Hotel like Gym, Swimming Pool and other amenities available at Hotel premises.
3.	Rates of all items should be inclusive of all taxes, duties and service charges.
4.	No other charges will be payable
5.	TDS as applicable will deduced as per Income Tax Act, 1961
6.	Payment will be made through cheque / NEFT/ RTGS.
5.	Payment shall be made within 45 days after submission of original invoice & satisfactory services.
6.	Penalty clauses will apply as per the company's policy, as per terms of the award of contract: 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.

Name of Hotel..... Location..... Category.....

Particular	Net Charges (included Taxes)			Remarks
	Room Tariff	Tax	Total amount (including Tax)	
Quotation for Room Charges Only for Stay				
Single Occupancy - Only Room Tariff (EP)				
Double Occupancy - Only Room Tariff (EP)				
Triple Occupancy only Room Tariff (EP)				
Single Occupancy - Including Breakfast (CP)				
Double Occupancy - Including Breakfast (CP)				
Triple Occupancy - Including Breakfast (CP)				
Quotation for Residential Meetings/Workshop/Conference				
Single Occupancy - Inclusive of all 3 meals; Breakfast, Lunch and dinner (APAI)				
Double Occupancy- Inclusive of all 3 meals; Breakfast, Lunch and dinner (APAI)				
Triple Occupancy- Inclusive of all 3 meals; Breakfast, Lunch and dinner (APAI)				
Extra Buffet Veg Lunch				
Extra Buffet Non - Veg Lunch				
Extra Buffet Breakfast				
Extra Buffet Veg Dinner				
Extra Buffet Non-Veg Dinner				
Conference Hall Charges				

Important Note-

- Booking to be done according to the quantities, specifications, quality, schedule and locations approved by HLPPT

Name & Signature of Authorized Signatory

Name & Seal of the Firm/ Agency

Address:

Telephone/ Fax

- The rates quoted shall be valid for 1 year from issue of Award of Contract/Work Order.
- Cost of item should include all kind of taxes and other charges.

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

Annexure -4**Undertaking from Vendor**

This has reference to the RFP datedIn 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:-

1. 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.
2. 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.
3. We undertake that:
 - a) All information furnish by us in respect of fulfilment of eligibility criteria and qualification information of the Bid is complete, correct and true.
 - b) All copy of documents, credentials and documents submitted along with this Bid and genuine, authentic, true and valid.
4. We undertakes that:-
 - a) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
 - b) We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India/Public Sector Undertaking/ any Regulatory Authorities/ Multilateral Funding agency in India for any kind of fraudulent activities.
5. We hereby undertakes that If any information and document submitted is found to be false/incorrect or we violate any declaration at any stage of contract, HLPPT has right to cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues and banning of our firm etc.

Name & Signature of Authorized Signatory
Name & Seal of the Firm/ Agency
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Authorization to sign documents pertaining to bid submission against RFP no:

[To be given on agency/firm/company on Rs.10 stamp paper]

It is certified that we M/s having registered office at
..... are submitting a bid proposal
against RFP No. for empanelment for
..... In this connection
Mr./Ms..... working with our company as has been authorized to sign bid
proposal documents or any other documents related to this bid submission. We, (name of company)..... are fully
liable of the consequences arising by the act of signing bid documents by Mr./Ms.....

Signature

Name of Signatory

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