

EXPRESSION OF INTEREST

Document For

Empanelment as Sub-Recipient (SR)

Of

GFATM Supported HIV Project

Notice Inviting Expression of Interest (EOI)

Subject: Empanelment as Sub-Recipient for Implementation of Program under GFATM Supported HIV Project

HLFPPT has been selected as a non-government PR for The Global Fund to Fight AIDS, Tuberculosis and Malaria (the "Global Fund"), the grant cycle 2024-2027, for the HIV grant in India.

HLFPPT invites Expression of Interest from interested eligible agencies/organizations to act as Sub Recipients (SRs) in implementing the project. The interested agencies/organisations working in the area of community engagement for Tuberculosis will be the Sub-Recipient Partner in following zone(s).

Zone 1	Arunachal Pradesh, Assam, Meghalaya, Nagaland, Tripura, West Bengal & Bihar
Zone 2	Rajasthan, Delhi, Odisha
Zone 3	Uttar Pradesh

EOI No	:	HLFPPT/GFATM/2024-2027/001
EOI Publishing Date	:	15.01.2024
Date for seeking clarification	:	19.01.2024 – 1700 HRS
Email Id to seek clarification	:	info@hlfppt.org/vkdubey@hlfppt.org
Last Date And Time for Receipt of EOI	:	25.01.2024 – 1700 HRS
Address for Communication	:	Hard Copy Commercial Division Hindustan Latex Family Planning Promotion Trust (HLFPPT) B-14A, IInd Floor, Sector-62, Noida Gautam Buddha Nagar-201307 (UP)
Email Id	:	info@hlfppt.org/vkdubey@hlfppt.org

Note: Applicant should submit both Hard copy and soft copy of the duly filled application along with relevant supporting documents clearly mentioning in Hard Copy – Sealed Envelope super-scribing on top "Eoi for GFATM HIV grant, Zone"

Background

HLFPPT is a principal recipient of the Global Fund's HIV programs for 2024-27, focusing on CSC 2.0 intervention, community system strengthening (CSS), Red Ribbon Bus strategy, and prison initiatives. The NFHS-5 findings indicate a decline in HIV/AIDS knowledge, emphasizing the need for awareness, prevention, and comprehensive care services.

Program Overview

The CSC 2.0 project aims to bridge gaps in HIV care by early initiation of ART, tracking LFU/MIS cases, supporting viral suppression, and enhancing treatment adherence. CSS focuses on community engagement for HIV & STI prevention, care, and support, involving High-Risk Groups and PLHIV in program formulation. HLPPT, as a Sub Recipient of NACO, implements CSS activities, training, and coordinates with state-level community resource groups.

Objective of CSC 2.0

- Early ART initiation for PLHIV
- Recovery of LFU/MIS cases
- Viral suppression support
- Treatment adherence counselling
- Completion of TB treatment
- Syphilis-positive PW linkage
- Prison Intervention and Virtual Intervention
- Social entitlement linkage for PLHIV

Objective of CSS

- Strengthen PLHIV/HRG network
- Innovate community-level services
- Engage Community Champions
- Build a feedback mechanism for community-stakeholder engagement

WHO CAN APPLY?

- a. Community-based organizations (CBOs)/community-led organizations (CLOs) with appropriate capacity and expertise, to apply.
- b. Organizations/Institutions having demonstrated experience of managing grants at National/State level, to apply.

Eligibility Criteria

- Copy of organization/Institution registration certificate.
- Organizations/Institutions who have valid 12A registration under the Income Tax Act, 1961.
- The Objectives of the organization/institution, as per the registered document should have Health component as one of the objectives
- Should have demonstrated experience of working in relevant areas: HIV, TB, Vector Born diseases, Hepatitis, including Health Systems in India. Brief description of projects undertaken in the past 3 years to be submitted.
- Experience in Global Fund Grant/ Externally Aided Projects. If yes, a brief description of the project and implementation period.
- Experience Working on Central or State Government projects in the last three consecutive years.
- Give a brief description of the governing structure of the organization (Board of Directors and composition, Executive Committee, etc.)
- Availability of Statutory audit reports including financial statements over the last three years and the date of the last audit.
- Were there any quality concerns in the last audit report? If yes, list the major financial and managerial audit qualifications/ disqualifications
- Existing linkages/networks with other organizations (mention if they will participate in the delivery of the proposal)

NOTE: Documentary evidence in respect of all above Eligibility Criteria to be submitted duly signed & stamped. The Financial information to be submitted duly certified & verified by the Chartered Accountant.

EOI Submission

The interested Bidder required to submit their offer along with documents as specified in the EOI document and also to fill the Application form supported with requisite documentary evidence. The interested Bidder to sign & stamp each and every document of bid, absence of which is liable for cancellation of the offer.

Selection Process

Applications will be shortlisted by screening committee constituted by HLPPT based on the Eligibility criteria, Organizational Capacity, Experience and the Proposal, that will be considered to gauge the technical acumen of the organization.

General Terms

1. Under no circumstances is any bidder permitted to submit more than one bid, whether jointly or separately. Violation of this rule will lead to disqualification of all bids in which the agency has taken part.
2. Clarification of Bids: To assist in the examination, evaluation and comparison of bids, the Tender Inviting Authority may ask the bidder for required clarification on the information submitted with the bid. The request for clarification and the response shall be in writing or by email, but no change in the bid shall be sought, offered, or permitted.
3. HLFPPT retains the following rights:
 - a. The prerogative to reject any and all responses received in reply to the RFP.
 - b. The authority to waive, alter, or address any formalities, discrepancies, or inconsistencies within proposals.
 - c. The capability to seek clarification on any facet of a proposal from any potential bidder(s).
 - d. The option to extend the submission deadline for all proposals.
 - e. The discretion to choose the most responsive bidder in cases where no bidder completely meets the eligibility criteria.
 - f. The right to cancel the EOI at any stage, without being obligated to provide a reason for the decision.
4. Confidentiality

This document is intended exclusively for use by organizations interested in participating in the EOI process. It is subject to Copyright Laws in its entirety. HLPPT expects both the Bidder and any representative acting on their behalf to strictly adhere to the instructions outlined in the document and uphold the confidentiality of the information contained within. Any misuse of the information within the document will render the recipient accountable, potentially resulting in prosecution by HLPPT if such circumstances come to the organization's attention. The issuance of this RFP document automatically subjects the recipient to its confidentiality clauses.
5. Inadequate information, technical and financial bids that fail to meet eligibility criteria, or those received after the specified closing date and time will not be considered under any circumstances.

6. Termination

Empanelment will be terminated on completion of period mentioned in the agreement and upon completion of all obligations by the parties. HLPPT reserves the right to terminate/ cancel the Notification of award/ agreement/empanelment at any time for any reason without any liability on HLPPT. HLPPT may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the agency/organization, terminate the Contract in whole or part; if the Sub-Recipient partner fails to perform any obligation(s) under the empanelment. In such event the SR partner will be liable for all the consequent losses to HLPPT.

7. Technical Evaluation Scoring Criteria of the Bidders:

Organisational Capacity	25
Experience in Grant management	20
Experience in HIV Sector	25
Technical Proposal	30
Total	100

8. Arbitration

All disputes and differences, whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this EOI or breach thereof shall be settled at Noida, (India) in accordance with the Indian Arbitration Act-1996. The CEO of HLPPT or his authorized representative will be the sole Arbitrator in case of dispute. The award in pursuance thereof shall be binding on all parties. The arbitrator shall give reasoned award.

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

A.

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

B.

Sl. 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	
7	PF & ESI Registration Certificate Copy	
8	Financial Report of Last three years duly certified/verified by CA.	

C.

Sl. No	Particulars	Project details
1	Details of projects undertaken in the past 3 years in relevant areas: HIV, TB, Vector Born diseases, Hepatitis, including Health Systems in India.	
2	Experience in Global Fund Grant/ Externally Aided Projects	

Financial Bid Format - (To be filled (In INR), Sign & Stamp by Agency)

Source	Year (1) 2024-25	Year (2) 2025-26	Year (3) 2026-27	Total
Human Resource				
Technical Assistance				
Training				
Health Projects and Health equipment (including laboratory products and equipment)				
Medicines and pharmaceutical products				
Procurement and Supply Management Costs Infrastructure and other equipment				
Others (specify)				

APPLICATION FORM

Details of Proposed Technical Proposal

1. Proposed Geographical areas (Zone) – Tick one only.

Zone 1	Arunachal Pradesh, Assam, Meghalaya, Nagaland, Tripura, West Bengal & Bihar
Zone 2	Rajasthan, Delhi, Odisha
Zone 3	Uttar Pradesh

2. Background: Elaborate on the current situation, gaps, weaknesses, and inequalities in not more than 10 lines. What ongoing efforts are in place to address these issues?

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3. Objective: Concisely state the primary objective and purpose of the proposal, highlighting the intended outcomes within a brief timeframe. (10-15 lines)

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4. Target Population: Describe the specific characteristics of the target population for your proposal in not more than 10 lines.

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5. Methodology: Outline the specific activities required to achieve the proposed objective. If applicable, how do partnerships with the private sector enhance these activities? Describe coordination mechanisms between implementers in not more than two pages.

6. Monitoring and Evaluation framework - Provide a brief overview of how you propose to monitor and evaluate the project's progress, ensuring accountability and success.

7. Self-assessment of the applicant organization - In no more than 15-20 lines, indicate the strengths of your organization, including managerial skills, MIS system, and internal controls, that make it well-suited to implement the project.

8. Equitable Access: How will the principle of equity be ensured in your proposal, particularly regarding gender equality, support to marginalized populations, and key affected populations? Briefly outline in 10 lines.

9. Linkages to Grants from Other Donors – Explain the connection between this project and other funding received from donors. Additionally, mention any similar programs being implemented with other State Governments. (10 lines)

10. Sustainability- In 8-10 lines, discuss how the services outlined in the proposed project will be sustainable at the end of the proposal period.

11. Risk Management - Briefly outline the major internal and external risks and explain how your organization plans to systematically manage them. (10 lines)

12. Financial Controls and Fiduciary Management - Provide a brief description of the financial internal control environment and how fiduciary management of grant funds, including with sub-recipients, is maintained.

Declaration:

The particulars and information furnished in this application form, along with the accompanying documents, are affirmed to be true and accurate to the best of my knowledge and belief. It is expressly acknowledged that any inaccuracies discovered therein may result in the rejection of the application.

Signed & Stamp of Authorized Signatory

Undertaking from Vendor

On Rs.100/- stamp paper

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, HLFPPPT 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.

Signature

Name of Signatory

Authorization to sign documents pertaining to bid submission against RFP no:

[To be given on agency/firm/company on Rs.100/- stamp paper]

It is certified that we M/s

having registered office at

.....

... are submitting a bid proposal against EOI 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