

Date: 1st September, 2026

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST
B-14A, 2nd Floor, Sector 62, Gautam Budh Nagar, Noida-201307, UP

Subject: RFP for Professional Consultancy Services for Legal Incorporation of SLNs as NGOs/CBOs, Tax Exemption Registrations (12A & 80G), NGO DARPAN Registration and Other Statutory Support Services under the Community System Strengthening (CSS) Component of the SSHAKTI Project – GFATM.

1. INVITATION FOR PROPOSAL

Hindustan Latex Family Planning Promotion Trust (HLPPT) invites proposals from eligible and interested Chartered Accountant (CA) Firms for empanelment to provide professional consultancy services for the registration, statutory compliances and related administrative support for State Level Networks (SLNs) under the Community System Strengthening (CSS) component of Project SSHAKTI – GFATM.

The selected CA Firm(s) will be required to provide professional assistance for registration of new SLNs, strengthening and compliance support for existing SLNs, and completion of associated statutory registrations and documentation, as detailed in this RFP.

Interested and eligible CA Firms that agree to the terms and conditions of this RFP may submit their proposals along with the requisite supporting documents and Firm Profile/Bio-data **on or before 13.09.2026**.

The minimum qualifying score for empanelment is 60 out of 100 marks. Accordingly, only firms obtaining a self-assessment score of 60 marks or above, based on the evaluation criteria specified in this RFP, are encouraged to submit their proposals.

The application should be submitted to:

The Procurement Division

Hindustan Latex Family Planning Promotion Trust (HLPPT)

B14A, 2nd Floor, Sector 62,

Gautam Budh Nagar, Noida – 201307, Uttar Pradesh

Proposals may be submitted through Speed Post, Courier or by Hand.

2. BACKGROUND

Hindustan Latex Family Planning Promotion Trust (HLPPT) has been selected as a Non-Government Principal Recipient (PR) for The Global Fund to Fight AIDS, Tuberculosis and Malaria (the “Global Fund”) for the 2024–2027 grant cycle.

Project SSHAKTI (Strategizing and Strengthening HIV/AIDS and TB Initiative), implemented by Hindustan Latex Family Planning Promotion Trust (HLPPT), aims to strengthen the national response to HIV and TB through community-focused interventions aligned with national programmes.

Under the HIV component, Project SSHAKTI supports service delivery through Care and Support Centres (CSC 2.0) and Prison Interventions. In addition, Community Systems Strengthening (CSS) is a key intervention that focuses on enhancing the role of communities as active partners in planning, monitoring, advocacy, and ensuring accountability within the HIV response.

CSS acknowledges that a sustainable HIV response cannot rely solely on clinical services or project-driven mechanisms. Communities must be organised, informed, and empowered to engage effectively with systems. Strong community structures play a vital role in addressing stigma, discrimination, treatment disruptions, access to entitlements, and service delivery gaps.

As part of CSS, State Level Networks (SLNs) of Key Populations (Female Sex Workers, Men who have Sex with Men, Transgender persons, People Who Inject Drugs) and People Living with HIV (PLHIV) are envisaged as community-led platforms. These networks serve as representative and advocacy bodies at the state level, engaging constructively with State AIDS Control Societies (SACS) and other stakeholders.

3. BROADER OBJECTIVES FOR REGISTRATION OF THE STATE LEVEL NETWORKS (SLN)

A. State Level Network for Female Sex Worker Community –

1. To improve access of female sex workers to HIV prevention, testing, treatment, and care services under the National AIDS Control Programme.
2. To strengthen community collectivization and leadership among female sex workers for effective participation in program planning, monitoring, and advocacy.
3. To promote awareness and access to sexual and reproductive health services, including STI prevention, family planning, and maternal health.
4. To reduce stigma, discrimination, and violence against female sex workers through advocacy, legal awareness, and engagement with law enforcement agencies.
5. To facilitate access to social protection schemes, education opportunities for their children, and livelihood alternatives where desired.
6. To build community-based support systems for crisis response, violence prevention, and protection of human rights.
7. To promote financial inclusion, skill development, and livelihood opportunities for improved economic security.
8. To collaborate with government agencies, civil society organizations, and development partners to strengthen HIV prevention and treatment programs.
9. To conduct awareness campaigns, training programs, and community mobilization activities related to HIV, STI, TB, and other health issues.
10. To document community issues, conduct research, and support evidence-based advocacy.
11. To promote community-led monitoring and improve the quality of services provided under national health programs.
12. To implement programs related to education, health promotion, gender equality, violence prevention, and livelihood development.

B. State Level Network for Female Transgender Community –

1. To promote access of MSM communities to HIV prevention, testing, treatment, and counselling services under the National AIDS Control Programme.
2. To strengthen community networks and peer-led initiatives to improve outreach and health-seeking behavior among MSM populations.

3. To raise awareness on sexual health, mental health, and other health issues affecting MSM communities.
4. To address stigma, discrimination, and social exclusion through advocacy, legal literacy, and community empowerment.
5. To promote safe spaces and platforms for MSM communities to access information, counselling, and psychosocial support.
6. To facilitate access to government welfare schemes, skill development programs, and livelihood opportunities.
7. To advocate for the protection of human rights and dignity of MSM communities.
8. To collaborate with government agencies, civil society organizations, and development partners to strengthen HIV prevention and treatment programs.
9. To conduct awareness campaigns, training programs, and community mobilization activities related to HIV, STI, TB, and other health issues.
10. To document community issues, conduct research, and support evidence-based advocacy.
11. To promote community-led monitoring and improve the quality of services provided under national health programs.
12. To implement programs related to education, health promotion, gender equality, violence prevention, and livelihood development.

C. State Level Network for People Who Inject Drugs Community –

1. To improve access of injecting drug users to HIV prevention, harm reduction, testing, treatment, and care services.
2. To promote awareness and services related to harm reduction, including safe injecting practices and access to OST (Opioid Substitution Therapy).
3. To support community-based interventions to prevent HIV, hepatitis, and other blood-borne infections.
4. To promote access to de-addiction, rehabilitation, and mental health services.
5. To reduce stigma, discrimination, and criminalization faced by people who use drugs.
6. To strengthen peer support networks to encourage treatment adherence and healthy behaviors.
7. To facilitate social reintegration through livelihood support, vocational training, and access to welfare schemes.
8. To collaborate with government agencies, civil society organizations, and development partners to strengthen HIV prevention and treatment programs.
9. To conduct awareness campaigns, training programs, and community mobilization activities related to HIV, STI, TB, and other health issues.
10. To document community issues, conduct research, and support evidence-based advocacy.
11. To promote community-led monitoring and improve the quality of services provided under national health programs.
12. To implement programs related to education, health promotion, gender equality, violence prevention, and livelihood development.

D. State Level Network for Male having Sex with Male Community –

1. To improve access of injecting drug users to HIV prevention, harm reduction, testing, treatment, and care services.
2. To promote awareness and services related to harm reduction, including safe injecting practices and access to OST (Opioid Substitution Therapy).

3. To support community-based interventions to prevent HIV, hepatitis, and other blood-borne infections.
4. To promote access to de-addiction, rehabilitation, and mental health services.
5. To reduce stigma, discrimination, and criminalization faced by people who use drugs.
6. To strengthen peer support networks to encourage treatment adherence and healthy behaviors.
7. To facilitate social reintegration through livelihood support, vocational training, and access to welfare schemes.
8. To collaborate with government agencies, civil society organizations, and development partners to strengthen HIV prevention and treatment programs.
9. To conduct awareness campaigns, training programs, and community mobilization activities related to HIV, STI, TB, and other health issues.
10. To document community issues, conduct research, and support evidence-based advocacy.
11. To promote community-led monitoring and improve the quality of services provided under national health programs.
12. To implement programs related to education, health promotion, gender equality, violence prevention, and livelihood development.

4. SCOPE OF WORK

The empanelled CA Firm shall provide professional consultancy services for registration, statutory compliances, documentation, and related administrative support for the State Level Networks (SLNs), as detailed below:

A. Legal Incorporation

- **Society Registration:** Obtaining the registration of the NGO/CBOs under the Societies Registration Act/Trust Act.
- **Documentation:** Drafting the Memorandum of Association (MoA) and the Rules & Regulations (By-Laws) tailored to the NGO/CBO's objectives.
- Obtaining the Permanent Account Number (PAN) for the NGOs/CBOs.

B. Tax Exemptions & Certifications

- **Section 12A Registration:** Obtaining registration under 12A of the Income Tax Act.
- **Section 80G Registration:** Obtaining registration under 80G of the Income Tax Act.

C. Other Related Registrations and Support Services

- **NGO Darpan (NITI Aayog):** Registration on the Darpan portal to obtain a Unique ID (essential for government grants).
- Other related mandatory registration to complete the above compliances.
- Other related administrative Support and documentation.

D. Number of new and existing SLNs to be strengthened under the program

S. No.	State	State Level Network					Total SLN
		FSW	MSM	H/TG	IDU	PLHIV	
1	Rajasthan	New					1
2	Delhi				New	-	1
3	Chhattisgarh	Existing	Existing	Existing	Existing	-	4
4	Bihar	New	New	-	New	-	3
5	Odisha	New	New	New	-	-	3
6	Meghalaya	New	-	-	-	-	1
7	Nagaland	New	New	-	Existing	Existing	4
8	West Bengal	-	New	New	-	-	2
9	Uttar Pradesh	New	Existing	New	New	-	4
Total		7	6	4	5	1	23

Total new to be registered - 16

Total existing to be strengthen are - 07

5. EVALUATION CRITERIA

Sl. no.	Criteria	Documents Required for Evaluation	Points to be allocated	Maximum points
1	Year of establishment of firm (minimum 3 years)	CA Firm Registration Certificate	3 to 5 years – 10 points 5 to 10 years – 20 points 10 or more years –25 points	25 (Twenty-Five)
2	Number of Partners	Partnership Deed/Copy of Firm Profile downloaded from ICAI portal/ Copy of MEF_ICAI or equivalent paper.	5 points per Partner	20 (Twenty)
3	Number of Qualified Assistant	Copy of Firm Profile downloaded from ICAI portal/ Copy of MEF_ICAI or equivalent paper.	5 points per Qualified Assistants	15 (Fifteen)
4	The firm should have a prior experience of	Copy of Appointment Letter.	5 points for each assignment.	25

	working with at least 3 NGOs in last three years in Business Consulting, Internal Audits, CSR Audits, Management Audits, Income Tax, GST and other Consultancy Works			(Twenty-Five)
5	The firm should have proven experience in registration of Societies/Trusts, including 12A, 80G, PAN, MoA, NGO Darpan ID, etc.	Copy of Relevant documents/Appointment letter.	5 points for each assignment	15 (Fifteen)
TOTAL POINTS				100 (hundred)

Minimum Qualifying Score

The minimum qualifying score for empanelment shall be **60 out of 100 marks**.

Only firms securing **60 marks or above** shall be considered for empanelment, subject to fulfilment of all other requirements of the RFP.

6. GENERAL TERMS AND CONDITIONS

- a. HLPPT will empanel the firm for a period of one year. Extendable up to 3 years, if required.
- b. HLPPT reserves the right to terminate the empanelment of the firm followed by providing 30 days written notice at any time without assigning any reason thereof.
- c. The empanelled firm shall not, without HLPPT prior written consent, disclose the project report, information related to projects etc. to any person other than a person employed by the Firm during performance of the Contract/work order.
- d. In case the empanelled firm is found in breach of any condition(s) of tender at any stage during the course of matters, the legal action as per rules/laws, shall be initiated against the firm, besides being liable to be debarred and blacklisted for at least Five years, for further dealings with HLPPT.
- e. Firms with common partner should not submit the application separately. Such firms should submit the application on behalf of only one firm.
- f. Mere Submission of application does not, in any way, constitute guarantee for allotment of the consultancy/contract of any nature from the organization.

7. PROFESSIONAL FEES FOR OBTAINING REGISTRATIONS AND RELATED SERVICES:

S. No.	Particulars	Amount in Rs. (Exclusive GST)
1	Certificate of Registration under the Societies Registration Act / Trust Act, as applicable.	
2	Certified Copy of the approved By-Laws and Memorandum of Association (MoA)	
3	Permanent Account Number (PAN) Card	
4	12A Registration/Certificate from the Income Tax Department	
5	80G Registration/Certificate from the Income Tax Department	
6	NGO Darpan Unique ID	
7	Other related mandatory registrations, as applicable under state-specific requirements, along with administrative support and documentation.	

PAYMENT TERMS AND CONDITIONS:

- ❖ The professional fee for each service shall be quoted separately.
- ❖ The quoted amount shall be inclusive of all expenses associated with providing the respective service, including, but not limited to, government fees, stamp duty, affidavits, indemnity, photocopying, documentation and other incidental charges, wherever applicable.
- ❖ The quoted professional fee shall also include all out-of-pocket expenses incurred by the Consultant in providing the services, including visits to concerned government/statutory departments in the respective State.
- ❖ GST shall be payable separately at the applicable rate i.e 18%.
- ❖ Payment Schedule:

S. No.	Details	Payment Terms
1	Certificate of Registration under the Societies Registration Act	30%
2	Certified copy of the approved By-Laws and MoA	
3	PAN card	
4	On approval of 12A Certificates from the Income Tax Department	40%
5	On approval of 80G Certificates from the Income Tax Department	
6	NGO Darpan Unique ID	30%
7	Other related mandatory registration, administrative Support and documentation.	

8. INTERESTED CA FIRMS SHALL SUBMIT THEIR APPLICATION/PROPOSAL CONTAINING THE FOLLOWING:

1. Covering letter/application for empanelment.
2. Firm Profile/Bio-data.
3. CA Firm Registration Certificate.
4. Partnership Deed/constitution document, as applicable.
5. ICAI Firm Profile/MEF-ICAI or equivalent supporting document.
6. Details of Partners and Qualified Assistants.
7. Details of relevant assignments undertaken during the last three years.
8. Documentary evidence of experience in NGO consultancy assignments.
9. Documentary evidence of experience in registration of Societies/Trusts and related registrations.
10. Financial quotation/professional fee structure in format prescribed in RFP.
11. Any other document required under this RFP.