

Request for Proposal (RFP)

Tender No. IIPS/NFHS-5/07/Main ToT/Hotel/2019

Inviting Tender for Hotel Accommodation and Other Facilities for Main Training of Trainers (ToT) Workshop of National Family Health Survey (NFHS)-5

Last Date & Time of Receiving Quotation 29/03/2019 at 12.00 PM

Date & Time of Opening the Quotation: 29/03/2019 at 3.00 PM

Bid Document

**International Institute for Population Sciences (Deemed University)
B.S. Devshi Marg (Govandi Station Road)
Deonar, Mumbai-400088
Tel: 022-42372400/549**

Key Events and Dates

1	Tender Inviting Authority	International Institute for Population Sciences, Govandi Station Road, Deonar, Mumbai-400 088
2	Job Requirement	Hotel Rooms and Other Facilities/services for the Main Training of Trainers (ToT) workshop – NFHS-5
3	Announcement of Bids for NFHS-5 project	09 th March 2019
4	Pre-Bid meeting at IIPS	18 th March 2019 at 3:00 p.m.
5	Last date for submission of bid	29 th March 2019 up to 12.00 p.m.
6	Technical Bid Opening	29 th March, 2019 at 3:00 p.m.
7	Financial Bid Opening	29 th March, 2019 at 4:00 p.m.
8	Announcement of Selected Organization /vendor	To be announced through IIPS website
9	Submission of Performance Security and Signing of Contract	To be announced through IIPS website

Checklist of eligibility for opening Technical Bid*

Sl. No.	Item	Tick
1	Certificate of Registration/proof from a statutory body	
2	Certificate of MSME valid till December 2019 from a statutory body	
3	Copy of PAN/TAN Card	
4	Copy of Service Tax / GST Registration (In case both Service tax and GST are not applicable the same may be intimated)	
5	Audited financial statements for Financial Year 2015-16, 2016-17 & 2017-18 with a minimum annual turnover of Rs. 2,50,00,000 (Two Crore and Fifty lakhs) per year in the last three financial years.	
6	Processing fee** of Rs. 10,000/- (Non Refundable)	
7	EMD** amount of Rs. 2,00,000/- (refundable)	

*All the above documents with evidences should be put in a separate envelope marked as “**Technical Bid Documents**”. Original of all these documents should be produced for verification at the time of technical evaluation.

Should be paid through Demand Drafts drawn in favour of “Director IIPS**” payable at Mumbai. Micro, Small and Medium Enterprises (MSMEs) are exempted from these payments

INTRODUCTION

A. Purpose of Request for Proposal (RFP)

The purpose of this proposal to provide Hotel accommodation and Conference hall services for the Main Training of Trainers (ToT) workshop for **National Family Health Survey (NFHS)-5** project during 2019-20.

B. Organization & Background

The "International Institute for Population Sciences", Mumbai is a 'Deemed University' under Section 3 of University Grants Commission Act, 1960 and is functioning under the administrative control of Government of India, Ministry of Health and Family Welfare (MoHFW). This is the only Institute of its kind in the world exclusively devoted to teaching and research in the population and related areas.

The **International Institute for Population Sciences (IIPS)** as a national nodal implementing agency to conduct the **National Family Health Survey (NFHS)-5** project across the country with the help of selected Field Agencies.

The IIPS is proposing to hold the Main Training of Trainers (ToT) workshop from 22 April, 2019 to 12 May, 2019. (21 days)

C. SCOPE OF SERVICE

- a. **Venue: Hotel and conference facility.** The location should be easily accessible for people attending from across India and elsewhere. Good air, rail and road connectivity is essential.
- b. **Duration:** The Training of Trainers workshop will be for the duration of 21 days from 22 April, 2019 to 12 May, 2019.
- c. **Attendees:** The total participants will be approx. 140.
- d. The details of the required services are as follows:

Sr. No.	Particulars	Quantity	No. of Day
1	Type of property (Hotel): 3* & 4*		
2	Accommodation (Standard rooms -Double occupancy)	60	22 days
3	Accommodation (Standard rooms -Single occupancy)	12	22 days
4	Accommodation (Deluxe rooms -Single occupancy)	3	3 days (2 nights in the beginning and 1 night in the end)
5	Large Conference Hall-1 with capacity of 140 participants in class room setting with chair and table along with LCD projector, Sound Systems, Cordless mike, white board, marker- (for entire duration of ToT). Along with Lunch and Two time tea with cookies.	1	21 days

6	Medium Conference Hall-2 with capacity of 50 participants in class room setting with chair and table along with LCD projector, Sound Systems, Cordless mike, white board, marker–(from 29 th April 2019- 8 th May 2019). Along with Lunch and Two time tea with cookies.	1	10 days
7	Medium Conference Hall-3 with capacity of 50 participants in class room setting with chair and table along with LCD projector, Sound Systems, Cordless mike, white board, marker– (from 9 th May- 11 th May 2019)Along with Lunch and Two time tea with cookies.	1	03 days
8	Office/store room (for entire duration of ToT).	1	21 days
9	High tea with cookies and snacks evening time (for entire duration of ToT).	140	21 days

Note: The bidders are requested to quote the rate inclusive of room traffic, breakfast, lunch, dinner, Conference hall, Two time tea with cookies at conference hall, High tea with cookies and snacks evening time, store room and other facilities in conference hall as mention above

1. GENERAL SERVICE REQUIREMENTS

- a. The Bidder shall provide all hotel services, food services, normal conference service and equipment, materials and staff labor needed to fulfill the terms of this contract.
- b. The Bidder shall provide sleeping rooms with the standard hotel accommodation amenities.
- c. The Bidder shall provide adequate meeting room space for 140 conference attendees. The space shall be set up classroom style and should have availability of audio visual equipment with access to internet.
- d. The Bidder shall provide adequate break out meeting room space for up to 100 conference attendees.
- e. The Bidder shall provide a room to store conference supplies.
- f. The bid proposal should summarize the accessibility of the proposed location, including details of ground transportation (cost, duration, frequency) required to reach the proposed conference venue from the nearest major airport.
- g. Complimentary pick up and drop facility from Airport.
- h. The bid document should, include plans (including approximate dimensions) of the proposed spaces, and where appropriate, photographs showing any particular features of the venue that are to be noted.
- i. Catering: It is important to ensure that Tea/Coffee breaks can be provided on site or nearby the conference venue.
- j. Breakfast, Lunch and Dinner should be provided in restaurants within hotel premises.
- k. Special dietary requirements for some delegates should be met, including options for vegetarians, diabetic diet etc.
- l. The bid document should specify the menu of food that will be provided.
- m. Wireless Internet: Conference requires wireless internet access to be readily available at both the conference venue and at the proposed accommodation/ rooms.
- n. Complimentary Bottled Water in the rooms and conference hall.
- o. Due to some unavoidable circumstances if ToT is cancelled, then no cancellation charges should be applicable. As the event will not get cancelled but there may be possibility to

postpone. (only in disaster condition like natural calamities or strikes, railway accidents etc).

- p. All charges should be inclusive of all taxes.
- q. IIPS being a Government of India organization, you must quote the minimum rates as ever possible and while quoting the rates you must give all the details like providing infrastructure etc.
- r. Payment of Room charges will be according to **actual occupancy basis** only since due to unavoidable circumstances few guests may not be in a position to attend the event.
- s. TDS will be deducted if applicable before the final settlement of bill.
- t. Some relaxations of timing for check in & check out of at least 3 to 4 hrs. have to be considered.
- u. We may also need around 5 additional rooms (single/double) for some days at APAI rates. The rooms will be used by our guests and they shall directly make payment to hotel for their stay. In such cases, the bill raised will be in the name of those guests. IIPS will not be responsible for any such liability.

D. Submission of Bids

The bidder shall submit bid in a sealed envelope two (2) copies (Original and Duplicate) of all the bid documents. All copies of the bids (Original and Duplicate) must consist of the following:

The **Two separate sealed envelopes** containing: (a) Technical Proposal along with Earnest Money Deposit of Rs. 2,00,000/- and processing fee of Rs. 10,000/- by Demand Draft; (b) Financial Proposal. Both of these envelopes must be put together in a **separate large envelope**.

a) Technical Bid :

Bidder is required to submit technical bid in the Format as per Annexure- II along-with documents giving the Hotel facility overview information: The distance and location of the hotel, connectivity to nearest airport, describing the number of Conference Hall & rooms, facilities provided and any other key features in a separate envelope super-scribing on the top right hand side of the cover envelope as **“Technical Bid”**

b) Financial Bid:

Bidder is required to submit financial bid in the Format as per Annexure- III in separate envelope. The financial bid of the tenderers, whose technical bid is found to be eligible, will be opened. The envelope super-scribing on the top right hand side of the cover envelope as **“Financial Bid”**

u.a. All the pages of the Financial Proposal shall be duly signed by the authorized signatory of the bidder in ink before submission. Corrections, if any, shall be countersigned.

u.b. Failure to provide and/or comply with the required information, instructions, etc. incorporated in these Bid documents may result in rejection of its tender.

E. Period of Contract:- The period of contract will be valid till the completion of the Main ToT and settlement of accounts.

General Terms and Conditions

1. **Language of tender:** The proposal, along with all the correspondence and documents exchanged by the bidder and IIPS, shall be written in English language.
2. The prices once finalized will remain unaltered during the contract period.
3. **Amendments to the tender:** IIPS reserves rights to amend any of the tender conditions or a part thereof before the last date for the receipt of the tender, if necessary. Amendments, if any, would be uploaded on the Institute's website (www.iipsindia.org). The decision of extending the due date and time for the submission of tender documents on the account of amendments will be at the sole discretion of IIPS.
4. **Earnest Money Deposit (Refundable):** The bidders should furnish an Earnest Money Deposit (EMD) of Rs. 2,00,000/- for bid submitted by the bidding by means of Demand Draft/ Banker Cheque drawn on any Nationalized Bank / Scheduled Bank payable in favour of the "Director IIPS". The Demand Draft/Banker Cheque for the earnest money shall be put in the envelope. In case of successful bidders EMD will be returned within 30 days of submission of performance security of 5% of total contract value. In case of unsuccessful bidders, EMD will be returned within 45 days of final selection of organisation/vendor." (Rule 170 of GFR 2017). The amount remitted towards EMD is liable to be forfeited in case the bidders retracts its offer after submission of the tender or after the acceptance of the offer by IIPS or fails to sign the contract or to remit the security deposit. No interest will be payable by IIPS on Earnest Money Deposited (EMD)/remitted.
5. **Performance Security:** All the successful/selected bidders, will have to deposit 5% of the contract value as performance security by means of account payee Demand Draft payable in favour of the "Director IIPS" on award of contract. The Performance Security returned by IIPS upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance bank guarantee.
6. The bidder shall bear all cost and expenditure incurred and/ or to be incurred by it in connection with its bidding processing including preparation, mailing and submission of its bid document and for subsequent processing of the same. The IIPS will, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the tendering process.
7. IIPS reserves the right to choose, accept or reject any request /offers, in full or part, reduce or increase the quantity, split the order, criteria of requirement at any stage. The decision of the Director, IIPS in this regard shall be final.
8. IIPS reserves the right to cancel the request for proposal (RFP) at any stage. The decision of the Director, IIPS in this regard shall be final
9. Price Bid: The cost should be clearly specified with the following bifurcations:
 - a) Cost of Services/facilities (Excluding Tax)
 - b) Various Taxes (Clearly specifying the percentage of tax)
 - c) Total cost of Services/facilities (Including Tax)
10. **Scrutiny and Evaluation of tender:-**
 - a) Tenders will be evaluated on the basis of the terms & conditions already incorporated in the bid document, based on which tenders have been received and the terms, conditions etc. mentioned by the bidder in their tenders.

- b) The IIPS will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed & stamped and whether the tenders are arranged in order.
- c) The tenders will be scrutinized to determine whether they meet the essential requirement for hosting the Training of Trainers workshop. as prescribed in the bid document. The tenders, which do not meet the basic requirements, are liable to be treated as non – responsive and will be rejected.
- d) The facilities offered by Bidder shall be checked and evaluated by the IIPS Project Coordinator/ BID committee members to decide about the suitability of the property.
- e) The following are some of the important aspects, for which a tender shall be declared non – responsive during the evaluation and will be ignored:
 - i) Tender is unsigned.
 - ii) Poor/ unsatisfactory past performance.
 - iii) Tenderers who stand deregistered/ banned / blacklisted by IIPS
 - iv) Tenderer is not eligible as per eligibility criteria.

11. Minor Infirmity/Irregularity/Non-Conformity: If during the evaluation, the purchaser finds any minor informality and/or irregularity and/or non- conformity in a tender, the purchaser will convey its observation on such “minor” issues to the tenderer by registered/speed post/courier/e-mail/fax/telephone etc. asking the tenderer to respond by a specified date. If the tenderer does not reply by the specified date or gives evasive reply without clarifying the point of issue in clear terms, that tender will be liable to be ignored.

12. Discrepancies in Price:

- 12.1 . If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the purchaser feels that the tenderer has made a mistake in placing the decimal point in the unit price, in such case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
- 12.2. If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected; and
- 12.3. If there is any discrepancy between the amount expressed in words and figures, the amount in words shall prevail, subject to the above sub clause 12.1 and 12.2.
- 13. If, as per the judgment of the purchaser, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by registered / speed post/courier/ e-mail. If the tenderer does not agree to the observation of the purchaser, the tender is liable to be ignored.
- 14. No proposal shall be accepted unless it is properly sealed and signed. The documents should be sent by speed post/registered post/courier or hand delivered. IIPS will not be responsible for any postal delay.
- 15. If the envelope is found to be open, not sealed and not marked as instructed above, IIPS will not be responsible for misplacement or premature opening of the proposal submitted. Any proposal

opened prematurely shall be rejected. Failure to provide and/or comply with the required information, instruction, etc. incorporated in the bid documents may result in rejection.

16. The bidder is advised to attach any additional information that is considered necessary to establish its capabilities. No further information will be entertained after submission of Bid application unless it is required by IIPS. The IIPS, however, reserves the right to call for additional information and clarification on information and documents submitted by the bidders.
17. Bid proposals must be received by IIPS, at the address specified not later than the date and time specified in the Invitation of request for proposal (RFP). In case the specified date for the submission of proposal is a declared holiday at the IIPS, the same will be received on next working day with the same specified time. Proposals received after the due date and time specified will automatically be rejected.
18. Any efforts by an agency to influence the IIPS personnel or representative on matters relating to proposals under study in the process of examination, clarification, evaluation and comparison of proposal and in decision concerning award of contract, shall result in the rejection of the proposal and also lead to blacklisting of the organization.
19. Failing to execute the Contract within the prescribed period may result in termination of the Contract and award of the same to other agency/agencies at the risk and cost of the bidder.
20. **Arbitration:** Arbitration proceeding shall be initiated in accordance with procedure of the Arbitration and Conciliation Act 1996, of India. The decision of the Arbitrator shall be final and binding on both parties. The place of Arbitration shall be Mumbai.
21. Hard copy of the required documents should be sent in envelop which should also be sealed and duly superscripted, marked as:

**Bid for Hotel Accommodation and Other Facilities for Main Training of Trainers (ToT)
Workshop of National Family Health Survey (NFHS)-5**

**The Director,
International Institute for Population Sciences.
Govandi Station Road, Deonar, Mumbai-400 088
Tel: 91+22+42372400/549 , Fax: 91+22+2556 3257/91+22+42372401**

The last date for submission of complete bid with all supporting documents by hand, by post or by courier is **29th March 2019, till 12:00 pm**. Any proposal received after the prescribed date and time will not be entertained. IIPS will not be responsible for any loss or postal delay.

22. Suspension or Termination without Default of the bidders

- 22.1. IIPS may, at its sole discretion, suspend or terminate this Contract, in whole or part at any time during the currency of contract, for its (IIPS) convenience, by so notifying the bidder in written notice and giving the reason(s) for such suspension or termination. The notice shall specify that the termination is for convenience of the Institute and date with effect from which such termination will become effective.
- 22.2. Subject to IIPS approval, IIPS shall pay such amount to the bidder normally within 30 days after receipt from the bidder of an Invoice in respect of the amount due.

23. Termination with Default of the bidders

23.1. IIPS may notify the bidder of the suspension or termination of this Contract where the services or any part of them are not provided to the satisfaction of IIPS giving the reasons for such dissatisfaction and, in the case of suspension, the action required by the bidder to remedy that dissatisfaction and the time within which it must be completed.

23.2. Where this Contract is suspended under Clause 23.1 and the bidder subsequently fails to remedy the dissatisfaction; IIPS may terminate the Contract forthwith.

23.3. IIPS may, without prejudice to its other rights, including but not limited to the right to claim for costs and losses incurred, terminate this Contract forthwith where:

1.a) The bidder or any member of the bidder's personnel, either directly or through their servants or agents, breaches any of their obligations under this Contract; or

1.b) The bidder or any member of the bidder's personnel has committed an offence under any of the prevailing laws applicable to the project; or

1.c) The bidder is an individual or a partnership and at any time:

1.c.1. Becomes bankrupt; or

1.c.2. Is the subject of a receiving order or administration order; or

1.c.3. makes any composition or arrangement with or for the benefit of the bidder's Creditors; or

1.c.4. Makes any conveyance or assignment for the benefit of the bidder's creditors; or

1.d) The bidder is a company and:

i. An order is made or a resolution is passed for the winding up of the bidder; or

ii. A receiver or administrator is applied in respect of the whole or any part of the understanding of the bidder.

iii. The bidder is a partnership or a company and there is a Change in Control. "Change in Control" means that the person(s) (including corporate bodies) directly or indirectly in Control of the bidder at the time this Contract is entered into, cease to be in Control. "Control" means the power of a person to secure that the affairs of the bidders are conducted in accordance with the wishes of that person.

23.4. Where this Contract is terminated pursuant to Clause 22.1 or 23.1 the bidder shall pay IIPS within 30 days of notification such amount, as IIPS shall have determined as the amount of any loss to IIPS resulting from such termination together with the amount or value of any gift, consideration or commission concerned.

24. Assignment

Bidder shall not unilaterally transfer or assign or sublet any part of this contract wholly or partially or otherwise the conduct of said proposal to any other person, firm or company or any other institution/organization.

25. Corruption, Commissions, Discounts and Fraud

Bidder warrants and represents to IIPS that neither the bidder nor any of the bidder's personnel:

i. shall try to bribe for their own benefit in connection with this contract

ii. shall attempt or commit any fraud, deception, financial or procedural wrong doing in relation to the performance by the bidder of its obligations under the contract and shall immediately

notify IIPS of any circumstances giving rise to a suspicion that such wrongful activity may occur or has occurred.

ANNEXURE – I

Undertaking by the Bidder

1. This is to certify that I on behalf of M/s before signing this tender have read and fully understood all the terms and conditions of this tender read along with clarifications and undertake that M/s will abide by all the conditions set forth in the Tender Notification no..... dated.....issued by the Director, IIPS, Mumbai

2. M/shave not been black-listed by Central/ State Governments/ PSUs at any point of time. There have been no criminal proceedings / conviction against the bidder at any point of time.

Signature of the authorised signatory of the Bidder with Seal

Name:

Designation:

Address:

ANNEXURE-II

TECHNICAL BID

(To be duly filled in by the Bidder and submitted as a part of the technical bid)

S.N .	Documents to be submitted	Submitted	Not Submitted	Remarks
1	Name of the Bidder			
2	Registered address of the bidder with Office Telephone Number and Fax Number			
3	Certificate of Registration/proof from a statutory body			
4	Certificate of MSME valid till December 2019 from a statutory body			
5	Copy of PAN/TAN Card			
6	Copy of Service Tax / GST Registration (In case both Service tax and GST are not applicable the same may be intimated)			
7	Audited financial statements for Financial Year 2015-16, 2016-17 & 2017-18 with a minimum annual turnover of Rs. 2,50,00,000 (Two Crore and Fifty lakhs) per year in the last three financial years.			
8	Processing fee** of Rs. 10,000/- (Non Refundable)			
9	EMD** amount of Rs. 2,00,000/- (refundable)			
10	Detailed profile of bidding entity			
11	Whether any show cause notice was ever issued by any Government Agency? If so, details thereof (please attach the copies of communications, if any)			
12	Annexure – I duly filled in 10.			
13	Brochure and Pictures/photographs of actual room & hall			

Signature of the authorised signatory of the Bidder with Seal

Name:

Designation:

Annexure-III

FINANCIAL BID

Tender Inviting Authority: International Institute for Population Sciences					
Name of Work: Tender for providing Hotel Accommodation and Other Facilities					
Tender No: IIPS/NFHS-5/07/Main ToT/Hotel/2019					
Name of the Bidder/ Bidding Firm / Company					
PRICE SCHEDULE					
Sr. No	Particular	Quantity	units	Basic rate (in Rs.)	No. of Days
1.	Standard rooms -Double occupancy	60	Nos.		22 days
2.	Standard rooms -Single occupancy	12	Nos.		22 days
3.	Deluxe rooms -Single occupancy	3	Nos.		3 days (2 nights in the beginning and 1 night in the end)
Cost of Services/facilities					
Various Taxes (Clearly specifying the percentage of tax)					
Total cost of Services/facilities (Including Tax)					

Note: The bidders are requested to quote the rate inclusive of room traffic, breakfast, lunch, dinner, Conference hall, Two time tea with cookies at conference hall, High tea with cookies and snacks evening time, store room and other facilities in conference hall as per details given under C (d)

Signature of the authorised signatory of the Bidder with Seal

Name:

Designation:

PAYMENT SCHEDULE

The payment plan for Organization/Vendor is provided below:

Sr.no	Disbursement Modality		Amount to be released
1.	Advance payment on furnishing Performance Security equal to 5% of the total cost of the work allotted should be paid through Demand Draft drawn in favor of "Director, IIPS" payable at Mumbai	On physical receipt of the Performance Security at IIPS and verification.	30%
2.	Final Payment	On receipt of original bill/invoice within one month	70%

Signature of the authorised signatory of the Bidder with Seal

Name:

Designation: