

Request for Proposal (RFP)
For Hotel and Conference center services for the
Training of Trainers (ToT) Workshop
for
Longitudinal Ageing Study in India (LASI)
Main Wave, Phase- III States

Bid Document



(स्थापना / Established in 1956)
बेहतर भविष्य के लिए क्षमता निर्माण
Capacity Building for a Better Future

International Institute for Population Sciences
(Deemed University)
Govandi station road, Deonar, Mumbai-400088
Tel/ Fax: 91-22-42372401

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 Conference Hall Facilities services for the Training of Trainers (ToT) workshop in Mumbai and neighborhoods i.e. Lonavla and Pune.
3	Announcement of Bids for LASI project	9 th December, 2017
4	Any query on Bid document	Working days (Monday to Friday) between 3.00 to 5.00 PM up to 29 th December, 2017 (Tel no.- 91-22-42372401/91-22-42372682)
5	Last date for submission of bid	29 th December, 2017 up to 5.00 P.M
6	Assessment of hotel room and conference facilities	30-31 December, 2017
7	Technical and Financial Bid opening	1 January,2018 at 11:30 a.m.
8	Announcement of Selected Organization /vendor	To be announced through IIPS website

INTRODUCTION

A. Purpose of Request for Proposal (RFP)

The purpose of this proposal to provide Hotel accommodation and Conference hall services for the Training of Trainers (ToT) workshop for Phase-3 states in Mumbai and neighborhoods i.e. Lonavla and Pune for the Longitudinal Ageing Study in India (LASI) project during 2017-18.

B. Background

The Longitudinal Ageing Study in India (LASI) is a full-scale, national survey of scientific investigation of the health, economic, social, and determinants and consequences of population ageing in India.

The International Institute for Population Sciences (IIPS), Mumbai in collaboration with Harvard School of Public Health (HSPH) and University of Southern California (USC), USA is undertaking the “The Longitudinal Ageing Study in India under the aegis of Ministry of Health and Family Welfare, Government of India. LASI is jointly funded by the Ministry of Health and Family Welfare (MoHFW) and Ministry of Social Justice and Empowerment (MoSJE), Government of India, the United States’ National Institute on Ageing, and the United Nations Population Fund-India (UNFPA).

C. Organization

The International Institute for Population Sciences, Mumbai is the nodal agency to conduct the Longitudinal Ageing Study in India (LASI) survey across the country with the help of selected field agencies.

The IIPS is proposing to hold the Training of Trainers (ToT) workshop in Mumbai and neighborhoods i.e. Lonavla and Pune from 15 January to 18 February, 2018 (approximately 25 days).

D. SCOPE OF SERVICE

- a. Venue: Hotel and conference facility in Mumbai, Lonavla and Pune.** The location should be easily accessible for people attending from across India and elsewhere. Good air, rail and road links are essential.

Duration: The Training of Trainer’s workshop will be for the duration of 25 days. The dates are 15 January to 18 February, 2018 (approximately 25 days).

- b. Attendees:** The total participants will be between approx. 90-100. The participants include Resource persons from various organizations, IIPS project Team, LASI International collaborating partners, LASI National Collaborating partners and State level participants (Health Coordinators, IT coordinators and Project Coordinators).

c. **The details of the required services are as follows:**

Sr. No.	Particulars	Quantity
1.	Type of property(Hotel): 4 & 5 star only	
2.	Accommodation with breakfast and dinner (Double occupancy) for approximately 25 days (standard rooms)	40 +5
3.	Accommodation with breakfast and dinner (Single occupancy) for approximately 25 days (standard rooms)	10 +5
4.	Conference Hall-1 with capacity of 90-100 participants in class room setting with chair and table along with LCD projector, Sound Systems, Cordless mike, white board, marker– complementary i.e. all in APAI rates (for entire duration of ToT). Along with Lunch with two time tea with snacks for approximately 25 days.	1
5.	Conference Hall-2 with capacity of 70 participants in class room setting with chair and table along with LCD projector, Sound Systems, Cordless mike, white board, marker– complementary i.e. all in APAI rates (for entire duration of ToT) for approximately 15 days	1
6.	Office/store room (complementary)	1

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 90-100 conference attendees. The space shall be set up classroom style and have available audio visual equipment and internet access.
- 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 giving 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 coffee breaks can be provided on site or nearby the conference venue.
- j. Lunches for delegates 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 will be paid. The event will not be cancelled but it will be postponed. (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.

Submission of Bids

The bidder shall submit in a sealed envelope three (3) copies of all the bid documents. All copies of the bids (One Original and Two Duplicates) must consist of the following:

- a. **Copy of Certificate of Registration** under Companies' act 1956/2013 or autonomous body or a partnership firm or proprietorship/ incorporation.
- b. Copy of valid **PAN and GST no.**
- c. **Technical proposal**, super-scribing on the top right hand side of the cover envelope as Technical Bid 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 any other key features.
- d. **Financial proposal** super-scribing on the top right hand side of the cover as Financial Bid (providing the price quotation).
- e. For each of the bid application, a non-refundable **Processing fee of Rs. 3500** by DD in favor of Director, IIPS payable at Mumbai should be submitted with Bid document.
- f. **Earnest Money Deposit (refundable) of Rs.1,50,000/-** should be paid through Demand Drafts drawn in favor of **"IIPS LASI-Project-1"** payable at Mumbai.
- g. 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.
- h. Failure to provide and/or comply with the required information, instructions, etc. incorporated in these Bid documents may result in rejection of its tender.

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 the 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 placed 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. 1, 50,000/-** for bid submitted by the bidding by means of Demand Draft/ Banker Cheque drawn on any Nationalized Bank / Scheduled Bank payable in favor of the **"IIPS LASI-Project-1"**. The Demand Draft/Banker Cheque for the earnest money shall be put in the envelope.
5. 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 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.
6. IIPS reserves the right to choose, accept or reject any or all request /offers, in full or part, reduce or increase the quantity, spilt the order, criteria of requirement at any stage without giving any notice or assigning any reason. The decision of the Director, IIPS in this regard shall be final.
7. IIPS reserves the right to cancel the request for proposal (RFP) at any stage without assigning any reason. The decision of the Director, IIPS in this regard shall be final
8. Price Bid: There should be clear specification of cost with the following bifurcation:
 - a) Cost of Services/facilities (Excluding Tax)
 - b) Various Taxes (Clearing specified the percentage of tax)
 - c) Total cost of Services/facilities (Including Tax)
9. Repeat order/s may be given to the selected hotel room/s and conference facilities for IIPS events within the period of one year starting from the date of awarding the contract.
10. **Scrutiny and Evaluation of tender :-**
 - a) The BID committee reserves the right to modify the eligibility or evaluation criteria for evaluation consideration.
 - b) Before opening the tenders, as may be required, IIPS will conduct an assessment of hotel rooms and conference facilities to assess the suitability to conduct the LASI-Project Training of Trainers (ToT) workshop.
 - c) 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.

- d) The IIPS will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether to require sureties have been furnished, whether the documents have been properly signed & stamped and whether the tenders are generally in order.
 - e) The tenders will be scrutinized to determine whether they meet the essential and important requirements for required facilities for hosting the Training of Trainers workshop, conditions etc. 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.
 - f) 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.
 - g) 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 Infirmary/Irregularity/Non-Conformity:** If during the evaluation, the purchaser find 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 at 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 which 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 a discrepancy between the amount expressed in words and figures, the amount in words shall prevail, subject to sub clause 12.1 and 12.2 above.
- 12.4.** 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.

13. 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.
14. 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 due to this causes shall be rejected. Failure to provide and/or comply with the required information, instruction, etc. incorporated in the bid documents may result in rejection.
15. 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.
16. 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.
17. 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 Agency's proposal and also lead to blacklisting of the organization.
18. 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.
19. Hard copy of the required documents should be sent in envelop which should also be sealed and duly superscripted, marked as:

BID FOR HOTEL AND CONFERENCE CENTER SERVICES FOR LONGITUDAL AGEING STUDY IN INDIA (LASI) TRAINING OF TRAINERS WORKSHOP IN MUMBAI, LONAVLA AND PUNE

The Director,

International Institute for Population Sciences,
Govandi Station Road, Deonar, Mumbai-400 088
Tel: 91+22+42372401/682
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 **29 December, 2017, till 5:00 p.m.** Any proposal received after the prescribed date and time will not be entertained. IIPS will not be responsible for any loss or postal delay.

20. Force Majeure

20.1 Where the performance by the bidder of their obligations under this contract is delayed, hindered or prevented by an event or events beyond the reasonable control of the bidder and against which an experienced bidder could not reasonably have been expected to take precautions, the bidder shall promptly notify IIPS in writing, specifying the nature of the force majeure event and stating the anticipated delay in the performance of this contract.

20.2 From the date of receipt of notice given in accordance with Clause 20.1, IIPS may, at its sole discretion, either suspend this Contract for up to a period of 6 months (“the Suspension Period”) or terminate this Contract forthwith.

20.3 If by the end of the Suspension Period the parties have not agreed on a further period of suspension or re-instatement of the Contract, this Contract shall terminate automatically.

* For purposes of this clause, Force Majeure means an event beyond the control of the bidder and not involving the bidder’s fault or negligence and which is not foreseeable and not brought about at the instance of , the party(bidder) claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include, but are not restricted to, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.

21. Suspension or Termination without Default of the bidders

21.1. 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.

21.2. Where this Contract has been suspended or terminated pursuant to Clause 21.1, the bidder shall:

a) Take such steps as are necessary to terminate the provision of the **contract**, (including suspending or terminating any Sub-contracts) in a cost-effective, timely and orderly manner; and

b) Provide to IIPS, not more than 30days after IIPS notifies the bidder of the suspension or termination of this Contract an account in writing, stating:

- i.** Any costs, if any, due before the date of suspension or termination;
- ii.** Any costs to be expended after the date of suspension or termination which the bidder necessarily incurred in the proper performance of this Contract and which cannot reasonably be expected to avoid or recover.

21.3. 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.

Termination with Default of the bidders

21.4. 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.

21.5. Where this Contract is suspended under Clause 21.4 and the bidder subsequently fails to remedy the dissatisfaction; IIPS may terminate the Contract forthwith.

21.6. 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:

- 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
- 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
- c) The bidder is an individual or a partnership and at any time:
 - 1. Becomes bankrupt; or
 - 2. Is the subject of a receiving order or administration order; or
 - 3. makes any composition or arrangement with or for the benefit of the bidder's Creditors; or
 - 4. Makes any conveyance or assignment for the benefit of the bidder's creditors; or
- 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.

21.7. Where this Contract is terminated in accordance with this Clause 21.3, the bidder shall without prejudice to IIPS other remedies, take any steps necessary to terminate the provision of the Services in a timely and orderly manner but shall not be entitled to any further payment in relation to this Contract.

21.8. Where this Contract is terminated pursuant to Clause 21.3 the bidder shall pay IIPS within 10 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.

22. 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.

23. 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