

REQUEST FOR PROPOSAL (RFP)

Tender No. IIPS/STTP/Hotel Booking/ 01 /2023

Inviting Tender for Hotel Accommodation Facilities " One-week training program on Population and Demography Statistics for ISS Officers" organized in International Institute for Population Sciences, Deonar.

Last Date & Time of Receiving Tender: 10th January, 2024 up to 1.00 p.m.

Date & Time of Opening the Tender: Will be uploaded on Institute Website- www.iipsindia.ac.in

Bid Document

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International Institute for Population Sciences (Deemed University)
B.S. Devashi Marg (Govandi Station Road)
Deonar, Mumbai-400088
Tel:022-42372434/451

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 Facilities/services– Double Occupancy - 14 rooms for 7 days
3.	Announcement of Bids	27th December, 2023
4.	Last date for submission of bid	10th January, 2024 up to 1.00 p.m.
5.	Technical Bid Opening	11th January, 2024 at 3:00 p.m.
6.	Financial Bid Opening	12th January, 2024 at 11:00 a.m.
7.	Announcement of Selected Organization/ vendor	To be announced through IIPS website- www.iipsindia.ac.in

Checklist of eligibility for opening Technical Bid*

Sl. No.	Item	Tick
1.	Certificate of Registration/proof from a statutory body	
2.	Copy of PAN/TAN Card	
3.	GST Registration	
4.	Audited financial statements for Financial Year 2019-20, 2020-21 & 2021-22 with a minimum annual turnover of Rs. 25,00,000 (Twenty five Lakhs) per year in the last three financial years.	
5.	In place of EMD bidder has to submit a declaration stating that "I on behalf of M/s ---- -- hereby accept that in case of withdrawal or modifying the bid submitted during the period of validity, or if awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, M/s ----- will be suspended for the period of three years from being eligible to submit Bids for contracts with the IIPS, Mumbai".(Annexure – I-A)	

*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 is to provide Hotel accommodation services for the Short Term Training Programme on " **One-week training program on Population and Demography Statistics for ISS Officers**" from 22/01/2024 to 27/01/2024.

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 IIPS is proposing to hold the Short Term Training Programme on " **One-week training program on Population and Demography Statistics for ISS Officers**" from 22nd January to 27th January, 2024 in the Institute.

C. SCOPE OF SERVICE

- a) **Venue: Hotel Facility.** The location should be easily accessible (within 10 kms. from IIPS) for people attending the training programme.
- b) **Duration:** The Hotel Accommodation will be required for the period from 21st January, 2024 to 28th January, 2024.
- c) **Attendees:** The total participants to be accommodated will be approx. 27 on Double Occupancy basis.
- d) The details of the required services are as follows:

Sr. No.	Details of plan	Date of booking	No. of rooms	Type of occupancy	Rate per room (Rs.) (Inclusive of GST)
1.	Modern American Plan (MAP) incl. breakfast and dinner	7 nights Check in : 21 st January, 2024 Check out: 28 th January, 2024	14	Double	

GENERAL SERVICE REQUIREMENTS

- a. The Bidder shall provide sleeping rooms with the standard hotel accommodation amenities.
- b. The bid proposal should summarize the accessibility of the proposed location, including details of ground transportation (cost, duration, frequency) required to reach the proposed venue from the nearest major airport.
- c. The Bidder shall provide Complimentary pick up and drop facility from Airport.
- d. The bid document should, include plans (including approximate dimensions) of the proposed room spaces, and where appropriate, photographs showing any particular features of the venue that are to be noted.
- e. Breakfast and Dinner should be provided in restaurants within hotel premises.
- f. The bid document should specify the menu of food that will be provided.
- g. Wireless Internet: Wireless internet access should be readily available at the proposed accommodation/ rooms.
- h. If due to some unavoidable circumstances if the Training Programme 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).
- i. All charges should be inclusive of all taxes.
- j. IIPS being a Government of India organization, you must quote the minimum possible rates and while quoting the rates you must give all the details like providing infrastructure etc.
- k. 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.**
- l. TDS will be deducted if applicable before the final settlement of bill.
- m. Some relaxations of timing for check in & check out of at least 3 to 4 hours have to be considered.
- n. We may also need around 2 additional rooms (single occupancy) 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 **One sealed envelope** containing:

(1) Financial Proposal

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 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**”

- 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.
- 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 Short Term Training Period as decided by IIPS.

F.

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.ac.in). 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:** In place of EMD bidder has to submit a declaration as enclosed in Annexure – I-A
5. 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.
6. 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
7. 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)
8. **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 facilities offered by Bidder shall be checked and evaluated by the IIPS Project Coordinator/ BID committee members after the Opening of Technical Bid to decide about the suitability of the property.
 - d) 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.
9. **Minor Infirmary/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.

10. Discrepancies in Price:

- 10.1 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.
- 10.2 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
- 10.3 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 10.1 and 10.2.
11. 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.
12. 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, instructions, etc. incorporated in the bid documents may result in rejection.
13. 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.
14. 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 the next working day with the same specified time. Proposals received after the due date and time specified will automatically be rejected.
15. 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.
16. **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.
17. Hard copy of the required documents should be sent in envelop which should also be sealed and duly superscripted as:

Bid for Hotel Accommodation Facilities for Short Term Training Programme " One-week training program on Population and Demography Statistics for ISS Officers"

**The Director,
International Institute for Population Sciences, Govandi
Station Road, Deonar, Mumbai-400 088
Tel: 91+22+42372400/489.**

The last day for submission of complete bid with all supporting documents by hand, by post or by courier is 10th January, 2024 up to 1.00 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

18. Suspension or Termination without Default of the bidders

- 18.1 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.
- 18.2 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.

19. Termination with Default of the bidders.

- 19.1 Termination with Default of the bidders 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.
- 19.2 Where this Contract is suspended under Clause 19.1 and the bidder subsequently fails to remedy the dissatisfaction; IIPS may terminate the Contract forthwith.
- 19.3 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

20. 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.

21. 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/s have 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 authorized signatory of the Bidder with Seal Name:

Designation: Address:

ANNEXURE –I-A

Declaration by the Bidder

I on behalf of M/s..... hereby accept that in case of withdrawal or modifying the bid submitted during the period of validity, or if awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, M/swill be suspended for the period of three years from being eligible to submit Bids for contracts with the IIPS, Mumbai”.

Signature of the authorized 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			
5	Copy of PAN/TAN Card			
6	Copy GST Registration			
7	Audited financial statements for Financial Year 2019-20, 2020-21 & 2021-22 with a minimum annual turnover of Rs.25,00,000 (Twenty Five Lakhs) per year in the last three financial years.			
8	In place of EMD bidder has to submit a declaration stating that "I on behalf of M/s -----hereby accept that in case of withdrawal or modifying the bid submitted during the period of validity, or if awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, M/s ----- will be suspended for the period of three years from being eligible to submit Bids for contracts with the IIPS, Mumbai". (Annexure – I-A)			
9	Detailed profile of bidding entity			
10	Whether any show cause notice was ever issued by any Government Agency? If so, details thereof (please attach the copies of communications, if any)			
11	Annexure – I duly filled in 10.			
12	Brochure and Pictures/photographs of actual room & hall			

Signature of the authorized signatory of the Bidder with Seal Name:

Designation:

Address:

Annexure-III
FINANCIAL BID

Tender Inviting Authority: International Institute for Population Sciences					
Name of Work: Tender for providing Hotel Accommodation Facility					
Tender No: IIPS/STTP/Hotel Booking/01/2023					
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 Modern American Plan (MAP) incl. breakfast and dinner	14	Nos.		7 days
	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 tariff, breakfast, dinner and other facilities.

Signature of the authorised signatory of the Bidder with Seal Name:

Designation:

Annexure-IV

PAYMENT SCHEDULE

The payment plan for Organization/Vendor is provided below:

1. 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.
2. Payment will be made within 30 days of receipt of the Original bill /invoice.
3. Payment shall be made by a crossed cheque or NEFT to the firm subject to audit by the Accounts Department.
4. In case, if any dispute arising out of this supply orders the decision of the Director, IIPS shall be final and binding on the supplier.
5. Performance Security will be released after successful completion of the contract.

Signature of the authorized signatory of the Bidder with Seal Name:

Designation: