

# **FIND** **Diagnosis for all**

**Foundation for Innovative New Diagnostics (FIND)**

**Request for Proposal (RFP)**

**RFP Document for Hiring of Agency for Conducting Prevention of Sexual Harassment (POSH) and Gender Sensitization Workshop**

**RFP No.: FIND/RFP/POSH & Gender Sensitization workshop/09/2024**

**Foundation for Innovative New Diagnostics**  
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CIN: U73100DL2015NPL282471

### Key Information

FIND India hereby invites proposals from eligible and qualified Agencies/Consultant for conducting Prevention of Sexual Harassment (POSH) and Gender Sensitization Workshop as per detailed Scope of Work in **Section IV**.

<b>Issuance Date</b>	01-03-2024
<b>Last Date and Time for clarifications/queries</b>	04-03-2024 by 1100 Hrs. at <a href="mailto:procurement.in@finddx.org">procurement.in@finddx.org</a>
<b>Last Date, Time and Place for receipt of Proposals</b>	08-03-2024 by 1500 Hrs. at <a href="mailto:procurement.in@finddx.org">procurement.in@finddx.org</a>
<b>Date, Time, and Place for the opening of Technical Proposals</b>	08-03-2024 at 1600 Hrs. Via Microsoft Team <b>The link to the bid opening meeting will be provided only to Agencies who have submitted their proposal before the submission deadline.</b>
<b>Bidding system</b>	Two Bid System
<b>Tender Type</b>	Request for Proposal (RFP)
<b>Method of Evaluation</b>	Quality and Cost Based Selection (QCBS)

**Note: Agencies are referred as Agencies/ Bidder/ Consultant in the RFP.**

**SECTION – I**  
**INSTRUCTIONS TO BIDDERS**

<b>A. INTRODUCTION</b>	
<b>1. Documents Establishing Conformity of Goods and Services to Bidding Documents</b>	1.1 The Bidder shall furnish as part of its Proposal the documentary evidence whichever is specified as per Clause 4.5.
<b>2. Cost of Bidding</b>	2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser will in no case be responsible or liable for those costs.
<b>B. THE BIDDING DOCUMENTS</b>	
<b>3. Clarification of Bidding Documents</b>	3.1. A prospective bidder requiring any clarification regarding specification, required services, and conditions of contract/ agreement, etc. given in the document may submit a written request for clarifications to FIND India by email up to 1100 hrs on 04-03-2024 at <a href="mailto:procurement.in@finddx.org">procurement.in@finddx.org</a> .
<b>C. PREPARATION OF PROPOSAL</b>	
<b>4. Documents Constituting the Proposal</b>	<p>4.1. The Proposal shall comprise a single zip folder containing both the Technical and Financial Proposal. The Technical Proposal must be accessible, and the Financial Proposal must be password-protected. The Technical Proposal will be opened on 08-03-2024 at <b>1600 Hrs. The link to the bid opening meeting will be provided only to Agencies who have submitted their proposal before the submission deadline.</b></p> <p>4.2. The documents listed in ITB Para 4.5 below shall be evaluated by the Purchaser. The Bids which do not conform to the specified requirements will be rejected as technically non-responsive / disqualified Proposal.</p> <p>4.3. Post Technical qualification of the Bidder, the Purchaser will request the Technically qualified Bidder to provide the password of their Financial Proposal through e-mail. Thereafter, the Financial Proposal submitted by all technically qualified bidders will be opened in front of the Technically qualified Bidders who choose to attend the meeting. The bids shall be evaluated and compared by the Purchaser. A Contract shall be awarded to the Bidder who has been determined to be the highest scorer among the responsive Bidder.</p> <p>4.4. The Financial Proposal should include Trainer’s fee, cost of travel for trainers to venue, training aids, Taxes etc.</p> <p>4.5. <b>The Technical Proposal submitted by the Bidder shall comprise the following:</b></p> <p style="margin-left: 20px;"><b>Pre-liminary Evaluation Criteria</b></p> <ul style="list-style-type: none"> <li>I. Copy of certificate of Incorporation/ Registration (as applicable). In case of Individual, a copy of PAN Card shall be submitted.</li> <li>II. Confirmation of acceptance of all Terms and conditions of the RFP.</li> <li>III. Confirmation for acceptance of bid validity for 30 days.</li> <li>IV. The Agency should have a minimum experience of 10 years. In case of less experience of 10 years, the proposal of the Agency will be rejected.</li> <li>V. Confirmed Timeline –30 days from confirmed PO or within March 2024 whichever is earlier.</li> <li>VI. Copy of Income Tax registration certificate/PAN, if applicable.</li> <li>VII. Copy of GST registration certificate, if applicable.</li> </ul>

- VIII. Copy of Income Tax Returns for the last three financial years i.e., 2020-21, 2021-22 & 2022-23, if applicable.
- IX. The Agency should not be blacklisted by any Central Government / State Government / Government bodies/ World Bank/international organizations.

**The Bidders meeting the above preliminary evaluation criteria shall only be considered further for detailed technical evaluation as per criteria mentioned below.**

**Technical Evaluation**

S.No	Evaluation Criteria	Marks (100)
1	<p><b>No. of Years of relevant experience in conducting POSH and Gender Sensitization Workshop</b></p> <ul style="list-style-type: none"> <li>Bidder with experience of more than 15 years- 10 Marks</li> <li>Bidder with experience of more than 12 years- 7 Marks</li> <li>Bidder with experience of more than 10 years- 5 Marks</li> </ul>	<b>10</b>
2	<p>The Bidder shall have the Experience of executing similar assignments for Corporates, International NGOs/ Bi-lateral Donors or Clients/Multi-lateral Donors or Clients/Philanthropic Organizations/Governments/Hospitals/Healthcare Enterprises during the last 5 years (as on the date of opening of proposals) as under:</p> <ul style="list-style-type: none"> <li>4 completed assignments: 10</li> <li>3 completed assignments: 7.5</li> <li>2 completed assignments: 5</li> </ul> <p>The Bidders shall submit a copy of Work Order (<i>confirming year, contract value, scope of work along with reference details</i>) along with the Satisfactory Certificate from the Client or Self-Declaration of Completion of the Project/Assignment. In case of non- submission, the same will not be considered.</p>	<b>10</b>
3	<p><b>Methodology and Understanding of Terms of Reference</b></p> <p>The Bidder must submit in their proposal a detailed approach, methodology and workplan as per Scope of Work.</p>	<b>20</b>
4	<p><b>Qualification and Experience of Project Team preferably in line with similar assignment</b></p> <ul style="list-style-type: none"> <li>Qualification</li> <li>Relevant experience including their participation in similar projects with iNGO</li> </ul>	<b>20</b>

	Please submit profile of Trainers, along with website link(if any).	
5	Presentation of the detailed Plan The Bidder will make the presentation virtually or at FIND India's Delhi Office (the same will be informed via email after opening of Proposals)	40

**Financial Evaluation: Financial Proposal of only those Bidders receiving minimum of 70% marks in Technical Evaluation will be opened. The technically qualified Bidders will be asked for the password to access their respective Financial Proposal, and the evaluation will be done in accordance with the Quality and Cost-based Selection (QCBS) method i.e. 70:30. Further, the Financials (30%) will be scored as elucidated below:**

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as follows:

$Sf = 100 \times Fm / F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

**The Financial Proposal should be submitted in the price format provided in Section III in the password-protected files.**

**NOTE: -**

- The technical proposal should not include any price-related information. Proposal that include any financial information in their technical proposal shall be rejected and shall not be taken forward for further evaluation.
- The Financial Proposal should be submitted in the price format provided in the RFP Document and attach the bifurcation of the same in the financial bid (zip folder) password protective. For format, please refer to **Section -III**.

5. Bid Prices	5.1 The Bidder shall indicate on the Price Schedule, the break-up of the total bid price as per in the format of the Price Schedule given in <b>Section III</b> . 5.2 The prices quoted by the bidder should be on a firm and fixed basis during the performance of the contract, except for duties and taxes on finished goods. A proposal submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
6. Currencies of Bid	6.1. Prices shall be quoted in Indian Rupees only.
7. Period of Validity of Bids	7.1 Proposal shall remain valid for the period of <b>30 days</b> after the date of bid submission specified in the document. 7.2 In exceptional circumstances, prior to the expiry of the original bid validity period, the Purchaser may request that the Bidders extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing.

8. <b>Alternative Proposals by Bidders</b>	8.1. Alternative bids shall not be accepted. The bidder should not submit more than one bid. 8.2. Joint Venture/ Consortiums are not permitted.
9. <b>Format and Signing of Bid</b>	9.1. The proposal consisting of the documents listed in this document shall be typed or written in indelible ink and signed by the Bidder or persons duly authorized to bind the Bidder to the Contract. 9.2. Any interlineations, erasures, or overwriting to correct errors made by the Bidder should be initiated by the person or persons signing the proposal.
<b>D. Submission of Bids</b>	
10. <b>Sealing and Marking of Bids</b>	10.1. Bidders need to submit their proposal through email. Under the Two Bid System, the bidder shall submit their proposal following the two-bid system comprising of: - a) <b>Technical bid</b> (in a ZIP folder) consisting of all technical details along with all the relevant documents listed in para-4.5. b) <b>Financial bid</b> -as per price format given in Section III in password-protected files.
11. <b>Deadline for Submission of Bids</b>	11.1. The proposal should be submitted on or before 08-03-2024 <b>by 1500 Hrs.</b> through email at <a href="mailto:procurement.in@finddx.org">procurement.in@finddx.org</a> 11.2. The Purchaser may, at its discretion, extend the deadline for the submission of proposal.
12. <b>Modification and Withdrawal of Proposals</b>	12.1. The proposal can't be withdrawn or altered after the due date and time for the submission of proposal.
<b>E. OPENING AND EVALUATION OF BIDS</b>	
13. <b>Bid Opening</b>	13.1 The Technical proposal shall be opened by the Bid Opening Committee, through an online platform, by the Purchaser in the presence of the Bidders' authorized representatives who choose to be present, enabling them to participate in the proceedings. Details of the same will be shared with the technically qualified bidders. 13.2 The Financial proposal of only those Bidders who qualify in the Technical Evaluation will be opened. 13.3 <b>The Bidder's attendance at the opening of the proposal is optional and is at the Bidder's choice.</b>
14. <b>Clarification Proposal</b>	14.1 During the evaluation of the proposal, the Purchaser may, at its discretion, ask the Bidder for a clarification of its proposal. The request for clarification and the response shall be in writing, and no change in the prices or substance of the proposal shall be sought, offered, or permitted, except to correct arithmetic errors identified by the Purchaser in the evaluation of the proposal.
15. <b>Examination of Technical proposal and Determination of Responsiveness</b>	15.1 The Purchaser's determination of the responsiveness of a Technical Proposal is to be based on the contents of the Technical Proposal itself. 15.2 The Purchaser will examine the technical proposal to determine whether they are complete, whether the documents have been properly signed, and whether the proposal are generally in order. 15.3 The Purchaser may waive any minor informality, nonconformity, or irregularity in a proposal that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

<p><b>16. Evaluation and Comparison of Proposal</b></p>	<p><b>Evaluation of Proposal</b></p> <p>16.1 The Purchaser shall examine the Technical Proposal to confirm that all documents and technical documentation requested in the RFP have been provided and to determine the completeness of each document submitted and the Evaluation will be conducted as per Clause 4.5 stated above.</p> <p><b>Evaluation of Financial Proposal</b></p> <p>16.2 Financial Proposal of only those Bidders receiving minimum of 70% marks in Technical Evaluation will be opened. The technically qualified Bidders will be asked for the password to access their respective Financial Proposal, and the evaluation will be done in accordance with the Quality and Cost-based Selection (QCBS) method i.e. 70:30.</p> <p>16.3 Likewise, following the opening of Financial proposal, the Purchaser shall examine the Financial proposal to confirm that all documents and financial documentation have been provided and to determine the completeness of each document submitted. The Purchaser shall evaluate the Financial proposal for which the Technical Proposal has been determined to be responsive.</p> <p>16.4 The Purchaser's evaluation of a proposal will take into account the total cost of the requirement inclusive of all duties, taxes, delivery, and other charges.</p> <p>16.5 Considering the technical and financial scores, the Contract will be awarded to the Bidder with the Most Advantageous Proposal.</p>
<p><b>F. AWARD OF CONTRACT</b></p>	
<p><b>17. Award Criteria</b></p>	<p>17.1. The purchaser will award the Contract to the Bidder whose proposal has received the maximum marks considering the technical and financial scores.</p> <p>17.2. <i>*If any additional training with same scope (TOR), the separate Contract/PO will be issued to the agency/Consultant on same rate, T&amp;C.</i></p>
<p><b>18. Purchaser's Right to Accept Any Bid and to Reject Any or All Bids</b></p>	<p>18.1. The Purchaser reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders. No reason for such action of Purchaser shall be given.</p>
<p><b>19. Purchaser's right to vary the scope of work during the currency of the contract</b></p>	<p>19.1. The Purchaser reserves the right to increase or decrease the scope of work during the contract period.</p>

**SECTION II.**  
**General Conditions of Contract**

<b>1. Prices</b>	Prices charged by the Bidder for Services performed under the Contract shall not vary from the prices quoted by the Bidder in its bid for the duration of the Contract. Prices shall be fixed and firm for the duration of the Contract and should include Trainer's fee, cost of travel for trainers to venue, training aids etc. and any other applicable expenses. However, GST (as and when applicable) payable shall be paid as applicable at the time of Invoice.
<b>2. Payment</b>	100% payment shall be made upon completion of all the trainings within 45 days of submission of original Invoice with supporting document.
<b>3. Jurisdiction</b>	All disputes arising out of the contract shall be subject to the jurisdiction of the appropriate court in New Delhi, India, only.



**Section – III**  
**FINANCIAL PROPOSAL**

Sl. No.	Item Description	Total Price (INR)
1	Professional Fee for conducting Prevention of Sexual Harassment (POSH) and Gender Sensitization Workshop <ul style="list-style-type: none"> <li>• Session one: for Approx 30 participants in person at Delhi</li> <li>• Session two for Approx 30 participants based outside Delhi in virtual (online mode) (max upto 4 hrs per day)</li> </ul>	
	<b>Taxes</b>	
	<b>Grand Total</b>	

Under Professional Fee, the Bidder should include the fee payable for the services performed and shall include all direct payments.

For Evaluation of Financial Proposal, Total Cost of the Assignment (including GST) shall be considered for evaluation.

The cost should include Trainer's fee, cost of travel for trainers to venue, training aids etc.

- For in person training the venue and meals will be managed by FIND
- For virtual training agency/trainer are requested to organize the platform

*\*If any additional training with same scope (TOR), the separate Contract/PO will be issued to agency/Consultant on same rate, T&C.*

## Section – IV

### SCOPE OF WORK

FIND, the global alliance for diagnostics, seeks to ensure equitable access to reliable diagnosis around the world. We connect countries and communities, funders, decisionmakers, healthcare providers and developers to spur diagnostic innovation and make testing an integral part of sustainable, resilient health systems. We are working to save 1 million lives through accessible, quality diagnosis, and save US\$1 billion in healthcare costs to patients and health systems. We are co-convener of the Access to COVID-19 Tools (ACT) Accelerator diagnostics pillar, and a WHO Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation. For more information, please visit [www.finddx.org](http://www.finddx.org)

**Location:** New Delhi

**Background and Overall objective:** FIND in India is seeking proposals for an agency to conduct Prevention of Sexual Harassment (POSH) and gender sensitization workshop in the month of March 2024 in New Delhi, India.

FIND believes that a critical element of a workplace free of Sexual Harassment is POSH training leading to awareness, sensitization and pro-active participation from team members in creating an inclusive, harassment free workplace. The Government of India has also mandated that organizations conduct sessions for its employees under 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), Act 2013. Organizations conducting regular Posh training for employees and sensitization programs have reaped the benefits of an inclusive workplace, while being in compliance with the Act.

Members of the FIND team have already received online training on POSH as part of their on-boarding process. The purpose of the current workshop is to refresh our team members' knowledge on India's POSH guidelines, types of harassment covered by POSH, specific legal tenets, redressal mechanisms available at FIND.

Another area of focus for the training is to be "gender sensitization" with specific emphasis on establishing and furthering an inclusive, gender-neutral work environment where all members feel safe, can thrive, participate and grow. The workshop is also a chance to create awareness on issues such distinction between sex and gender, defining/understanding gender-related terminologies, providing a brief overview of ways in which gender and other gender related terminology are socially constructed and the significant role awareness can play in sensitizing employees towards a changed mindset.

Modes of training should be interactive and should include illustrative case-studies, relevant examples, play-shops and role-plays.

**Medium:** Play-acting and interactive

Proposal for two training sessions.

1. Session one: for 30 participants in person at Delhi
2. Session two for Approx 30 participants based outside Delhi in virtual (online mode) (max up to 4 hrs per day)