



DIRECTORATE OF TOURISM

(GOVERNMENT OF JHARKHAND)

REQUEST FOR PROPOSAL (RFP)

FOR

**SELECTION OF AN EVENT MANAGEMENT AGENCY FOR DESIGNING AND
MANAGEMENT OF JHARKHAND STALL IN THE SATTE -2018**

(31st January – 2nd February 2018)

Dated : 16/01/2018

Directorate of Tourism
Government of Jharkhand
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Tender Schedule



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The Directorate of Tourism (DoT), Government of Jharkhand intends to select a reputed Event Management Agency for **SATTE 2018** dated **31/01/2018 to 02/02/2018**, therefore invites empanelled agencies to submit their Bids.

Interested Empanelled agencies may participate for this tender and submit their proposal. The Bid Due Date is on **24/01/2018 at 12:00 hours**.

A Technical/Creative Presentation & Financial Bid opening Conference will be held on **24/01/2018 at 14:00 Hours** at Directorate of Tourism, Government of Jharkhand, MDI Building, 2nd Floor, HEC Campus, Dhurwa, Ranchi, Jharkhand. All subsequent notifications, changes and amendments will be sent through mails.

DoT reserves the right to cancel this invitation and / or invite fresh Bid with or without amendments to this invitation, without liability or any obligation for such invitation and without assigning any reason.

1. INSTRUCTIONS FOR SUBMISSION OF BID

1.1 Background

- 1.1.1 The State of Jharkhand is endowed with immense bio-diversity, moderate climate, rich cultural and historical heritage, religious places of worship and ethnic aspects to make the State the ultimate destination for tourists.
- 1.1.2 DOT intends to select an agency (the “Selected Agency”) who would assist DOT in organizing the **South Asia’s Leading Travel Show (SATTE) - 2018** for event scheduled for a period **31/01/2018 to 02/02/2018** (the “Service”). The main objective is to showcase and provide comprehensive information on Jharkhand tourist destinations, create a strong brand identity and awareness of Jharkhand Tourism amongst the target tourists etc. This meet is to enhance market and promote Jharkhand as a tourist destination throughout the year. The focus will be on increasing International, domestic and inbound traffic into the State.
- 1.1.3 Pursuant thereto, the DOT invites Bids from Empanelled Agencies for selection of the Event Management agency (the “Bidder”) as specified in this Request for Proposal (the “RFP”) document for the Services.
- 1.1.4 The RFP document shall be the basis for selection of an Agency based on the marks obtained by the Bidder after evaluation of Bidder’s Technical/Creative Presentation in terms of **Clause 2** of this Document.
- 1.1.5 The scope of services to be provided by the Selected Agencies shall include and not limited to the services provided at **Schedule A** and shall also be governed by the provisions of issue LOA/Work Order and to be entered into between the selected Agency and the DOT (the “LOA/Work Order”) which sets forth the detailed terms and conditions for grant of the right to the selected Agency (the “Right”).
- 1.1.6 The Agency selected in accordance with evaluation process of this RFP Document will be subsequently invited to undertake and perform the Services set forth in **Schedule A** with respect to organizing events SATTE 2018 at Pragati Maidan, New Delhi.

1.2 Submission of Bids

- 1.2.1 The Agency shall be required to submit a **Technical & Financial Bid in separate sealed envelopes** put in a bigger sealed envelopes super scribed as “**SELECTION OF AN EVENT MANAGEMENT AGENCY FOR DESIGNING AND MANAGEMENT OF JHARKHAND STALL IN THE SATTE -2018**”. The envelope containing the Applications shall be delivered by Hand/ Courier/Registered

Post/Speed Post at Directorate of Tourism office upto **24/01/2018 12:00 hrs.**
Applications received after the Application Due Date shall not be entertained.

- 1.2.2 “**Financial Proposal**” The Financial Proposal in the prescribed format at **Appendix – A** on the letter head of the Bidder and signed by the authorised signatory.
- 1.2.3 The Bidder shall submit each of the following documents in the, on or before the Bid Due Date. The documents accompanying the Bid submission shall include the following:
- Copy (Soft copy & Hard copy) of Presentations Technical/Creative Presentation
 - Financial Bid in the prescribed format at **Appendix – A**;
 - Power of Attorney (on stamp paper) for signing of Bid documents on behalf of the Bidder in the prescribed format at **Appendix –B**
- 1.2.4 The Bidder should submit a Power of Attorney as per the format enclosed as **Appendix- B**, authorizing the signatory of the Bid to commit the Bidder. The Bid documents must be properly signed by the authorized representative (the “Authorized Representative”) as detailed below:
- In case the sole proprietor himself is signing the Bids, the Power of Attorney is not required to be submitted. However, if the Bid documents are signed by any other person other than the sole proprietor or a duly authorized person, the Power of Attorney is required to be submitted in the format at **Appendix- B**
 - by a duly authorized person holding the Power of Attorney, in case of a Company.
- 1.2.5 The Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.
- 1.2.6 The Bids and all related correspondence and documents shall be written in English language. For the purpose of interpretation and evaluation of the Bids, the English language translation shall prevail.

1.3 Schedule of Bidding Process

The DOT would endeavor to adhere to the following schedule:

SI No	Event Description	Date
1.	Pre-Bid Queries Submission	17/01/2018 by 12:00 Hours
2.	Pre-Bid Conference	18/01/2018 by 15:00 Hours at Directorate of Tourism Office
3.	Bid Due Date	24/01/2018 by 12:00 Hours
4.	Technical/Creative Presentation & Financial Bid opening Conference	24/01/2018 at 14:00 Hours Venue Details: Directorate of Tourism Government of Jharkhand MDI Building, 2 nd Floor, HEC Campus, Dhurwa, Ranchi, Jharkhand
5.	Bid Validity period	60 days from Bid Due Date

- 1.3.1 Queries, if any, proposed to be raised at the pre-bid conference by the agency should be submitted to the DOT in writing at least one (1) working days before the date of the pre-bid conference and a soft copy of the same shall be e-mail to the **dirjharkhandtourism@gmail.com**.

1.4 Bidding Process

- 1.4.1 The Bids should be submitted in by Hand/ Courier/Registered Post/Speed Post at Directorate of Tourism office upto **24/01/2018 12:00 hrs**. Applications received after the Application Due Date shall not be entertained. The Bid Due Date as indicated in **Clause 1.3**, in the manner and form as detailed in this RFP document.

- 1.4.2 The Authority, at its sole discretion, may extend the Bid Due Date by issuing an Addendum in accordance with **Clause 1.5**.

1.5 Amendments to RFP

- 1.5.1 At any time prior to the Bid Due Date, as indicated in **Clause 1.3**, Schedule of Bidding Process, the Authority may, for any reason, amend the RFP Document by the issuance of Addenda. Any Addenda issued would be sent through mail and the same shall be binding on the Bidders.

- 1.5.2 In order to afford Bidders reasonable time to take the Addendum into account, or for any other reason, the Authority may, at its discretion, extend the Bid Due Date. Information about extension of the Bid Due Date will be sent through mail.

1.6 Late Bids

- 1.6.1 Applications received after the Application Due Date shall not be entertained.

1.7 Modifications/ Substitution/ Withdrawal of Bids

- 1.7.1 The Bidders cannot modify or withdraw the Bids after submission.

1.8 Cost of Bid

- 1.8.1 The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the selection process, visits to the Authority, etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection

1.9 Right to reject any or all Bids

- 1.9.1 Notwithstanding anything contained in this Document, the Authority reserves the right to accept or reject any Bid and to annul the selection process and reject all Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- 1.9.2 The Authority reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of the Authority to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority thereunder.

1.10 Selection and notification

- 1.10.1 The Authority intends to select an Agency for the Services, thus invites Empanelled Agencies to make a Technical/Creative presentation and to submit their Financial Bid for providing the services.
- 1.10.2 After the evaluation of Bids in terms of Technical/Creative Presentation, the Bidders whose score is minimum of 70 marks out of 100 marks in Technical/Creative presentation will be eligible & qualified for opening of their Financial Bid by the Authority. The Authority will not entertain any query or clarification from Bidders who fail to be selected.

1.11 Validity of Bids

- 1.11.1 The Bid shall be valid for a period of not less than 60 (sixty) days from the Bid Due Date (“Bid Validity Period”). The validity of Bid may be extended by mutual consent of the respective Bidder and the Authority.

2. EVALUATION OF BIDS

2.1 Opening and Evaluation of Bids

- 2.1.1 The Authority shall conduct a Technical/Creative Presentation & Financial Bid Conference with the Bids received from Empanelled Agencies on the date specified in **Clause 1.3.**, Schedule of Selection Process specified in the RFP & in the presence of the Bidders who choose to attend.
- 2.1.2 The Authority will examine and evaluate the Technical/Creative Presentation & Financial Bids in accordance with the provisions set out in this section **Clause 2.3.**
- 2.1.3 Any information contained in the Technical/Creative Presentation & Financial Bids shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Bidder if the Bidder are subsequently selected on the basis of such information.
- 2.1.4 The Authority reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Bid.

2.2 Test of Responsiveness

- 2.2.1 Prior to evaluation of Bids, the Authority will determine whether each Bid is responsive to the requirements of the RFP Document and Bid shall be considered responsive only if:
- a. it is received by the Bid Due Date including any extension thereof pursuant to **Clause 1.3;**
 - b. is received through Hard Copy as stipulated in **Clause 1.4.;**
 - c. it contains the information and documents as requested in the RFP Document;
 - d. it contains information in the form and formats specified in the RFP Document;
 - e. it provides the information in reasonable detail. (“**Reasonable Detail**” means that, but for minor deviations, the information can be reviewed and evaluated by the Authority without communication with the Bidder). The Authority reserves the right to determine whether the information has been provided in reasonable detail;
 - f. it does not contain any condition or qualification; and
 - g. it is not non-responsive in terms hereof
 - h. Technical and Financial proposal as per instruction (Sealed Cover).

2.3 Evaluation of Technical/Creative Presentation of the Bidder

2.3.1 All the Bidders, whose Bids are found to be responsive as per **Clause 2.2**, shall be called for Technical/Creative Presentation and Financial Bid Conference on the scheduled date as per **Clause 1.3**. The Bidders are required to make a presentation showcasing the ability of the agency for successfully carrying out the Event. A Technical Scrutiny Committee constituted by the Authority shall scrutinize the Technical/Creative presentations made by the Bidders as per the parameters cited in **Clause 2.3.2** in accordance to the **Clause 2.3.3**.

2.3.2 All the Bidders whose Bids are found to be responsive as per **Clause 2.2** shall be qualified for financial opening on the basis of the marks obtained in accordance with the parameters set out in the table below:

Sl No	Parameter	Evaluation Criteria	Maximum Marks
Technical / Creative Presentation			
1	Idea & Concept Plan	Demonstration of unique idea and understanding of preliminary concept of festival/ carnival/event for the management of successful event.	20
2	Creativeness	Demonstration of creativity and proposition of technological interventions. Complete solution to the various aspects of the event. Designing, Layout and performance.	20
3	Experience	Previous experience in managing similar events/ related experience	40
4	Methodology & Execution Plan	Methodology of management of the event and plan for completion of detailed tasks in ToR.	20
Total			100

Note :

- a. *The Presentation made by the Bidder shall be concise and comprehensively covering all parameters set out in the above table as per **Clause 2.3.2**.*
- b. *The Bidders will be provided with only 15 minutes to make their presentation. The Bidders should submit 2 hard copies of the presentation and will share a soft copy of the presentation with the Authority.*
- c. *The Authority will not be responsible for any glitches or technical failures occurred during the presentation and thus Bidders are required to bring in necessary gear for making the presentation.*

2.3.3 The Bidder whose scores a minimum 70 marks out of 100 marks in the Technical/Creative Presentation shall be qualified (the “Qualified Bidders”) for opening of Financial Bids.

2.4 Evaluation of Financial Bids

- 2.4.1 The Financial Bids of only the Qualified Bidders shall be opened in the presence of the Bidder's representatives who choose to attend on the date and time intimated to the Qualified Bidders in the presence of the Bidder's representatives who choose to attend. The name of the Bidder, the Technical/Creative Presentation scores and the proposed financial offer shall be read.
- 2.4.2 The financial evaluation will be carried out as per this **Clause No. 2.5**.
- 2.4.3 For financial evaluation, the total Service Fee exclusive of GST/all tax indicated in the Financial Bid will be considered.
- 2.4.4 DOT will determine whether the Financial Bids are complete, incomplete and unconditional. The cost indicated in the Financial Bid shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any services shall not entitle the selected Agency to be compensated and the liability to fulfill its obligations as per the scope of services mentioned in **Schedule A** of this RFP. **The lowest Financial Bid will be selected.**

2.5 Final evaluation

- 2.5.1 The Bidder, quoting the **Lowest Service Fee (L1)** shall be the Selected Agency.

2.6 Selection of Agency

- 2.6.1 The Bidder scoring the **Lowest Service Fee** shall be declared as Selected Agency.
- 2.6.2 In the event that the L1 Bidder withdraws its Bids or is not selected for any reason in the first instance, DOT may invite the second ranked Bidder for negotiations.
- 2.6.3 The Bidder quoting the lowest Service Fee (L1) shall be the Selected Agency.

2.7 Letter of Award (LOA) and Execution of Service Agreement

- 2.7.1 After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by DOT to the Selected Agency and the Selected Agency shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Agency is not received by the stipulated date, DOT may, unless it consents to extension of time for submission thereof, appropriate the Performance Security on account of failure of the Selected Agency to acknowledge the LOA, and the next eligible Bidder may be considered.

2.8 Performance Security

2.8.1 The Selected Agency shall for due performance and fulfillment of the terms of the LOA/Work Order furnish to DOT, an unconditional and irrevocable Performance Bank Guarantee not exceeding 10% of the total LOA/Work Order Price quoted by the Selected Agency. The Performance Security Guarantee is required to be taken from a nationalized bank in favor of “**Director, Directorate of Tourism, Jharkhand**”, payable at “Ranchi”. The Performance Security Guarantee will be payable on demand and be valid for a period of 60 (sixty) days from the date of signing the LOA/Work Order with the Authority.

2.9 Payments Terms

2.9.1 Payment will be made to the Agency after completion of the event and ascertainment by DOT that work was carried out satisfactorily and in accordance with the terms and conditions of the RFP.

2.9.2 The total LOA/Work Order Price to be quoted by the Agency shall be exclusive of all taxes, duties, GST, as applicable.

2.9.3 DOT shall pay the LOI/Work Order Price after submission of bills/invoices by the Agency.

- i. Submission of proper bills/invoices for all the respective expenses incurred by the Agency for the purpose of organizing the SATTE – 2018.

2.10 Fraudulent & Corrupt Practices

2.10.1 If the Selected Agency is found to be engaged in corrupt, fraudulent, unfair trade practices, coercive or collusive. These terms are defined as follows:

- i. “**Corrupt practice**” means the offering, giving, receiving or soliciting of anything of value to influence the action of DOT or any personnel in agreement executions.
- ii. “**Fraudulent practice**” means a misrepresentation of facts, in order to influence a procurement process or the execution of a LOA/Work Order, to DOT, and includes collusive practice among Bidders designed to establish Bid prices at artificially high or non-competitive levels and to deprive DOT of the benefits of free and open competition.
- iii. “**Unfair trade practices**” means supply of services different from what is ordered on, or change in the Scope of Work which was agreed to.
- iv. “**Coercive practices**” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of LOA/Work Order.
- v. “**Collusive practices**” means a scheme or arrangement between two or more Bidders with or without the knowledge of the DOT, designed to establish prices at artificial, non-competitive levels;

APPENDIX A: FORMATS FOR SUBMISSION OF FINANCIAL BIDS

(On the Letterhead of the Bidder)

To,

Directorate of Tourism

Government of Jharkhand

MDI Building, 2nd Floor, HEC Campus, Dhurwa,

Ranchi, Jharkhand – 834004

Dear Sir,

Sub: BID FOR SELECTION OF AN EVENT MANAGEMENT AGENCY FOR DESIGNING AND MANAGEMENT OF JHARKHAND STALL IN THE SATTE - 2018

1. We are pleased to quote our fixed Service Fee of Rs. _____ (Rupees _____ Only) (The “Service Fee”) for undertaking the above mentioned Assignment and inclusive of all costs associated with providing the services specified in **Schedule A** of the RFP Document. The Service Fee is exclusive of GST and all other applicable taxes.
2. I/ We confirm and agree that we have reviewed all the terms and conditions of the Request for Bid and conform that we would abide by all the terms and conditions. We hereby declare that there shall be no deviations from the stated terms in the RFP Document.
3. I/ we agree that my/our Financial Bid shall remain valid for a period of 60 (sixty) days from the Bid Due Date prescribed for submission of Bid.
4. I / we confirm that our Financial Bid is unconditional and that we accept all terms and conditions specified in the RFP Document.
5. I / we agree to be bound by this offer if we are the Selected Agency for the said Assignment.
6. We further certify that we shall follow the Scope of Services, without any deviations, enumerated in this RFP Document, if the Assignment is awarded to us.

Sincerely,

Name of the Bidder

.....

Signature of the Authorised Person

.....

Name of the Authorized Person

APPENDIX B: FORMAT FOR POWER OF ATTORNEY

(On the applicable value of Stamp Paper)

Power of Attorney

Know all men by these presents, we, (name of Bidder and address of the registered office) do hereby constitute, nominate, appoint and authorise Mr./Ms..... son/daughter/wife and presently residing at....., who is presently employed with us and holding the position of as our true and lawful attorney (hereinafter referred to as the “**Authorised Representative**”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for Selection of an **SELECTION OF AN EVENT MANAGEMENT AGENCY FOR DESIGNING AND MANAGEMENT OF JHARKHAND STALL IN THE SATTE -2018** , appointed by the Directorate of Tourism, Government of Jharkhand (the “**Authority**”) including but not limited to signing and submission of all Bids and other documents and writings, participating in Technical/Creative Presentation & Financial Bid conference and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all LOA/Work Orders and undertakings consequent to acceptance of our Bid and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Bid for the said Selection and/or upon award thereof to us till the entering into of the LOA/Work Order with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2018

For

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarised

Accepted

.....

(Signature, name, designation and address of the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs.100 (Hundred) and duly notarised by a notary public.

Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, Bidders from countries that have signed the Hague Legislation Convention, 1961 need not get their Power of Attorney legalised by the Indian Embassy if it carries a conforming Appostille certificate.

SCHEDULE A: TERMS OF REFERENCE

The scope of services to be provided by the Agency as described below is general but is not exhaustive i.e. does not mention the entire incidental services required to be carried out. The services shall be provided all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred there from. The scope of services shall also be governed by the provisions of the LOA/Work Order (the “LOA/Work Order”) to be entered into between the Agency and Directorate of Tourism which sets forth the detailed terms and conditions for grant of the right to the Agency (the “**Right**”). There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects. The list given below is an indicative list and shall include any other activity in association to those mentioned below:

Carry out all the activities required for successful event management of **SATTE - 2018 at Pragati Maidan, New Delhi on 31/01/2018 to 02/02/2018** and activities including pre-event activities, activities during the event and activities after the event, which shall include but not limited to the following activities:

1. Agency will be responsible for Installation, Decoration and Management of stall (**24 sq mt, Shell Scheme**) the concept/design of the event area with layout, decoration plan along with materials to be used for the pavilion and displays/decoration must be finalized in consultation with DoT, Jharkhand. Design and fabricate (Fitting & fixing of High resolution photographs) stall area with Jharkhand Religious/Tourist places replica. Event theme will be provided by the agency for approval. Selected agency shall coordinate with event organising agency (SATTE) for any clarification for the event.
2. Fitting & fixing of High resolution photographs based on theme of “**Jharkhand Tourism**” and important tourist destinations / Art & Culture / Cuisine etc of Jharkhand at the stall as provided.
3. Creation and fixing one creative/decorative wall on Chhau Mask with the prior consultation of DoT, Jharkhand (Size of 6 Ft. (Height) x 4 Ft. (Width)).
4. Arrangement of Accommodation for the deputed Govt. Officials from Jharkhand Tourism (Maximum 2 Delegates) at twin sharing basis in budget class hotel in nearby locations.
5. Manpower Support: 2 nos. of dedicated Hostesses in proper decent attire to be deployed, preferably fluent in English & Hindi language with knowledge of Jharkhand Tourism.
6. Agency will manage end to end Public Relations for the event.
7. Along with the post event report, a 5 minute high quality film in HD format/UHK (Recording and Editing) covering the event shall also be submitted to Directorate of Tourism of the business conducted during the event through a post event report along with good pictorial coloured booklet with minimum 10 pages and 50 copies. Agency will

arrange all the required materials/information/inputs etc by its own and finalized with the consultation of DoT.

8. Make its own arrangement for power, drinking water and other support facilities required with the consultation of event organisers/other.
9. The agency shall collect the tourism literature/materials form office of DoT/JTDCL Ranchi for distribution at event.
10. Agency shall indemnify DoT/its agencies from any loss, damage or liability of property and life.

*Note: * For any other work in addition to the scope of work shall be paid to agency as per DAVP rate and shall be paid over and above the quoted amount with the consultation of DoT.*