

**DEPARTMENT OF TOURISM, ART CULTURE, SPORTS & YOUTH AFFAIRS
(GOVERNMENT OF JHARKHAND)**

**REQUEST FOR PROPOSAL (RFP)
FOR
SELECTION OF AN EVENT MANAGEMENT AGENCY TO ORGANISE
LOKMANTHAN – 2018 AT RANCHI
(27th – 30th September 2018)
*Colloquium of Thinkers and Practitioners at Jharkhand***

**Dated : 03/08/2018
Ref. No. _____**

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Government of Jharkhand
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TENDER SCHEDULE**DEPARTMENT OF TOURISM, ART, CULTURE, SPORTS & YOUTH AFFAIRS**

Government of Jharkhand

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E-MAIL: dirjharkhandtourism@gmail.comVisit us on www.jharkhandtourism.gov.in**Dated: 03/08/2018****SELECTION OF AN EVENT MANAGEMENT AGENCY TO ORGANISE****LOKMANTHAN – 2018 AT RANCHI****(27th – 30th September, 2018)*****Colloquium of Thinkers and Practitioners at Jharkhand***

The Tourism , Art , Culture, Sports & Youth Affairs (DoTACSY), Government of Jharkhand intends to select a reputed Event Management Agency for Lokmanthan - **2018** dated **27/09/2018 to 30/09/2018**, therefore invites agencies to submit their Bids.

Interested agencies may participate for this tender and submit their proposal. The Bid Due Date is on **17/08/2018 at 12:00 hours**.

A Technical Opening Conference will be held on **17/08/2018 at 15:00 Hours** at Office of the Additional Secretary of Tourism, Art Culture, Sports & Youth Affairs, Government of Jharkhand, MDI Building, 2nd Floor, Room no. 224, HEC Campus, Dhurwa, Ranchi, Jharkhand. All subsequent notifications, changes and amendments will be uploaded in website.

DoTACSY 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. SECTION 1: - INTRODUCTION

1.1 Background

- 1.1.1 The State of Jharkhand is endowed with immense cultural-diversity, rich historical heritage, unique folk identities, religious places of worship and ethnic aspects to make the State the ultimate destination for tourists, peace seeker and cultural hunters. Jharkhand is full of surprises. Archaeologists have unearthed pre-Harappan pottery, and pre-historic cave paintings and rock-art that hint at ancient, tourism civilizations inhabiting these parts. Jharkhand is known for its wood work, bamboo works, Sohrai paintings, tribal ornaments and stone carving. The beautifully carved wood products and bamboo products show the craftsmanship of the people. In spite of carrying conventional legacy Jharkhand matching steps with model era also and championing in novel affairs.
- 1.1.2 The Department of Tourism, Art Culture, Sports & Youth Affairs, Government of Jharkhand has taken a decision to organize Lokmanthan - 2018, a colloquium of Thinkers and practitioners. The event is expected to observe **maximum of 1500 of Dignitaries** deliberating on contemporary issues on Nationality, Identity, Art & Tourism. DOTACSY intends to select an agency (the “Selected Agency”) who would assist **DoTACSY to Conceptualize, Design, Decoration, Fabrication, Maintenance and PR Activities to Organizing Lokmanthan – 2018 at Ranchi scheduled from 27/09/2018 to 30/09/2018 (the “Service”)**. The main objective is to provide a public discourse platform to share, brainstorm and perorate on contemporary issues of the country that not only influences home but also the world. 'Confluence of evolving nationalism, aspirations, social justice and harmony through empathy and sensitization culminating into social mobility using development as an instrument' is the moving Mantra of the national convention.
- 1.1.3 The Government of Jharkhand is pleased to organise Lok Manthan 2018 by its resolution no. 424 dated 02.08.18 with approximate cost of 4.00 crores rupees.
- 1.1.4 RFP Document is available at Jharkhand Tourism **website www.jharkhandtourism.gov.in** under Tender Section and submit their Proposals before due date.
- 1.1.5 The scope of services to be provided by the Agency are general and the list 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 be governed by the provisions of the RFP and work order. There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects. The scope of services shall be as stated in **Annexure-1**.

- 1.1.6 The statements and explanations contained in this RFP are intended to provide a proper understanding to the Bidders about the subject matter of this RFP and should not be construed or interpreted as limiting in any way or manner the scope of services and obligations of the Agency set forth in RFP or DoTACSY's rights to amend, alter, change, supplement or clarify the scope of work, the Right to be awarded pursuant to this RFP or the terms thereof or herein contained. Consequently, any omissions, conflicts or contradictions in the Bidding Documents including this RFP are to be noted, interpreted and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by DoTACSY.
- 1.1.7 DoTACSY shall receive Proposals pursuant to this RFP in accordance with the terms set forth in this RFP and any addenda issued subsequent to this RFP (collectively the "**Bidding Documents**"), as modified, altered, amended and clarified from time to time by DoTACSY, and all Proposals shall be prepared and submitted in accordance with such terms.

1.2 Brief Description of Selection Process

DoTACSY has adopted a single stage selection process (referred to as the "**Selection Process**") for identifying a suitable Agency. DoTACSY invites eligible Bidders to submit their Proposals in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at DoTACSY office up to **16/08/2018 12:00** hrs in accordance with the terms of this RFP Document.

Contact Information & Address for communication: -

The Additional Secretary

Department of Tourism, Art, Culture, Sports & Youth affairs

Government of Jharkhand

FFP Building, 2nd Floor, Room no. 224, HEC Campus, Dhurwa, Ranchi, Jharkhand

TEL NO: +91 651 2400981, Fax No: +91 651 2400982

- 1.2.1 During this Bid Stage, Bidders are invited to carry out, at their cost, such studies as may be required for submitting their respective Proposals for award of the Right.
- 1.2.2 The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Ranchi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Selection Process.

1.3 Schedule of Selection Process

DoTACSY shall endeavour to adhere to the following schedule:

Pre-Bid Queries Submission	10/08/2018 by 17:00 Hours
Pre-Bid Conference	13/08/2018 by 15:00 Hours
Last date for submission of Proposals (the " Proposal Due Date ")	17/08/2018 12:00 Hrs

Date, Place and time of opening of Technical Proposal	16/08/2018 15:00 Hrs at Office of DEPARTMENT OF TOURISM, ART, CULTURE, SPORTS & YOUTH AFFAIRS Government of Jharkhand FFP Building, 2nd Floor, Room no. 224, HEC Campus, Dhurwa, Ranchi, Jharkhand, TEL NO: +91 651 2400981, Fax No: +91 651 2400982
Date, Place and time of opening of and Creative Presentation & Financial Bid	Will be intimated to the Qualified Agencies
Validity of Proposals	180 days from the Bid Due Date
Tender Fee	Rs 15,000/- (Rupees Fifteen Thousand Only)
Earnest Money Deposit	Rs.10,00,000/- (Rupees Ten Lakhs Only)

- 1.3.1 Queries, if any, proposed to be raised at the pre-bid conference by the agency should be submitted to the DoTACSY 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-mailed to the govjharkhandtourism@gmail.com.

2. SECTION 2:- INSTRUCTIONS TO BIDDERS

2.1 Eligible Bidders

- 2.1.1 In order to participate in the Selection Process, the Bidder's should be a single business entity (the "**Single Business Entity**"). The term Bidder used herein would apply to a Single Business Entity.

A Single Business Entity shall mean a company incorporated under Companies Act, 1956/2013 or a sole proprietorship firm or a sole proprietorship firm registered under the Proprietorship Act, 1908 or a partnership firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership Firm registered under Limited Liability Partnership Act, 2008.

Note:

1. No Consortium or Joint Venture is allowed to participate in the Selection Process
2. If the Bidder is:
 - i. A company should furnish copy of the certificate of incorporation and memorandum of association as a proof of identity.
 - ii. A sole proprietorship firm, and a Limited Liability Partnership firm should furnish copy of the registration certificate, GST and IT returns for the last three financial years preceding the Proposal Due Date as a proof of identity. (i.e. 2014-15, 2015-16 and 2016-17).
 - iii. A registered partnership firm, it should furnish a copy of the IT returns for the

last three financial years (i.e. 2014-15, 2015-16 and 2016-17).preceding the Proposal Due Date copy of the registration certificate under the registrar of firms and a copy of the partnership deed executed between the partners as a proof of identity.

2.1.2 A Bidder is required to fulfill the criteria specified below. Any Bidder who does not meet the criteria set out below shall be disqualified.

- a) The Bidder must have achieved an **average Annual Turnover of Rs. 2 Crores (Two Crore Only)** during the preceding 3 (three) years (i.e. 2014-15, 2015-16 and 2016-17). To calculate the average turnover, the total turnover achieved by the Bidder during last 3 years shall be divided by 3. (Along with CA Certificate i.e. 2014-15, 2015-16 and 2016-17).
- b) The bidder should have **5 years of experience** in similar event/programme from any organization/corporate etc.
- c) The Bidder must be registered in India. (supporting Documents must be furnished) Should have **GST** and **PAN** Registration.
- d) Firms shall be single entity. Consortium/Joint Venture are not allowed to participate in the selection process.

2.1.3 Any Agency which has been barred by the Central Government/State Governments and State of Jharkhand or any entity controlled by them, from participating in any project/provision of service and the bar subsists as on the Proposal Due Date, shall not be eligible to submit a Proposal.

2.1.4 A Bidder should, in the last 3 (three) years (i.e. 2014-15, 2015-16 and 2016-17) have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project/provision of service or contract nor have had any contract terminated for breach by such Bidder.

2.1.5 The Bidder should submit a Power of Attorney as per the format enclosed as **Appendix-VI**, authorising the signatory of the proposal to commit the Bidder. The Proposals must be properly signed by the authorized representative (the “**Authorized Representative**”) as detailed below:

- (a) In case the sole proprietor himself is signing the Proposals, the Power of Attorney is not required to be submitted. However, if the Proposals 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-VI**

- (b) by a partner or a duly authorized person holding the Power of Attorney, in case of a limited liability partnership; or a partnership firm or
- (c) by a duly authorized person holding the Power of Attorney, in case of a Company.

2.2 Number of Proposals

Each Bidder shall submit only one (1) Proposal, in response to this RFP. Any Bidder who submits or participates in more than one Proposal shall be disqualified.

2.3 Proposal Preparation Cost

The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the Selection Process. DoTACSY will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

2.4 Right to Accept any Proposal and to Reject any or all Proposals

- 2.4.1 DoTACSY reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals at any time, without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons thereof.
- 2.4.2 DoTACSY reserves the right to verify all statements, information and Documents submitted by the Bidder in response to the RFP. Failure of DoTACSY to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of DoTACSY thereunder.

2.5 Conflict of Interest

- 2.5.1 A Bidder shall not have a conflict of interest that may affect the Selection Process or the Services (the “**Conflict of Interest**”). Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, DoTACSY shall forfeit and appropriate the EMD as mutually agreed genuine pre-estimated compensation and damages payable to DoTACSY for, inter alia, the time, cost and effort of DoTACSY including consideration of such Bidder’s Proposal, without prejudice to any other right or remedy that may be available to DoTACSY hereunder or otherwise.
- 2.5.2 Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the Selection Process, if:
 - a) a constituent of such Bidder is also a constituent of another Bidder; or

- b) such Bidder has the same legal representative for purposes of this Proposal as any other Bidder; or
- c) such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Proposal of either or each of the other Bidder.

2.6 Clarifications

- 2.6.1 Bidders requiring any clarification on the RFP may notify DoTACSY in writing and e-mail to the address before **10/08/2018**. The subject line for communication must clearly bear the following:

Queries/Request for Additional Information: RFP for “**RFP for Selection of an Event Management Agency to Organizing Lokmanthan – 2018 at Ranchi**”.

- 2.6.2 The responses will be uploaded in the Website by DoTACSY without identifying the source of the enquiry. However, DoTACSY reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring DoTACSY to respond to any question or to provide any clarification.
- 2.6.3 All clarifications and interpretations issued by DoTACSY shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by DoTACSY or its employees or representatives shall not in any way or manner be binding on DoTACSY.

2.7 Amendments to RFP

- 2.7.1 At any time prior to the Proposal Due Date, DoTACSY may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, amend the RFP by the issuance of Addenda in the Website www.jharkhandtourism.gov.in. Any Addenda issued would be published in the Website (s) and the same shall be binding on the Bidders.
- 2.7.2 In order to afford Bidders reasonable time to take the Addendum into account, or for any other reason, DoTACSY may, at its discretion, extend the Proposal Due Date.

2.8 Payment Schedule

- 2.8.1 Payment will be made to the Agency after completion of the work and ascertainment by DoTACSY that work was carried out satisfactorily or in accordance with the terms and conditions of the RFP and Work Order issued to the Agency.

- 2.8.2 The total Contract Price to be quoted by the Agency shall be exclusive of all GST, taxes, duties, service tax, as applicable.
- 2.8.3 DoTACSY shall pay the Contract Price after raising of bills/invoices by the Agency.
- i. Submission of proper bills/invoices for all the respective expenses incurred by the Agency for said work.

A. PREPARATION AND SUBMISSION OF PROPOSAL

2.9 Language and Currency

- 2.9.1 The Proposal and all related correspondence and Documents shall be written in English language. Supporting Documents and printed literature furnished by the Bidder with the Proposal may be in any other language provided that they are accompanied by an appropriate translation in English language. Supporting materials that are not translated into English may not be considered. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.

2.10 Validity of Proposal

- 2.10.1 The Proposal shall be valid for a period not less than 180 (One Eighty and Twenty) days from the Proposal Due Date ("**Proposal Validity Period**"), in the format set out in **Appendix-1**. DoTACSY reserves the right to reject any Proposal that does not meet this requirement.
- 2.10.2 Prior to expiry of the Proposal Validity Period, DoTACSY may request the Bidders to extend the period of validity for a specified additional period.
- 2.10.3 The Selected Bidder shall, where required, extend the validity of the Proposal till the date of completion of services as per scope of work.

2.11 Earnest Money Deposit and Tender Fee

- 2.11.1 The Bidder shall furnish an Earnest Money Deposit of **Rs.10,00,000/- (Rupees Ten Lakhs Only)** (the "Earnest Money Deposit" or "EMD") in the form of a Demand Draft issued by a Nationalized Bank or a Scheduled Bank in India, drawn in favour of "**The Director, Culture, Directorate of Culture, Govt. of Jharkhand**" DoTACSY payable at "**Ranchi**" along with bid Documents. DoTACSY shall not be liable to pay any interest on the EMD so made and the same shall be interest free.

- 2.11.2 The EMD amount shall remain valid for a period of 90 (Ninety) days from the Proposal Due Date, or beyond any period of extension subsequently as determined by DoTACSY from time to time. The Proposal shall be summarily rejected if it is not accompanied by the EMD.
- 2.11.3 The EMD shall be returned to the unsuccessful Bidders after selection of the Selected Bidder. The EMD submitted by the Selected Bidder shall be retained as **Performance Security**. As per instruction of DoTACSY, the selected bidder shall be required to extend the validity of the demand draft.
- 2.11.4 The EMD shall be forfeited, if the Bidder:
- i. furnishes any information or Document which is misleading or untrue in any material respect;
 - ii. engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as specified; and
- 2.11.5 The Bidder shall furnish an **Non - Refundable Tender Fee of Rs.15,000/- (Rupees Fifteen Thousand Only)** (the "Tender Fee" or "Bid Fee") in the form of a Demand Draft issued by a Nationalized Bank or a Scheduled Bank in India, drawn in favour of **" The Director, Culture, Directorate of Culture, Govt. of Jharkhand"** DoTACSY payable at "Ranchi" along with bid Documents.

2.12 Bidder's Responsibility

- 2.12.1 It shall be deemed that prior to the submission of Proposal, the Bidder has:
- a) made a complete and careful examination of terms & conditions/requirements, and other information set forth in this RFP Document;
 - b) received all such relevant information as it has requested from **DoTACSY**; and
 - c) made a complete and careful examination of the various aspects of the Assignment.
- 2.12.2 **DoTACSY** shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

2.13 Format and Signing of Proposal

- 2.13.1 Bidders would provide all the information as per this RFP in the specified format(s). DoTACSY would evaluate only those Proposals that are received in the required format and complete in all respects. Incomplete and/or conditional Proposals shall be liable to rejection.
- 2.13.2 All the Documents of the Proposal under this RFP shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also initial each page. All the alterations, omissions, additions or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal. The

person signing the Proposal shall initial all the alterations, omissions, additions, or any other amendments made to the Proposal. The Proposals must be properly signed by the Authorized Signatory as detailed below:

- (a) by a duly authorized person holding the Power of Attorney, in case of a Company; or
- (b) by the proprietor or a duly authorized person holding the Power of Attorney, in case of a sole proprietary firm.

2.14 Submission of Proposals

2.14.1 The Agency shall be required to submit a Technical & Financial Bid in separate sealed envelopes put in a bigger sealed envelopes super scribed as “**RFP for Selection of an Event Management Agency to Organising Lokmanthan – 2018 at Ranchi**”.

2.14.2 Bidder should be submitted in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at the office of **The Additional Secretary of TOURISM, ART, CULTURE, SPORTS & YOUTH AFFAIRS**, Government of Jharkhand, FFP Building, 2nd Floor, Room no. 224, HEC Campus, Dhurwa, Ranchi, Jharkhand **upto 09/08/2018 12:00 hrs** on the Proposal Due Date as indicated. The Documents accompanying the Proposal(s) submission shall include:

A. “Technical Proposal”, consisting of the following: (Envelope-1)

- a. Letter of Proposal in the prescribed format at **Appendix - I**;
- b. Details of Bidder in the prescribed format at **Appendix – II**;
- c. Financial Capacity of the Bidder in the prescribed format at **Appendix – III**;
- d. Experience of the Bidder in the prescribed format at **Appendix – IV**.
- e. Self-declaration in the prescribed format at **Appendix – V** for not being black listed
- f. Power of Attorney for signing of Proposal in the prescribed format at **Appendix– VI**;
- g. In case of a company, copy of the Certificate of Incorporation, Copy of Memorandum and Articles of Association of the Bidder.
- h. In case of a sole proprietorship firm or a Limited Liability Partnership firm, it should furnish copy of the registration certificate, GST or IT returns for the last three financial years preceding the Proposal Due Date as a proof of identity. (i.e. 2014-15, 2015-16 and 2016-17).
- i. In case of a registered partnership firm, it should furnish a copy of the IT returns for the last three financial years preceding the Proposal Due Date copy of the registration certificate under the registrar of firms and a copy of the partnership deed executed between the partners as a proof of identity. (i.e. 2014-15, 2015-16 and 2016-17).
- j. Copy of the Bidder’s duly audited annual reports for the preceding 3 (three) Financial Years (Along with CA Certificate). (i.e. 2014-15, 2015-16 and 2016-17).

B. “Financial Proposal:- (Envelope-2)

- a. The Financial Proposal in the prescribed format at **Appendix – VII** on the letter head of the Bidder and signed by the authorised signatory.

2.14.3 The Financial Proposal should be exclusive of GST and any other applicable taxes from service fee as per scope of work required by the Agency for undertaking the Services. The Financial Proposal clearly indicating the total Service Fee in both figures and words, and signed by the Agency’s Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.

2.14.4 Bidders may note that DoTACSY will not entertain any deviations to the RFP at the time of submission of the Proposal or thereafter. The Proposal to be submitted by the Bidders should have to be unconditional and unqualified and the Bidders would be deemed to have accepted the terms and conditions of the RFP. Any conditional Proposal shall be regarded as non-responsive and would be liable for rejection.

2.14.5 DoTACSY reserves the right to seek original Documents for verification of any of the Documents or any other additional Documents upon opening of the Bidding Documents.

2.15 Proposal Due Date

2.15.1 Proposals should be submitted in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at the office of **The Additional Secretary of TOURISM, ART, CULTURE, SPORTS & YOUTH AFFAIRS**, Government of Jharkhand, FFP Building, 2nd Floor, Room no. 224, HEC Campus, Dhurwa, Ranchi, Jharkhand upto **09/08/2018 12:00** hrs on the Proposal Due Date as indicated, in the manner and form as detailed in this RFP Document. Proposals submitted by either facsimile transmission or telex or e-mail will not be accepted.

2.15.2 DoTACSY at its sole discretion may extend the Proposal Due Date by issuing an Addendum in accordance with the provisions of this RFP.

2.16 Late Proposals

2.16.1 Applications submitted after the Due Date shall not be entertained. Applications submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

2.17 Modifications/ Substitution/ Withdrawal of Proposals

2.17.1 The Applicants will not be allowed Modifications/ Substitution/ Withdrawal of Applications after submission of application.

2.17.2 Withdrawal of a Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period will not be allowed.

2.18 Confidentiality

2.18.1 Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising DoTACSY in relation to, or matters arising out of, or concerning the Selection Process. DoTACSY will treat all information, submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. DoTACSY may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or DoTACSY.

2.19 Clarifications

2.19.1 To assist in the process of evaluation of Proposals, DoTACSY may, at its sole discretion, ask any Bidder for clarification on its Proposal or substantiation of any of the submissions made by the Bidder. The request for such clarification or substantiation and the response shall be in writing or by facsimile. No material change in the substance of the Proposal would be permitted by way of such clarification / substantiation.

3. SECTION 3: EVALUATION OF PROPOSALS

3.1 Opening and Evaluation of Proposal

3.1.1 DoTACSY shall open the Proposals on the date specified in **Clause 1.3**, in the presence of the Bidders who choose to attend.

3.1.2 DoTACSY will examine and evaluate the Proposals in accordance with the provisions set out in this **Section 3**.

3.1.3 To facilitate evaluation of Proposals, DoTACSY may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Proposal.

3.1.4 Any information contained in the Proposal shall not in any way be construed as binding on DoTACSY, its agents, successors or assigns, but shall be binding against the Bidder if the Services are subsequently awarded to it under the Selection Process on the basis of such information.

3.2 Tests of Responsiveness

- 3.2.1 Prior to evaluation of Proposals, DoTACSY will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:
- i. it is received by the Proposal Due Date including any extension thereof pursuant to **clause 2.14.2**;
 - ii. is received through hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery as stipulated in **Clause 2.14**.
 - iii. it is accompanied with the EMD and Tender Fee amount as set out in **Clause 2.11**;
 - iv. it contains the information and Documents as requested in the RFP;
 - v. it provides the information in reasonable detail. (“Reasonable Detail” means that, but for minor deviations, the information can be reviewed and evaluated by DoTACSY without communication with the Bidder). DoTACSY reserves the right to determine whether the information has been provided in reasonable detail;
 - vi. it does not contain any condition or qualification; and
 - vii. it is not non-responsive in terms hereof.
- 3.2.2 DoTACSY reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by DoTACSY in respect of such Proposal.
- 3.2.3 Bids of a single business entity which are found to be non-responsive shall be rejected.

3.3 Evaluation of Experience of the Bidder

- 3.3.1 The Proposals/Bids received will be scrutinized to assess their eligibility based on the qualifying criteria. Those Proposals/Bids which do not meet the qualifying criteria will be rejected, forthwith, or at any stage of detection.
- 3.3.2 DoTACSY will finalize agencies on basis of their technical credentials. This assessment will be done by a special Selection Committee of DoTACSY.
- 3.3.3 The technically qualified applicants shall be give an audio-visual presentation before the selection committee.
- 3.3.4 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.

3.4 Evaluation of Creative Presentation of the Bidder

3.4.1 All the Bidders, whose bids are found to be **Technically Qualified** as per **RFP Clause 2**, shall be called for 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 Scrutiny Committee constituted by the Authority shall scrutinize the Creative presentations made by the Bidders as per the parameters cited in **Clause 3.4.2** in accordance to the **Clause 3.4.3**.

3.4.2 All the Bidders whose Bids are found to be **Technically Qualified** as per RFP Clause shall be ranked 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 management of the work.	30
2	Creativeness	Demonstration of creativity and proposition of technological interventions. Complete solution to the various aspects of the work. Designing, Layout and performance.	20
3	Work Experience	Previous experience in managing similar events/ related experience	30
4	Methodology & Execution Plan	Methodology of management of the event and plan for completion of detailed tasks of RFP.	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 4.5.2.*
- b. *The Bidders will be provided with only 15 minutes to make their presentation. The Bidders should submit 1 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.*

3.4.3 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.

3.4.4 The total marks awarded to the Qualified Bidder as per **Clause 3.4.2** of the RFP shall be the **Technical Score (S_T)** of the Bidder.

3.4.5 The Financial Proposals of only the Qualified Bidders shall be considered for further evaluation.

3.5 Evaluation of Financial Proposals

3.5.1 The Financial Proposals of only the qualified Bidders as per **clause 3.4.3** 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. The name of the Bidder and the proposed financial offer shall be read aloud and recorded.

3.5.2 For financial evaluation, the Service Fee exclusive of all applicable Taxes indicated in the Financial Proposal for each component shall be evaluated.

3.5.3 The financial evaluation will be carried out as per this Clause 3.6. Each Financial Proposal will be assigned a **Financial Score (S_F)**.

3.5.4 DoTACSY will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal 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 fulfil its obligations as per the scope of services mentioned in this RFP is within the total quoted Service Fee shall be that of the Agency. **The lowest Financial Proposal (F_M) will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:**

$$SF = 100 \times FM/F$$

(F = amount of Financial Proposal)

3.6 Combined and final evaluation - Quality and Cost based selection (QCBS)

3.6.1 Proposals will finally be ranked according to their combined **technical (S_T)** and **financial (S_F)** scores as follows:

$$S = S_T \times TW + S_F \times FW$$

Where S is the combined score, and **TW = 0.7** and **FW = 0.3** and are the weights assigned to the Technical Score and the Financial Score respectively.

3.7 Selection of Bidder

3.7.1 The Bidders shall be ranked in descending order and the Bidder scoring the **Highest Combined Score (H1)** shall be ranked first. The Bidder scoring the highest combined score shall be declared as Selected Bidder.

- 3.7.2 In the event that the first ranked Bidder withdraws its Proposal or is not selected for any reason in the first instance, DoTACSY may invite the second ranked Bidder for negotiations.
- 3.7.3 In the event that two or more Bidders obtain the same combined score, (the "Tie Bidders"), the Bidder quoting the lowest Service Fee shall be the Selected Bidder.

3.8 Letter of Award (LOA) / Work Order

- 3.8.1 After selection, a Letter of Award (the "LOA") / Work Order shall be issued, in duplicate, by DoTACSY to the Selected Bidder and the Selected Bidder 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 Bidder is not received by the stipulated date, DoTACSY may, unless it consents to extension of time for submission thereof, appropriate the EMD of such Bidder on account of failure of the Selected Bidder to acknowledge the LOA, and the next eligible Bidder may be considered.

3.9 Contacts during Proposal Evaluation

Proposals shall be deemed to be under consideration immediately after they are opened and until such time DoTACSY makes official intimation of award/ rejection to the Bidders. While the Proposals are under consideration, Bidders and/ or their representatives or other interested parties shall not make attempts to establish unsolicited and unauthorised contact by any means with DoTACSY and/ or their employees/ representatives on matters related to the Proposals under consideration after opening of the Proposals and prior to notification of the Award. If any attempt by the Bidder causing extraneous pressure on DoTACSY shall be sufficient reason to disqualify the Bidder.

3.10 Fraud and Corrupt Practices

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, DoTACSY shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. DoTACSY, GoJ may also, in its sole discretion, debar the Bidder (including its Associates) in participating in any of the bidding/ tender processes in the state for any time period determined by it.

3.11 Security

Selected agency will be responsible for their security of equipments/items/manpower etc and other misconduct during Tourism Events, Workshops, Seminars etc. DoTACSY will not be responsible for any loss and damages during event.

3.12 Organizing Committee

Selected agency will be responsible for taking all approvals for DoTACSY or Organising Committee. DoTACSY or Organising Committee will give/provide directions to Agencies in all matter for the event.

3.13 Annexure-1:- Scope of Work

A. Scope of work for selected agency: -

Carry out all the activities required for successful event management of **Lokmanthan - 2018** from **27/09/2018 to 30/09/2018** 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. Venue Arrangement:

- a. The Mega Sports Complex Khelgaon - Hotwar, Ranchi, Jharkhand will be the venue of event and should be minimum area of **5000 sq. mts.** Agency will bear the cost of the venue like electricity charges, water charges, other facilities. Agency will be responsible for managing the venue with required facilities.
 - Total Area will be **5000 sq. mts.**
 - Proposed Stage to cover an area of **2000 Square Feet**
 - A **3000 Square Feet** Kitchen area
 - VIP Lounge - **1000 Square Feet**
 - Reception **500 Square Feet**
 - Jharkhand Tourism Stall – **200 Square Feet**
- b. Main Tent Shall be able to host **1500 Participants.** The Tent shall be **fitted with German Aluminium Hanger.** Proposed Stage to cover an area of 2000 Square Feet with a Height of 4 Feet i.e. 50' L X 40' B X 4' H. Sitting arrangement for 400 Distinguished Experts shall be made arranging comfortable Sofa Sets in Front Rows. This shall be followed by Comfortable Chairs For 1100 Invited Audience cum Participants.
- c. **30 units of Gents Toilet** and **10 Unit** of Ladies Toilet shall be installed nearby the Main Tent.
- d. The Stage and Tent shall preferably be decorated with Paper and Eco-Friendly Recyclable materials. Stage Backdrop shall change daily on and from 27th September to 30th September as per the direction provided by Lok Manthan Organizing Team. The whole place shall be equipped with proper light and sound arrangement. In addition, Four Big LED screens (54" inches LED) shall be put at suitable place as directed by DoTACSY.
- e. The agency shall be responsible for total venue management which includes decoration of the venue, entrance gates, displays, pillars if any, security, maintenance, cleanliness, hospitality, etc.
- f. Agency will be responsible for Conceptualize, Design, Decoration, Fabrication, Maintenance and PR activities to Organising Lokmanthan – 2018 at Ranchi for Jharkhand Tourism. The concept/design of the event area with layout, decoration plan along with

materials to be used for the pavilion and displays must be finalized in consultation with DoTACSY, Jharkhand.

- g. The total exhibition space, 200 sqft. shall be reserved for Department of Tourism, Art Culture, Sports & Youth Affairs, Government of Jharkhand free of cost. The agency shall be responsible for preparation/design/fabrication/ambiance creation/management and other required work of the stall.
- h. 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 with consultation with DoTACSY. The Agency shall submit the layout, decoration plan along with details of materials to be used for the pavilion both in hard as well as soft copy.

2. **Dignitaries/Guests**

- Complete logistics of air/rail/road fare including for pre event activities, boarding and lodging and local transport of for approximately 300 participants to be borne by the Agency. Complete logistics, boarding & lodging and local transport should have good standard.
- **Travelling**
 - Air – 100 approximately
 - Road/ Bus - 100 approximately
 - Train - 100 approximately
- **Boarding and Lodging**
 - Only for VVIP Guest – 100 at 3 star category hotel will be provided and for rest of them arrangement will be provided at Khelgaon. The agency is required to provide cot along with required facilities.

3. **Marketing:** It shall be the Agency's responsibility to:

- Design web-site for the program. Website link will provide to DoTACSY by agency with the event highlights, facility of online registration and other tools for event participation to be generated online for the Dignitaries/Guests. Synchronisation with DoTACSY website and event website will be responsibility of agency.
- Submit summary of the event conducted during the event to DoTACSY through a post event report along with good pictorial booklet with minimum 40 pages and 200 copies. The same shall be posted by the Agency to the participants, media, Tourism bodies etc. as per the mailing list prepared with consultation with DOTACSY. Along with the post event report, a 20 & 10-minute-high quality film covering the event shall also be submitted to Directorate of Tourism.

- Produce sufficient numbers of creative for the event as per the DoTACSY requirements.
- Preparation of pre-event video (High Resolution) of 10 minutes highlighting the Lokmanthan – 2018 advantage/features/promotions etc.
- **Presentation of Mementos:** V.V.I. Ps / V.I. Ps and other dignitaries visiting the **Lokmanthan – 2018**. A senior officer of the Jharkhand State will remain present during the Mela period for receiving the V.V.I. Ps / V.I. Ps and other dignitaries on behalf of DoTACSY. V.V.I. Ps / V.I. Ps kit includes the Bag, one art/craft as souvenirs/mementoes, other required material (1500 Numbers). The procurement of the articles shall be with consultation with DoTACSY. Maximum price for one media kit will Rs. 2000.
- **Inter University Competition:** As part of the event, an Inter University Essay, Poster Making and Poem Recitation competition shall be organised on Two Tier basis. One at University level and the other at State Level with estimated participation of 2000 (Two Thousand) Participants. Selected agency shall be required to facilitate smooth organization and conduction of the event. Agency will be responsible for all cost associated with this.
- Agency will arrange ensure complete arrangement of **three Press Preview**, will be held as per DoTACSY direction in the event location or will be finalised with consultation with DoTACSY. Arrangement of all required facilities during **Press Preview**. Prepare a complete media kit for the press contingent (500 Numbers). Media kit includes the Bag, Jharkhand Brochure, one art/craft as souvenirs/mementoes, other required material. Post event details of media coverage to be submitted in both hard and soft copies. The procurement of the articles shall be with consultation with DoTACSY. Maximum price for one media kit will Rs. 700.
- Issue of press release during all days of event will also be responsibility of agency.
- **110 pages (Both Side) Coffee Table book related to Lokmanthan – 2018** etc. Printing of 1000 copies in English (size 8.5-inch x 14 inch). The creative, content & design shall be finalized in consultation with Directorate of Tourism.
- **120 pages (Both Side) Smarika** and Printing of 1000 copies each in English (size 8.5-inch x 14 inch). The creative, content & design shall be finalized with consultation with DoTACSY.

- **Approximately 200 pages (Both Side) of Compilation of Papers presented** at event, Printing of 1000 copies each in English (size 8.5-inch x 14 inch). The creative, content & design shall be finalized with consultation with DoTACSY.
- **Publicity Campaign** will be done by DoTACSY through 5 leading News Paper (2 English and 3 Hindi) for 5 days before and during the event and 5 local magazines. Date of publication and other things will be decided by the DoTACSY. Designing & Branding will be done by the agency. Necessary facilitation from DoTACSY shall be provided as and when required.
- Agency will be responsible for create/manage/activity/content writing/uploading etc. of Facebook and Twitter account for promotions and synchronise with DoTACSY website, Facebook and Twitter etc. Activity starts from work order provided by the DoTACSY.
- The complete media plan has to get approved from DoTACSY before implementation.
- The agency has to ensure Uninterrupted Power Back Up and Proper Security arrangement on and from 26.09.2018 to 01.10.2018.

4. **Effective Branding/Publicity**

- Publicity and promotions of the event outside the venue – main approach in the city, proper display and hoardings at airport, Ranchi station and major hotels, other important places, where participants will be staying will be managed by the agency. Putting 50 Mega Hoardings of Jharkhand State (With message of Tourism iconography or suggested by DoTACSY) at appropriate locations and design will be finalized after consultation with DoTACSY (Size 12 Ft.X08 Ft.). Sufficient numbers of creative shall provide by agency.
 - Putting 500 runners Signage / flags (Size 4 Ft X 2 Ft) of Jharkhand State /Tourism/etc at appropriate locations. Design and locations will be finalized in consultation with DoTACSY. Sufficient numbers of creative shall provide by agency.
5. The Plan should be comprehensive and should include all details necessary to carry out the work. Visibility of Lokmanthan – 2018 & Jharkhand Tourism will be the focus.

6. **Merchandising**

- Merchandising items for “**Lokmanthan – 2018**” (1500 Numbers), any one art/craft to be provided as souvenirs/mementoes. The procurement of the articles shall be with consultation with DoTACSY. Maximum price for one kit will Rs. 500.

7. **Cultural fair-cum-Exhibition:** As part of the event, a cultural fair cum exhibition showcasing traditions, Nationalist ideas and creative spirits shall be organised involving distinguished practitioners and thought leaders across the country. The Fair would include live demonstration of Lifestyle and practices of various communities that has given our country a distinct national identity. An onsite Small Theatre with proper Audio visual shall be set up to hold presentations and screening of cultural Documentaries. Selected Agency shall be required to facilitate the event as per direction from the organisers.
- The exhibition will be located at Harivansh Tana Bhagat Indoor Stadium
 - Agency will be responsible for management of all cultural performance/ event / live demonetisation etc.
 - A cafeteria/snack bar area in one of the corner areas.
8. **Catering Services :** Selected Agency shall ensure catering Service For all Guests and Participants as per the plan mentioned below.

Sl No	Date	Expected Participant	Remarks
1	24.09.2018	500	Food Shall be prepared From Breakfast to Dinner Incorporating Vegetarian Menu as per List Enclosed
2	25.09.2018	500	
3	26.09.2018	1000	
4	27.09.2018	1500	
5	28.09.2018	1500	
6	29.09.2018	1500	
7	30.09.2018	1500	
8	01.10.2018	1000	

- Agency will be responsible to built 3000 Square Feet Kitchen with all required facilities.
- Agency will responsible to manage Dining Hall with 500 chairs surrounding 50 Round Tables shall be placed in the Dining Hall (at convenient places as decided by the DoTACSY).

9. **Indicative Menu: The agency shall be serving Food as per following Menue**

Date	Break Fast	Lunch	High Tea	Dinner
27.09.2018	Tea/ coffee Fresh fruits Sattu kachori Alu chana ki sabji Poha Bread butter tost Suji ka halwa Mineral water	Alu matar ki sabji Paneer kadhai Arhar ki daal yellow Plain rice Boondi riata Nan/ tandoiri roti Salad/papar/achar Hot gulab jamun Mineral water	Paneer pakora Kesaria kalakand Tea/ coffee M.water	Palak paneer Bhindi ki bhujia Alu parwal ki sabji Jeera rice Nan/ tandoori roti Daal makhani Dahi vada Jalebi Ice cream M.water

28.09.2018	Tea/ coffee Fresh fruits cholla bhatura Upma with coconut chutney Bread butter tost Malai chum chum Mineral water	Paneer butter masala Beans pugar Alu methi ki sabji Mong daal Plain rice Nan/ tandoori roti Mix fruit riata Salad/papar/achar Mong daal ka halwa Mineral water	Tea/ coffee Alu bonda Boondi Mineral water	Gatte ki sabji Kadhai pakodi Paneer dhania adraki Punj ratan ki daal Pithi kachori Nan/ tandoori roti Veg pullao Salad/ papar/achar Gajar ka halwa Ice cream Mineral water
29.09.2018	Tea/ coffee Fresh fruits Idly Medu vada Sambar Coconut chetney Samosa Bread butter tost White rasgoola Mineral water	Alu govi ki sabji Moti kofta in brown gravy Lal sag ki sabji Plain rice Kashmiri rajma Nan/ tandoori roti Kheera riata Salad/papar/achar Baked mahi dana Mineral water	Tea/ coffee Latti with assorted chokha Tomato chutney Milk cake Mineral water	Alu jeera Cholla with amratsari kulcha Kathal do pyaza Paneer methi chaman Hari mong daal Nan/ tandoori roti Soya biryani Burani riata Bhalushahi Ice cream Mineral water
30.09.2018	Breakfast Tea/ coffee Fresh fruits Hing kachori Desi chana ki sabji Alu paratha Plain curd Imarti Mineral water	Corn palak Gajar matter ki sabji Dabhey wali daal Plain rice Nan/ tandoori roti Dahi bhalla Salad/papar/achar Kala jamun Mineral water	Tea/ coffee Paw bhaji Mong daal ka chilla Chenna decoration	Paneer lababdar Kashifal ki sabji Soya rara champ Bhindi jaipuri Nan/ tandoori roti Gatta ka pullao Daal makhni Salad/papar/achar Chenna jalebi Ice cream Mineral water

Apart from This, Tea, Coffee, Milk shall be supplied to all participants from Morning 5.00 Am. 8.00 Am, 10.30, 2.30Am & 4.30Pm. In addition, 800 Food Packets with Puffed Rice (Muri), Vegetable Fries (Bhujia), Pickle (Achaar) and Sweets (Mithai) shall be made ready daily at the venue.

10. Logistic Services : Selected agency shall ensure availability of Vehicle as per following plan during the event.

Sl No	Date	Expected Vehicle Requirement	Remarks
1	24.09.2018	5	Good Quality Vehicles Purchased within Three Years shall be arranged (SUV and above)
2	25.09.2018	5	
3	26.09.2018	50	
4	27.09.2018	50	
5	28.09.2018	50	
6	29.09.2018	50	
7	30.09.2018	50	
8	01.10.2018	50	

11. The scope of work will cover provision of plants to add a green touch to the Pavilion, electrical fittings in the pavilion and in all booths of co-exhibitors as per requirements, as well as daily cleaning of the pavilion during the course of the exhibition.
12. The work will include both construction of the pavilion at site well in time, maintenance activities during the period of the event and dismantling of the pavilion after the event.
13. All the other ancillary works related to pavilion like printing of participants directory, providing ethnic uniforms for staff working in the pavilion, provision of backdrops for press conference etc. are within the scope of work of the Agency.
14. All balance/unused Merchandising items/ Coffee Table book/ V.I.Ps kit will be handed over to DoTACSY after the event.
15. Agency shall indemnify DoTACSY/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 in consultation with the DoTACSY.*

FORMATS FOR SUBMISSION OF PROPOSAL

3.14 Appendix – I – Letter of Proposal*(On the letterhead of the Bidder)*

Dated:

To
The Additional Secretary
Department of Tourism, Art, Culture, Sports & Youth Affairs
Government of Jharkhand
FFP Building, 2nd Floor, R.N. 224, HEC Campus,
Dhurwa, Ranchi, Jharkhand

Dear Sir,

Sub: Proposal for “RFP for Selection of an Event Management Agency to Organising Lokmanthan – 2018 at Ranchi”

- 1 With reference to your RFP Document dated____/____/_____, I/We, having examined the Bidding Documents and understood their contents, hereby submit my/our Proposal for the aforesaid Service. The Proposal is unconditional and unqualified.
- 2 All information provided in the Proposal and in the Appendices is true and correct.
- 3 I/We shall make available to DoTACSY for any additional information it may find necessary or require to supplement or authenticate the Bid.
- 4 I/We acknowledge the right of DoTACSY to reject our Proposal without assigning any reason or otherwise and hereby waive my/our right to challenge the same on any account whatsoever.
- 5 I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to bid for the Services, without incurring any liability to the Bidders.
- 6 I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by DoTACSY in connection with the selection of the Bidder, or in connection with the Selection Process itself, in respect of the above mentioned activities and the terms and implementation thereof.
- 7 I/We offer a EMD of Rs.10,00,000/- (Rupees Ten Lakhs Only) to DoTACSY in accordance with the RFP Document.
- 8 I/We agree and understand that the Proposal is subject to the provisions of the Bidding Documents. In no case, I/We shall have any claim or right of whatsoever nature if the activities/ Right is not awarded to me/us or our Proposal is not opened.
- 9 I/We agree to keep this offer valid for 180 (One Hundred and Eighty) days from the Proposal Due Date specified in the RFP.
- 10 I/We agree and undertake that the authorised signatory in **Appendix- VI** shall represent

the company in all matters pertaining to the Selection Process. No third person, consultant, agency shall represent the company in all matters pertaining to the Selection Process.

- 11 I/We have a dedicated team of photographers and videographers in our team
- 12 I/We have our registered office or branch office in Ranchi
- 13 I/We have our own dedicated editing lab.
- 14 I/We have dedicated team supervisor having diploma/degree in film making
- 15 I/We agree and undertake to abide by all the terms and conditions of the Bidding Document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

Date:

(Signature of the Authorised signatory)

Place:

(Name and designation of the of the Authorised signatory)

Name and seal of Bidder

3.15 Appendix – II- Details of Bidder

(On the letterhead of the Bidder)

1.
 - (a) Name:
 - (b) Place of incorporation:
 - (c) Address of the corporate headquarters and its branch office(s), if any, in India:
 - (d) Date of incorporation and/ or commencement of business:

2. Brief description of the Company including details of its main lines of business and proposed role and responsibilities for providing the Service

3. Details of the Authorised Signatory of the Bidder:
 - (a) Name:
 - (b) Designation:
 - (c) Company:
 - (d) Address:
 - (e) Telephone Number:
 - (f) E-Mail Address:
 - (g) Fax Number:

Note:

The Bidder must submit the following Document to establish the legal status along with this Form:

- a. In case of a company, copy of the Certificate of Incorporation, Copy of Memorandum and Articles of Association of the Bidder.
- b. In case of a sole proprietorship firm or a Limited Liability Partnership firm, it should furnish copy of the registration certificate, GST and IT returns for the last three financial years preceding the Proposal Due Date as a proof of identity. (i.e. 2014-15, 2015-16 and 2016-17).
- c. Copy of the Bidder's duly audited financial Statement for the preceding 3 (three) Financial Years (i.e. 2014-15, 2015-16 and 2016-17).

3.16 Appendix – III – Financial Capacity

Sl. No.	Financial Years	Annual Turnover (Rs.)
1	2014-15	
2	2015-16	
3	2016-17	
	Average Turnover	

Certificate from the statutory Auditor

This is to certify that ----- (name of the Applicant)
has annual Turnover is as shown above the respective years.

Date:

(Signature, name and designation of the authorized signatory)

Name and seal of the audit firm

(Supporting financial statements and relevant Documents are to be furnished.)

3.17 Appendix – IV – Experience of the Bidder

(On the letterhead of the Bidder)

Sl. No.	Particulars	Description
1	Name of the Organization	
2	Address of the contact details of Organization	
3	Details of Work Experience (2017-18, 2016-17, 2015-16 , 2014-15 & 2013-14).	

Name of the Bidder

.....

Signature of the Authorised Person

.....

Name of the Authorized Person

3.18 Appendix –V- Self Declaration

(Should not have been black listed)

(On the letterhead of the Bidder)

I / We agree that the decision of the Authority in relation to “**RFP for Selection of an Event Management Agency to Organising Lokmanthan – 2018 at Ranchi**”, addition or deletion will be final and binding to me / us. I / We confirm that we have not been blacklisted by Central or State Governments & PSUs.

Name of the Bidder

.....

Signature of the Authorised Person

.....

Name of the Authorized Person

3.19 Appendix –VI- Format for Power of Attorney for Signing of Proposal

(On Stamp paper of relevant value)

Know all men by these presents, We, _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr. / Ms (Name), son/daughter/wife of _____ 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 “Attorney”) 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 Proposal for the **“RFP for Selection of an Event Management Agency to Organising Lokmanthan – 2018 at Ranchi”**, proposed by the DoTACSY, Government of Jharkhand (the **“DoTACSY”**) including but not limited to signing and submission of all applications, proposals, bids and other Documents and writings, participate in Bidders' and other conferences and providing information / responses to DoTACSY, representing us in all matters before DoTACSY, signing and execution of all contracts and undertakings consequent to acceptance of our Proposal, and generally dealing DoTACSY in all matters in connection with or relating to or arising out of our Proposal and/or upon award thereof to us.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney 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 Attorney 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 _____, 20__.

For _____
(Signature)
(Name, Title and Address)

Witnesses:

1
2

Accepted _____
(Signature)
(Name, Title and Address
of the Attorney)

[Notarised]

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.*
- *Also, wherever required, the Bidder should submit for verification the extract of the charter Documents and 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.*

3.20 Appendix- VII- Format for Financial Proposal*(On the Letter head of the Bidder)*

Date:

To

The Additional Secretary

Department of Tourism, Art, Culture, Sports & Youth Affairs

Government of Jharkhand

FFP Building, 2nd Floor, R.N. 224, HEC Campus,

Dhurwa, Ranchi-834004, Jharkhand

Dear Sir,

Sub: Proposal for “RFP for Selection of an Event Management Agency to Organizing Lokmanthan – 2018 at Ranchi”.

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 **Annexure - 1** 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

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Name of the Authorized Person