



**JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED**

**(GOVERNMENT OF JHARKHAND)**

**REQUEST FOR PROPOSAL (RFP)  
FOR  
SELECTION OF AN EVENT MANAGEMENT AGENCY  
FOR SHRAVNI MELA 2017 AT DEOGHAR**

**Ref. No. : 283/2017**

**Dated : 04.05.2017**



**Jharkhand Tourism Development Corporation Limited**  
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## Tender Schedule



### Directorate of Tourism, Government of Jharkhand

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**REQUEST FOR PROPOSAL (RFP)  
FOR  
SELECTION OF AN EVENT MANAGEMENT AGENCY FOR SHRAVNI MELA, 2017  
AT DEOGHAR**

The Jharkhand Tourism Development Corporation Limited, Government of Jharkhand undertaking (JTDCL) intends to select a reputed Event Management Agency for Shravni Mela, 2017 at Deoghar, therefore invites empanelled agencies to submit their Bids.

Interested empanelled agencies may download the RFP Document from 05/05/2017 onwards from the Department of Tourism website:-<http://tourism.jharkhand.gov.in> and submit their Applications.

A pre-application conference will be held on 12/05/2017 by 15:00 Hours at Jharkhand Tourism Development Corporation Limited, 5, Mahatma Gandhi Marg, Ranchi, Jharkhand – 834001.

Interested Empanelled agencies may participate for this tender and submit their proposal. The Bid Due Date is on 19/05/2017 at 14:00 hours.

A Technical/Creative Presentation & Financial Bid opening Conference will be held on 19/05/2017 at 15:00 Hours at Jharkhand Tourism Development Corporation Limited, 5, Mahatma Gandhi Marg, Ranchi, Jharkhand - 834001. All subsequent notifications, changes and amendments will be sent through mails.

*JTDCL 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.*

*Sd/-  
Director*

## 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 JTDCL intends to select an agency (the “Selected Agency”) who would assist JTDCL in organizing the Shravani Mela 2017 at Deoghar for event scheduled for a period 9<sup>th</sup> July to 10<sup>th</sup> August, 2017 (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.
- 1.1.3 Pursuant thereto, the JTDCL invites Bids from Empaneled 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 the contract to be entered into between the selected Empanelled Agency and the JTDCL (the “Contract”) 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 at Shravani Mela at Deoghar 2017.

### 1.2 Submission of Bids

- 1.2.1 This copy of the Technical Proposal shall be placed in a separate envelope and marked “**Technical Proposal**”.in accordance with the terms of this Document. The envelope containing the Applications shall be delivered by Hand/ Courier/Registered Post/Speed Post at Jharkhand Tourism Development Corporation Limited office upto **26/05/2017 14:00** 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
  - Copy of the Financial Bid in the prescribed format at **Appendix – A**;
  - Copy of the 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**, authorising 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- F
  - 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 JTDCL would endeavor to adhere to the following schedule:

SI No	Event Description	Date
1.	Pre-Bid Queries Submission	11/05/2017 by 17:00 Hours
2.	Pre-Bid Conference	12/05/2017 by 15:00 Hours at JTDCL Office
3.	Bid Due Date	19/05/2017 by 14:00 Hours
4.	Technical/Creative Presentation & Financial Bid opening Conference	19/05/2017 at 15:00 Hours Venue Details: Jharkhand Tourism Development Corporation Limited 5, Mahatma Gandhi Marg, Ranchi, Jharkhand - 834001 Phone No: +(91)-651-2331828 & 2331643 Fax: +(91)-651-2331828 E-MAIL: jtdcltd@gmail.com

Sl No	Event Description	Date
		Visit us on <a href="http://tourism.jharkhand.gov.in">http://tourism.jharkhand.gov.in</a>
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 JTDCCL 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 **[jtdcltd@gmail.com](mailto:jtdcltd@gmail.com)**.

#### **1.4 Schedule of Bidding Process**

1.4.1 The Bids should be submitted in by Hand/ Courier/Registered Post/Speed Post at Jharkhand Tourism Development Corporation Limited office upto 26/05/2017 14:00 hrs. Applications received after the Application Due Date shall not be entertained. on 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 1.10.2**.

#### **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 who score a minimum 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 Empanelment Document. An 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 1.3;**
  - 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

### 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 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
<b>Technical / Creative Presentation</b>			
1	Idea & Concept Plan	Demonstration of unique idea and understanding of preliminary concept for the management of successful event. Create a strong brand identity and awareness of Jharkhand tourism for reaching-out to the tourists.	40
2	Creativeness & Technology Interventions	Demonstration of creativity and proposition of technological interventions and provide comprehensive information on Jharkhand Tourist destinations.	20
3	Adapting Green/Eco-Friendly/Sustainable technology	Demonstration & adapting Green/Eco-Friendly/Sustainable Technology interventions	15
4	Methodology & Execution Plan	Methodology of management of the event and plan for completion of detailed tasks in ToR.	25
<b>Total</b>			<b>100</b>

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 all tax indicated in the Financial Bid will be considered.
- 2.4.4 JTDCL will determine whether the Financial Bids are complete, unqualified 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 fulfil its obligations as per the scope of services mentioned in Schedule A of this RFP is within the total quoted Service Fee shall be that of the Agency. 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, JTDCL 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 JTDCL 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, JTDCL 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 fulfilment of the terms of the Contract furnish to JTDCL, an unconditional and irrevocable Performance Bank Guarantee not exceeding 30% of the total Contract Price quoted by the Selected Agency. The Performance Security Guarantee is required to be taken from a nationalized bank in favor of “**Managing Director, Jharkhand Tourism Development Corporation Limited**”, 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 Contract 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 JTDCL that work was carried out satisfactorily and in accordance with the terms and conditions of the RFP and Work Order issued to the Agency.

2.9.2 The total Contract Price to be quoted by the Agency shall be exclusive of all taxes, duties, service tax, as applicable.

2.9.3 JTDCL 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 the purpose of organising the Shravani Mela – 2017.

## **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 JTDCL 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 Contract, to JTDCL, and includes collusive practice among Bidders designed to establish Bid prices at artificially high or non-competitive levels and to deprive JTDCL 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 Contract.
- v. “**Collusive practices**” means a scheme or arrangement between two or more Bidders with or without the knowledge of the JTDCL, designed to establish prices at artificial, non-competitive levels;

**APPENDIX A: FORMATS FOR SUBMISSION OF FINANCIAL BIDS***(On the Letterhead of the Bidder)*

To,

The Managing Director  
 Jharkhand Tourism Development Corporation Limited  
 5, Mahatma Gandhi Marg,  
 Ranchi, Jharkhand – 834001

Dear Sir,

**Sub: Bid for Selection of an Event Management Agency for Shravani Mela 2017 at Deoghar**

1. We are pleased to quote our fixed Contract Price of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only) (The “**Contract Price**”) 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 **Contract Price** is exclusive of Service Tax 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 including the Draft Contract 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 Empanelment 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 Empanelment 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 Empanelment Document, if the Assignment is awarded to us.
7. Rate of Temporary TIC, LED Video Walls, Temporary Help Desk and Temporary Gate will be quote on per unit basis. These costs should be included in Point 1 of financial bid (**Contract Price**).

**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 Event Management Agency for Shravani Mela 2017 at Deoghar, appointed by the **Jharkhand Tourism Development Corporation Limited, Government of Jharkhand undertaking (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 contracts 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 Empanelment and/or upon award thereof to us till the entering into of the Contract 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 ....., 2016

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 contract (the “**Contract**”) to be entered into between the Agency and JTDCL 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:

The scope of services shall also be governed by the provisions of the contract (the “**Contract**”) to be entered into between the Agency and JTDCL 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 Shravani Mela- 2017 at Deoghar on 9<sup>th</sup> July to 10<sup>th</sup> August 2017 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:

The activities of the successful bidder would include all the necessary tasks to execute the work as per the RFP but not limited to this and the specification given of this document.

1. Temporary Tourist information centres (TIC) to be provided for the event:
  - a. Name of the Locations
    - i. TIC at Headquarter, Ranchi;
    - ii. R. Mitra High School, Deoghar
    - iii. Ranchi Khadgarha Bus terminal;
    - iv. Sultanganj Kawaria Marg;
    - v. Dumma, Kawaria Marg;
    - vi. Sarasani, Kawariya Marg;
    - vii. Khijuria, Kawaria Marg;
    - viii. Singhwa, Kawaria Marg;
    - ix. Basukinath Bus stand;
    - x. Dumka Railway Station;
    - xi. Jasidih Railway Station;
    - xii. Baba Baidyanath Railway Station;
    - xiii. Hotel Natraj Vihar, Deoghar.
    - xiv. Shivganga Pond, Deoghar
    - xv. Jalsar Pond, Deoghar

- xvi. Any other TIC as per requirement on the rate fixed.
- b. The Scope of Work of Agency for each TIC
- i. To make 15 x 20 x 15 feet water proof pandal;
  - ii. To design and fabricate all area with Jharkhand Religious/Tourist places replica;
  - iii. Provide sufficient light and Fan with 24 hrs electricity backup;
  - iv. One TIC shall contain three facilitation desk having reception chair with table
  - v. To provide sufficient number of sofa, Table, Chair, visitors book;
  - vi. The surface area should covered with carpet;
  - vii. Three executives, one supervisor and one security personal should provide their services for 24 x 7
  - viii. 54” LED TV with DVD player, which display the Jharkhand Tourism, Tourist Places and its culture.
  - ix. Make available the phone facility to provide information to the callers;
  - x. Provision of internet and telecommunication services.
  - xi. Provision of first aid medical service;
  - xii. Provision of energy drink on payment basis;
  - xiii. Provision walky, talky, loudspeaker, speakers to report/ assist the administration as well as Tourists;
  - xiv. Provision of CCTV cameras and its recording system;
  - xv. Drinking water Facility;
  - xvi. Temporary Bio Toilet ( separate for men and women);
  - xvii. To print and distribute thirty thousand, three fold brochures to the tourists ( Material and sample shall be approved by the JTDCL);
  - xviii. To carry out suggestions/ directions given by the officers of the JTDCL or the District Administration;
  - xix. Agency will be responsible for operation and maintenance of TIC for entire event(Shravani Mela Duration).
  - xx. Personnel to be deployed in one unit of TIC:
- c. Rate of Temporary Help Desk will be quote on per unit basis.

Position	Number	Qualification and Experience
Front Desk Executives	3	Minimum Graduate, having knowledge of Tourist destinations of the state and understanding of facilities and system of Shrawani Mela arrangement.
Senior Supervisor	1	Minimum Graduate, with minimum three year experience of hospitality sector or establishment and having knowledge of Tourist

		destinations of the state and understanding of facilities and system of Shrawani Mela arrangement.
Security Staff	1	Eligible to handle crowd and can provide security to the TIC.

2. Agency will supply, install & maintain the LED video walls at the designated during the event.
  - a. Name of the Locations
    - i. Dumma, Kawaria Marg;
    - ii. Sarasani, Kawariya Marg;
    - iii. Khijuria, Kawaria Marg;
    - iv. Basukinath Bus stand;
    - v. R. Mitra High School, Deoghar ;
    - vi. B.Ed College Deoghar;
  - b. Rate of LED Video Walls will be quote on per unit basis.
  - c. Specification
    - i. LED Display, Outdoor Speaker, Amplifier, Media Player
    - ii. Full Colour LED Displays with LED Controller, Power Distribution Unit, Auto Brightness Controller, Power cables and signal cables.
    - iii. LED Size 12.5 feet x 9.5 feet or higher
    - iv. Pixel Pitch - 10 mm + 5% or better
    - v. LED Configuration - R/G/B 3 in 1 SMD
    - vi. Pixel Density - Minimum 10,000 per sqm +10%
3. Temporary Help Desk to be provided for the event:
  - a. Name of the Locations
    - i. Ranchi Railway Station;
    - ii. Ranchi Airport
    - iii. Deoghar Railway Station;
    - iv. Dumka Bus stand;
    - v. Sultanganj Railway Station, Bihar
    - vi. Patna Junction Railway Station, Bihar
  - b. Rate of Temporary Help Desk will be quote on per unit basis.
  - c. The Scope of Work of Agency for each Help Desk
    - i. To make 5 x 5 feet water proof pandal;
    - ii. To design and fabricate all area with Jharkhand Religious/Tourist places replica;
    - iii. Provide sufficient light and Fan with 24 hrs electricity backup;
    - iv. One Help Desk shall contain two facilitation desk having reception chair with table
    - v. The surface area should covered with carpet;

- vi. Two executives, one security personal should provide their services for 24 x 7
- vii. Make available the phone facility to provide information to the callers;
- viii. Provision of internet and telecommunication services.
- ix. Provision of first aid medical service;
- x. Drinking water Facility;
- xi. To print and distribute thirty thousand, three fold brochures to the tourists ( Material and sample shall be approved by the JTDCL);
- xii. Personnel to be deployed in one unit of Help Desk;

Position	Number	Qualification and Experience
Front Desk Executives	2	Minimum Graduate, having knowledge of Tourist destinations of the state and understanding of facilities and system of Shravani Mela arrangement.
Security Staff	1	Eligible to handle crowd and can provide security to the TIC.

4. Erection of Temporary Gate structure on the Kanwariya Path at Dumma (Width 21 Ft, Height 21 Ft & Depth 4.5 Ft) and arrangement of special welcome for kanwariya to be managed by the agency. Width 21 Ft, Height 21 Ft & Depth 4.5 Ft. The plan and design of the gate needs to be approved from JTDCL. Rate of Temporary Gate will be quote on per unit basis.
5. Responsible for organising Religious Cultural Programme, Dharmik Katha Vachan, Bhajan Sandhya at R. Mitra High School and B.Ed College, Deoghar. Agency will be responsible below mention points for each locations:
  - i. To design and fabricate cultural show stage with Jharkhand Religious/Tourist places replica;
  - ii. Special ambience creation for above mentioned locations with the consultation of JTDCL.
  - iii. Provide sufficient sound, light and Fan with 24 hrs electricity backup at cultural stage;
  - iv. To provide sufficient number of Chair;
  - v. The surface area should covered with carpet;
  - vi. One executives, one supervisor and one security personal should provide their services for 24 x 7.
  - vii. Provision of first aid medical service;
6. Develop the plan and prepare detailed layout plan, detail working drawings & specifications as per the direction of JTDCL.

7. Putting 100 runners Signage / Hoardings (Size 6 FtX3 Ft) and 400 flags (Size 4 FtX2 Ft) of Jharkhand State at appropriate locations in a set sequence with Kanwariya path starting from Jharkhand entry point. Design will be finalized after consultation with JTDCL.
8. Putting 10 Mega Hoardings of Jharkhand State (With message of religious iconography) at appropriate locations and design will be finalized after consultation with JTDCL (Size12 Ft.X08 Ft.).
9. Develop the plan and prepare detailed layout plan, detail working drawings & specifications as per the direction of JTDCL.
10. Execute the work with due respect to aesthetics, safety, theme consistent with best of Industry practices within given time and approved budget.
11. Modify the conceptual design/hording/runners signage incorporating required changes as may be suggested by the JTDCL / Professional Advisor.
12. Preparation of pre-event video (High Resolution) of 10 minutes highlighting the Shravani Mela facilities/features/work for this year etc.
13. Preparation of required documents and certificates to obtain approvals from Government and other agencies and overall coordination and follow up with agencies for getting approvals,
14. Preparing drawing necessary for submission to statutory bodies for sanction.
15. Submit 3 numbers of copies of layout drawings and other details to share with various departments connected with the event.
16. Bidder shall finalize and arrange for necessary agencies independently with sufficient manpower so as to complete the work as per schedule.
17. Bidder shall depute adequate staff for supervision of the work under execution. Bidder shall depute one 'Works Manager' and one 'Coordinator' for the efficient handling of the project and to ensure that the project proceeds in accordance with conditions of contract and time schedule.
18. The supervision work at site will be constantly done by the qualified staff employed by Bidder and no extra payment on such recruitment of staff will be charged or payable by the JTDCL
19. Bidder will provide regular supervision and inspection as may be necessary to ensure that works are being executed in accordance with the designed concept, working drawing and specification.

20. Bidder shall undertake to complete their professional services by the date hereafter, in accordance with the instruction by JTDCL. Bidder shall furnish the schedule of implementation to the Jharkhand government so that systematic and timely monitoring of the project can be done.
21. Bidder shall clear the site on possession and hand over back the site once the event is over in to pre-event condition within seven days of the completion of event.
22. All other works and services as per tender document.
23. In addition to the above scope of work: **Publicity Campaign:** The EMA shall provide media plan of the State which are made part of the advertisement campaign of the Mela.
  - a) The creative design aspect of media campaign or media planning, media buying shall be done with consultation with JTDCL, The payment of which shall be as per DAVP rate and shall be paid over and above the quoted amount. Necessary facilitation from DoT shall be provided as and when required.
  - b) Outdoor publicity in FM channels, Magazine, News Paper, TV and Shopping Malls etc. These ads to be released with the consultation with the JTDCL.