



**DIRECTORATE OF TOURISM**  
**(GOVERNMENT OF JHARKHAND)**

**REQUEST FOR PROPOSAL**  
**FOR**  
**HIRING OF TIC SPACE AT BODH GAYA, KOLKATA, TARAPITH,**  
**PURI, VARANASI FOR JHARKHAND TOURISM**

**Dated : 31/05/2019**

**Directorate of Tourism**  
Government of Jharkhand  
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## 1. SECTION 1:- INTRODUCTION

### 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 With an endeavor for promotion of tourism and culture of Jharkhand State, Directorate of Tourism intends to issue this Request for Proposals (RFP) For Hiring of TIC Space at Bodh Gaya (Bihar), Kolkata (WB), Tarapith (WB), Puri (Odisha) and Varanasi for Jharkhand Tourism.
- 1.1.3 RFP document is available at the Department of Tourism (DoT) website i.e. [www.jharkhandtourism.gov.in](http://www.jharkhandtourism.gov.in). Interested parties may download the RFP documents from the website and submit their Proposals.
- 1.1.4 **Earnest Money Deposit (EMD)** cum Performance Security amounting to Rs. 20,000/- (Twenty Thousand Only) in the form of a Demand Draft in favour of “ **The Director, Directorate of Tourism, Govt. of Jharkhand**” of any Nationalized / scheduled bank, payable at “**Ranchi**” along with bid documents.
- 1.1.5 The scope of services to be provided by the Bidder 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 Bidder set forth in RFP or DOT’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 DOT.

- 1.1.7 DOT 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 DOT, and all Proposals shall be prepared and submitted in accordance with such terms.

## 1.2 Brief Description of Selection Process

DOT has adopted a two stage selection process (Technical and Financial) (referred to as the "**Selection Process**") for identifying a suitable Bidder. DOT invites eligible Bidders to submit their Proposals in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at Directorate of Tourism office upto 25/06/2019 14:00 hrs in accordance with the terms of this RFP document.

### Contact Information & Address for communication:-

To

The Director

Directorate of Tourism

Government of Jharkhand

MDI Building, 2nd Floor, HEC Campus,

Dhurwa, Ranchi, Jharkhand

TEL NO: +91 651 2400493, Fax No: +91 651 2400492

E-MAIL: dirjharkhandtourism@gmail.com

Visit us on [www.jharkhandtourism.gov.in](http://www.jharkhandtourism.gov.in)

- 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

DOT shall endeavour to adhere to the following schedule:

Sl No	Description	Date
1	Pre-Bid Queries Submission	06/06/2019 by 17:00 Hours
2	Pre-Bid Conference	07/06/2019 by 15:00 Hours at DoT Office
3	Bid Due Date	25/06/2019 by 14:00 Hours
4	Technical and Financial Bid opening Conference	25/06/2019 15:00 Hrs at Directorate of Tourism Government of Jharkhand

Sl No	Description	Date
		MDI Building, 2nd Floor, HEC Campus, Dhurwa, Ranchi, Jharkhand TEL NO: +91 651 2400493, Fax No: +91 651 2400492 E-MAIL: dirjharkhandtourism@gmail.com Visit us on www.jharkhandtourism.gov.in
5	Bid Validity period	180 days from the Bid Due Date
6	Tender/Bid Document Fee	Rs. 2,240/- (Rupees Two Thousand Two Hundred Forty Only) inclusive of GST(Not Refundable)
7	Earnest Money Deposit	20,000/- (Twenty Thousand Only)

## 2. SECTION 2:- INSTRUCTIONS TO BIDDERS

### 2.1 Eligible Bidders

- 2.1.1 The Applicant(s) should be the **bonafide Owner(s) or Power of Attorney Holder(s)** of the Premises.
- 2.1.2 The Applicant(s) should be an **Income Tax Assesses (s) with PAN No.** and its Tax returns must be up-to-date.
- 2.1.3 The building should be constructed as per the sanctioned/approved plan of the competent development Authority. The building should be well maintained.
- 2.1.4 The premises should be situated in good residential/commercial locality preferably within below mentioned area :
- Bodh Gaya (Bihar) – Node 1 to Mahabodhi Temple (Main Road)
  - Kolkata (WB) – Lee Road/ Park Street Metro Area/ Maidan Metro Area / Rabindra Sadan Metro Area.
  - Tarapith (WB) - Near Sbi , Mandi Gate
  - Puri (Odisha) – Sea Beach, Swargadwar
  - Varanasi (UP) - Cantonment Area Near GoI TIC office.

with proper accessibility and provision for parking, if available. The premises should be situated near to any state TIC. Proof to be submitted along with bid.

- 2.1.5 The building should have provision for any hazards like fire, water logging, flood etc.
- 2.1.6 Supply of adequate potable water round the clock should be available at the premises and appropriate approvals/sanction from the Municipal Corporation should be in hand.
- 2.1.7 The landlord should clear all the outstanding charges (mortgages/ lease/easement/gift etc.) and pending dues (arrears of taxes / electricity/ telephone /water) and other statutory obligations from any Authorities.

- 2.1.8 The landlord should be in a position to give vacant possession of the premises immediately after carrying out necessary changes / alterations as required by the Office.
- 2.1.9 The flooring of the office premises should be of vitrified tiles and necessary electrical fittings will be provided by the landlord as per the agreed terms.
- 2.1.10 Any Bidder which has been barred by the Central/State Government 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.
- 2.1.11 Following documents should be attached with the bid
- a. Documents for proof of ownership.
  - b. Location map and building map from competent authority.
  - c. Sketch plan drawn to scale.
  - d. Photographs showing exterior as well as interior.
  - e. Completion certificate from concerned authority.
  - f. Permission to construct.
  - g. Building use permission.
  - h. Clearance / NOC certificates from all competent authorities including fire department for use as office premises conforming to the MC Rules / By Rules.
  - i. Copy of PAN /TAN number.
  - j. Various Tax receipts (property, MC Tax, electricity bill etc.)
  - k. Copy of IT returns for last three years.
- 2.1.12 A Bidder should, in the last 3 (three) years, 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. (Undertaking should be furnished with proposal).
- 2.1.13 The Bidder should submit a Power of Attorney, authorising the signatory of the proposal to commit the Bidder. The Proposals must be properly signed by the authorized representative (the “**Authorized Representative**”).

## 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. DOT 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 DOT 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 DOT reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of DOT to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of DOT 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, DOT shall forfeit and appropriate the EMD as mutually agreed genuine pre-estimated compensation and damages payable to DOT for, inter alia, the time, cost and effort of DOT including consideration of such Bidder’s Proposal, without prejudice to any other right or remedy that may be available to DOT 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 DOT in writing and e-mail to the address before 1 days of pre-bid conference. The subject line for communication must clearly bear the following:

Queries/Request for Additional Information: RFP for “**HIRING OF TIC SPACE AT BODH GAYA, KOLKATA, TARAPITH, PURI, VARANASI FOR JHARKHAND TOURISM**”.

2.6.2 The responses will be uploaded in the Website by DOT without identifying the source of the enquiry. However, DOT 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 DOT to respond to any question or to provide any clarification.

2.6.3 All clarifications and interpretations issued by DOT shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by DOT or its employees or representatives shall not in any way or manner be binding on DOT.

## **2.7 Amendments to RFP**

2.7.1 At any time prior to the Proposal Due Date, DOT 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. 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, DOT may, at its discretion, extend the Proposal Due Date.

## **2.8 Payment Schedule**

Payment will be made to the bidder/owner on monthly basis for the premises as per the price quoted and ascertainment by DOT that premises was satisfactorily and in accordance with the terms and conditions of the RFP.

## **3. PREPARATION AND SUBMISSION OF PROPOSAL**

### **3.1 Language and Currency**

3.1.1 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.

### **3.2 Validity of Proposal**

3.2.1 The Proposal shall be valid for a period of not less than 180 (One Eighty and Twenty) days from the Proposal Due Date ("**Proposal Validity Period**"), in the format set out in **Appendix-I**. DOT reserves the right to reject any Proposal that does not meet this requirement.



3.2.2 Prior to expiry of the Proposal Validity Period, DOT may request the Bidders to extend the period of validity for a specified additional period.

3.2.3 The Selected Bidder shall, where required, extend the validity of the Proposal till the date of completion of services as per scope of work.

### **3.3 Earnest Money Deposit**

3.3.1 The Bidder shall furnish an Earnest Money Deposit of Rs.20,000/- (Twenty Thousand 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, Directorate of Tourism, Jharkhand**" payable at "**Ranchi**" along with bid documents. DOT shall not be liable to pay any interest on the EMD so made and the same shall be interest free.

3.3.2 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 DOT from time to time. The Proposal shall be summarily rejected if it is not accompanied by the EMD.

3.3.3 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 DOT, the selected bidder shall be required to extend the validity of the demand draft.

3.3.4 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

### **3.4 Bidder's Responsibility**

3.4.1 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 DOT ; and
- c) made a complete and careful examination of the various aspects of the Assignment.

3.4.2 DOT shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

### **3.5 Format and Signing of Proposal**

- 3.5.1 Bidders would provide all the information as per this RFP in the specified format(s). DOT 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.
- 3.5.2 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.

### **3.6 Submission of Proposals**

- 3.6.1 The Bidder shall be required to submit a Technical & Financial Bid in separate sealed envelopes put in a bigger sealed envelopes super scribed as “RFP for – **HIRING OF TIC SPACE AT BODH GAYA, KOLKATA, TARAPITH, PURI, VARANASI FOR JHARKHAND TOURISM**”.
- 3.6.2 Bidder should be submitted in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at Directorate of Tourism office upto **25/06/2019 14:00 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. Documents for proof of ownership.
- d. Location map and building map from competent authority.
- e. Sketch plan drawn to scale.
- f. Photographs showing exterior as well as interior.
- g. Completion certificate from concerned authority.
- h. Permission to construct.
- i. Building use permission.
- j. Clearance / NOC certificates from all competent authorities including fire department for use as office premises conforming to the MC Rules / By Rules.
- k. Copy of PAN /TAN number.
- l. Various Tax receipts (property, MC Tax, electricity bill etc.)
- m. Copy of IT returns for last three years.

**B. “Financial Proposal:- (Envelope-2)**

- a. The Financial Proposal in the prescribed format at **Appendix – III** on the letter head of the Bidder and signed by the authorised signatory. Fee for each Location will be the final Monthly Rental Fee for financial evaluation and calculated separately. Single or multiple bidders may be selected based financial bid.
- 3.6.3 The Financial Proposal should specify the amount of Monthly Rental Fee (the “Monthly Rental Fee” or “Contract Fee/cost”) exclusive of all applicable taxes of work required by the Bidder for undertaking the Services. The Financial Proposal clearly indicating the total Monthly Rental Fee of work in both figures and words, and signed by the Bidder’s Authorized Representative. In the event of any difference between figures and words, the amount/rate indicated in words shall prevail.
- 3.6.4 Bidders may note that DOT 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.
- 3.6.5 DOT 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.
- 3.7 Proposal Due Date**
- 3.7.1 Proposals should be submitted in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at Directorate of Tourism office upto **25/06/2019 14:00 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.
- 3.7.2 DOT, at its sole discretion, may extend the Proposal Due Date by issuing an Addendum in accordance with the provisions of this RFP.
- 3.8 Late Proposals**
- 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.
- 3.9 Modifications/ Substitution/ Withdrawal of Proposals**
- 3.9.1 The Applicants will not allow Modifications/ Substitution/ Withdrawal of Applications after submission of application.

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

### **3.10 Confidentiality**

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 DOT in relation to, or matters arising out of, or concerning the Selection Process. DOT 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. DOT 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 DOT.

### **3.11 Clarifications**

To assist in the process of evaluation of Proposals, DOT 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.

## **4. SECTION 3: EVALUATION OF PROPOSALS**

### **4.1 Opening and Evaluation of Proposal**

- 4.1.1 DOT shall open the Proposals on the date specified in Clause 1.3, in the presence of the Bidders who choose to attend.
- 4.1.2 DOT will examine and evaluate the Proposals in accordance with the provisions set out in this Section 3.
- 4.1.3 To facilitate evaluation of Proposals, DOT may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Proposal.
- 4.1.4 Any information contained in the Proposal shall not in any way be construed as binding on DOT , 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.

## 4.2 Tests of Responsiveness

4.2.1 Prior to evaluation of Proposals, DOT 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 amount as set out in Clause 2.10;
- 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 DOT without communication with the Bidder). DOT 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.

4.2.2 DOT reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by DOT in respect of such Proposal.

4.2.3 Bids of a single business entity which are found to be non-responsive shall be rejected.

## 4.3 Evaluation of Technical Bid of the Bidder

4.3.1 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.

4.3.2 DoT will finalize agencies on basis of their technical credentials. This assessment will be done by a special Selection Committee of DoT.

## 4.4 Presentation

4.4.1 The technically qualified applicants shall be give an audio visual presentation before the selection committee.

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

## 4.5 Evaluation of Presentation of the Bidder

4.5.1 All the Bidders, whose bids are found to be **Technically Qualified** as per **RFP Clause 2**, shall be called for 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 Bidder for successfully carrying out the work. A Scrutiny Committee constituted by the Authority shall scrutinize the presentations made by the Bidders as per the parameters cited in **Clause 4.5.2** in accordance to the **Clause 4.5.3**.

4.5.2 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
<b>Technical Presentation</b>			
1	Location & Area	Demonstration of locality of the property, tourist footfalls, distance from main tourist spots	40
2	Infrastructure quality	Inside and outside visuals, quality of materials used	40
3	Nearby Availability of services	Services availability near to property , connectivity	20
<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 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.*

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

#### **4.6 Evaluation of Financial Proposals**

4.6.1 The Financial Proposals of only the qualified Bidders as per **clause 4.5.3** 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.

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

4.6.3 DoT 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 Bidder 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 Bidder.

#### **4.7 Selection of Bidder**

4.7.1 The Bidder quoted the **Lowest Monthly Rental Fee** shall be declared as Selected Bidder.

4.7.2 In the event that the **L1 Bidder** withdraws its Bids or is not selected for any reason in the first instance, DoT may invite the second ranked Bidder for negotiations.

4.7.3 The Bidder quoting the **Lowest Monthly Rental Fee (L1)** shall be the Selected Bidder.

#### **4.8 Letter of Award (LOA) / Work Order**

4.8.1 After selection, a Letter of Award (the “**LOA**”) / Work Order shall be issued, in duplicate, by DOT to the Selected Bidder(s) and the Selected Bidder(s) 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, DOT 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.

#### **4.9 Contacts during Proposal Evaluation**

Proposals shall be deemed to be under consideration immediately after they are opened and until such time DOT 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 DOT 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 DOT shall be sufficient reason to disqualify the Bidder.

#### **4.10 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, DOT 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. DOT, 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.



**ANNEXURE-1:- Scope of Work**

**Scope of work for selected Bidder :-**

1. The offered space should have 300 sqft and preferably on ground floor with parking facility.
2. The offered space should be commercial space and all necessary approval should be taken by the owner.
3. Well connected with basic facilities, near to tourist places, preferably high tourist footfall area.
4. Lease period will be for 5 years and minimum lock- period will be 2 years.
5. Notice for three months from either side for termination of work order/agreement.
6. The flooring of the office premises should be of vitrified tiles and necessary electrical fittings (High Quality Brand) will be provided by the landlord as per the agreed terms.
7. Lease agreement will be executed with the owner & Rent will be paid to the respective owner. Electricity and water charges will be paid by DoT. Other charges will be borne by the owner.
8. The premises offered should be in good and ready occupy condition. The owner of the premises will have to hand over the possession of premises within 4 weeks after the acceptance of their offer by DoT.
9. Addition and alteration of work during the period of tenancy either party will take permission from each other.
10. There should be provision for 24 Hrs running water supply for both drinking and utility facilities and enough arrangements for public utilities (toilets etc.)
11. Maintenance of the premises to be made (external and common area) by the owner.
12. The major maintenance works (civil, electrical and plumbing) shall be provided by the owner and the owner will also undertake to carry out repair and maintenance such as painting of the premises including from and back verandahs, bath rooms, toilets, boundary walls, the entire exterior façade and painting or polishing of all doors, windows, ventilators, grills, etc. every year.
13. Any alteration in the interior of the space will be change by the DoT with the approval of owner.
14. Tender from intermediaries or broker will not be entertained.

## 5. SECTION 4:- FORMATS FOR SUBMISSION OF PROPOSAL

### 5.1 Appendix – I – Letter of Proposal

*(On the letterhead of the Bidder)*

Dated:

To  
The Director  
Directorate of Tourism  
Government of Jharkhand  
MDI Building, 2nd Floor, HEC Campus,  
Dhurwa, Ranchi, Jharkhand

Dear Sir,

**Sub: Proposal for “HIRING OF TIC SPACE AT BODH GAYA, KOLKATA, TARAPITH, PURI, VARANASI FOR JHARKHAND TOURISM”**

- 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 DOT any additional information it may find necessary or require to supplement or authenticate the Bid.
- 4 I/We acknowledge the right of DOT 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 DOT 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.20,000/- (Twenty Thousand Only) to DOT 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 owner in all matters pertaining to the Selection Process. No third person, consultant, Bidder shall represent the owner in all matters pertaining to the Selection Process.

11 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

**5.2 Appendix – II- Details of Bidder***(On the letterhead of the Bidder)*

Proposal for “HIRING OF TIC SPACE AT BODH GAYA, KOLKATA, TARAPITH, PURI, VARANASI FOR JHARKHAND TOURISM”

Sl. No.	Particulars	Details
1.	Full particulars of the legal owner of the premises : a)Name b)Address (Office & Residence) c) Telephone and Mobile No. d)E-mail ID e) PAN / TAN No.	
2.	Whether Power of Attorney (PA) holder has powers to grant premises on lease / sub lease : YES / NO	
3.	Name & Address of PA Holder	
4.	Address of the premises offered for Hiring	
5.	Is the premises is ready for possession	
6.	Year of construction	
7.	Details of construction of the Building : RCC construction or Load bearing Brick construction (please mention)	
8.	Whether plans are approved by the Municipal Corporation (attach copy of sanctioned building plan)– Yes	
9.	Whether direct access is available from the main road– Yes / No	
10.	Whether lift facility is available– Yes/No.	
11.	Title Deed (attach copy of title deed)	
12.	Exact carpet Area in Sq. Ft.	
13.	Exact built up Area in Sq. Ft.	
14.	Offered area for hiring in Sq. Ft.	
15.	Floor number to be offered	
16.	No. of floors in the building	
17.	Type of building– Residential / Commercial / Institutional/ Industrial	
18.	Location	
19.	Whether all statutory obligations are cleared (Please enclose IT Return, Municipality Tax Receipt– Current and other supporting documents)– Yes/No	
20.	Area of parking space, if available	
21.	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership.	
22.	Pending taxes / dues, if any.	
23.	Clearances / No-objection Certificate from all the relevant central / state / municipal authorities and Fire department for use as office / commercial premises confirming the	

	municipality laws.	
24.	Whether running water, drinking and otherwise, available round the clock.	
25.	No. of Toilets and its area.	
26.	No. of Rooms with attached Toilet.	
27.	Whether separate electricity connection and sufficient installation has been provided for	
28.	Sanctioned commercial electricity load.	
29.	Whether electrical installation and fittings, power, plugs, switches etc. provided or not.	
30.	Whether building has been provided with fans in all rooms or not?(if yes, give the no. of fans floor wise)	
31.	Space for installation of Generator / DG Set	
32.	Details of Fire Safety mechanism, if any.	
33.	Whether the building is Earth quake resistant. If so, please provide the certificate from the competent authority.	
34.	Any other salient aspect of the building, which the party may like to mention.	
35.	Distance from location mentioned in Annexure-II(1(d))	
36.	Surrounding of the Building– North /East/ South/West	
37.	Date of last external / internal painting on the Wall and Doors / Windows	
38.	Whether floor is of Vitrified tiles or not	
39.	Whether the owner has any Objection on construction of temporary rooms / cabins by the department as per requirement.	
40.	Insurance of the Property valid upto (pl. specify the date)	
41.	Width of the approach road on which the Building is located	
42.	Name of the office or persons with occupation already rented out in the same building, if any (pl. attach copy of agreement)	

1. I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.
2. It is hereby declared that the particulars of the buildings etc. as furnished against the individual items are true and correct as per my / our knowledge and belief and in the event of any of the same being found to be not true, I/We shall be liable to such consequences / lawful action as the department may wish to take.

Signature of the Legal Owner / Power of Attorney Holder

**5.3 Appendix – III Format for Financial Proposal**

*(On the Letter head of the Bidder)*

Date:

To  
The Director  
Directorate of Tourism  
Government of Jharkhand  
MDI Building, 2nd Floor, HEC Campus,  
Dhurwa, Ranchi, Jharkhand

Dear Sir,

**Sub: Proposal for “HIRING OF TIC SPACE AT BODH GAYA, KOLKATA, TARAPITH, PURI, VARANASI FOR JHARKHAND TOURISM”**

1. We are pleased to quote our rate for each work (**The “Service Fee/ Monthly Rental Fee”**) to the items detailed below and inclusive of all costs associated with providing the services specified in **Annexure - 1** of the RFP Document. The Service Quote is exclusive of GST and all other applicable taxes.

Sl. No.	Location	Monthly Rental Fee * (Rs.)
1	BODH GAYA	
2	KOLKATA	
3	TARAPITH	
4	PURI	
5	VARANASI	

\* Service Fee for each Location will be the final **Monthly Rental Fee** for financial evaluation and calculated separately.

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 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 Bidder for the said Assignment.
6. We further certify that we shall follow the Scope of Services, without any deviations, enumerated in this RFP Document, if the Assignment is awarded to us.

Sincerely,

Name of the Bidder

.....

Signature of the Authorised Person

.....

Name of the Authorized Person