

**DIRECTORATE OF TOURISM**

**(GOVERNMENT OF JHARKHAND)**

**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**SELECTION OF AN AGENCY FOR ORGANISING ADVENTURE ACTIVITIES  
AT DIFFERENT PLACES OF JHARKHAND (Call-2)**

**(January – March, 2022)**

**Ref. No. 58, Dated : 25/01/2022**

**Directorate of Tourism**

Government of Jharkhand

MDI Building, 2<sup>nd</sup> Floor, HEC Campus, Dhurwa, Ranchi, Jharkhand

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

E-MAIL: [dirjharkhandtourism@gmail.com](mailto:dirjharkhandtourism@gmail.com)

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

## Table of Contents

1.	INSTRUCTIONS FOR SUBMISSION OF BID.....	4
1.1	Background.....	4
1.2	Eligible Bidders.....	5
1.3	Submission of Bids.....	5
1.4	Schedule of Bidding Process.....	6
1.5	Bidding Process.....	7
1.6	Amendments to RFP.....	7
1.7	Late Bids.....	8
1.8	Modifications/ Substitution/ Withdrawal of Bids.....	8
1.9	Cost of Bid.....	8
1.10	Right to reject any or all Bids.....	8
1.11	Selection and notification.....	8
1.12	Validity of Bids.....	8
2.1	Opening and Evaluation of Bids.....	10
2.2	Test of Responsiveness.....	10
2.3	Evaluation of Technical Bid/ Presentation of the Bidder.....	11
2.4	Evaluation of Financial Bids.....	11
2.5	Selection of Agency.....	11
2.6	Letter of Award (LOA).....	12
2.7	Performance Security.....	12
2.8	Payments Terms.....	12
2.9	Fraudulent & Corrupt Practices.....	12
2.10	Penalty Provision.....	13
2.11	Time Frame.....	13
2.12	Minimum number of beneficiary/ tourist.....	12
2.13	Damages and Losses.....	12
2.14	Availability of Key Personnel.....	13
	APPENDIX A: FORMATS FOR LETTER OF PROPOSAL.....	14
	APPENDIX B: FORMATS FOR DETAILS OF BIDDER.....	15
	APPENDIX C: FORMATS FOR FINANCIAL CAPACITY.....	16
	APPENDIX D: FORMATS FOR EXPERIENCE OF BIDDER.....	17
	APPENDIX E : FORMATS FOR POWER OF ATTORNY.....	18
	APPENDIX F: FORMATS FOR SELF DECLARATION.....	20
	APPENDIX G: FORMATS FOR SUBMISSION OF FINANCIAL BIDS.....	21
	SCHEDULE A: TERMS OF REFERENCE.....	24

## Tender Schedule

**Directorate of Tourism**  
Government of Jharkhand  
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### **SHORT TENDER NOTICE**

**Ref No: 58**

**Date : 25/01/2022**

### **SELECTION OF AN AGENCY FOR ORGANISING ADVENTURE ACTIVITIES AT DIFFERENT PLACES OF JHARKHAND (Call-2) (January – March, 2022)**

The Directorate of Tourism (DoT), Govt. of Jharkhand intends to select an adventure agency for Organising Adventure Activities at different places of Jharkhand (January to March, 2022), therefore, invites interested agencies to submit their Bids.

Interested agencies may download the document from 27/01/2022, 17:00 Hours onwards from the Department of Tourism website:- [www.tourism.jharkhand.gov.in/](http://www.tourism.jharkhand.gov.in/) and submit their Applications. The Bid Due Date is on **08/02/2022 at 14:00 hours**. A Technical Bid & Financial Bid opening Conference will be held on **08/02/2022 at 15:00 Hours** at the office of Directorate of Tourism (DoT), Govt. of Jharkhand.

A pre-bid conference will be held on **01/02/2022 by 15:00 Hours** at Directorate of Tourism (DoT), Govt. of Jharkhand. All subsequent notifications, changes and amendments will be posted only on the website [www.tourism.jharkhand.gov.in/](http://www.tourism.jharkhand.gov.in/).

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

## 1. INSTRUCTIONS FOR SUBMISSION OF BID

### 1.1 Background

- 1.1.1 The State of Jharkhand is endowed with immense bio-diversity, moderate climate, rich cultural and historical heritage, religious places of worship and ethnic aspects to make the State the ultimate destination for tourists.
- 1.1.2 Directorate of Tourism (DoT), Govt. of Jharkhand intends to select an agency (the “Selected Agency”) who would assist DoT in organizing the **Adventure Activities at different places of Jharkhand for event scheduled (tentative) for a period January to March, 2022** (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 DoT invites Bids from Interested Agencies for selection of the 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 Bidder’s Technical Bid in terms of **Clause 2** of this Document.
- 1.1.5 RFP document is available at the Department of Tourism/DoT website i.e. [www.tourism.jharkhand.gov.in](http://www.tourism.jharkhand.gov.in). Interested parties may download the RFP documents from the website and submit their proposals.
- 1.1.6 Earnest Money Deposit (EMD) and Tender Fee amounting to Rs. **50,000/- (Fifty Thousand Only)** and Rs. **2500/- (Two Thousand Five Hundred Only)** in the form of a Demand Draft in favour of "**Director, Directorate of Tourism, Govt. of Jharkhand**" of any Nationalized/ Scheduled bank, payable at "**Ranchi**" along with bid documents.
- 1.1.7 The scope of services to be provided by the Selected Agency shall include and not limited to the services provided at **Schedule A** and shall also be governed by the provisions of issue LoA/Work Order and to be entered into between the selected Agency and the DoT (the “LoA/Work Order”) which sets forth the detailed terms and conditions for grant of the right to the selected Agency (the “Right”).
- 1.1.8 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 on **Adventure Activities at different places of Jharkhand**.

## 1.2 Eligible Bidders

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

- The Bidder must have achieved an average **Annual Turnover of Rs. 25.00 Lakh (Twenty Five Lakh) during the preceding 3 (three) years**. To calculate the average turnover, the total turnover achieved by the Bidder during last 3 years shall be divided by 3, i.e. (2018-19, 2019-20 & 2020-21). Copy of supporting documents (Audited Report) to be submitted.
- In last five financial years (2016-17, 2017-18, 2018-19, 2019-20 & 2020-21) the Agency / Firm should have experience of working on 3 adventure activities with any State/ Central Govt./ PSUs with minimum project cost of INR **15.00 Lakh (Fifteen Lakh)** each. Copy of completion certificate to be submitted.
- The Bidder must be registered in India. (supporting documents must be furnished) and should have GST and PAN Registration.
- The Bidder should comply with all the directions/ instructions issued by Civil Aviation Department, Jharkhand/ Ministry of Tourism, Government of India in this regard. (A letter of undertaking also have to be submitted by bidders that they will abide guidelines for aero sports activities in the state of Jharkhand-2014)
- The Bidder should have minimum 5 registered speed boat and 5 boat operators/ sailors with driving license as per Boat Rules of Jharkhand or may take rented registered boats with operators/ sailors with driving license. All the instructions and guidelines laid down through Jharkhand Boat Rules-2014 shall have to be complied. (Copy of relevant undertakings/ certificates/ license have to be submitted by bidders)
- The Bidder should have minimum 5 Life Saving Technician.
- Firms shall be single entity. Consortium/Joint Venture are not allowed to participate in the selection process.
- The Bidder should not be restricted/ blacklisted by any State/Central Govt./PSU's

## 1.3 Submission of Bids

1.3.1 The Agency shall be required to submit a **Technical & Financial Bid in separate sealed envelopes** put in a bigger sealed envelope super scribed as **“SELECTION OF AN AGENCY FOR ORGANIZING ADVENTURE ACTIVITIES AT DIFFERENT PLACES OF JHARKHAND (Call-2) (January to March, 2022)”**. The envelope containing the Applications shall be delivered by Hand/ Courier/Registered Post/Speed Post at DoT office up to **08/02/2022, 14:00 hrs**. Applications received after the Application Due Date shall not be entertained.

Contact Information& Address for communication: -

To

Director

Directorate of Tourism

Government of Jharkhand  
MDI Building, 2nd Floor, HEC Campus,  
Dhurwa, Ranchi, Jharkhand  
TEL NO: +91 651 2400493  
E-mail: dirjharkhandtourism@gmail.com  
Visit us on www.tourism.jharkhand.gov.in

- 1.3.2 “**Financial Proposal**” The Financial Proposal in the prescribed format at **Appendix – G** on the letter head of the Bidder and signed by the authorized signatory.

The Bidder shall submit each of the following documents on or before the Bid Due Date. The documents accompanying the Bid submission shall include the following:

- a) Copy (Soft copy & Hard copy) of Technical Presentations
  - b) Letter of Proposal in the prescribed format at **Appendix – A**;
  - c) Details of Bidder in the prescribed format at **Appendix – B**;
  - d) Financial Capacity of the Bidder in the prescribed format at **Appendix – C**;
  - e) Experience of the Bidder in the prescribed format at **Appendix – D**;
  - f) Power of Attorney (on stamp paper) for signing of Bid documents on behalf of the Bidder in the prescribed format at **Appendix –E**;
  - g) Self Declaration in the prescribed format at **Appendix –F**;
  - h) Financial Bid in the prescribed format at **Appendix – G**;
- 1.3.3 The Bidder should submit a Power of Attorney as per the format enclosed as **Appendix- E**, authorizing the signatory of the Bid to commit the Bidder. The Bid documents must be properly signed by the authorized representative (the “Authorized Representative”) as detailed below:
- a. 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- E**
  - b. By a duly authorized person holding the Power of Attorney, in case of a Company.
- 1.3.4 The Bids submitted by fax, telex or e-mail shall not be entertained and shall be rejected.
- 1.3.5 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.

#### 1.4 Schedule of Bidding Process

The DoT would endeavor to adhere to the following schedule:

Sl No	Description	Date
1	Pre-Bid Queries Submission	31/01/2022 by 17:00 Hours

<b>Sl No</b>	<b>Description</b>	<b>Date</b>
	(Through E-mail)	
2	Pre-Bid Conference	<b>01/02/2022</b> by 15:00 Hours at DoT Office
3	Bid Due Date	<b>08/02/2022</b> by 14:00 Hours
4	Technical Evaluation/Presentation & Financial Bid opening Conference	<b>08/02/2022 at 15:00 Hours</b> Venue Details: Director Directorate of Tourism Government of Jharkhand MDI Building, 2nd Floor, HEC Campus, Dhurwa, Ranchi, Jharkhand TEL NO: +91 651 2400493
5	Bid Validity Period	90 days from Bid Due Date
6	Tender/Bid Document Fee	Rs. 2,500/- (Rupees Two Thousand Five Hundred Only) inclusive of GST (Not Refundable)
7	Earnest Money Deposit	Rs. 50,000/- (Rupees Fifty Thousand Only)

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

## **1.5 Bidding Process**

1.5.1 The Bids should be submitted by Hand/Courier/Registered Post/Speed Post at Directorate of Tourism up to **08/02/2022, 14:00 hrs.** Applications received after the Application Due Date shall not be entertained. The Bid Due Date as indicated in **Clause 1.3**, in the manner and form as detailed in this RFP document.

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

## **1.6 Amendments to RFP**

1.6.1 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.

1.6.2 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.

### **1.7 Late Bids**

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

### **1.8 Modifications/ Substitution/ Withdrawal of Bids**

1.8.1 The Bidders cannot modify or withdraw the Bids after submission.

### **1.9 Cost of Bid**

1.9.1 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

### **1.10 Right to reject any or all Bids**

1.10.1 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.

1.10.2 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.

### **1.11 Selection and notification**

1.11.1 The Authority intends to select an Agency for the Services, thus invites Agencies to make a Technical presentation and to submit their Financial Bid for providing the services.

1.11.2 After the evaluation of Bids in terms of Technical Bid/Presentation, the Bidders whose bid is technically responsive 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 fails to be selected.

### **1.12 Validity of Bids**



- 1.12.1 The Bid shall be valid for a period of not less than 90 (Ninety) 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 Presentation & Financial Bid Conference with the Bids received from 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 Bid/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 Bid/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 is subsequently selected on the basis of such information.
- 2.1.4 The Authority reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Bid.

### 2.2 Test of Responsiveness

- 2.2.1 Prior to evaluation of Bids, the Authority will determine whether each Bid is responsive to the requirements of the RFP Document and Bid shall be considered responsive only if:
- a. It is received by the Bid Due Date including any extension thereof pursuant to **Clause 1.3;**
  - b. It is received through Hard Copy as stipulated in **Clause 1.4.;**
  - c. It is accompanied with the EMD and Tender fee amount as set out in clause-1.1.6;
  - d. It contains the information and documents as requested in the RFP Document;
  - e. It contains information in the form and formats specified in the RFP Document;
  - f. 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;
  - g. It does not contain any condition or qualification; and
  - h. It is not non-responsive in terms hereof
  - i. Technical and Financial proposal as per instruction (Sealed Cover).

### **2.3 Evaluation of Technical Bid/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 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.
- 2.3.2 All the Bidders whose Bids are found to be responsive as per Clause 2.2 shall be qualified for financial opening.
- 2.3.3 The Financial Proposals of only the Qualified (Technically Responsive) Bidders shall be considered for further evaluation.

### **2.4 Evaluation of Financial Bids**

- 2.4.1 The Financial Proposals of only the qualified Bidders as per clause 2.3.3 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.
- 2.4.2 For financial evaluation, the Service Fee exclusive of all applicable Taxes indicated in the Financial Proposal for each component shall be evaluated.
- 2.4.3 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 Agency to be compensated and the liability to fulfill 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.

### **2.5 Selection of Agency**

- 2.5.1 The Bidder quoted the lowest Service Fee (Financial Proposal) shall be declared as Selected Agency for each Location/Site.
- 2.5.2 For financial evaluation for all adventure activity will be calculated together. Single agency will be selected based on above parameter.
- 2.5.3 In the event that the L1 Bidder withdraws its Bids or is not selected for any reason in the first instance, DoT may invite the second ranked Bidder for negotiations.
- 2.5.4 The Bidder quoting the lowest Service Fee (L1) shall be the Selected Agency.

## 2.6 Letter of Award (LoA)

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

## 2.7 Performance Security

- 2.7.1 The Selected Agency shall furnish a Performance Security of **5% (Five Percent)** of the total Contract Price quoted by the Selected Agency in shape of Performance Security. The Performance Security is required to be taken from a nationalized bank in favor of “**The Director, Directorate of Tourism**” payable at “**Ranchi**”. The Performance Security will be payable on demand and be valid for a period of 180 (One Hundred and Eighty) days from the date of signing the LoA/Work Order with the Authority.

## 2.8 Payments Terms

- 2.8.1 Payment will be made to the Agency after completion of the month wise event and ascertainment by DoT that work was carried out satisfactorily and in accordance with the terms and conditions of the RFP.
- 2.8.2 The total LoA/Work Order Price to be quoted by the Agency shall be exclusive of all taxes, duties, GST, as applicable.
- 2.8.3 DoT shall pay the LoA/Work Order Price after submission of bills/invoices by the Agency.

## 2.9 Fraudulent & Corrupt Practices

- 2.9.1 If the Selected Agency is found to be engaged in corrupt, fraudulent, unfair trade practices, coercive or collusive. These terms are defined as follows:
- i. “**Corrupt practice**” means the offering, giving, receiving or soliciting of anything of value to influence the action of DoT or any personnel in agreement executions.
  - ii. “**Fraudulent practice**” means a misrepresentation of facts, in order to influence a procurement process or the execution of a LoA/Work Order, to DoT, and includes collusive practice among Bidders designed to establish Bid prices at artificially high or non-competitive levels and to deprive DoT of the benefits of free and open competition.

- iii. “**Unfair trade practices**” means supply of services different from what is ordered on, or change in the Scope of Work which was agreed to.
- iv. “**Coercive practices**” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of LoA/Work Order.
- v. “**Collusive practices**” means a scheme or arrangement between two or more Bidders with or without the knowledge of the DoT, designed to establish prices at artificial, non-competitive levels;

## **2.10 Penalty Provision**

- 2.10.1 In case of delay in execution of the assigned work and unsatisfactory performance by the Selected Agency, DoT may impose a penalty up to 10% of the Service Fee or part thereof (subject to maximum of 30% of the Service Fee).

## **2.11 Time Frame**

- 2.11.1 The assignment to start will be as per scope of work and Letter of Award/RFP clause.

## **2.12 Minimum number of beneficiary/ tourist**

- 2.12.1 Minimum number of participation of beneficiary/ tourist on adventure activity should be 200 persons per day.

## **2.13 Damages and Losses**

- 2.13.1 The agency will be responsible for all liabilities, losses, claims, damages, costs and expenses that may be incurred by or asserted against any such party / authority or any liability accrued by the agency for the assignment. Agency will be responsible for cost incurred during installation and removal of all materials/items used during LoA period.

## **2.14 Availability of Key Personnel**

- 2.14.1 The Applicant shall provide the proposed Key Personnel with the requisite managerial/support staff (“Support Personnel”) to ensure timely completion of the Services within the specified time schedule. Agency should have all types of required life saving technique equipments/materials/items for the tourist.

FORMATS FOR SUBMISSION OF PROPOSAL

**1.1 Appendix – A – 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 "SELECTION OF AN AGENCY FOR ORGANISING ADVENTURE ACTIVITIES AT DIFFERENT PLACES OF JHARKHAND (Call-2)"**

- 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. 50,000/- (Fifty 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 90 (Ninety) days from the Proposal Due Date specified in the RFP.
- 10 I/We agree and undertake that the authorised signatory in Appendix- E 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 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

## 1.2 Appendix – B - 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 theregistration certificate, GST and IT returns for the last three financial years preceding the Proposal Due Date as a proof of identity.
- c. Copy of the Bidder's duly audited financial Statement for the preceding 3 (three) Financial Years.



### 1.3 Appendix – C – Financial Capacity

Sl. No.	Financial Years	Annual Turnover (Rs.)
1	2018-19	
2	2019-20	
3	2020-21	
	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.)

**1.4 Appendix – D – 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 (2020-21, 2019-20, 2018-19, 2017-18 & 2016-17).	
	<b>Sl. No. -01</b>	
	Name of client	
	Detail Description of Project	
	Duration of Assignment	
	Value of Assignment	
	<b>Sl. No. -02</b>	
	Name of client	
	Detail Description of Project	
	Duration of Assignment	
	Value of Assignment	
	(Project details to be furnished in similar Format) Separate sheets may be added)	

Name of the Bidder

.....

Signature of the Authorised Person

.....

Name of the Authorized Person

**APPENDIX E: 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 AGENCY FOR ORGANISING ADVENTURE ACTIVITIES AT DIFFERENT PLACES OF JHARKHAND (Call-2)**, appointed by the Jharkhand Tourism Development Corporation Limited, Government of Jharkhand (the “**Authority**”) including but not limited to signing and submission of all Bids and other documents and writings, participating in Technical 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 ....., 2022

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 Apostille certificate.*

**APPENDIX F: 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 “**SELECTION OF AN AGENCY FOR ORGANISING ADVENTURE ACTIVITIES AT DIFFERENT PLACES OF JHARKHAND (Call-2)**”, 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

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

To,  
The Director,  
Directorate of Tourism,  
MDI Building, HEC Campus,  
Ranchi, Jharkhand – 834001

Dear Sir,

**Sub: BID FOR SELECTION OF AN AGENCY FOR ORGANISING ADVENTURE ACTIVITIES AT DIFFERENT PLACES OF JHARKHAND (Call-2)**

- I/We are providing separate quote for each items/work to the items detailed below and inclusive of all costs associated with providing the services specified in Schedule A of the RFP Document. The Quote is exclusive of GST and all other applicable taxes.

Sl. No.	Item	Rate for three days per location (Financial Proposal) (INR)	Rate for each additional day per location (INR)
1.	Parasailing/Para motoring (Solo/Tandem) (Minimum 2 Unit)		
2.	Rock Climbing/ Rappelling/ Rope course		
3.	Kayaking (Minimum 4 Unit)		
4.	Banana boat ride with speed boat (Minimum 2 Unit with required expert)		
5.	Water Surfing with speed boat (Minimum 1 Unit with required expert)		
6.	Ringo with speed boat (Minimum 2 Unit with required expert)		
7.	Jet Ski (Minimum 2 Unit with required expert)		
8.	All Terrain Vehicles (Minimum 2 Unit with required expert)		
9.	Other Miscellaneous Work mentioned in <b>Schedule-A</b>		
<b>Total (Financial Proposal)</b>			<b>XXX</b>

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 90 (ninety) 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.
7. I/We confirm and agree to work on rate provided for (Each Location) as and when required DoT. The location/site prescribed in RFP may change/increase/decrease based on the requirement of DoT.
8. I/we are providing/submitting separate quotation on cost per items/equipments/materials along with financial bid in a separate letter. (Cost of items/equipments/materials should be included in the financial bid).

**Sincerely,**

Name of the Bidder

.....

Signature of the Authorised Person

Name of the Authorized Person

## SCHEDULE A: TERMS OF REFERENCE

The scope of services to be provided by the Agency as described below is general but is not exhaustive i.e. does not mention the entire incidental services required to be carried out. The services shall be provided all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred there from. The scope of services shall also be governed by the provisions of the LoA/Work Order (the “LoA/Work Order”) to be entered into between the Agency and DoT 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. Main focus of DoT is to promote tourist destinations, create a strong brand identity and awareness of Jharkhand Tourism amongst the target tourists.

Carry out all the activities required for successful **organising adventure activities at different locations of Jharkhand from January to March, 2022 (tentative)**, which shall include but not limited to the following activities:

1. All activities to be organise at the different locations. Following are the list of activities mentioned below for **each location based on the feasibility at site/location:-**  
All activities should be with required experts and facilities/items etc.
  - Parasailing/ Para Motoring (Solo/Tandem) (Minimum 2 Unit)
  - Rock Climbing/ Rappelling/ Rope Course
  - Kayaking (Minimum 4 Unit)
  - Banana boat ride with speed boat (Minimum 2 Unit with required expert)
  - Water Surfing with speed boat (Minimum 1 Unit with required expert)
  - Ringo ride with speed boat (Minimum 2 Unit with required expert)
  - Jet Ski (Minimum 2 Unit with required expert)
  - All Terrain Vehicles (Minimum 2 Unit with required expert)
2. **Submit summary of the event** conducted at all locations on adventure activities to DoT through a post event report along with good pictorial booklet (Covering all work as per RFP) with minimum 50 pages and 20 copies. Along with the post event report, 10 minute high quality film covering the event shall also be submitted to DoT.
3. Agency will provide support to DoT on any other peripheral work related to the event.
4. Execute the work with due respect to aesthetics, safety, theme consistent with best of Industry practices within given time and approved budget
5. Preparation of required documents certificates and follows up with agencies for getting approvals from Government.



6. Bidder shall finalize and arrange for necessary agencies independently with sufficient manpower so as to complete the work as per schedule.
7. 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 DoT.
8. All other works and services as per tender document.
9. The Location/Site will be informed later by DoT.
10. Agency shall indemnify DoT/its agencies from any loss, damage or liability of property and life.
11. Minimum number of participation of beneficiary/tourist on adventure activity should be 200 persons per day. (A report has to be submitted with details like name of beneficiary/tourist, address, contact no. etc).
12. Agency should handover the property on a safe and sound condition after the work/event completion to DoT/Authority. The agency shall ensure proper safety and security of the assets, manpower and guests.
13. Preparation and distribution of leaflets for each locations of the event (Min 1000 Nos.) in consultation with the DoT.
14. Agency should comply and follow the norms of other adventure activities authority, Adventure Tour Operators Association of India (ATOAI). Agency will take care of all the safety measures during event.
15. Time period may be extended based on satisfactory performance of the agency with the consultation of DoT.
16. Agency will make its own arrangement for proper lighting, drinking water and other support facilities required with the consultation of DoT.