Request for Proposals for the selection of “Event Management cum Media/Advertising Agency” for Event Planning, Decoration, Artwork designing, printing and fabrication for 150th birth anniversary celebrations of Rashtrapita Mahatma Gandhi at Bapu Sabhagar, Gandhi Maidan, Patna.

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Directorate of Tourism, Government of Bihar.</th>
</tr>
</thead>
<tbody>
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<td>Department Address</td>
<td>Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015</td>
</tr>
<tr>
<td>Name of work</td>
<td>Selection of the “Event Management cum Media/Advertising Agency” for:</td>
</tr>
<tr>
<td></td>
<td>1. Conceptualizing, Designing and Execution of stage management and venue decoration</td>
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<tr>
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<td>Event Duration</td>
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<td>Bid Document Fee</td>
<td>Rs. 2,000/- (Rupees Two Thousand Only) Non-refundable in form of Demand Draft</td>
</tr>
<tr>
<td>Bid Security/EMD (INR)</td>
<td>Rs. 50,000/- (Rupees Fifty Thousand Only)</td>
</tr>
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<td>Bid Security/EMD in favour of</td>
<td>Director, Tourism, Payable at Patna in form of Demand Draft</td>
</tr>
<tr>
<td>Portal for downloading tender documents</td>
<td><a href="http://www.bihartourism.gov.in">www.bihartourism.gov.in</a></td>
</tr>
</tbody>
</table>
| Date & place of Pre bid meeting | 08.08.2019 at 11 am  
Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015 |
| Last Date & Time for Receipt (Submission) of Bids | 20.08.2019 (06:00 P.M.) |
| Date and Time of Opening Technical Bid | 21.08.2019 (11:00 A.M.) |
| Date and Time of PPT presentation | 21.08.2019 (4:00 P.M.) |
| Date and Time of Opening Financial Bid | To be informed later |
| Bid Validity Period | 6 Months |
| Place of Submission and opening of Bids | Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015 |
| Phone | 0612-2217045 |
| Officer Inviting Bids | Director, Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015 |
DIRECTORATE OF TOURISM
GOVERNMENT OF BIHAR

Request for Proposals for the selection of
“Event Management cum Media/Advertising Agency” for
Event Planning, Decoration, Artwork designing, printing and fabrication
for
150th birth anniversary celebrations of Rashtrapita Mahatma Gandhi
at
Bapu Sabhagar, Gandhi Maidan, Patna
Disclaimer

The information contained in this Request for Proposal document (the “RFP”) or subsequently provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of the Department/Directorate or any of its employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Directorate to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their application for qualification and thus selection pursuant to this RFP (the “Application”). This RFP includes statements, which reflect various assumptions and assessments arrived at by the Directorate in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Directorate, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Directorate accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Department of Tourism/Directorate of Tourism, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way with selection of Applicants for participation in the Bidding Process.

The Directorate also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this RFP.

The Directorate may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Directorate is bound to select and shortlist Applications and the Directorate reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.
The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Directorate or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and the Directorate shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the Bidding Process.
Request for Proposals for the selection of “Event Management cum Media/Advertising Agency” for Event Planning, Decoration, Artwork designing, printing and fabrication for 150th birth anniversary celebrations of Rashtrapita Mahatma Gandhi at Bapu Sabhagar, Gandhi Maidan, Patna.

Key Events & Information

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| Bid Document Fee | Rs. 2,000/- (Rupees Two Thousand Only) Non-refundable in form of Demand Draft |
| Bid Security/EMD (INR) | Rs. 50,000/- (Rupees Fifty Thousand Only) |
| Bid Security/EMD in favour of | Director, Tourism, Payable at Patna in form of Demand Draft |
| Portal for downloading tender documents | www.bihartourism.gov.in |
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1. **INTRODUCTION**

**BACKGROUND**

1. It has been decided by the Govt. of Bihar to celebrate the **150th Birth Anniversary of Rashtrapita Mahatma Gandhi** on 2nd and 3rd October 2019. The Directorate of Tourism (DOT), Government of Bihar (GoB), has been designated to organise and manage the function.

2. A large number of delegates are expected to attend this commemorative event and a congregation will be held at Bapu Sabhagar, Gandhi Maidan, Patna.

3. As part of its endeavour, to make it a memorable experience for visitors and successful event, DOT would like to engage an **Event Management cum Media Agency** to organize and undertake the entire arrangement of the event in a Theme based manner. Suggestions of theme has to be provided by the selected agency and preparation for the event should be done strictly in accordance with the Scope of Work defined herewith in this document.

**REQUEST FOR PROPOSAL**

1. INVITATION FOR ENGAGEMENT OF EVENT MANAGEMENT CUM MEDIA/ADVERTISING AGENCY FOR EVENT PLANNING, DECORATION, ARTWORK DESIGNING, PRINTING AND FABRICATION FOR 150TH BIRTH ANNIVERSARY CELEBRATIONS OF RASHTRAPITA MAHATMA GANDHI AT BAPU SABHAGAR, GANDHI MAIDAN, PATNA, BY DIRECTORATE OF TOURISM, GOVERNMENT OF BIHAR ON TURNKEY BASIS.

2. Directorate of Tourism, Govt. of Bihar (hereinafter, referred to as “DOT, GOB”) wishes to appoint an event management agency for the successful implementation of **150th birth anniversary celebrations of Rashtrapita Mahatma Gandhi** in a theme based manner which is scheduled to be held on 2nd October 2019.

3. DOT invites detailed proposals (Qualification Submissions, Technical Submissions and a Presentation together referred to as “RFP”) from renowned agencies. The Scope of Work forming part of the Assignment has been set out in this document herewith below.

4. The Proposals would be evaluated on the basis of the evaluation criteria set out in this RFP (“Evaluation Criteria”) to identify the successful Bidder for the Assignment (“Successful Bidder”).

**BRIEF DESCRIPTION OF THE BIDDING PROCESS**

1. DOT intends to follow a ‘single stage two envelope’ bid process for selecting of the successful bidder under ‘Least Cost Selection’ (LCS), as outlined in this RFP.

2. The Bidders would need to submit, within the Proposal Due Date as prescribed in this RFP; Technical and Financial Proposal in the prescribed format.

3. DOT would evaluate all the Submissions in accordance with the Eligibility conditions set out in the RFP to select a bidder.

**OBTAINABILITY OF RFP DOCUMENT**

5 | Page | RFP for Mahatma Gandhi 150th Anniversary
1. The RFP would be available at the website [www.bihartourism.gov.in](http://www.bihartourism.gov.in). It may be noted that all subsequent notifications, changes and amendments in the assignment / documents would be posted only on the website.

**GENERAL INSTRUCTIONS**

1. The language of the Bid and related documents and correspondences shall be in English language.

2. The Bidder shall provide all the information sought under this RFP. The DOT Bihar will evaluate only those Bids that are received in the required formats and complete in all respects.

3. The Bid shall be typed 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 Bid shall be initialled by the person(s) signing the Bid.

4. Bidders are encouraged to submit their respective Bids after visiting the Project site and ascertaining for themselves the site conditions, no. of gates, location, surroundings, availability of power, water and other utilities for implementation of the Project, access to site, handling and storage of materials, applicable laws and regulations, and any other matter considered relevant by them.

5. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process, including but not limited to, site visits, field investigations, data gathering, analysis, design etc. as also any discussions/negotiations. The DOT, Bihar will not be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the bidding process.

6. The DOT, Bihar may modify the RFP by issuing an Addendum before Due Date. Any Addendum thus issued shall be part of the RFP and shall be posted on the website. DOT, Bihar will assume no responsibility for receipt of the Addendum.

7. Bidders will not be permitted to alter or modify their bids once submitted.

8. The DOT, Bihar shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFP, the bidding documents or the bidding process, including any error or mistake therein or in any information or data given by the DOT, Bihar.

9. Any Bid not accompanied by the EMD &Document Fee shall be rejected by the DOT, Bihar as nonresponsive.
## 2. SCOPE OF WORK

<table>
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<tr>
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<th>Item</th>
<th>Particulars</th>
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</table>
| 1.     | Welcome Gate              | • Installation of 8 Nos. of theme based high quality welcome gate (4 at main entrance + 2 at Sabhagar Entrance + 2 at road side in applicable sizes) at the venue (design as approved by DOT).  
• 3 no’s of approx. 40ft long high quality Flex which will be dropped out from the top of the building and installed in the pillars of Bapu Sabhagar building. |
| 2.     | Stage & Main Area         | • Preparation of extremely innovative and artistic artwork for stage backdrop, based on event theme (design as approved by DOT).  
• The backdrop and the entire stage should give the feeling of Monumental architecture with eminent structure of Mahatma Gandhi and related theme.  
• To make a small siting arrangement with good quality mattress (30 no’s, size 3’x6’x3”) covered with white bed sheets at stage for the cultural program (Bhajan).  
• Dais setup and sitting arrangements at stage should be made as per the protocol and as approved by the authority.  
• Flower decoration on stage should be arranged in the combination of simplicity and elegance (based on Bapu Theme).  
• Decoration of the gallery area with fresh original flowers and buntings as approved by the authority.  
• Provide 15 good quality Bouquets for the dignitaries  
• Arrangement of high quality sound system in coordination with Hall management.  
• Arrangements for good quality Divi stand, Candle, Tray covered with velvet cloth, Matchbox for the lamp lighting.  
• 3 no’s good-looking female hostess in ethnic get up for presenting bouquets and other assistance.  
• To provide skilled temporary man power like Anchor/Host and well dressed (in uniform) 15 no’s Volunteers with I-cards for crowd Management. |
| 3.     | Artwork Designing, Printing and Fabrication | • To prepare innovative and international standard artworks for the Backdrop, Hoarding, Banners, Standees, Posters, Gate, Invitation card, I-card, Folder, Note Pad and Newspaper Advertisement artwork.  
• Designing of innovative LOGO for the event.  
• 5500 I-Card to be printed and laminated with cardholder and ribbon  
• 1000 invitation card (8.5”x 5.5”) to be printed with envelope |
| 4.     | Others                    | • HD quality Still Photography and Videography to be done for the entire ceremony.  
• Total footage and an edited version to be submitted in a pen drive after the event to the authority. Standard quality editing should be done for the event.  
• Stage restoration can be done after the completion of the event on 2nd Oct. Gates and Gallery decoration will stay remain till Oct 3rd, 2019.  
• Restoration of the site within one day of the event. |
<table>
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<tr>
<th>Sl.No.</th>
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<th>Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• Any other work as may be required as per instruction.</td>
</tr>
</tbody>
</table>

Note: Bidders are advised to quote their cost only after actual site survey and also after consulting authorized representatives from Directorate of Tourism in a Pre-bid meeting regarding any doubts/clarifications about scope of works.

3. GENERAL TERMS AND CONDITIONS

A. The DOT, GOB reserves the right not to accept bid(s) from agency (ies) resorting to unethical practices or on whom investigation / enquiry proceedings have been initiated by Government investigating Agencies Vigilance Cell.

B. The DOT, GOB is not bound to accept the lowest bidder or to assign any reason for non-acceptance. The DOT, GOB reserves its right to accept the bid in part or in full. Conditional bids will be rejected outright.

C. The DOT, GOB reserves the right to summarily reject an offer received from any agency (ies), without any intimation to the bidder(s).

D. The DOT, GOB reserves the right to withdraw / cancel the bid document partially or completely at any stage.

PENALTY CLAUSE

In case of default in performance on the part of the agency, DOT shall decide the penalty to be imposed for such default considering the quantum and other related factors which shall be deducted from the payments that may become due to the selected bidder.

In case the agency fails to render the services as per the terms and conditions of the RFP and subsequent work order and if the services are not to the satisfaction of DOT, DOT shall be at liberty to terminate the contract and forfeit the Bank/performance security and get the amount credited to DOT's accounts. In case of any breach of terms of the contract agreement the selected bidder shall be liable to penalty/legal actions as the circumstances warrant as assessed by DOT.

TERMINATION BY DEFAULT

DOT, GOB reserves the right to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for DOT, GOB’s action.

ARBITRATION

In case of any dispute DOT, GOB may appoint an arbitrator, which will be accepted by the agency / firm. The decision of the arbitrator will be final and binding on both the parties. The jurisdiction of the court will be Patna (Bihar).

INDEMNIFICATION CLAUSE

“That the selected agency shall keep DOT, GOB indemnified and harmless against all claims, damages, dues, payments, fines, penalties, compensations, liabilities other losses etc.
which may incur on account of non-compliance or violation by the selected agency or otherwise.

VALIDITY OF THE CONTRACT
The Contract shall remain valid with effect the date of award of the contract/tender till the end of six months from the date of submission of bid or otherwise specified in the letter of award of tender.

4. BIDDING PROCEDURE
Bidders who wish to participate in this selection process will have to download the bids from www.bihartourism.gov.in.

Bidders shall submit physically their bids in TWO SEPARATE PARTS in sealed envelopes super-scribed with due date, time, project and nature of bid.

PART 1- Technical Bid: As per the annexure given, bidders shall submit their technical bid in a SEPARATE SEALED ENVELOPE and super-scribed as TECHNICAL BID. Please enclose EMD & Tender Document fees in the form of separate Demand Drafts drawn in favour of Director Tourism, payable at Patna.

PART 2 – Financial Bid: As per annexure given, bidders shall submit their unconditional financial quote for rendering their services as per the scope of work in a SEPARATE SEALED ENVELOPE and super-scribed as FINANCIAL BID.

Note: Filling up price quote in Part 1 will disqualify the Bid.

- The technical and financial envelopes should be enclosed in a larger envelope duly sealed. All pages of the offer must be signed.
- Services offered should be strictly as per specifications mentioned in this Tender Document.
- Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
- Bidder shall quote the prices of services as mentioned valid for 90 days.

5. ELIGIBILITY CRITERIA
The bidders shall be evaluated on the basis of fulfilling eligibility criteria

The Bidder fulfilling Eligibility criteria at Technical Stage shall be considered for Financial Bid process. The bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfilment of these conditions while submitting the technical bid.

Bids from consortiums and joint venture are not allowed. Claims without documentary evidence will not be considered.
DOT reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the DOT’s decision shall be final in this regard. DOT may, in its absolute discretion, waive any of the conditions and/or requirements in the Tender in respect of any or all of the bidders.

**Pre-qualification and Technical Evaluation**

The bidders fulfilling pre-qualification criteria will be shortlisted for Technical Evaluation. The technical evaluation criteria are given in the following table:

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Minimum Eligibility Criteria</th>
<th>Documentary Evidence required</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>The bidder should have a minimum experience of three years in conceptualizing, designing, organizing, managing, executing large theme based events, exhibitions (at least one) of similar in nature organized by other State Govts.</td>
<td>Work Order/Work Completion certificate.</td>
</tr>
<tr>
<td>2.</td>
<td>The bidder should have achieved a minimum average Financial Turnover of <strong>INR 1 Crore</strong> in past three Financial years (2016-17, 2017-18 &amp; 2018-19) – in equivalent works/Event contracts or related works.</td>
<td>Original CA’s Certificate / Financial Report for FY2016-17, 2017-18 &amp; 2018-19 or CA certificate indicating minimum annual financial turnover from the services of Event Management for the period.</td>
</tr>
<tr>
<td>3.</td>
<td>The bidder should be having PAN, GST numbers.</td>
<td>A copy of PAN&amp; GST Registration Certificate.</td>
</tr>
<tr>
<td>4.</td>
<td>The bidder shall provide a valid EMD acceptable to DOT. EMD deposit of <strong>INR 50,000/-</strong> has to be submitted along with bid documents. Non-refundable Tender fees of <strong>INR 2,000/-</strong> through Demand Draft.</td>
<td>Tender Fee and EMD through Demand Draft in favour of <strong>Director Tourism, Bihar, Payable at Patna.</strong></td>
</tr>
<tr>
<td>5.</td>
<td>The bidder who have been blacklisted by any Government Department, Organization, and Corporation will not be allowed.</td>
<td>Self-certified</td>
</tr>
<tr>
<td>6.</td>
<td><strong>Presentation:</strong> The pre-qualified bidders shall be required to give a PPT/audio-visual presentation on the day of Technical Bid opening, as part of Technical Bid covering the following points. 1. Conceptualization and Theme of the Event. 2. Layout plan of stage. 3. Assessment of requirement of various logistics. 4. Artwork design for logo, backdrop, hording/banner, gate, I-card and invitation card. 5. Previous work samples of organizing large scale/theme based events.(pictures of stage decoration, gates, gallery decorations and others)</td>
<td>Concept &amp; Design (Complete layout) presentation regarding the stage decoration and the gallery)</td>
</tr>
</tbody>
</table>
Technical Bid Evaluation: For each bidder whose technical bid is opened, the presentation will be evaluated out of 50 marks as follows:

<table>
<thead>
<tr>
<th>Technical aspect</th>
<th>Max Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Conceptualization and Theme of the Event.</td>
<td>10</td>
</tr>
<tr>
<td>2. Layout plan of stage.</td>
<td>10</td>
</tr>
<tr>
<td>3. Assessment of requirement of various logistics.</td>
<td>10</td>
</tr>
<tr>
<td>4. Artwork design for logo, backdrop, hording/banner, gate, I-card and invitation card.</td>
<td>10</td>
</tr>
<tr>
<td>5. Previous work samples of organizing government events.</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>50</strong></td>
</tr>
</tbody>
</table>

Bidders that secure at least 35 marks out of 50 marks in the Technical Evaluation will be deemed to be technically qualified.

The bidders fulfilling above technical eligibility conditions shall only be eligible for financial bid opening.

Tender document should be properly bound or spiral bound page numbered and indexed for ready reference sealed & signed.

* “Event Management cum Media/Advertising Agency” means any service provided in relation to planning, promotion, organizing or presentation of any art, Entertainment, Business, Sports or any other Event and includes any consultation provided in this regard.

* “Bidder” shall mean a corporate entity, firm (propriety or partnership), company or a corporation eligible to participate in bidding process.

FINANCIAL BID

A financial bid of technically eligible bidder shall be opened. The technically eligible bidder offering the best possible offer amount (L1) to DOT for the said work will be invited for negotiation and finalization of agreement and shall be declared as the successful bidder.

DOT has the right (in its absolute discretion) to determine how to progress any discussions and/or negotiations with successful bidder following submission of the Proposals.

PROCEDURE OF SENDING SEALED OFFERS:

As mentioned in Tender Document please refer to section 4 Bidding Procedure.

All documents should be serial numbered, properly bound and indexed for easy reference.

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.

PROPOSAL PREPARATION COST
The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the bidding process. DOT will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the bidding process.

**RIGHT TO ACCEPT OR REJECT**
DOT may reject a proposal at any stage if it is found that the firm recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question, and may also declare a firm ineligible or blacklist the firm, either indefinitely or for a stated period of time, if at any time it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.

Notwithstanding anything contained in this RFP, DOT reserves the right to accept or reject any Proposal and to annul the bidding process and reject all Proposals at any time, without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.

DOT reserves the right to reject any Proposal if at any time if a material misrepresentation made by a Bidder at any stage of the bidding process is discovered.

**CLARIFICATIONS**
A prospective Bidder requiring any clarification on the RFP may notify DOT in writing or by facsimile to Director, Tourism before the Pre Bid Meeting. At its sole discretion, DOT may upload its response to such queries on the website: [www.bihartourism.gov.in](http://www.bihartourism.gov.in).

**AMENDMENTS TO RFP**
At any time prior to the Proposal Due Date, as indicated in the RFP Time Schedule, 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. Such Addenda would be posted only on the website [www.bihartourism.gov.in](http://www.bihartourism.gov.in).

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.

**LANGUAGE AND CURRENCY**
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. The currency for this bid is Indian Rupee. All the quotes should be in Indian Rupees.

**VALIDITY OF PROPOSAL**
The Proposal shall be valid for a period not less than Six Months from the Proposal Due Date ("Proposal Validity Period").
Prior to expiry of the Proposal Validity Period, DOT may request the Bidders to extend the period of validity for a specified additional period.
The Successful Bidder shall, where required, extend the validity of the Proposal till the date of execution of the Agreement.
BID SECURITY
Proposals would be accompanied with a ‘Bid Security’ (EMD) for an amount of Rs. 50,000/- (Fifty thousand Rupees Only). The Bid Security amount shall be valid throughout the Proposes Validity Period and would have to be extended if so required by DOT.
The Bid Security shall be in the form of a demand draft in favour of the ‘Director Tourism’, drawn on any scheduled bank payable at Patna.
The Bid Security amount shall be returned to the unsuccessful Bidders within a period of two (2) weeks from the date of signing of Agreement between DOT and the Successful Bidder.
The bid security amount of the successful bidder will be automatically turned into security deposit at the time of allotment of tender.
The Bid Security shall be forfeited in the following cases:
- If the Bidder withdraws its Proposal;
- If the Bidder withdraws its Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period; and
- If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.

BIDDER’S RESPONSIBILITY
The Bidder is expected to examine carefully the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Bidder's own risk.
It shall be deemed that prior to the submission of Proposal, the Bidder has:
- made a complete and careful examination of terms & conditions/requirements, and other information set forth in this RFP document;
- Received all such relevant information as it has requested from DOT; and
- Made a complete and careful examination of the various aspects of the Assignment.
DOT shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

CORRESPONDENCE/ENQUIRY
All correspondence / enquiries should be submitted to the following in writing by registered post / courier:
Director, Directorate of Tourism,
1st Floor, B Block, Extension Bhawan, Main Secretariat,
Patna – 800015
Ph: - 0612-2217045,
Email – directortourismbihar@gmail.com
No interpretation, revision, or other communication from DOT regarding this RFP is valid unless it is in writing and is signed by Director.
Any postal delay in bid submissions will not be accepted.

CONFIDENTIALITY
Information relating to the examination, clarification, evaluation and recommendation for the Qualified Bidders would not be disclosed to any person not officially concerned with the process. DOT will treat all information submitted as part of the Proposal in confidence and will ensure that all those who have access to such material to treat it in confidence. DOT would not divulge any such information unless ordered to do so by any statutory authority that has the power under law to require its disclosure.
DECLARATION OF SUCCESSFUL BIDDER
DOT may either choose to accept the Proposal of the successful tenderer or invite him for negotiations.
The technically qualified Bidder whose quotation is the lowest (L1) shall ordinarily be declared as the selected Bidder.

INSTRUCTIONS FOR SUBMISSION OF TENDER

The Technical and financial bids shall be submitted on or before **20.08.2019 (06:00 P.M.)**

The sealed tender envelope shall bear the name of work, reference no. and last date of submission written on the envelope and be addressed to:

*Director, Directorate of Tourism,*  
*1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna – 800015 (Bihar)*  
*Ph: - 0612-2217045*  
*Email – directortourismbihar@gmail.com*  
*website: www.bihartourism.gov.in*
ANNEXURE - 1

FORMAT FOR COVERING LETTER-CUM-ASSIGNMENT

UNDERTAKING

(On the Letterhead of the Bidder)

To,

Director, Directorate of Tourism,
1st Floor, B Block, Extension Bhawan,
Main Secretariat, Patna – 800015

Sir,

Ref: - Selection of Event Management cum Media/Advertising Agency for Event Planning, Decoration, Artwork designing, printing and fabrication for 150th birth anniversary celebrations of Rashtrapita Mahatma Gandhi 2019

We have read and understood the Request for Proposal (RFP) along with Draft Agreement in respect of the captioned Assignment provided to us by DOT.

We hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the RFP provided to us. This Proposal is valid till ------------ (At least 6Months from the Proposal Due Date). Please find enclosed herein with the Proposal the Demand Draft bearing number .............. for Rs.50,000/- (Rupees Fifty thousand only) drawn in favor of the ‘Director Tourism ‘payable at Patna towards the ‘Bid Security Amount’, dated this .......................................day of......................... 2019.

Name of the Bidder

Signature of Authorised Signatory

Name of the Authorised Signatory Date: -
ANNEXURE- 2

FORMAT FOR TECHNICAL PROPOSAL
(On the letter head of the bidder)

Date: -

To,

Director, Directorate of Tourism,
1st Floor, B Block, Extension Bhawan,
Main Secretariat, Patna – 800015

Sir,
Ref: - Selection of Event Management cum Media/Advertising Agency for Event Planning, Decoration, Artwork designing, printing and fabrication for 150th birth anniversary celebrations of Rashtrapita Mahatma Gandhi 2019

Details of the Organisation:
1. Name of the Firm:
2. Year of Establishment:
3. Legal status of the Firm
   - Individual/Proprietary firm/ Limited Liability Partnership/Limited Company/Pvt. Ltd.
4. Annual Turnover during last Three years
   (Duly supported by certified copies of accounts)
5. Description of the Firm: Please specify the field of services
6. Address of the Firm
7. Office Address /Contact No / Fax No / email id / website:
8. Names of principle person monitoring and implementing this work with title and Contact No / Fax/ Email Id, Etc.
9. Has the applicant or any constituent partner ever abandoned a work?
10. Has the applicant or any constituent partner ever been blacklisted or debarred from taking up work in Govt. Departments, Directorates and Undertakings?

Details of the registration with Government statutory bodies viz. service tax, income tax etc.
We certify that we have never abandoned any work assigned/ awarded to us. We/ our partners have not been blacklisted or debarred by any department

(Signature of the Authorized person)________________________________________
(Please furnish letter of authorization)
Full name of the Authorized person:________________________________________
Designation:______________________________________________________________

Seal of the firm and date
### PRESCRIBED PROFORMA FOR TECHNICAL BID

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Minimum Eligibility Criteria</th>
<th>Documentary Evidence required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The bidder should have a minimum experience of three years in conceptualizing, designing, organizing, managing, executing large theme based events, exhibitions (at least one) of similar in nature organized by other State Govts.</td>
<td>Work Order/Work Completion certificate.</td>
</tr>
<tr>
<td>2.</td>
<td>The bidder should have achieved a minimum average Financial Turnover of <strong>Rs. 1 Crore</strong> in past three Financial years (2016-17, 2017-18 &amp; 2018-19) – in equivalent works/Event contracts or related works.</td>
<td>CA’s Certificate / Financial Report for FY2016-17, 2017-18 &amp; 2018-19 or CA certificate indicating minimum annual financial turnover from the services of Event Management for the period.</td>
</tr>
<tr>
<td>3.</td>
<td>The bidder should be having PAN, GST numbers.</td>
<td>A copy of PAN &amp; GST Registration Certificate.</td>
</tr>
<tr>
<td>4.</td>
<td>The bidder shall provide a valid EMD acceptable to DOT. EMD deposit of <strong>Rs. 50,000/-</strong> has to be submitted along with bid documents. Non-refundable Tender fees of <strong>Rs. 2,000/-</strong> through Demand Draft.</td>
<td>Tender Fee and EMD through Demand Draft in favour of Director Tourism, Bihar, Payable at Patna.</td>
</tr>
<tr>
<td>5.</td>
<td>The bidder who have been blacklisted by any Government Department, Organization, and Corporation will not be allowed.</td>
<td>Self-certified</td>
</tr>
<tr>
<td>6.</td>
<td>Presentation: The pre-qualified bidders shall be required to give a PPT/audio-visual presentation on the day of Technical Bid opening, as part of Technical Bid covering the following points.</td>
<td>Concept &amp; Design (Complete layout) presentation regarding the stage decoration and the gallery.</td>
</tr>
<tr>
<td></td>
<td>1. Conceptualization and Theme of the Event.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Layout plan of stage.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Assessment of requirement of various logistics.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Artwork design for backdrop, hording/banner, gate, I-card and invitation card.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Previous work samples of organizing large scale/theme based events</td>
<td></td>
</tr>
</tbody>
</table>
FORMAT FOR FINANCIAL PROPOSAL
(Envelope – 3to be sealed in a separate envelope)
(On the letter head of the bidder)

Date: -

To,

Director, Directorate of Tourism,
1st Floor, B Block, Extension Bhawan,
Main Secretariat, Patna – 800015

Sir,

Sub: Ref: - Selection of Event Management cum Media/Advertising Agency for Event Planning, Decoration, Artwork designing, printing and fabrication for 150th birth anniversary celebrations of Rashtrapita Mahatma Gandhi 2019

We are pleased to quote the total amount for the event below. We have reviewed all the terms and conditions of the ‘Request for Proposal’ and confirm 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. We further declare that, any State Government, Central Government or any other Government or Quasi Government Agency has not barred us from participating in any Bid.

(Please Note: The total amount shall be inclusive of all taxes and shall be as follows)

Total Rupees (INR) ________________________________
(In words Rupees) ________________________________

We abide by the above offer/quote and terms condition of the RFP, if the DOT Bihar selects us as the Selected Bidder/Agency.

We understand that you are not bound to accept the lowest or any bid that you may receive.

We declare that the information stated above and enclosed is complete and absolutely correct and any error or omission therein, accidental or otherwise, as a result of which our bid is found to be non-responsive, will be sufficient for the DOT Bihar to reject our bid and forfeit our bid security in full.

Sincerely,

Name___________________________________________
Name of the Firm/Agency________________________________
Designation___________________________________________
Complete address________________________________________
Phone no.__________________ Mobile_____________________
E-Mail ID___________________

Signature of the applicant/ Authorized
Representative of Agency with Seal/Stamp
ANNERURE – 4

PRESCRIBED PERFORMA FOR FINANCIAL BID

(To be sealed in a separate envelope)

To,

Director, Directorate of Tourism,
1st Floor, B Block, Extension Bhawan,
Main Secretariat, Patna – 800015


<table>
<thead>
<tr>
<th>Sr.</th>
<th>Description of Works with Item</th>
<th>Amount (in. INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Welcome Gate</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Stage and Main Area</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Artwork Designing, Printing and Fabrication</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Other work</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Sum total</strong> (To be considered for evaluation)</td>
<td></td>
</tr>
</tbody>
</table>

(Note: The rate should be inclusive of all government taxes)

We abide by the above offer/quote and terms condition of the RFP, if the Authority selects us as the Selected Bidder.

We understand that you are not bound to accept the lowest or any bid that you may receive.

We declare that the information stated above and enclosed is complete and absolutely correct and any error or omission therein, accidental or otherwise, as a result of which our bid is found to be non-responsive, will be sufficient for the DOT, GOV to reject our bid and forfeit our bid security in full.

Sincerely,

Signature  __________________________________________

Name  __________________________________________

Name of the Firm/Agency  ____________________________

Designation  __________________

Complete address

Phone no.  Mobile

Bids will be rejected in case of not following the above mentioned Financial Bid Format.