



**DIRECTORATE OF TOURISM
GOVERNMENT OF BIHAR**

Engagement of Agency for Branding of
Tourist Information Centre
Rajendra Nagar Railway Station

**Directorate of Tourism, Government of Bihar, 1st Floor, B Block, Extension Bhawan,
Main Secretariat, Patna-800015
Ph.: - 0612-2217045, Fax: - 0612-2217042**



Notice Inviting Short Tender

Short Tenders are invited under two-bid system from agencies for Selection of the Agency for Branding of Tourist Information Centre, Rajendra Nagar, Railway Station as per the schedule given below :

Name of work	Selection of the Agency for Branding of Tourist Information Centre, Rajendra Nagar, Railway Station
Portal for downloading tender documents	www.bihartourism.gov.in
Date of Downloading of Tender	Up to 12.12.2018 (12 noon)
Bid Fee	Rs. 1,000/- payable by Demand Draft in favour of Department of Tourism, payable at Patna.
Bid Security Fees	Rs. 10,000/- payable by Demand Draft in favour of Department of Tourism, payable at Patna.
Date & place of Pre bid meeting	5.12.2018 at 2 PM Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015
Last Date & Time for Submission of Bids	12.12.2018 (12:00 Noon.)
Date and Time of Opening Technical Bid	12.12.2018 (02:00 P.M.)
Date and Time of Opening Financial Bid	To be informed later
Bid Validity Period	60 days
Place of Submission and opening of Bids	Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015
Note –Detailed scope of work, terms and conditions are mentioned in the Tender available on the website of the Department of Tourism, Govt. of Bihar- www.bihartourism.gov.in	

Director Tourism

INTRODUCTION

REQUEST FOR PROPOSAL

INVITATION FOR ENGAGEMENT OF AGENCY FOR BRANDING OF TOURIST INFORMATION CENTRE RAJENDRA NAGAR RAILWAY STATION.

1. DOT invites detailed proposals(hereinafter referred to as “RFP”) from renowned agencies well experience in the field of branding. The Brief about the requirements are as follows:

Tourist Information Centre (TIC) is housed in the building specially constructed in the outer peripheral area of Rajendra Nagar. TIC is located on the ground floor of the Building. The area is segregated in to Reception Cum Waiting Area and Audio-Visual Room. The branding has to be created for the entire area of ground floor, entrance as well as the outside vicinity (walls, staircase, railings etc.)

2. The Proposals would be evaluated on the basis of the evaluation criteria set out in this RFP to identify the successful Bidder for the Assignment.

The RFP would be available at the website www.bihartourism.gov.in. It may be noted that allsubsequent notifications, changes and amendments in the assignment / documentswould be posted only on the website.

GENERAL INSTRUCTIONS

1. The Bid shall be typed or written in indelible ink and signed by the Authorized signatory of the Bidder.
2. Bidders are encouraged to submit their respective Bids after visiting the Project site and ascertaining for themselves the site conditions, and any other matter considered relevant by them.
3. The Bidder shall be responsible for all costs associated with the preparation and presentation required to be made.
4. The DOT, GOB reserves the right to summarily reject any or all the offer received from any agency, without any intimation to the bidder(s).
5. The DOT, GOB reserves the right to withdraw / cancel the bid document partially or completely at any stage.
6. Department may provide, at its own discretion, photographs or any other material available in the stocks free of charge for exclusive usage for this purpose. These photographs if provided shall not be used elsewhere without the written approval of the Department.

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

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 in any manner whatsoever.

VALIDITY OF THE CONTRACT

The Contract shall remain valid from the date of award of the contract/ tender till the end of 60 days from the date of submission of bid or otherwise specified in the letter of award of tender.

SUBMISSION PROCEDURE

Technical Bid: Bidders shall submit physically their bids giving concept and proposed design, material to be used and final presentation as it will be seen on completion of the job. The presentation should be in the hard as well as soft form. The bidder shall also be required to make a presentation of the proposal to the concerned officials. The envelop should be sealed and super-scribed with project name.

The Technical bid should be accompanied with the Bid Fees and Bid Security Fee.

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 (Part 1 & 2) and financial envelopes should be enclosed in a larger envelope dully sealedsuperscribed with the name of the project. All pages of the offer must be signed.

Services offered should be strictly as per requirements 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.

The Bid Security shall be forfeited in the following cases:

1. If the Bidder withdraws its Proposal;
2. Ifthe bidder fails to render the services as per the given time frame.

EVALUATION PROCESS AND AWARD

Award of the work shall be done on Quality cum Cost Basis.

Evaluation of the Technical proposal shall be done by a committee constituted for the purpose. Assessment shall be done and marks shall be allotted (max.100). Bidders securing less than 70 marks will not be considered.

The Financial Bids for the bidders shall be opened for the top three bidders at the notified time in the presence of successful bidders who choose to be present.

The technical:financial evaluation shall be accorded 70: 30 percentage points. The work shall be awarded to the H1 at the discretion of the Director of Tourism.

CORRESPONDENCE/ENQUIRY

1. All correspondence / enquiries should be submitted to the following in writing registered post / courier:

Director, Directorate of Tourism,

1stFloor, B Block, Extension Bhawan, Main Secretariat,

Patna – 800015

Ph: - 0612-2217045, Fax: - 0612-2217042

Email – directortourismbihar@gmail.com

- 3.16 No interpretation, revision, or other communication from DOT regarding thisRFP is valid unless it is in writing and is signed by Director.

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: - ENGAGEMENT OF AGENCY FOR BRANDING OF TOURIST
INFORMATION CENTRE, RAJENDRA NAGAR RAILWAY STATION

We have read and understood the Request for Proposal (RFP) of the captioned
Assignment 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 60 days from the Proposal Due Date).

We undertake to complete the job in a time bound manner as per the agreed schedule.

Name of the Bidder

Signature of Authorised Signatory / Seal of the organisation

Name of the Authorised Signatory

Date: -

Encl.

DD for Bid Fees and Earnest Money Deposit as follows :

1. Bid Fees DD no..... (Amount).....drawn on.....
2. Bid Security Fees DD no..... (Amount).....drawn
on.....

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: ENGAGEMENT OF AGENCY FOR BRANDING OF TOURIST
INFORMATION CENTRE RAJENDRA NAGAR RAILWAY STATION**

Details of the Organisation:

1. Name of the Firm:
2. Legal status of the Firm
Individual/Proprietary firm/ Limited Liability Partnership/Limited Company/Pvt. Ltd. Company
3. Description of the Firm: Please specify the field of services
4. Address of the Firm
5. Office Address /Telephone No / Fax No / email id / website:
6. Has the applicant or any constituent partner ever abandoned a work?
7. Experience of similar nature with copies of work order/ photographs etc.

Details of the registration with Government statutory bodies viz. GST, 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_____

Full name of the person:_____

Designation:_____

FORMAT FOR FINANCIAL 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: ENGAGEMENT OF AGENCY FOR BRANDING OF TOURIST
INFORMATION CENTRE RAJENDRA NAGAR RAILWAY STATION

We are pleased to quote the amount for the work to be undertaken as per out technical
Bid as follow:

Rs.(Rupees(in words). Inclusive of all taxes and charges.

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.

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

Sincerely,

Name _____

Complete address _____

Phone no. _____ Mobile _____

E-Mail ID _____

Signature of the applicant

with Seal/Stamp