DIRECTORATE OF TOURISM
GOVERNMENT OF BIHAR

REQUEST FOR PROPOSAL (RFP) FOR
APPOINTMENT OF EVENT MANAGEMENT AGENCY
FOR RAJGIR MAHOTSAV 2019
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.
### Important dates & information

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Directorate of Tourism, Bihar.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of work</td>
<td>Selection of the Agency for Conceptualizing, Designing, Execution and Supervision of Temporary Structures, Related Infrastructure and Event Management Services on Turn Key Basis for Rajgir Mahotsav, 2019</td>
</tr>
<tr>
<td>Event Duration</td>
<td><strong>25th November to 27th November, 2019</strong></td>
</tr>
<tr>
<td>Joint Venture/Consortium</td>
<td>Not Allowed</td>
</tr>
<tr>
<td>Bid Document Fee</td>
<td>INR 1000/- (Rupees One Thousand Only) Non-refundable in form of Demand Draft in favour of Director Tourism, Bihar, payable at Patna</td>
</tr>
<tr>
<td>Bid Security/EMD (INR)</td>
<td>INR 5000/- in form of Demand Draft in favour of Director Tourism, Bihar, payable at Patna</td>
</tr>
<tr>
<td>Pre Bid Meeting</td>
<td><strong>03.10.2019 at 11:00 am</strong></td>
</tr>
<tr>
<td>Last Date of Submission of Bid</td>
<td><strong>18.10.2019 up to 01:00 pm</strong></td>
</tr>
<tr>
<td>Date and Time of Opening Technical bid</td>
<td><strong>18.10.2019 at 02:00 pm</strong></td>
</tr>
<tr>
<td>Date and Time of Opening Financial bid</td>
<td>To be informed later</td>
</tr>
<tr>
<td>Bid Validity Period</td>
<td>6 Months</td>
</tr>
<tr>
<td>Submission of bid documents etc.</td>
<td>Submission of all bid related documents in the office of Director, Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015</td>
</tr>
<tr>
<td>Phone</td>
<td>0612-2217045</td>
</tr>
<tr>
<td>Officer Inviting Bids</td>
<td>Director, Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015</td>
</tr>
</tbody>
</table>

Sd/-  
Director Tourism
INTRODUCTION

BACKGROUND

Introduction:

1. Rajgir Mahotsava is one of the famous Mahotsava, organized by Directorate of Tourism (DOT), Government of Bihar every year. This year Rajgir Mahotsava is scheduled to be organized on 25th Nov 2019 – 27th Nov 2019 (for 3 days)\(^1\). DOT is planning to organize this event on large scale to attract more tourists to see cultural and historic values of Bihar.

2. DOT would like to engage the services of an event management agency to organize and undertake the entire arrangement of Rajgir Mahotsav 2019 in a Theme based manner. Suggestions of theme has to be provided by the selected Event Agency and preparation for the Mahotsav has to 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 AGENCY FOR SUCCESSFUL IMPLEMENTATION OF RAJGIR MAHOTSAV 2019 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 Rajgir Mahtosav-2019 in a theme based manner which is scheduled to be held from 25th November 2018 to 27th November 2019.

3. DOT invites detailed proposals from renowned agencies. The Scope of Services forming part of the Assignment has been set out in the RFP.

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”).

\(^1\) The dates prescribed are tentative and are subject to change which shall be duly notified to the successful bidder.
OBTAINABILITY OF RFP DOCUMENT

The RFP would be available at the website 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 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 Bid shall be initialed by the person(s) signing the Bid.

4. Bidders are advised to submit their respective Bids after visiting the Project site and ascertaining for themselves the site conditions, traffic, 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.
Scope of the Work for Event Management Agency
All the arrangements and preparation given below has to be done according to the selected theme.
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Item</th>
<th>Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Welcome Gate</td>
<td>• Installation of 5 Nos. of high standard gate, venue as per the location decided by DOT (design made by the event agency and approved by DOT) flex and arch.</td>
</tr>
</tbody>
</table>
| 2.    | Stage                 | • 30ft x 12ft LED Wall (P3) - As Backdrop with side branding.  
• 10ft x 12ft x 2 Pcs LED Wall (P3) - As Side Panel  
• 2 Side wings branding – Frame Mounted Flex Banner with approved design (Rajgir Monuments Architectural Concepts).  
• Inauguration Lamp, Flower, Candle, Ribbon and bouquets arrangement for opening and closing ceremony.  
• Stage decoration with flowers.  
• Dias Management.                                                                                     |
| 3.    | Stage Sound & Light   | Supply and Installation of Light and Sound as per specification provided below; Proper Sound System and sufficient Light Arrangement for proper illumination of the Mahotsav area, parking area, services area etc.  
**LIGHTS**  
i. Truss - 60X60X20X20  
ii. T Truss- 15 ft H- 2 Nos.  
iii. PAR 64. – 40 Nos.  
iv. LED PAR. – 70 Nos.  
vi. Moving Head Spots - 10 Nos.  
viii. Profile – 4 Nos.  
ix. Follow Light – 2 Nos.  
x. 1 Strobe  
xi. Avolite Mixer – 1 Nos.  
xii. DIMMER packs & light stands  
xiii. Light designer with avolite designing board  
xiv. Light Engineer & Operator  
xv. DMX Splitter – 4 Nos.  
xvi. Smoke Machine – 4 Nos.  
xvii. Laser Light – 4 Nos.  
**SOUND**  
ii. JBL-SRX 725 Speakers with 2 nos. of QSC power Amplifier (1200-watt RMS)  
iii. JBL-SRX 725 Speakers with 3nos of QRC power Amplifier (1000-watt RMS) Cordless Mic (Shure)  
iv. Sub-Woofer (Bass Bin) with 1 no of QSC power Amplifier (2000-watt RMS) DI Box  
v. JBL 712 Monitor with matching amplifier (Philips/ Sundoyne (200 watt RMS) Side Fill with Base  
vi. Microphones (Shure/ AKG/ Sennheiser)  
 vii. Cordless Microphones (Shure/ Sony/Sennheiser)  
 viii. Microphone Stands  
ix. Effect Processor Yamaha SPX 2000  
x. Equalizer BSS Opal Model/DBX 231.  
xi. DBS Cross over  
 xii. Digital setup (Yamaha/Mackie) (40Channels)  
xiii. Snake Cable (20M)  
xiv. Speaker ramp with size-Height 6ft./ Depth- 4ft./ Width-8ft.  
xv. Drum Kit |
**Note:-** Any deviation in the scope of the work should be done only after written permission from Director Tourism and if so the event agency is under obligation to bring it to the notice of Director Tourism immediately. Only after taking written consent of the Director Tourism extra work whatsoever is done, the payment for the same will be done taking in view the market price which the event agency will need to provide.

**GENERAL TERMS AND CONDITIONS**

1. 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.
2. 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.
3. The DOT, GOB reserves the right to summarily reject an offer received from any agency (ies), without any intimation to the bidder(s).
4. The DOT, GOB reserves the right to withdraw / cancel the bid document partially or completely at any stage.

<table>
<thead>
<tr>
<th></th>
<th><strong>Videography &amp; Photography</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• The Event agency will be required to have one Videographer and Still photographer for the cultural event. The video and photographs must be shot in High Definition, and the soft copy submitted to the directorate post completion of the event.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>Others</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• 8ft x 8ft LED screen to be fixed at Pandu Pokhar.</td>
</tr>
<tr>
<td></td>
<td>• 400 no’s plastic chairs for the ground.</td>
</tr>
<tr>
<td></td>
<td>• Restoration of the site within one day of the event.</td>
</tr>
<tr>
<td></td>
<td>• Any other work as may be required as per instruction.</td>
</tr>
</tbody>
</table>

xvi. Yamaha M7CL mixing Board/Sound Craft/Venue
xvii. JBL 712 Monitor with matching amplifier (Philips/ Sundoyne (200-watt RMS)
xviii. Cordless Microphone (Shure 56 & 58)
xix. Riser (9 X 3 X 2) ft.
xx. Guitar AMP
xxi. DJ Mixer-Pioneer CDJ 2000+DJM900
xxii. Stage Monitors for instruments
xxiii. Shure cordless mics (as per requirement)
xxiv. Twin CD Players
xxv. Sound Engineer & Mixer
xxvi. Technician
xxvii. Mixer
xxviii. Advance Graphics
xxix. High Luminous Projector (5000 Lumens)
Any extra sound other than this required by the Artist shall be provided by the agency with no extra cost.
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
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 three months from the date of submission of bid or otherwise specified in the letter of award of tender.

SUBMISSION PROCEDURE
1. Bidders who wish to participate in this selection process will have to download the tender from www.bhaitourism.gov.in.

   **Technical Bid:** 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** - Bid security and price of the Tender Document in a separate sealed envelope superscripted with the Tender Document number. Please enclose EMD Tender Document fees
   **PART 2** – One copy of TECHNICAL BID complete with all technical and commercial details except the prices.
Financial Bid: Bidders shall submit their unconditional financial quote for their rendering their services as per the scope of work in a SEPARATE SEALED ENVELOPE and super-scribed as FINANCIAL BID.

The envelopes containing Technical & Financial Bid of offer should be enclosed in a larger envelope dully sealed. All pages of the offer must be signed.

Note: Filling up prices in Technical bid will render the Bidder disqualified.

2. Services offered should be strictly as per specifications mentioned in this Tender Document.

   i. 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.

   ii. Bidder shall quote the prices of services as mentioned valid for 90 days.

Eligibility Criteria:

The Bidder fulfilling Eligibility criteria shall be shortlisted for Financial Stage. The bidder should be fulfilling the following conditions and must also submit documentary evidence in support of fulfillment 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.

Qualification Criteria for Bidders.

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Qualification Criteria</th>
<th>Documentary Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The bidder should have a minimum experience of three years in conceptualizing, designing, organizing,</td>
<td>Registration certificate/ Work Order/Work Completion</td>
</tr>
<tr>
<td>Sr.</td>
<td>Qualification Criteria</td>
<td>Documentary Evidence</td>
</tr>
<tr>
<td>-----</td>
<td>---------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2.</td>
<td>The bidder should have achieved a minimum average Financial Turnover of <strong>Rs. 25 lacs</strong> in past three Financial years (2015-16, 2016-17 and 2017-18) – in equivalent works/Event contracts or related works.</td>
<td>Financial statement for Financial year 2015-16, 2016-17 and 2017-18 with CA certificate indicating minimum average annual financial turnover from the services of Event Management or equivalent works</td>
</tr>
<tr>
<td>3.</td>
<td>The bidder should have completed at least one similar job of the a Govt Department.</td>
<td>Work order / Work Completion certificate.</td>
</tr>
<tr>
<td>4.</td>
<td>The bidder should not be blacklisted by any Government Department, Organization, and Corporation.</td>
<td>Self-certified letter.</td>
</tr>
</tbody>
</table>

* “Event Management” 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**

Financial bids of technically eligible bidders shall be opened in the presence of qualified bidders who chose to be present. 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.

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.

**CORRECTION OF ERRORS**

Price Proposals determined to be substantially responsive will be checked by the DOT for any arithmetic errors. Arithmetic errors will be rectified on the following basis:

If there is discrepancy between total price bid amount and summary of total cost of all components/parts, then the following will be procedure:

a) Where there is discrepancy between the rates in figures and in words, whichever is less shall govern.
b) Where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

c) If the total amount of bid quoted is less than actual summation of cost of all the components/parts as the case may be, then the total quoted amount shall govern and difference between the actual summation and amount quoted shall be considered as a discount.

d) If total amount of bid is more than actual summation of cost of all components/parts as the case may be, then the individual cost of the components/parts shall govern and total amount shall be reduced to actual summation and it shall be considered as mistake in totaling. However, the decision of DOT in this regard shall be final and binding.

The amount stated in the form of bid for price proposal will be adjusted by the DOT in accordance with the above procedure for the correction or errors and, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of bid, its bid will be rejected, and the EMD may be forfeited in accordance with relevant clause.

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.

CLARIFICATIONS
A prospective Bidder requiring any clarification on the RFP may notify DOT in writing or by facsimile to Director, Tourism within such date as specified in the RFP. At its sole discretion, DOT may upload its response to such queries on the website: www.bihartourism.gov.in.

AMENDMENTS TO RFP
1. 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.
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 and notify on their website.

**BID SECURITY**

1. The bid security amount of the successful bidder will be automatically turned into security deposit at the time of allotment of tender and will be refunded along with the final payment.
2. The Bid Security shall be forfeited in the following cases:
   1. If the Bidder withdraws its Proposal;
   2. If the Bidder withdraws its Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period; and
   3. If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.

**PERFORMANCE GUARANTEE**

The successful bidder shall have to submit a performance guarantee equivalent to 10% of the bid amount within 3 days of issue of work order and is mandatory to be submitted before entering into agreement with DOT.

**BIDDER’S RESPONSIBILITY**

1. 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.
2. 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. DOT shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

**CORRESPONDENCE/ENQUIRY**

1. All enquiries should be submitted to the following in writing by fax/registered post / courier before the pre-bid date:
   
   Director, Directorate of Tourism,
   1st Floor, B Block, Extension Bhawan, Main Secretariat,
   Patna – 800 015
2. No interpretation, revision, or other communication from DOT regarding this RFP is valid unless it is in writing and is signed by Director.

**FORMAT AND SIGNING OF PROPOSAL**
1. Bidders would provide all the information as per this RFP and in the specified format. DOT reserves the right to reject any Proposal that is not in the specified format.
2. The Proposal would include three submissions to be made on the respective Proposal Due Date as set out.
3. If the Proposal consists of more than one volume, Bidder must clearly number the volumes and provide an indexed table of contents.
4. The Proposal and its copy shall be typed or printed and the Bidder shall initial each page. The person(s) signing the Proposal shall initial all the alterations, omissions, additions, or any other amendments made to the Proposal.

**PROPOSAL DUE DATE**
1. Proposals should be submitted as per information provided;
2. DOT at its sole discretion; accept any Proposal(s) after Proposal Due Date. Any such Proposal/s accepted shall be deemed to have been received by the Proposal Due Date.

**TEST OF RESPONSIVENESS**
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 if;
   a) it is received on the respective Proposal Due Date;
   b) It is accompanied with a non-refundable Bid Processing Fee.
   c) It is accompanied with the ‘Bid Security’ amount as set out in RFP Document.
   d) It is signed, sealed, and marked as stipulated in RFP Document.
   e) it contains the information and documents as requested in the RFP;
   f) it contains information in the form and formats specified in the RFP;
   g) it mentions the validity period as set out in this document;
   h) It provides the information in reasonable detail. (“Reasonable Detail” means that, but for minor deviations, the information can be reviewed and evaluated by DOT. DOT reserves the right to
determine whether the information has been provided in reasonable
detail or not;

i) There are no inconsistencies between the Proposal and the
supporting documents.

2. A Proposal that is substantially responsive is one that conforms to the
preceding requirements without material deviation or reservation. A material
deviation or reservation is one which,

a) affects in any substantial way, the scope, quality, or performance
of the Assignment, or

b) limits in any substantial way, inconsistent with the RFP document,
Dot’s rights or the Bidder's obligations under the Agreement, or

c) Unfairly affects the competitive position of other Bidders
presenting substantially responsive Proposals.

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.

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 submission made by the Bidder.

CONSULTANT(S) AND ADVISOR(S)

To undertake ‘Bid Process Management’ and to assist in the preparation of bid
notifications, documents, examination, evaluation, and comparison of
proposals, DOT shall utilize the services of consultant(s) or advisor(s).

MODIFICATION/SUBSTITUTION/WITHDRAWAL OF PROPOSAL

1. The Bidder may modify, substitute or withdraw its Proposal after
submission, provided that a written notice of the modification,
substitution or withdrawal is received by DOT before the Proposal
Due Date. No Proposal shall be modified, substituted or withdrawn
by the Bidder after the Proposal Due Date.

2. The modification, substitution or withdrawal notice shall be
prepared, sealed, marked and delivered with outer envelopes
additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate.

3. Withdrawal of a Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period would result in forfeiture of the Bid Security in accordance with this RFP.

DECLARATION OF SUCCESSFUL BIDDER
In case two or more bidders quote equal in financial bid, then the bidder having higher experience/tturnover in the technical bid evaluation shall be declared successful and the process shall be at the discretion of the Director or Tourism.

PRE-BID CONFERENCE
1. Pre-Bid Conference(s) of the Bidders shall be convened at the designated date, time and place. Only those persons who have purchased the RFP document shall be allowed to participate in the Pre-Bid Conference(s). A maximum of two representatives of each Bidder shall be allowed to participate on production of authority letter from the Bidder.

2. During the course of Pre-Bid Conference(s), the Bidders will be free to seek clarifications and make suggestions for consideration of the Authority. The Authority shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.
ANNEXURE - 1

FORMAT FOR COVERING LETTER-CUM-ASSIGNMENT UNDERTAKING
(On the Letterhead of the Bidder)

To,

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

Sir,

Ref: - Selection of Event Management Agency for Rajgir Mahotsav, 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 3 Months from the Proposal Due Date).

We attach herewith all the necessary documents as required to state our Eligibility as per the given criteria.

Name of the Bidder

Signature of authorized Signatory

Name of the authorized Signatory

Date: -

Encl:

DD for Bid Fees and Earnest Money Deposit as follows:

1. Bid Fees DD no…………….. (Amount)…………drawn on………….
2. EMD DD no…………….. (Amount)…………drawn on………….
ANNEXURE - 2

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

Date: -

To,

Director, Tourism,

1st Floor, B Block, Extension Bhawan,
Main Secretariat, Patna – 800015

Sir,

Ref: Selection of Event Management Agency for Rajgir Mahotsav 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.

If our offer is accepted and if we fail to pay the Performance Security in the manner as specified in the RFP Document, the amount of Bid Security, as aforesaid, shall stand absolutely forfeited to the DOT Bihar without prejudicing the rights of the DOT Bihar to proceed further in any manner it deems fit.

Until a formal Agreement is prepared and executed between us, this bid, together with your LOI, shall constitute a binding contract between us.

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
PRESCRIBED PERFORMA TO BE ATTACHED WITH THE

FINANCIAL BID

(Item wise break of scope of work)

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Description of Works with Item</th>
<th>Unit</th>
<th>Unit rate (INR)</th>
<th>Amount (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Welcome Gate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Stage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Stage Sound &amp; Light</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Videography &amp; Photography</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Other work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Sum total</strong> (To be considered for evaluation)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

* (Please add rows and additional pages as per requirement)

The above details are only indicative and for the internal assessment and working by the department. Any discrepancies or missing/left out items do not make the bidder eligible for additional payment or not undertaking the work as given in the Scope of Work.