



**DIRECTORATE OF TOURISM
GOVERNMENT OF BIHAR**

RFP for Republic day Tableaux

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

_Toc399861104 **TABLE OF CONTENTS**

1. INTRODUCTION	6
1.1 BACKGROUND.....	7
1.2 REQUEST FOR PROPOSAL.....	7
1.3 BRIEF DESCRIPTION OF THE BIDDING PROCESS	7
1.4 OBTAINABILITY OF RFP DOCUMENT	8
1.5 GENERAL INSTRUCTIONS	8
2. TERMS OF REFERENCE	9
2.1 SCOPE OF WORK FOR EVENT MANAGER.....	9
2.2 GENERAL TERMS AND CONDITIONS.....	10
3. BIDDING PROCEDURE	11
3.1 SUBMISSION PROCEDURE.....	11
3.2 ELIGIBILITY CRITERIA.....	18
3.3 CORRECTION OF ERROR	21
3.4 NUMBER OF PROPOSALS	21
3.5 PROPOSAL PREPARATION COST.....	21
3.6 RIGTH TO ACCEPT OR REJECT	22
3.7 CLARIFICATIONS	22
3.8 AMENDMENTS TO RFP	22
3.9 LANGUAGE AND CURRENCY	22
3.10 VALIDITY OF PROPOSAL	23
3.11 BID SECURITY	23
3.12 PERFORMANCE GUARANTEE	23
3.13 BIDDER'S RESPONSIBILITY	24
3.14 CORRESPONDENCE/ENQUIRY	24
3.15 FORMAT AND SIGNING OF PROPOSAL.....	24
3.16 PROPOSAL DUE DATE.....	25
3.17 TEST OF RESPONSIVENESS.....	25
3.18 CONFIDENTIALITY	26
3.19 CLARIFICATIONS	26
3.20 CONSULTANT(S) AND ADVISOR(S)	26

3.21	MODIFICATION/SUBSTITUTION/WITHDRAWAL OF PROPOSAL	26
3.22	PROPOSAL EVALUATION	26
3.23	DECLARATION OF SUCCESSFUL BIDDER	27
3.24	NOTIFICATIONS	27
3.25	DOT's RIGHT TO ACCEPT OR REJECT PROPOSAL	27
4.	EVALUATION OF BIDS	28
4.1	EVALUATION PARAMETERS	28
5.	BID SCHEDULE AND VENUE.....	29
ANNEXURE - 1	30
ANNEXURE - 2	31
ANNEXURE - 3	32
ANNEXURE - 4	35
ANNEXURE - 5	36
ANNEXURE - 6	37

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

Department Name	:	Directorate of Tourism, Bihar.
Circle	:	Directorate of Tourism, Government of Bihar, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015 Ph.: - 0612-2217045, Fax: - 0612-2217042
Name of work	:	Selection of the Agency for Conceptualizing, Designing, Fabrication, Execution of Republic day Tableaux on Turn Key Basis.
Estimated Contract Value (INR)	:	-
Event Duration	:	26-01-18
Class of Bidder	:	Not Applicable
Tender Currency Type	:	Single
Tender Currency Settings	:	Indian rupees (INR)
Joint Venture/Consortium	:	Not Allowed
Amount Details		
Bid Document Fee	:	Rs. 1000/- (Rupees Ten Thousand Only) Non-refundable in form of Demand Draft
Bid Security/EMD (INR)	:	Rs. 1,00,00/- (Ten Thousand)
Bid Security/EMD in favour of	:	Director Tourism Bihar
Tender Dates		
Bid Document Downloading	:	05-01-17
Last Date & Time for Receipt (Submission) of Technical Bid	:	12-01-17
Date and Time of Opening Technical Bid	:	12-01-17 till 0100 PM Time:0400 PM
Bid Validity Period	:	6 Months
Submission of certain documents etc.	:	Submission of EMD, Tender fee, Technical Bid and Other Documents in the office of Director, Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015
Phone	:	0612-2217045
Fax	:	0612-2217042
Officer Inviting Bids	:	Director, Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015

1. INTRODUCTION

1.1 BACKGROUND & THEME

- 1.1.1 The Department of Tourism/Directorate of Tourism (DOT), Government of Bihar (GoB), invite proposal for the conceptualization, Designing, Fabrication and Execution of Republic day Tableaux on 26-01-18.
- 1.1.2 The theme of the tableaux is Development of Aanga Pradesh and Mandhar Hills and its surrounding. Including of archaeological sites of Vikramshila, Campapur and others.
- 1.1.3 The Tableaux will be designed in proportion and displayed on the open van.(As provided by Government)

1.2 REQUEST FOR PROPOSAL

- 1.2.1 INVITATION FOR ENGAGEMENT OF AGENCY FOR SUCCESSFUL IMPLEMENTATION OF REPUBLIC DAY TABLEAUX BY DIRECTORATE OF TOURISM, GOVERNMENT OF BIHAR ON TURNKEY BASIS.
- 1.2.2 Directorate of Tourism, Govt. of Bihar (hereinafter, referred to as “DOT, GOB”) wishes to appoint an event management agency for the successful Conceptualizing, Designing, Fabricating a Republic day Tableaux in a theme based manner which is scheduled to be held on 26th January 2018.
- 1.2.3 DOT invites detailed proposals (Qualification Submissions, Technical Submissions and a Presentation together referred to as “RFP”) from renowned agencies. The Scope of Services forming part of the Assignment has been set out in **Section 2** of this document herewith below.
- 1.2.4 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”).

1.3 BRIEF DESCRIPTION OF THE BIDDING PROCESS

- 1.3.1 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.
- 1.3.2 The Bidders would need to submit, within the Proposal Due Date as prescribed under Section-5 of this RFP; Qualification, Technical and Financial Proposal in the prescribed format.
- 1.3.3 DOT would evaluate all the Submissions in accordance with the evaluation criteria set out in Section-4 of the RFP to select a bidder.

1.4 OBTAINABILITY OF RFP DOCUMENT

- 1.4.1 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.

1.5 GENERAL INSTRUCTIONS

- 1.5.1 The language of the Bid and related documents and correspondences shall be in English language.
- 1.5.2 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.
- 1.5.3 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 initialled by the person(s) signing the Bid.
- 1.5.4 Bidders are encouraged 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.
- 1.5.5 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.
- 1.5.6 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.
- 1.5.7 Bidders will not be permitted to alter or modify their bids once submitted.
- 1.5.8 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.
- 1.5.9 Any Bid not accompanied by the EMD & Document Fee shall be rejected by the DOT, Bihar as nonresponsive.

2. TERMS OF REFERENCE

2.1 Scope of Work

All the arrangements and preparation given below has to be done according to the selected theme.

- A. The work has to be undertaken on a turnkey basis and will include all aspects of fabrication of tableau i.e. from conceptualization, making of designs, modification of designs from time to time as per the requirement and instructions, presentation of the designs before the Tender Evaluation Committee (TEC) of Tourism Department, fabrication of the models, modifications thereof as per requirements and instructions, presentation of the model before the Tender Evaluation Committee of Tourism Department and upon selection of the model, fabrication of the actual Tableau as per the requirement, specifications, time schedule and instructions by the Tourism Department.
- B. The job would also encompass providing of suitable/appropriate lyrics, composing of music, arrangements of artists and actual pre-recording of the music for use in the tableau.
- C. Arrangements of choreography as per requirement including arrangements of artists, folk dance troupes, any other skilled/unskilled persons, etc. for live demonstration and for sunning of tableau on trailer.
- D. The job will also involve actual presentation and display of Tableau during the Republic Day Parade, full dress rehearsal and rehearsals (if required) prior to 26.1.2018 and maintenance of required services at the time of presentation at Tourism Department and during the event.
- E. The turnkey project would also include any other work that may have direct or indirect bearing with the fabrication and presentation of the tableau and may facilitate the project in any manner.
- F. Tourism Department will have the right to modify, change, accept or reject the work in totality or any part thereof at any stage without assigning any reason whatsoever.
- G. The copyright of the work shall vest with the Tourism Department Bihar Administration and it would have rights on the awards won, if any.
- H. The Agency should use state of art technologies and be free of any infringement of IPR (Intellectual Property Rights) of any third party.
- I. In case infringement of Intellectual Property Rights (IPR) of any third Party(ies) takes place, the Agency hired by Tourism Department for fabricating tableau is liable for payment of compensation to the aggrieved third party.

- J. The decision of Tourism Department about the quality of services will be final and shall not be challenged by the Agency on any ground whatsoever.

2.2 GENERAL TERMS AND CONDITIONS

- K. 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.
- L. 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.
- M. The DOT, GOB reserves the right to summarily reject an offer received from any agency (ies), without any intimation to the bidder(s).
- N. The DOT, GOB reserves the right to withdraw / cancel the bid document partially or completely at any stage.

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.

3. BIDDING PROCEDURE

3.1 SUBMISSION PROCEDURE

3.1.1 Bidders who wish to participate in this selection process will have to register on www.bihartourism.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 of Rs. 1,00,00(Ten Thousand only) and Price of one copy of the Tender Document of Rs. 1000/-(One Thousand only) in form of Demand Drafts drawn in favour of **Director Tourism Bihar**, payable at Patna.

PART 2 – One copy of TECHNICAL BID complete with all technical and commercial details except the prices.

Note: Filling up prices in Part 2 will render the Bidder disqualified. The envelopes containing Part 1 and Part 2 of offer should be enclosed in a larger envelope dully sealed. All pages of the offer must be signed.

- 3.1.2 Services offered should be strictly as per specifications mentioned in this Tender Document.
- 3.1.3 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.
- 3.1.4 Bidder shall quote the prices of services as mentioned valid for 90 days.

- 3.1.5 The price of one copy of the Tender Document is Rs. 10,00/-, which can be paid by crossed Demand Draft.

3.2. ELIGIBILITY CRITERIA

The bidders shall be evaluated in two stages

1. Pre-qualification stage
2. Technical Evaluation of Proposal(**Annexure-2**)

The Bidder fulfilling pre-qualification criteria shall be shortlisted for Technical Stage. 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.

(A) Stage – I Pre-qualification Criteria for Bidders.

Sr.	Pre-qualification Criteria	Documentary Evidence
1.	The bidder should have a minimum three years' experience of conceptualization of theme, fabrication and display of Tableaux of similar nature at the National level and State level.	Work Order/Work Completion certificate. Annexure-4
2.	The bidder should have achieved average Financial Turnover of Rs. 50,000 lakh (Fifty Lakh) in past three Financial years (2014-15, 2015-16 and 2016-17).	Audited Financial Report for Financial year 2014-15, 2015-16 and 2016-17 and CA certificate indicating average financial turnover.
3.	The bidder shall submit a power of attorney authorizing the Signatory of the bid to sign and execute the contract.	Power Attorney as per the format given in Annexure -5
4.	The bidder shall provide PAN, GST, Service Tax Return (prior to GST) of last three year and Income Tax Return for last Three years.	A copy of PAN, GST, Service Tax Return and Income Tax Return. The bidder shall also submit copy of the returns of Service Tax and Income Tax for last three years.

5.	The bidder shall provide a valid EMD acceptable to DOT. EMD deposit of Rs. 1,00,00/- (Ten Thousand) has to be submitted along with bid documents. Non-refundable Tender fees of Rs. 1000/- (One thousand) through Demand Draft.	Tender Fee and EMD through Demand Draft.
6.	History of Litigation	As per the format given in Annexure-6
7.	The bidder has to submit self-certified letter indicating that they have not been blacklisted by any Government Department, Organization, and Corporation.	Self-certified letter.
8.	Tender document seal & signed.	

* **“Agency”** means any service provided in relation to planning, promotion, organizing or presentation of any art, Entertainment any other Event of this nature 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.

(B) Stage – II: Technical Evaluation

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

Sr.	Criteria	Documentary Evidence	Max. Marks
1.	The bidder should have a minimum three years' experience of conceptualization of theme, fabrication and display of Tableaux of similar nature at the National level and State level.	Work Order/Work Completion certificate clearly indicating experience.	5
2.	No. of similar projects completed in last 3 years (i.e. 2014-15, 2015-16 and 2016-17).	Work Order/Work Completion certificate clearly.	5
3.	The bidder should have achieved a average Financial Turnover of Rs. 50,00,00 (Fifty Lakhs) in past three Financial years (2014-15, 2015-16 and 2016-17) .	Audited Financial Report for Financial year 2014-15, 2015-16 and 2016-17 and CA certificate indicating average financial turnover 2014-15, 2015-16 and 2016-17.	10
3.	Presentation: The technical qualified bidder shall be required to give a A-V presentation at	Concept & Design	30

	Patna on the date so intimated before the selection committee. The presentation shall cover the following points. 1. Conceptualization of Event & Designing 2. Miniature sample.	Mini Sample	20
TOTAL			70

After detailed evaluation of above details, as per marking system DOT/Committee shall shortlist the bidder(s) securing **45** or more marks. Such bidder(s) shall be called “Technically Eligible bidder(s)” and such technically eligible bidder(s) shall only be eligible for financial bid opening.

(A) 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.

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.

3.3 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 totalling.

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.

PROCEDURE OF SENDING SEALED OFFERS:

1. As mentioned in Tender Document please refer to section 3 Bidding Procedure.

3.4 NUMBER OF PROPOSALS

- 3.4.1 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.

3.5 PROPOSAL PREPARATION COST

- 3.5.1. 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.

3.6. RIGTH TO ACCEPT OR REJECT

- 3.6.1. 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 corruptor fraudulent practices in competing for, or in executing, the contract.
- 3.6.2. 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.
- 3.6.3. 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.

3.7. CLARIFICATIONS

- 3.7.1. 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 RFP Time Schedule (Section-5). At its sole discretion, DOT

may upload its response to such queries on the website:
www.bihartourism.gov.in.

3.8. AMENDMENTS TO RFP

3.8.1. 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.

3.8.2. 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.

3.9. LANGUAGE AND CURRENCY

3.9.1. The Proposal and all related correspondence and documents shall be written in English language. Supporting documents and printed literature furnished by the Bidder with the Proposal may be in any other language provided that they are accompanied by an appropriate translation in English language. Supporting materials that are not translated into English may not be considered. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail. The currency for this bid is Indian Rupee. All the quotes should be in Indian Rupees.

3.10. VALIDITY OF PROPOSAL

3.10.1. The Proposal shall be valid for a period not less than Six Months from the Proposal Due Date ("Proposal Validity Period"), in the format set out in **Annexure-1**. DOT reserves the right to reject any Proposal that does not meet this requirement.

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

3.10.3. The Successful Bidder shall, where required, extend the validity of the Proposal till the date of execution of the Agreement.

3.11. BID SECURITY

3.11.1. Proposals would be accompanied with a 'Bid Security' (EMD) for an amount of **Rs. 1,00,00/- (Rupees Ten Thousand)**. The Bid Security amount shall be valid throughout the Proposes Validity Period and would have to be extended if so required by DOT.

3.11.2. 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.

- 3.11.3. 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.
- 3.11.4. 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.
- 3.11.5. 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.

3.12. PERFORMANCE GUARANTEE

3.12.1. NA

3.13. BIDDER'S RESPONSIBILITY

- 3.13.1. 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.
- 3.13.2. 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.
- 3.13.3. DOT shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

3.14 CORRESPONDENCE/ENQUIRY

- 3.14.1. All correspondence / enquiries should be submitted to the following in writing by fax/registered post / courier:

**Director, Directorate of Tourism,
1st Floor, B Block, Extension Bhawan, Main Secretariat,
Patna – 800015
Ph: - 0612-2217045, Fax: - 0612-2217042
Email – directortourismbihar@gmail.com**

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

3.15. FORMAT AND SIGNING OF PROPOSAL

- 3.15.1. 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.
- 3.15.2. The Proposal would include submissions to be made on the respective Proposal Due Date as set out in Section-5 (RFP Time Schedule).
- 3.15.3. If the Proposal consists of more than one volume, Bidder must clearly number the volumes and provide an indexed table of contents.
- 3.15.4. 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.

3.16 PROPOSAL DUE DATE

- 3.16.1. Proposals should be submitted as per information provided in section 5 of this RFP.
- 3.16.2. 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.

3.17 TEST OF RESPONSIVENESS

- 3.17.1. 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 Demand Draft for a sum of Rs.1000/- (Rupees One Thousand only) drawn in favour of “Director, Tourism”, payable at ‘Patna’ paid towards the Cost of the RFP and 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.
- 3.17.2. 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.
- 3.17.3. DOT reserves the right to reject any Proposal which in its opinion is nonresponsive and no request for modification or withdrawal shall be entertained by DOT in respect of such Proposal.

3.18 CONFIDENTIALITY

- 3.18.1. 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.

3.19 CLARIFICATIONS

- 3.19.1. 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.

3.20 CONSULTANT(S) AND ADVISOR(S)

- 3.20.1. 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).

3.21 MODIFICATION/SUBSTITUTION/WITHDRAWAL OF PROPOSAL

- 3.21.1. 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.
- 3.21.2. The modification, substitution or withdrawal notice shall be prepared, sealed, marked and delivered in accordance with the provisions of Clause 2.14 with outer envelopes additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate.
- 3.21.3. 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.

3.22 PROPOSAL EVALUATION

- 3.22.1. The Qualification Submissions of the Bidders would be checked for responsiveness with the requirements of the RFP and shall be evaluated as per the Criteria set out in **Section-3 &4**

3.23 DELCARATION OF SUCCESSFUL BIDDER

- 3.23.1. DOT may either choose to accept the Proposal of the successful tenderer or invite him for negotiations.
- 3.23.2. Upon acceptance of the Proposal of the tenderer technically qualified with Lowest Financial Bid, with or without negotiations, DOT shall declare the tenderer as the Successful Bidder.
- 3.23.3. In case two or more bidders quote equal in financial bid, then the bidder scoring higher in the technical bid evaluation shall be declared successful.

3.24 NOTIFICATIONS

- 3.24.1. DOT will notify the Successful Bidder by a Letter of Award (LoA) that its Proposal has been accepted.

3.25 DOT's RIGHT TO ACCEPT OR REJECT PROPOSAL

- 3.25.1. DOT reserves the right to accept or reject any or all of the Proposals without assigning any reason and to take any measure as it may deem fit, including annulment of the bidding process, at any time prior to award of the Assignment, without liability or any obligation for such acceptance, rejection or annulment.
- 3.25.2. DOT reserves the right to invite revised Proposals from Bidders with or without amendment of the RFP at any stage, without

liability or any obligation for such invitation and without assigning any reason.

3.25.3. DOT reserves the right to reject any Proposal if at any time:

- a) a material misrepresentation made at any stage in the bidding process is uncovered; or
- b) The Bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the Proposal.

3.25.4. This would lead to the disqualification of the Bidder. If such disqualification / rejection occur after the Proposals have been opened and the Successful Bidder gets disqualified/ rejected, then DOT reserves the right to:

- a) Declare the Bidder receiving the next highest score as the successful tenderer and where warranted, invite such Bidder to equal or better the score secured by such disqualified Successful Bidder; or
- b) Take any such measure as may be deemed fit in the sole discretion of DOT, including annulment of the bidding process.

4. EVALUATION OF BIDS

4.1 EVALUATION PARAMETERS

4.1.1 DOT will evaluate the bids determined to be substantially responsive i.e., which

- a. Are properly signed;
- b. Conform to the terms and conditions & technical specifications.

4.1.2. Thereafter, the substantially responsive bidders shall be called upon to present their strategy regarding conceptualization, planning, designing, construction, direction and execution of the project on a turn-key basis before a committee. The Committee will assign marks out of max 70. Those who shall score minimum 45 marks shall qualify for opening of financial bid.

4.1.3. The Technically Qualified bidders quoting the lowest (L1) will be selected as the successful bidder.

4.1.4. The Performance Security shall be released to the Agency (ies) after completion of the event.

4.1.5. **Post-event removal/disposal of facilities and complete restoration of the venue is the sole responsibility of the selected Agency.**

5. BID SCHEDULE AND VENUE

DOT would Endeavour to adhere to the following schedule:

S. No.	Activity	Scheduled Date & Time
1.	Date of commencement of Bid	-
2.	Place for obtaining Bid Document	Can be obtained from the office of Director, Tourism or downloaded from www.bihartourism.gov.in
3.	Last date and Time for receipt of Bid	Date: 12-01-18 till 0100 PM
4.	Address for submission of Bid Documents	Director, Directorate of Tourism, 1 st Floor, B Block, Extension Bhawan, Main Secretariat, Patna – 800015
5.	Venue of opening of Technical & Financial Bid	Official Chamber of Director, Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna – 800015
6.	Date & time of opening of technical & Financial Bid	Date :12-01-18 Time :0400 PM
7.	Date & time of opening of financial Bid	To be communicated later to technically qualified bidders

SCHEDULE OF PAYMENT

Payment shall be made to the Agency as per the following schedule:-

- Payment will be done after the successful completion of work and after the submission of bill by the agency.
- Deduction of tax as applicable shall be made as per law.
- Tourism Department shall not be liable for any default of payment by the Agency to the parties involved or engaged by it for this project.
- Tourism Department will not bear any additional cost of any kind for any work that at the Agency may have to undertake in course of the project beyond agreed amount as per tender.
- If required penalty will be deducted as per clause.

ANNEXURE - 1**FORMAT FOR COVERING LETTER-CUM-ASSIGNMENT****UNDERTAKING**

(On the Letter head of the Bidder)

To,

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

Sir,

Ref: - Selection of agency for Conceptualizing, Designing and fabrication of Tableaux on moveable van for Republic day on 26-01-18.

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:

Not with standing 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.1,00,00/- (Ten thousand only)** drawn in favor of the 'Director Tourism 'payable at Patnatowards the 'Bid Security Amount', dated thisday of..... 2018.

Name of the Bidder

Signature of Authorised Signatory

Name of the Authorised Signatory

Date: -

ANNEXURE - 3**FORMAT FOR FINANCIAL PROPOSAL**

(Envelope - 3)

(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 agency for Conceptualizing, Designing and fabrication of Tableaux on moveable van for Republic day on 26-01-18.

We are pleased to quote the fee as 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.

PRESCRIBED PERFORMA FOR FINANCIAL BID**FINANCIAL BID FORMAT**

I, authorized representative of the Agency/Firm/Organization, hereby quote the rate inclusive of all incidental expenses and taxes for the following job of Tourism Department, Bihar Tableau-2018 on behalf of my Agency/Firm/Organization :-

S.No	Description of Job	Rate in figures and words
1.	Conceptualizing, designing, structuring, fabricating and dismantling the Tableau of Tourism Department for participating in the Republic Day 2018.	

These rates include all material, Artist ,sound, light, labour charges and incidental charges for Fabrication and Presentation of Tourism Department Tableau at Republic Day Parade-2018 at Patna.

I, undertake to abide by the terms & conditions as laid down in the Tender Document of Tourism Department, Bihar follow the instructions given by the Tender Evaluation Committee (Tourism Department)

Sincerely,

Name &Signature_____

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**

ANNEXURE – 4

LIST OF SIMILAR WORK EXECUTED IN THE LAST 3 YEARS

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dtd-Completion dtd)

NOTES:

- Each of the listed works shall be supported with the copy of work order & work completion certificate. **Work completion certificate shall mention the nature of work, value of work completed.**
- At least 5 Photographs of the work executed shall be attached.
- Non disclosures of any information in the schedule will result in disqualification of the firm.

LIST OF WORK ON HAND SHALL BE ATTACHED AS UNDER:

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dtd-Completion dtd)

If the company or Firm is divided among partners, the experience of the individual or new firm set up by the partners shall be considered provided past experience is subject to legal consent of individuals, partners or new firm set up by the partners.

Signature of Bidder

ANNEXURE – 5

PROFORMA OF GENERAL POWER OF ATTORNEY

(To be signed and executed in non-judicial stamp paper of Rs. 10/-)

GENERAL POWER OF ATTORNEY

Be it known all to whom it concern that:

1. Sri/Smt..... S/o.....
 Residing at

I/We all the Partners/Directors/Board members/Trustee/Executive council members/Proprietors/Leaders of M/s having its registered office at hereby appoint Sri S/o Residing at As my/our attorney to act my/our name and on behalf and sign and execute all Documents/Agreements binding the firm for all contractual obligations (including reference of cases to arbitrators) arising out of contracts to be entered into by the Company/Corporation/Society/Trust/Firm with the Department of Tourism, Bihar, Patna in connection with its tender No. Dated For the supply of due for opening on

In short, he is fully authorized to do all, each and everything requisite for the above purpose concerning M/s And I/We hereby agree to confirm and ratify his all and every act of this or any documents executed by My/Our said Attorney within the scope of the authority hereby conferred on him including references of cases to arbitration and the same shall be binding on Me/Us and My/Our Company/Corporation/Society/Trust/Firm as if the same were executed by me/us individually or jointly.

Witness (with address)

Signature of the Partners/Directors/Board members/Trustees/Executive council members/ Proprietors/Leaders.

1.

ATTESTED

ACCEPTED

Signature

(Seal and Signature of Signatory of Tender offer of the Company/Corporation/Society/Trust/Firm

ANNEXURE – 6
HISTORY OF LITIGATION

Sr.	Year	Award for/or against bidder	Name of Client	Litigation & Dispute Matter	Disputed Amount in Rs.

NOTE

If the information to be furnished in the schedule will not be given and come to the subsequently will result in disqualification of the bidder.