



Request for Proposal (RFP)

for

**Empanelment of Agencies for Conceptualization, Creation,
Production and Promotion of Audio-Visual content for Bihar
Tourism**

**Directorate of Tourism, Government of Bihar,
Extension Building, Main Secretariat, Patna-800015**

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DISCLAIMER

While this Request for Proposal document (“RFP”) has been prepared in good faith, neither Directorate of Tourism (DoT) nor its employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of Information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP, even if any loss or damage is caused by any act or omission on their part.

This document is not transferable, and this RFP does not purport to contain all the information that each Bidder may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the bidding process for the selection of the Successful Bidder for this Project. Each Bidder should conduct their own investigations and analysis and check the accuracy, reliability, and completeness of the information in this document and obtain independent advice from appropriate sources.

Though adequate care has been taken while preparing this Bid Document, the Bidder shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately.

DOT may modify, amend, reject, or supplement this RFP document in accordance with norms and procedures and as per the requirement of the project. DOT reserves the right to waive any irregularity in the proposal (RFP) and DOT makes it clear that the RFP is not an offer/ Agreement.

Neither DOT nor its employees shall be liable to any Bidder or any other person under any law including the law of Agreement, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred, or suffered, in connection with this RFP document, or any matter that may be deemed to form part of this RFP document, or the award of the Agreement, or any other information supplied by DOT or their employees or consultants or otherwise arising in any way from the selection process for the award of the Agreement for the Project.

DOT is not bound to accept any or all the Proposals. DOT reserves the right to reject any or all the Proposals without assigning any reasons. No Bidder shall have any cause for action or claim against DOT or its officers, employees, successors, or assignees for rejection of their bid. The RFP submitted by the bidder will be the property of DOT.

Glossary

Abbreviation/ Terms	Details
Authorized Signatory	The bidder's representative / officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
Bid	A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal, or quotation in electronic format
Bid Security/ Earnest Money Deposit (EMD)	A security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents. EMD is refundable
Bidder	Any person/ firm/ agency/ company/ contractor/ vendor participating in the bidding process with the procurement entity
Bidding Document	Documents issued by the procuring entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to bid
Tender Fee/ Cost of Bid document	Cost of RFP document non-refundable in nature
Competent Authority	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. Deputy Director, Tourism Directorate, Department of Tourism in this bidding document.
Contract	"Contract" means a legally enforceable agreement entered between the Procuring entity and the selected bidder(s) with mutual obligations.
LD	Liquidated Damages
Lol	Letter of Intent
Notification	A notification published in the Official Gazette
PAN	Permanent Account Number
Procurement Process	The process of procurement extending from the issue of invitation to Bid till the award of the procurement contract or cancellation of the procurement process, as the case may be
Project Period	The project duration as per the RFP and the contract agreement

Abbreviation/ Terms	Details
Purchaser/ Tendering Authority/ Procuring Entity	Person or entity that is a recipient of a good or service provided by a seller (bidder) under a purchase order or contract of sale, also called buyer. DoT in this BID document.
Services	Any subject matter of procurement other than goods or works and includes physical, maintenance, professional, intellectual, consultancy and advisory services or any service classified or declared as such by a procuring entity
State Government	Government of Bihar (GoB)
GST	Goods and Service Tax
WO/ PO	Work Order/ Purchase Order
Selected Agency/ Selected Bidder/ Service Provider	Agency selected for award of project
DoT/ "Authority"	Tourism Directorate, Department of Tourism, Government of Bihar

FACT SHEET

Activity	Scheduled Date
Non-refundable cost of RFP document	INR 5000/- (INR Five Thousand Only) – Non-Refundable
Earnest Money Deposit (EMD)	INR 100,000/- (INR One Lakh only) – Refundable
Date of issue of Request for Proposal document	12/05/2023
Last date for submission of queries	19/05/2023; 2:00 PM
Prebid meeting	Venue: Conference Hall, Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015 Date and Time: 19/05/2023; 3:00 PM
Last date of submission of Proposal by Bidders	02/06/2023; 02:30 PM
Date and time for opening of General cum Technical bids	02/06/2023; 03:00 PM
Technical Presentation	Date to be decided
Finalization of List of empaneled agencies	Date to be decided
Address for Bid Submission	Director Tourism Government of Bihar, 1 st Floor, B-Block, Extension Bhawan, Main Secretariat, Patna-800015 email - directortourismbihar@gmail.com Tel.- +91-612-2217045
Website	<i>https://tourism.bihar.gov.in</i>

1. BACKGROUND

Department of Tourism, Government of Bihar is responsible for promoting tourism in Bihar. Bihar Tourism since its inception has been working towards the development and promotion of tourism in the State. Government of Bihar in its endeavor to promote tourism has identified Tourism as one of the priority sectors for development in the state.

Bihar has been home to cultural heritage of Hinduism, Buddhism, Jainism, and Islam. Innumerable monuments, exquisitely carved temples and stupas are dotted all over the State. Bihar is a state where people from different religions celebrate its rich culture and traditions through a number of festivals. Such festivals are the soul of Bihar, and each festival has its unique story and celebration. The State attracts substantial number of foreign and domestic tourists every year. Department of Tourism (DOT) intends to promote the state as a round-the-year tourist destination through the use of digital and social media to promote its rich culture and heritage and showcase the tourist attractions in Bihar at the global stage. Bihar Tourism has got its existing web site developed in English and Hindi for the tourists and has presence on social media platforms (Facebook, You Tube, Instagram, and Twitter) to publicize its products through social media. These social media sites act as an effective medium to connect with the tourists and share the details about destinations and events in the state.

DoT now intends to empanel agencies (the “Empaneled Agencies”) who would assist DoT in creating Audio Visual content for Bihar Tourism and its promotion on digital and social media for an initial period of 2 (Two) years (the “Service”) and same may be extended on yearly basis up to three additional years on the same or mutually agreed terms & conditions subjected to periodical review of their performance.

DoT invites applications for empanelment of agencies for conceptualization, creation, production and publishing/ posting the content on digital and social media platforms. interested professional agencies / companies / production houses can apply for empanelment to provide these services at rates decided by Central Bureau of Communication (Directorate of Advertising and Visual Publicity), Ministry of Information and Broadcasting, Government of India.

2. SCOPE OF WORK

The scope of services to be provided by the Agency as described below is general but is not exhaustive i.e., does not mention the entire incidental services required to be carried out. The services shall be provided all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred there from. The scope of services shall also be governed by the provisions of the contract (the “Contract”) to be entered into between the Agency and DoT which sets forth the detailed terms and conditions for grant of the right to the Agency (the “Right”). There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects.

The Agencies will be responsible for creation of advertisements, short films, videos and clippings, video series, video blogs, fiction shows, animation films, documentary covering destinations, fairs and festivals, art and culture, food, and events to promote Bihar Tourism. The content shall also be shared with Bihar Tourism to run the content on Bihar Tourism website and social media pages to

maximize outreach.

DoT shall identify the requirement of content to be developed. The scope shall also include Dubbing/Editing of audio and/or modifications of the already available AV material. The linguistic specialization/capability to produce content in Indian languages will also be taken into consideration.

The empaneled agencies shall be invited to submit technical presentations/ concept proposals for the identified concepts/ themes/ events/ festivals etc. DoT shall provide the basic brief of the work required. The empaneled agencies shall be invited to submit their technical presentations/ concept proposals. DoT shall evaluate the quality of such proposals and award the work to the empaneled bidder receiving highest score on its technical presentations/ concept proposal. All payments for development of content will be made on applicable BOC (DAVP) rates. Any revisions in these rates by BOC shall be applicable during the period of empanelment.

2.1. Other Conditions

- a. The selected agencies shall be required to ensure accuracy, completeness and adhere to the timelines for the work awarded. DoT may take suitable action if found otherwise.
- b. The agency should possess in-house production facility. All other requirements such as manpower, tools, creative content, licenses etc. will have to be met by the agency. Agency must have proven and relevant expertise in these work areas. The agency must put in place effective and adequate mechanism and systems for ensuring and maintaining the backup, storage, and recovery mechanism.
- c. The content should be based on credible sources of information. The agency should be in a position to give details of this credible sources, if any dispute arises with regards to any content or any material created by it.
- d. All creatives and contents developed by the agencies on the award of work under this empanelment shall be perpetual, irrevocable, and exclusive property of the Department of Tourism, Government of Bihar unless stated explicitly otherwise in this RFP or in any further communication by the Department of Tourism.
- e. The agency is permitted to reuse Intellectual Property fully owned by it, third party Intellectual Property (subject to their approval) or Intellectual Property in the public domain that is legal and does not violate Intellectual Property Rights in this work. The verification of continued legality of the Intellectual Property will be solely agency's responsibility. The department shall not be liable for any Intellectual Property Rights violation and the full liability for the same shall be towards the agency.
- f. All intellectual property rights in the content whether in tangible or intangible form shall belong to Department of Tourism. The agency has no right to assign, license, sell, or use any content conceptualized, created, and implemented under this RFP and/or accompanying agreement to any third party under any circumstances.

- g. The solution provider shall ensure that the “Terms of Use” etc. for the underlying platform are adhered to during the broadcast of content on any digital or social media platform and shall inform the department in writing any terms or changes in the “Terms of Use” etc. that restrict or impact the scope of work defined in this RFP, any other aspect of the project, directly or indirectly, in any way or form.
- h. The agency shall adhere to all applicable law, acts, amendments, guidelines, policies, gazettes, circulars, notifications, rules etc. imposed by the Central and State Government from time to time.
- i. The agency shall make changes and expeditiously remove or disable access to any content that violates the terms and conditions, within 15 minutes or as stated by the department, after receiving actual knowledge or on being notified by the appropriate Government or its agency.

3. ELIGIBILITY CRITERIA

3.1. General Eligibility Criteria

No.	Criteria	Documentary Evidence
I	Registered Entity	
A	The bidder must be registered entity under Companies Act/ Partnership Act/ Society Act or proprietorship (Note: Joint venture (JV)/ Consortium is not allowed)	Copy of Registration certificate
B	The bidder must have been registered and operational for a minimum period of 5 years as on 31 st March 2023	Self-declaration regarding the bidder being Operational for a minimum period of five years (Refer Annexure 2)
II	PAN and GST Registration	
	The bidder must have PAN and GST Number	Copy of PAN card and GST Certificate
III	Non- Blacklisting	
	The bidder must not be blacklisted or debarred from any Central / state Government organization	Notarized Affidavit of non-blacklisting
IV	Turnover Details	
	The bidder must have an average annual Turnover of INR Five (5) Crores in <i>last five</i> ¹ financial years ending 31 st March 2023	Audited Financial statement along with Certificate from the statutory auditor For FY 2022-23, provisional statements can be provided (Refer Annexure3)

¹ Last Five Years refer to the previous 5 financial years ending 31st March 2023

No.	Criteria	Documentary Evidence
V	Experience	
	<ul style="list-style-type: none"> The bidder must have experience of executing projects including film production with Government Ministries/ Departments/ Boards/ Corporations in the last 5 years The minimum aggregate value of management fee/ project cost from such projects must be INR One (1) Crore in the last 5 years 	Letter of Award/ Letter of Intent/ Agreement/ Work Order duly certified by authorized signatory of the bidding company (Refer. Annexure 4)

4. DETAILS OF THE TECHNICAL BID TO BE SUBMITTED BY THE APPLICANTS

The application shall be submitted in sealed envelope superscribed "TECHNICAL BID". Following details are to be submitted by the agency along with the application.

1. Letter of Submission (Annexure '1')
2. Name and address of firm/ individual along with Registration No. (Annexure '2')
3. Turn over details with Copy of audited Financial Statement for the last 5 Financial Years (Annexure '3')
4. List of projects undertaken by the agency in the prescribed proforma attached (Annexure '4') for each category of projects. The list of projects must fulfill eligibility and technical evaluation criteria.
5. All the documentary evidence as directed in Section 3 – “**Eligibility Criteria**”. The documents should be attached in the proper designated place.

5. SUBMISSION OF BIDS

1. The ‘ORIGINAL’ proposal shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initiated by the person or persons who sign(s) the Proposals.
2. All pages of the ‘ORIGINAL’ Proposal shall be signed by the eligible authority.
3. The Proposal should be submitted in ORIGINAL in a sealed envelope and containing all the above details marked ‘TECHNICAL BID’, along with the cost of document and EMD (refer to Fact Sheet)
4. Complete proposal must be delivered on or before the Bid Due Date and time.

Correspondence/ Pre - bid queries

Bidders requiring specific points of clarification may communicate with DoT during the period

specified under “FACT SHEET”. The queries can be submitted by email at: directortourismbihar@gmail.com in the format* given below with the subject of the e-mail mentioned as {Pre-bid Query for Empanelment of Event Management Agencies - “Company Name”}:

Bidders Request for Clarification		
Name of Organization submitting request	Name and Position of person submitting request	Details of person and organization
		Address: Tel/ Mobile: E-mail:

S. No	Bidding Document Reference (Number//Page)	Content of RFP requiring Clarification	Points of Clarification Required	Suggestions (If Any)
1				
2				
3				

*To be submitted in both PDF (signed by authorized signatory) and editable MS-Excel file format.

Sealing and marking of RFP

The envelope shall clearly bear the following identification:

- I. Technical Proposal for Empanelment of Event Management Agencies with Department of Tourism, Government of Bihar
- II. To:
Deputy Director
Tourism Directorate, Department of Tourism,
Government of Bihar,
Old Secretariat.
Patna-800015
email - directortourismbihar@gmail.com
Tel.- +91 0612-2217045

From: The name, address, and phone number of the bidder

6. BID SECURITY

1. Proposals must be accompanied by a ‘Bid Security’ (EMD) (For details of EMD refer to “FACT SHEET”). The Bid Security must be kept valid throughout the Proposal Validity Period and shall be required to be extended if required by DOT.
2. The Bid Security shall be in the form of a Demand draft/ Bank Guarantee in favor of the ‘Director Tourism, drawn on any scheduled Bank payable at Patna.

3. The Bid Security shall be returned to the unsuccessful Bidders after the signing of Agreement between DOT and the Successful Bidder.
4. The bid security of the successful bidder will be returned to the successful bidder on the submission of the Performance Security as specified in the RFP document.
5. For bidders registered with MSME, EMD fee is exempted as per Section 131-O of Bihar Financial Rules 2005 which states that, “bidders registered with Central Purchase Organization/ State Purchase Organization/ National Small Industries Corporation (NSIC) are exempted from payment of Bid Security.” The bidders must submit copy of the registration certificate, valid on the date of submission, to be eligible for EMD exemption.
6. The Bid Security shall be forfeited in the following cases:
 - a. If the Bidder withdraws its Proposal.
 - b. If the Bidder withdraws its Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period; and
 - c. If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.
 - d. If the bidder, after the award of work order, fails to submit the performance security within the stipulated time.

7. 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.

8. SELECTION AND EVALUATION CRITERIA

The firm shall be weighted on the basis of 100 marks assigned for the credentials (Technical and Financial Capabilities). Technical proposals securing a **minimum of 70 marks** in the Technical Evaluation shall be considered responsive and will be eligible for empanelment. The Technical evaluation criteria is as follows:

S. No.	Criteria	Max. Marks	Documentary Evidence
A	Firm Turnover and Experience (70 marks)		
	Turnover (25 Marks)		
A1	<ul style="list-style-type: none"> Average Annual Turnover in the 5 consecutive financial years between the period 1st April 2018 to 31st March 2023 <ul style="list-style-type: none"> Minimum 5 Cr – 18 marks One (1) mark for additional average turnover of 1 Crore in the last 5 years subject to a maximum of 7 additional marks 	25	Audited Financial statement along with Certificate from the statutory auditor
A2	Tourism Experience in India (45 marks)		
A	<ul style="list-style-type: none"> Experience of executing projects including film production with Government Ministry/ Departments/ Boards/ Corporations in the last 5 years <ul style="list-style-type: none"> Minimum aggregate value of management fee/ project value from projects in the last 5 years INR 1 Crore – 22 marks One (1) mark for additional 20 lakh of aggregate management fee/ project value subject to a maximum of 8 additional marks 	30	<ul style="list-style-type: none"> Letter of Award/ Letter of Intent/ Agreement/ Work Order duly certified by authorized signatory of the bidding company Details to be provided in Annexure-4
B	<ul style="list-style-type: none"> Projects with Government Tourism Ministry/ Departments/ Boards/ Corporations within India in the last 5 years with management fee/ project cost of INR Twenty-Five lakh from each project. Projects must include development of content indicated in Scope of Work section of this RFP <ul style="list-style-type: none"> Minimum 2 projects – 10 marks One (1) mark for every additional project subject to a maximum of 5 additional marks 	15	<ul style="list-style-type: none"> Letter of Award/ Letter of Intent/ Agreement/ Work Order duly certified by authorized signatory Details to be provided in Annexure-4
B	Technical Presentation (30 marks)		
B1	Past Work undertaken	15	Technical Presentation in PPT form (Not to be submitted with Technical Proposal)
B2	Concept for promoting Bihar Tourism	15	

9. METHOD OF SELECTION

1. The empaneled bidders shall be eligible for participating in all bids published by DOT for the selection of Agency for development of content and related services such as editing, dubbing, publishing, airing etc.
2. For each identified work, Department of Tourism shall finalize Terms of Reference indicating work requirement and selection criteria. The empaneled agencies shall be eligible to submit their technical bids (Technical proposals and/ or presentations) which will be evaluated on the basis of evaluation criteria given in the Terms of Reference document for identified work.
3. In case it is essential to empanel new agencies due to operational reasons, DOT will enlist new and eligible agencies on the Panel through open bid. The validity of empanelment of new agencies shall be coterminous with those enlisted on an existing Panel.
4. This empanelment does not bind DOT from taking recourse to open bidding for specific projects, and in such cases, empaneled bids may participate along with other bidders in the competitive bidding process.

10. MODE OF PAYMENT

1. Payment will be made to the Agency after the content has been developed and published on social media to the satisfaction of DoT and as per terms and conditions of this RFP and ToR for particular work.

11. CLIENT'S RESPONSIBILITIES

The following shall be the responsibilities of the client:

1. Provide detailed requirements of the project.
2. Pay the fees to the Agency within four weeks of submission of bills, subject to clearance of bills as per agreement. (In case of non-payment / delay / rejection, the same to be conveyed to the consultant in time)

12. NOTIFICATION OF AWARD

1. Prior to the expiration of the validity period, Authority will notify the successful Bidder in writing or by email, that its proposal has been accepted (Letter of Intent "LOI").
2. The Agency shall, within 7 (seven) days of the receipt of the LOI, sign and return the duplicate copy of the LOI in acknowledgement thereof.
3. In the event the duplicate copy of the LOI duly signed by the Agency is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission

thereof, appropriate the EMD of such Bidder as loss and damage suffered by the Authority on account of failure of the Agency to acknowledge the LOI.

13. PERFORMANCE BANK GUARANTEE (PBG)

1. The bidders selected for empanelment shall furnish an unconditional and irrevocable bank guarantee / demand draft, in a format acceptable to DOT valid for a period of 6 months beyond the term of the empanelment, of a value of INR 1,00,000/- (INR One Lakh Only) within 7 days from the date of issue of empanelment list.
2. Additional Performance Bank Guarantee: Agency must submit and additional Performance Bank Guarantee equivalent to 5% of the total fee payable for each project/ engagement assigned to the agency during the empanelment period.
3. Failure to submit the PBG within the stipulated time may lead to withdrawal of the LOI and cancellation of empanelment.

14. SIGNING OF CONTRACT

1. After receiving the Performance Security from the Agency, Department of Tourism (DOT) shall execute the Agreement with the Agency.
2. The Agency shall not be entitled to seek any deviation, modification, or amendment in the Agreement as per Tender norms. After finalization of detailed scope of work, terms & conditions, schedule, and professional fee for the services, the firm selected will be required to enter into a contract agreement with the Authority to provide the envisaged services described in the Scope of work.
3. The selected bidder will be required to comply with the terms of empanelment as specified in the agreement.
4. The final authority lies at the sole discretion with the Principal Secretary/ Secretary, Department of Tourism.
5. The empanelment shall be valid for a **period of 2 years and shall be extendable annually for a further period of three years** subject to requirement of such services by DOT and satisfactory performance of the empaneled agencies.

15. EXECUTION OF THE ASSIGNMENT

1. The agency shall complete the tasks as per Terms of reference. DoT shall review the work undertaken and provide necessary approval. The quality of work and time schedule mutually agreed upon shall be considered while the review and approval of work.
2. In the event of Agency closing its business, DoT shall have the power to employ any other agency to complete the work.

16. TERMINATION

1. **Termination for defaults** - The client may without prejudice to any other remedy for breach of agreement, by written notice of default sent to the consultants, terminate the agreement in whole or in part:
 - a. If the agency fails to deliver any or all of the services within the time period(s) specified in the agreement or any extension thereof granted by the client in writing.
 - b. If the event management agency fails to perform any other obligations under the agreement,
Or
 - c. If the event management agency refuses to accept and perform the assignment given by the client.
2. **Termination for insolvency**
 - a. The client may at any time also terminate the agreement by giving written notice to the agency without any compensation to the agency, if the agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the client.
 - b. The client shall have the liberty to postpone or not to execute any work and the agency shall not be entitled to any compensation for non-execution of the work except the fees which are payable to the agency up to the stage of services already submitted.
 - c. The agreement shall be governed by the Indian laws in force from time to time and the courts at Patna shall alone have exclusive jurisdiction to entertain and try any or all matters arising out of this agreement.
 - d. Any disputes or differences in connection with the agreement shall be to the extent possible, settled amicably between the parties. If it cannot be reached then all disputed issues shall be settled by arbitration as proposed hereafter, subject to termination clause mentioned in this agreement.

17. ARBITRATION

1. Any Dispute which is not resolved amicably by conciliation, as provided, shall be decided by reference to arbitration. Any dispute between the parties as to matters arising pursuant to this contract which cannot be settled amicably within thirty (30) days after receipt by one party of the other party's request for amicable settlement will be settled by the reference to the Bihar Arbitration Tribunal constituted by the Bihar Arbitration Tribunal Act, 2008 at the instance of either party.
2. Any Award made by the Bihar Arbitration Tribunal shall be final and binding on the Parties as from the date it is made, and both the parties to this agreement agree and undertake to carry out such Award without delay subject to the further provisions of Bihar Arbitration Tribunal Act, 2008.
3. The Agency and the Government agree that an Award may be enforced against the Agency and/or the Government and their respective assets wherever situated.

ANNEXURE 1: LETTER OF SUBMISSION

(ON LETTER HEAD OF APPLICANT)

To,

Deputy Director Tourism

Tourism Directorate

Department of Tourism, Government of Bihar

Main Secretariat, Patna - 800015

Date:

Subject: Request for Proposal for Empanelment of Agencies for Conceptualization, Creation, Production and Promotion of Audio-Visual content for Bihar Tourism

Sir,

Being duly authorized² to represent and act on behalf of (hereinafter referred to as "the Bidder") and having reviewed and fully understood all of the requirements and information provided, the undersigned hereby express our interest in Empanelment for Conceptualization, Creation, Production and Promotion of Audio-Visual content for Bihar Tourism.

We confirm that we have examined the terms and conditions published in the RFP advertisement and accordingly submitting the proposal for the captioned project.

We are enclosing our RFP in Original with the details as per the requirements of the document for your evaluation.

The undersigned hereby also declares that the statements made, and the information provided in the RFP is complete, true, and correct in every detail and unconditional.

Yours faithfully,

(Signature of Authorized Signatory)

(Name, title, and Address of the Bidder)

Note: To be submitted with technical proposal

² Bidders to attach Letter of Authorization/ Power of Attorney

ANNEXURE 2: STATUS OF FIRM WITH YEAR OF ESTABLISHMENT

Name of firms with Address	Type of entity	Name of proprietors/ Partners/ Directors	Date of establishment	Registration No.
			{DD-MM-YYYY}	

Signature of Authorized Signatory

Note:

- **Annexure 2 to be submitted with technical proposal**
- **Bidders to also submit Self-declaration regarding the bidder being Operational for a minimum period of five years**

ANNEXURE 3: TURNOVER DETAILS

No.	Period	Turnover (INR)		Remarks (If Any)
		Amount in Figure	Amount in Words	
1	2018-19			
2	2019-20			
3	2020-21			
4	2021-22			
5	2022-23			
	Total			

Note: Attach Copy of Audited Financial Statement for the Last 5 Financial Years

Signature of Authorized Signatory

Note: To be submitted with technical proposal

ANNEXURE 4: EXPERIENCE DETAILS

List of Projects

Sl. No.	Name & location of project	Classification of project (Tourism or Others)	F.Y.	Project Cost (INR Lakh)	Details of the project	Certificate of client attached (Y/N)

{Add more rows if required}

Signature of Authorized Signatory

Note: To be submitted with technical proposal