



Request of Proposal (RFP)

For

**Selection of Agency for setting up of Exhibition Booth of
Department of Tourism, Government of Bihar at Global Tourism
Investment Summit, New Delhi**

DISCLAIMER

The information contained in this Request for Proposal (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.

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.

TABLE A – ABBREVIATIONS

1. RFP: Request for Proposal
2. GoB: Government of Bihar
3. DOT: Department of Tourism

File No.:

Date:

Short Tender Notice

Department of Tourism Bihar, Patna invites proposal for Selection of Agency for setting up of Exhibition Booth of Department of Tourism, Government of Bihar at Global Tourism Investment Summit, New Delhi, in the form of Technical Bid & Financial Bid (two bid system).

Department Name	Directorate of Tourism, Bihar.
Name of work	Request for proposal (RFP) for selection of agency for setting up of Exhibition Booth of Department of Tourism, Government of Bihar at Global Tourism Investment Summit from 17 May 2023 to 19 th May 2023 at New Delhi
Tender Currency Settings	Indian rupees (INR)
Bid Document Fee	Rs. 5,000/- (Rupees Five Thousand Only) Non-refundable, payable vide Bank Demand Draft with the Bid.
Earnest Money Deposit	Rs. 1,00,000/- (Rupees One Lakh only) Non-refundable, payable vide Bank Demand Draft with the Bid.
Bid Document Fee/EMD in favour of	Director, Tourism, payable at Patna
Portal for Downloading Tender	www.tourism.bihar.gov.in
Date & Place of Pre-Bid Meeting	25th April 2023 at 11 AM Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015
Last Date & Time for Receipt (Submission) of Bids	08th May 2023 (03:00 PM)
Date and Time of Opening Technical Bid	08th May 2023 (04:00 PM)
Bid Validity Period	90 days
Submission of Bids	Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015
Phone	0612-2217045
Officer Inviting Bids	Director, Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015

Deputy Director
Directorate of Tourism

1. INTRODUCTION

1.1 BACKGROUND

- 1.1.1 Directorate of Tourism has been appointed as the nodal agency to coordinate, manage, implement and organise exhibition Booth on the occasion of G20 Summit which is scheduled to be organised from 17 May 2023 to 19th May 2023.
- 1.1.2 The Group of Twenty (G20) is the premier forum for international economic cooperation. It plays an important role in shaping and strengthening global architecture and governance on all major international economic issues. It will be one of the largest congregations with an estimated gathering of more than 10 thousand people.

1.2 REQUEST FOR PROPOSAL

- 1.2.1 Invitation of RFP for Design, Creation, Erection, Organisation and Management of Exhibition booth including decorative lighting and branding of Bihar Tourism during G20 meet in New Delhi date 17th May to 19th May 2023.
- 1.2.2 The Proposals would be evaluated on the basis of the eligibility criteria set out in this RFP and subsequently based on the LCS method to identify the successful Bidder for the Assignment

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, as outlined in this RFP.
- 1.3.2 The Bidders would need to submit, within the Proposal Due Date as prescribed in this RFP, Technical and Financial Proposal in the prescribed format.
- 1.3.3 DOT would evaluate all the Submissions in accordance with the Eligibility conditions set out in 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. Department of Tourism DOT Bihar will evaluate only those Bids that are received in the required formats and complete in all respects.

- 1.5.3 The hard copy of the technical 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. Department of Tourism (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/ Corrigendum before Due Date. Any Addendum/ Corrigendum thus issued shall be part of the RFP and shall be posted on the website. DOT 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 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 the Work for Exhibition agency

All the arrangements and preparation given below has to be done in a thematic manner.

- (1) Approx, Size of Exhibition booth 50 sqm (538.196 Sq.feet).
- (2) The booth area must be developed as per theme decided by Department of Tourism.
- (3) The booth must have the following facilities:
 - 65" LED screen
 - Sufficient Light,
 - Pedestal fan
 - Minimum 6 set sofa (2-seater with centre table)
 - Storage facility
 - Display of Bihar Tourism collaterals
 - Chair
 - Bottled drinking water
- (4) Flexes on above theme (facts of above theme famous Tourism destinations in Bihar, photographs. Framed & with photo light)
- (5) Reception Counter with 6 chairs
 - (1) Suitable deduction will be made for the work not done as per contract.
 - (2) The selected agency is to ensure that Exhibition Booth is properly lit and all have sufficient electricity and power points.
 - (3) All the electrical cables and wires should be properly insulated. There should not be any loose wires, Temporary electric connection if required for the event would be responsibility of the agency. The payment of electricity changes is the responsibility of the Agency. The electric wire should be properly covered.
 - (4) Removal of garbage form the site at regular intervals and its disposal to the nearest dustbin/ area assigned by the organizers is the responsibility of selected agency. Agency has to ensure cleanliness of common space. Failure of which would invite suitable penalty as decided by DOT
 - (5) Exhibition Booth must consist of following
 - I. Sofa Chairs 6
 - II. Table 6 of 3'x5'
 - III. Electrical point 02
 - IV. Power point 02
 - V. Lights 5 lights in case of stall 15'x10'
- (6) The selected agency shall be responsible for providing the following infrastructure at the venue.
 - a. Sound and Light and other technical equipment with personnel (for the supervision & rectification)
 - b. Additional lighting if required for sufficient lighting.
 - c. Branding materials.

- d. Total cleaning services.
- e. Supply of water at the venue.
- (7) Agency will arrange for the signages in different location inside the campus
- (8) It would be the responsibility of the agency to arrange appropriate space within the stalls for branding of Bihar Tourism as directed by the DOT.

Note-Bidders are advised to quote after actual site survey and also after consulting with DOT regarding any doubts/clarifications if required.

2.2 GENERAL TERMS AND CONDITIONS

- A. DOT reserves the right not to accept bids from agency resorting to unethical practices or on whom investigation / enquiry proceedings have been initiated by Government investigating Agencies Vigilance Cell.
- B. DOT is not bound to accept the lowest bidder or to assign any reason for non-acceptance. DOT reserves its right to accept the bid in part or in full. Conditional bids will be rejected outright.
- C. DOT reserves the right to summarily reject an offer received from any agency (ies), without any intimation to the bidder(s).
- D. DOT reserves the right to withdraw / cancel the bid document partially or completely at any stage.

PENALTY CLAUSE

In case of default in performance on the part of the agency, DOT shall decide the penalty to be imposed for such default considering the quantum and other related factors which shall be deducted from the payments that may become due to the selected bidder. Suitable deduction will make by DOT for non-completion of works if any as per contract.

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

TERMINATION BY DEFAULT

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

ARBITRATION

In case of any dispute between DoT and the Agency with regard to the meaning and affect of this RFP or regarding the accounts, transaction or otherwise in violation to the RFP,

the matter shall be referred to the sole arbitration of Principal Secretary/ Secretary, Department of Tourism, Govt of Bihar, Patna, whose decision shall be final and binding on both the parties.

INDEMNIFICATION CLAUSE

The selected agency shall keep DOT 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/ work order shall remain valid with effect from the date of award of the contract/ tender till the end of 90 days 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 download the bids from <https://tourism.bihar.gov.in/>
- 3.1.2 Bidders shall submit physically their bids in separate parts in sealed envelopes super-scribed with due date, time & project of bid.

PART 1-Technical Bid

EMD and bid document fees should be kept in a separate sealed envelope with all required documents superscripted with the TECHNICAL BID. Please enclose EMD & Tender Document fees in the form of separate Demand Drafts drawn in favour of Director Tourism, payable at Patna.

PART 2 – Financial Bid

Bidders shall submit their unconditional financial quote for rendering their services as per the scope of work in the format provided in _____. The financial bids must be submitted in a sealed envelope and should not be submitted as a part of technical proposal. In case financial bids are submitted as part of technical bids, the bid will be disqualified.

- 3.1.3 Services offered should be strictly as per specifications mentioned in this Tender Document.
- 3.1.4 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.
- 3.1.5 Bidder shall quote the prices of services as mentioned valid for the period of one month

3.2. ELIGIBILITY CRITERIA

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

The bidder fulfilling the eligibility criteria at Technical Stage shall be considered for Technical Presentation. 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.

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.

Sr.	Minimum Eligibility	Documentary Evidence required
1.	The bidder should be firm/agency/Event Management Company	Certificate of Existence/registration
2.	The bidder should have a minimum experience of three projects in conceptualizing, designing, creation and management, organizing, managing, executing (with at least one theme-based) events in the last 3 years. Value of each project must be at least 5 lakhs.	Work Order/Work Completion certificate.
3.	The bidder should have achieved a minimum average annual Financial Turnover of Rs. 1 crore in three out of past 5 years ending 31 st March 2022– in equivalent works	CA certificate indicating minimum annual financial turnover from the services of equivalent works/Event contracts or related works for the period.
4.	The bidder should be having valid PAN and GST numbers.	A copy of PAN & GST registration Certificate.
6.	The bidder shall provide a valid Tender Fee & EMD acceptable to DOT. EMD deposit as stated in this RFP has to be submitted along with bid documents. Non-refundable tender fees as stated shall be deposited through demand draft.	Tender Fee and EMD through Demand Draft in favour of Director Directorate of Tourism, Payable at Patna.
7.	History of Litigation	As per the format given in Annexure-6
8.	The bidder who has been blacklisted by any Government Department, Organization, and Corporation will not be allowed.	Self certified

TECHNICAL PRESENTATION

The bidders fulfilling the above technical eligibility conditions shall only be eligible for presentation.

FINANCIAL BID

A financial bid of technically qualified bidders shall be opened in the presence of the qualified bidders who choose to be present. 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 PROCEDURE OF SENDING SEALED OFFERS

As mentioned in Tender Documents, all documents should be serial numbered, properly bound and indexed for easy reference.

3.4 NUMBER OF PROPOSALS

3.4.1 Each Bidder shall submit only one 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 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. RIGHT 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 corrupt or fraudulent practices in competing for, or in executing, the contract.

3.6.2. Not with standing 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 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 to Director, Bihar Tourism before the Pre-Bid Meeting. At its sole discretion, DOT may upload its response to such queries on the website: <https://tourism.bihar.gov.in/en>

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 <https://tourism.bihar.gov.in/en>
- 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

- 3.8.1. 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.

3.9. VALIDITY OF PROPOSAL

- 3.10.1. The Proposal shall be valid for a period not less than one month from the Proposal Due Date ("Proposal Validity Period").
- 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

- 3.10.1. Proposals would be accompanied with a 'Bid Security' (EMD) The Bid Security amount shall be valid throughout the Proposed Validity Period and would have to be extended if so required by DOT.
- 3.10.2. The Bid Security shall be in the form of a demand draft in favour of '**Director, Directorate of tourism**', drawn on any scheduled bank **payable at Patna**.
- 3.10.3. The Bid Security amount shall be returned to the unsuccessful Bidders
- 3.10.4. 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. The successful bidder shall have to submit a performance guarantee equivalent to 10% of the Contract price or security deposit whichever is more within 3 days of issue of work order and is mandatory to be submitted before entering into agreement with DOT.

3.13. BIDDER'S RESPONSIBILITY

3.13.1. The Bidder is expected to carefully examine 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. FORMAT AND SIGNING OF PROPOSAL

3.14.1. 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.

3.14.2 The Proposal would include submissions to be made on the respective Proposal Due Date.

3.14.3 The Proposal 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.

3.15 PROPOSAL DUE DATE

3.15.1 Proposals should be submitted as per information of this RFP.

3.16 TEST OF RESPONSIVENESS

3.16.1. 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 Bid Fees.
- 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.

3.16.2 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.

3.17 CONFIDENTIALITY

3.17.1. 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.

3.18 MODIFICATION/SUBSTITUTION/WITHDRAWAL OF PROPOSAL

3.18.1. 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.

3.18.2. The modification, substitution notice shall be prepared, sealed, marked and delivered in accordance with the provisions with outer envelopes additionally marked "MODIFICATION", "SUBSTITUTION", as appropriate.

3.18.3. 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

3.19 CLARIFICATIONS

3.19.1. To assist in the process of evaluation of Proposals, RFP 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 DECLARATION OF SUCCESSFUL BIDDER

- 3.20.1. DOT may either choose to accept the Proposal of the successful tenderer or invite him for negotiations.
- 3.20.2. The technically qualified Bidder whose combined Ranking is the 1 shall ordinarily be declared as the selected Bidder.
- 3.20.3. In the event that the Rank 1 Bidder withdraws for any reason the Authority may either retender or grant the Rank 2 Bidder the opportunity to accept the work.

3.21 NOTIFICATIONS

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

3.22 RIGHT TO ACCEPT OR REJECT PROPOSAL

- 3.22.1. 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.
- 3.22.2. 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.
- 3.22.3. 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.

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 take action as follow:

- a) Declare the bidder receiving the next lowest bid as the successful tenderer.
- 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

The method for technical & financial evaluation will be as below:-

(a) Technical Bid Evaluation

The Technical bids of eligible bidders (meeting eligibility criteria) will be evaluated through a Technical Presentation. The presentation will be evaluated on 100 points based upon Approach, Concept & Design in the form of presentation. The presentation will be based on the following criteria.

- I. Understanding of the Assignment – 15 Marks
- II. Work Plan and time Schedule - 20 Marks
- III. Concept - 25 Marks
- IV. Design - 25 Marks
- V. Innovative Ideas - 15 Marks

The bidder scoring minimum 70 points in technical evaluation will be selected for financial evaluation.

(b) Financial Bid Evaluation

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.

5. 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. **PAYMENT SCHEDULE AND TIMELINES**

- a. Mobilization advance of 10% of the Contract value will be given, in order to commence the work. Such advance shall only be released, once the bidder executes a Bank Guarantee from Schedule Bank, valid for the contract period and for the full amount of the mobilization advance.
- b. The authority hereby agrees to pay the amount of consideration of the contract to applicant which is amount of work order. The amount of work order is inclusive of design fees, execution, hiring, transportation, conveyance, handling, loading, erecting, installation, dismantling, commissioning, supervising, overheads, services, other infrastructure, housekeeping full insurance for any risk prior to & during the event etc. GST shall not be paid extra over agreed project cost.
- c. The payment is subject to verification of works by the team setup by the authority.
- d. The payment schedule shall be as follows:

Milestone	% of Payment
On satisfactory completion of work and after the submission of final bill and after uninstallation of the structure and site clearance	100% of total Contract value

ANNEXURE - 1

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

(On the Letterhead of the Bidder)

To,

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

Sir,

**Ref: Selection of Agency for setting up of Exhibition Booth of Department of Tourism,
Government of Bihar at Global Tourism Investment Summit, New Delhi**

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 & conditions contained herein. This Proposal is valid till ----- (At least 90 days from the Proposal Due Date).

Name of the Bidder

Signature of Authorised Signatory (with letter of authorisation)

Name of the Authorised Signatory

Date: -

Enclosed DD no..... for Bid Security and ... For Bid Fees.

ANNEXURE- 2

FORMAT FOR TECHNICAL PROPOSAL

(On the letter head of the bidder)

Date

To,

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

Sir,

**Ref: Selection for setting up of Exhibition Booth of Department of Tourism,
Government of Bihar at Global Tourism Investment Summit, New Delhi**

Name of the Firm:

1. Year of Establishment:
2. Legal status of the Firm, Individual/Proprietary firm/ Limited Liability Partnership/Limited Company/Pvt. Ltd. Company
3. Details of the Experience during last three years (attach copies)
Annual Turnover during last Three years (duly supported by certified copies of accounts)
4. Pan Number (copy enclosed)
5. GST number (copy enclosed)
6. EMD amount Rs..... vide DD no. drawn on
7. Tender Fees amount Rs..... vide DD no. drawn on
8. Description of the Firm: Please specify the field of services
9. Address of the Firm
10. Office Address /Telephone No / Fax No / email id / website:

1. Names of principle person monitoring and implementing this work with title and Telephone No / Fax/ Email Id, Etc.
2. Has the applicant or any constituent partner ever abandoned a work?
3. Has the applicant or any constituent partner ever been black listed or debarred from taking up work in Govt. Departments, Directorates and Undertakings?

We certify that we have never abandoned any work assigned/ awarded to us. We/ our partners have not been blacklisted or debarred by any department

(Signature of the Authorized signatory) _____

Full name of the Authorized Signatory) _____

Designation: _____

Seal of the firm and date

ANNEXURE - 3

FORMAT FOR FINANCIAL PROPOSAL

(On the letter head of the bidder)

Date

To,

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

Sir,

**Ref: Selection of Agency for setting up of Exhibition Booth of Department of Tourism,
Government of Bihar at Global Tourism Investment Summit, New Delhi**

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 rate quoted rate as per scope of work)

Sr.	Description of Works with Item	Qty.	Unit	Unit rate (in Rs.)	Amount (in. Rs.)
1	65 inch Led Screens	4	Nos.		
2	65" LED screen (4) with sufficient Light, Pedestal fan (4), minimum 6 set sofa (2 seater) with centre table (1)	1	Nos.		
3	Round Table	4	Nos.		
4	Chairs	8	Nos.		
5	Dustbins	4	Nos.		
6	Gate with fully decorated with natural flowers (Entrance of the exhibition booth)	1	Nos.		
7	Carpeting of Entire campus (New- Thick Shanno Carpet)	538.196	Sq. ft.		
8	Decorated water fountain	1	Nos.		
9	Operator	2	Nos.		
10	Booth Host/ Hostess				
11	Rack for keeping Marketing Materials	4	Nos.		
12	Fire extinguisher with fire retardant	5	Nos.		

- The quantity of work may be increase or decrease. The Payment will be done as per actual work done on contract rate.
- 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.
- Above quoted rate shall be inclusive of all taxes.

ANNEXURE – 4

LIST OF SIMILAR WORK EXECUTED PERTAINING TO DESIGN, CREATION, ERECTION, ORGANISATION AND MANAGEMENT IN LAST THREE YEARS

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

NOTES:

- Each of the listed works shall be supported with the copy of work order & work completion certificate issued by competent authority.
- **Work completion certificate shall mention the nature of work, value of work completed.**

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 dt-Completion dt)

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.
 - 2.
 - 3.
- 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.

ANNEXURE – 7

AFFIDAVIT

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/s _____
_____ has been blacklisted nor has abandoned any work in any government department, India nor any contract awarded to us for such works have been rescinded, during last five years prior to the date of this bid.
3. The undersigned hereby authorises and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understand and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Department Project implementing agency.

(Signed by an Authorized Officer of the Firm)

_____ Title of Officer

_____ Name of Firm

_____ DATE