
GOVERNMENT OF JHARKHAND
DEPARTMENT OF TOURISM, ART CULTURE, SPORTS AND YOUTH AFFAIRS
(DIRECTORATE OF TOURISM)

REQUEST FOR PROPOSAL (RFP)
FOR
INSTALLATION AND MANAGEMENT OF STALLS AT
INDIA INTERNATIONAL TRADE FAIR, NEW DELHI
(14 – 27th November 2016)

RFP notice no: **-37/Ni. Ko. (Go.) Dt.- 31/10/2016**

Directorate of Tourism
Government of Jharkhand
FFP Bhawan, 2nd Floor, HEC Campus, Dhurwa, Ranchi, Jharkhand
TEL NO: + 91 651 2400493, Fax No.: +91 651 2400492
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TENDER DOCUMENT FOR SELECTION OF
AGENCY FOR INSTALLATION AND MANAGEMENT OF STALLS AT
INDIA INTERNATIONAL TRADE FAIR, NEW DELHI,

SCHEDULED ON 14th Nov to 27th Nov 2016 AT Pragati Maidan, New Delhi.

1. Directorate of Tourism, Government of Jharkhand, invites 'Sealed Bids' for selection of agency for Installation and Management of Stall(s) at **INTERNATIONAL TRADE MART -2016, NEW DELHI** scheduled on 14th Nov to 27th Nov 2016 AT Pragati Maidan, New Delhi.
 - The bidders are required to submit their proposal as per Scope of work indicated in **Annexure-1.**
 - Brief details of the bids are required to be furnished in the format given in **Annexure-II.** (a) to (c)
 - Price bids are to be submitted in the format given at **Annexure-III.**

 2. The sealed bid in Main Envelope superscribed as "**BID FOR SELECTION OF AGENCY FOR - INDIA INTERNATIONAL TRADE FAIR, NEW DELHI**" shall contain TWO sealed envelopes –
One superscribed as 'Technical Bid' containing
 - (i) The Bid Document duly signed by authorized representative on each page with seal ;
 - (ii) Brief details of the firm ;
 - (iii) The EMD –And, the second envelope superscribed as "FINANCIAL BID" containing rate quoted bid and shall be sent to:-

The Director
Directorate of Tourism
FFP Building, 2nd Floor, HEC Campus
Dhurwa, Ranchi, Jharkhand
Tel: + 91-651 2400493, Fax: +91-651 2400492

 3. The sealed bids will be received by the Directorate of Tourism Office ("Authority""DoT") up to 1500 Hrs of **10th Nov, 2016.** any bid received after the prescribed date and time shall not be considered. The bids will be opened on the same date i.e. **10th Nov, 2016** at 1600 Hrs in the presence of the representatives of the bidders present.

 4. The technical Bid shall be evaluated first and the financial bids of the technically qualified bids shall be opened. Bidder quoting the minimum financial bid shall be selected as the preferred bidder

 5. Earnest Money (EMD) of INR 1,00,000 (One lakh only) should accompany the bid. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled commercial bank in favour of "**Director, Directorate of Tourism**" payable **at Ranchi.** Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be summarily rejected by the Authority.
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6. The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity or is unable to discharge any of his duties assigned for successful completion of the event.
 7. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after successful completion of event. The EMD of unsuccessful bidders will be returned after completion of bidding process.
 8. The Bidder should inspect the programme venue before submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
 9. The bid shall remain valid for a period of two months from the date of the receipt of the bid.

10. RATES AND PRICES

- a. The price quoted in financial bid should inclusive of all services offered in the event. The financial bid shall inclusive of all statutory duties and taxes e.g. Service Tax VAT, etc..
- b. No additional freight or any other charges, etc, would be payable by the DoT. The package cost shall also include the salvage value, if any.
- c. Arrangement of support staff including their logistics e.g. stay, boarding, lodging and transport will be made by the Agency within the given package cost.
- d. Incomplete or conditional bids will summarily be rejected. The package cost quoted shall be valid till the total completion of the job.
- e. The bidder shall be solely responsible for payment of wages/salaries and allowances to his personnel that might become applicable under the prevailing acts or order of Government.
- f. The rates and prices offered shall be for the package as per scope of work given in **Annexure-I** and prices would be final and binding on the bidder.

11. TERMS OF PAYMENT

- a. Payment of quoted amount after satisfactory completion of event and submission of final invoice.

12. LIQUIDATED DAMAGES FOR DELAY IN SUPPLY

Time is essence of the contract. The successful bidder must adhere to the time limit and ensure delivery/services. Failure to supply all or part of the delivery/services on or

before the stipulated date will entail a pre-estimated pre-determined liquidated damages equal to maximum of 10% of the value of total contract price.

13. Qualification Criteria

A Bidder can be a company/ partnership firm/other legal entity incorporated/established as per the applicable laws in India. A consortium/ Joint venture of entities shall not be allowed to bid and any Bid submitted by a consortium/ Joint Venture of entities shall not be considered for evaluation under this Tender.

The first step of the bidding process involves qualification (the “Qualification”) of interested bidders who make a Bid in accordance with the provisions of this Tender. The Bidders whose Bids are adjudged responsive in accordance with requirements of this Tender shall only be considered for bid evaluation.

- a) The Bidder must be based in India.
- b) The Bidder must have achieved an average Annual Turnover of Rs. 50.00 (Fifty) Lakhs during the preceding 3 (three) years. To calculate the average turnover, the total turnover achieved by the Bidder during last 3 years shall be divided by 3.
- c) The Bidder must possess past experience of organizing/ managing stalls / Cultural events of National or International stature of not less than Rs. 50.00 (Fifty) Lakhs within last 3 Years.

Documents required for Technical Qualification

- a) Details of Incorporation- Documents relating to registration in India
- b) Proof of Annual Turnover for last 3 years. (Average of Rs. 50.00 Lakhs)
- c) Supporting document of being completed one project of value not less than Rs. Rs. 50.00 Laks. in last 3 years.

14. EVALUATION / SELECTION CRITERIA

A. Evaluation of Technical Bid

Only those Bidders whose Bids are found responsive in terms hereof and meets the eligibility criteria specified in RFP shall qualify the Technical Evaluation. Bidders whose Bid do not meet the aforesaid qualification criteria shall be rejected.

B. Evaluation of Financial Bid

The financial bid will be opened for only those bidders who have qualified in the technical. Among them, the bidder who has quoted the least value (L1) will be considered for the award.

15. Selection of Preferred Bidder

As per the evaluation of the Bids, the Bidder quoting the lowest financial bid shall be selected as preferred bidder;

In the event that the Highest Bidder withdraws or is not selected for any reason in the first instance (the “first round of bidding”), the Authority may in its sole discretion,

either annul the bidding process or invite all the remaining Bidders to revalidate or extend their respective Bid Security, as necessary, and match the Bid of the aforesaid Highest Bidder (the “second round of bidding”). If in the second round of bidding, only one Bidder matches the Highest Bidder, it shall be the Preferred Bidder. If two or more Bidders match the said Highest Bidder in the second round of bidding, then the Bidder whose Bid was higher as compared to other Bidder(s) in the first round of bidding shall be the Preferred Bidder. For example, if the third and fifth highest Bidders in the first round of bidding offer to match the said Highest Bidder in the second round of bidding, the said third highest Bidder shall be the Preferred Bidder.

In the event that no Bidder offers to match the Highest Bidder in the second round of bidding, the Authority may, in its discretion, invite fresh Bids (the “third round of bidding”) from all Bidders except the Highest Bidder of the first round of bidding, or annul the Bidding Process, as the case may be. In case the Bidders are invited in the third round of bidding to revalidate or extend their Bid Security, as necessary, and offer fresh Bids, they shall be eligible for submission of fresh Bids provided, however, that in such third round of bidding only such Bids shall be eligible for consideration which are higher than the Bid of the second highest Bidder in the first round of bidding.

In the event that two or more Bidders gets the same marks (the “Tie Bidders”), the Authority shall identify the Selected Bidder by draw of lots, which shall be conducted, with prior notice, in the presence of the Tie Bidders who choose to attend.

16. FORCE MAJEURE

- a) In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- b) The term “Force Majeure” as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely the Authority and the Contractor.
- c) Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 24 hours of the ending of the cause respectively.

17. APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of High Court at Ranchi.

18. All the arrangements must be ready by the dates and time as per schedule and sound & light quality must be tested. All other facilities must be in order by this time.

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19. The Authority reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received by the Authority, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of the Authority's action.
 20. The Authority reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
 21. Any clarification on the documents may be obtained from :-

The Director

Directorate of Tourism

FFP Building, 2nd Floor, HEC Campus

Dhurwa, Ranchi, Jharkhand

Tel: + 91 651 2400493, Fax: +91 651 2400492,

Email: tourism_directorate@rediffmail.com

Annexure I: Scope of Work

C1. Structure

1. The area of Booth will be of 27 Sq. Mt.
2. Fabrication of stall, with complete stall decoration as per approved design
3. To provide sufficient number of sofa, table and chair in the said booth.
4. TO provide LED T.V with Media player devices, Business Card Drop Box, Visitors Book, depute well-dressed 2 hostess during at the stall
5. To carry out the suggestions and directions given by the officers deputed in the Mart for improving & enhancing the decoration work of the stall, without any additional cost.
6. The theme of pavilion should be in Digital India Theme.
7. Adequate drinking water facility along with a coffee vending machine
8. The stall should be decorated with sufficient back lid panels, flowers, flex and banners, sufficient spot lights.

Annexure II (a):

**Details of Firm / organization
(On letter head of firm / organization)**

I / We am / are desirous for the work: hereby apply for the same. I / We give the following details for your consideration.

| Sl. No. | Particulars | Details: |
|---------|--|----------|
| 1 | Name of firm | |
| 2 | Registered office Address | |
| 3 | Office address | |
| 4 | Other branch offices across India/Out of India | |
| 5 | Contact numbers with fax and email IDs: | |
| 6 | PAN No. / Sales Tax Number / Sales Tax Number etc. | |
| 7 | Month and year in which the firm was Established | |
| 8 | Service area: | |
| 9 | Total experience in relevant field: | |
| 10 | Constitution of firm (viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.- Supporting document to be produced) | |
| 11 | EMD Details | |

Place:

Date:

Signature of Applicant

Annexure II (b):

Financial Capacity of the Applicant

| Sl. No. | Financial Years | Turnover (Rs. lacs) |
|---------|------------------|---------------------|
| 1 | 2013-14 | |
| 2 | 2014-15 | |
| 3 | 2015-16 | |
| | Average Turnover | |

Certificate from the statutory Auditor

This is to certify that ----- (name of the Applicant)
has received the payment shown above from the respective years.

Date:

(Signature, name and designation of the authorized signatory)

Name and seal of the audit firm

(Supporting financial statements and relevant documents are to be furnished.)

Annexure II (c):

Format for Qualification Criteria

| SI.No | Details of the Event | Value of the Assignment (in Rs Lakhs) | Client | Year | | | | |
|-------|----------------------|---------------------------------------|--------|------|------|------|------|------|
| | | | | 2015 | 2014 | 2013 | 2012 | 2011 |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |

Note: Bidder must provide documentary evidence against each of the information mentioned above.

Annexure III:

On the Letter Head of the Bidder

To,

The Director
Directorate of Tourism
FFP Building, 2nd Floor, HEC Campus
Dhurwa, Ranchi, Jharkhand
Tel: + 91 651 2400493, Fax: +91 651 2400492,

Subject: Selection of Agency for Installation and Management of Stall at India
International Trade Fair, New Delhi – **Financial Proposal.**

Dear Sir,

We, the undersigned, declare that:

- a. We have examined the Event Site and Scope of Work at **Annexure I** of the Bidding Documents and do hereby confirm that all the terms and conditions contained in the Bidding Document are acceptable to us.
- b. We offer to execute in conformity with this Bidding Documents and offer a total price of our bid for the subject project to Rs...../- (In words: Rupees.....) inclusive of all taxes and duties as applicable.
- c. Our Bid shall be valid for a period of 60 days from the bid due date.
- d. If our Bid is accepted, we commit to extend our services in accordance with the Bidding Documents;
- e. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signature of the authorized representative with seal.

Date:

Place: