



**OFFICE OF THE DEPUTY COMMISSIONER,
SAHIBGANJ (JHARKHAND)**

**REQUEST FOR PROPOSAL (RFP)
FOR
SELECTION OF AN EVENT MANAGEMENT AGENCY TO DESIGN,
DECORATION, FABRICATION, MAINTENANCE AND PR ACTIVITIES FOR
GANGA MAHOTSAV SCHEDULED TO HELD ON
21st NOVEMBER TO 23rd NOVEMBER 2018**

Dated : 25/10/2018

District Administration
Collectoriate of Sahibganj
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Table of Contents

1. INSTRUCTIONS FOR SUBMISSION OF BID.....	4
1.1 Back ground	4
1.2 Submission of Bids	4
1.3 Schedule of Bidding Process.....	5
1.4 Bidding Process	6
1.5 Amend ments to RFP	6
1.6 Late Bids	6
1.7 Modifications/ Substitution/ Withdrawal of Bids	6
1.8 Cost of Bid	6
1.9 Right to reject any or all Bids	7
1.10 Selection and notificat ion	7
1.11 Validity of Bids	7
2.1 Opening and Evaluation of Bids	8
2.2 Test of Responsiveness	8
2.3 Evaluation of Technical/ Creative Presentation of the Bidder	8
2.4 Evaluation of Financial Bids	10
2.5 Co mbined and final evaluation - Quality and Cost based selection (QCBS)	10
2.6 Selection of Agency.....	10
2.7 Letter of Award (LOA)	11
2.8 Performance Security	11
2.9 Payments Terms	11
2.10 Fraudulent & Corrupt Practices	11
2.11 Penalty Provision.....	12
Schedule A : TERMS OF REFERENCE.....	13
Annexure 1: FORMAT FOR COVERING LETTER-CUM-ASSIGNMENT	16
Annexure 2: FORMAT FOR TECHNICAL PROPOSAL	17
Annexure 3: FORMAT FOR FINANCIAL PROPOSAL	19
Annexure 4: LIST OF SIMILAR WORK EXECUTED PERTAINING TO EVENT MANAGEMENT SERVICES IN LAST ONE YEAR	22
Annexure 5: LIST OF WORK ON HAND SHALL BE ATTACHED AS UNDER.....	22
Annexure 6 : SELF DECLARATION.....	23

Tender Schedule

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REQUEST FOR PROPOSAL (R.F.P)

FOR

SELECTION OF AN EVENT MANAGEMENT AGENCY TO DESIGN, DECORATION, FABRICATION, MAINTENANCE AND PR ACTIVITIES FOR GANGA MAHOTSAV FROM 21 NOVEMBER TO 23 NOVEMBER 2018

Letter No. 439 /Dist. Plan

Sahibganj, Dated: 25/10/2018

Office of The Deputy Commissioner, Sahibganj intends to select a reputed Event Management Agency for Ganga Mahotsav scheduled held on dated **21/11/2018 to 23/11/2018**, therefore invites empanelled agencies to submit their Bids.

Interested Empanelled agencies may participate for this tender and submit their proposal to “**District Planning Office, Vikash Bhawan, Sahibganj, Jharkhand Pin No.816109**”. The Bid Due Date is on **09/11/2018 at 12:00pm hours**.

A Technical/Creative Presentation & Financial Bid opening meeting will be held on **09/11/2018 at 16:00pm Hours** at Deputy Commissioner Office Chamber at Collectoriate Building, Sahibganj. All subsequent notifications, changes and amendments will be sent through mails.

Deputy Commissioner reserves the right to cancel this invitation and / or invite fresh Bid with or without amendments to this invitation, without liability or any obligation for such invitation and without assigning any reason.

Deputy Commissioner,
Sahibganj.

1. INSTRUCTIONS FOR SUBMISSION OF BID

1.1 Background

- 1.1.1 The District Sahibganj is endowed with immense bio-diversity, moderate climate, rich cultural and historical heritage, religious places of worship and ethnic aspects to make the ultimate destination for tourists.
- 1.1.2 District Administration with intends to select an agency (the “Selected Agency”) who would assist District Administration To Design, Decoration, Fabrication, Maintenance and PR Activities for Ganga Mahotsav scheduled from **21/11/2018 to 23/11/2018** (the “Service”). The main objective is to showcase and provide comprehensive information on river Ganga and to create a strong brand identity and awareness of Ganga Mahotsav amongst the target tourists etc. This Mahotsav is to enhance market and promote Ganga river in Sahibganj as a tourist destination throughout the year. The focus will be on increasing International, domestic and inbound tourist in the district Sahibganj.
- 1.1.3 Pursuant thereto, the Deputy Commissioner, Sahibganj invites Bids from Empanelled Agencies for selection of the Event Management agency (the “Bidder”) as specified in this Request for Proposal (the “RFP”) document for the Services.
- 1.1.4 The RFP document shall be the basis for selection of an Agency based on the marks obtained by the Bidder after evaluation of Bidder’s Technical/Creative Presentation in terms of **Clause 2** of this Document.
- 1.1.5 The scope of services to be provided by the Selected Agency shall include and not limited to the services provided at **Schedule A** and shall also be governed by the provisions of issue LOA/Work Order and to be entered into between the selected Agency and the District Administration (the “LOA/Work Order”) which sets forth the detailed terms and conditions for grant of the right to the selected Agency (the “Right”).
- 1.1.6 The Agency selected in accordance with evaluation process of this RFP Document will be subsequently invited to undertake and perform the Services set forth in **Schedule A** with respect to organizing events at **Ganga Mahotsav - 2018**

1.2 Submission of Bids

- 1.2.1 The Agency shall be required to submit a **Technical & Financial Bid in separate sealed envelopes** put in a bigger sealed envelope super scribed as “**SELECTION OF AN EVENT MANAGEMENT AGENCY TO DESIGN, DECORATION, FABRICATION, MAINTENANCE AND PR ACTIVITIES FOR GANGA MAHOTSAV - 2018**”. The envelope containing the Applications shall be delivered by Hand/

Courier/Registered Post/Speed Post at District Planning Office, Vikash Bhawan Sahibganj up to **09/11/2018 12:00 pm hrs.** Applications received after the Application Due Date shall not be entertained.

1.2.2 “**Financial Proposal**” The Financial Proposal in the prescribed format at **Annexure – 1** on the letter head of the Bidder and signed by the authorized signatory.

1.2.3 The Bidder shall submit each of the following documents on or before the Bid Due Date. The documents accompanying the Bid submission shall include the following:

- a. Copy (Soft copy & Hard copy) of Presentations Technical/Creative Presentation
- b. Financial Bid in the prescribed format at **Annexure – 1**;
- c. Self Declaration in the prescribed format at **Annexure –6**

1.2.4 The Bidder should submit a Power of Attorney authorizing the signatory of the Bid to commit the Bidder. The Bid documents must be properly signed by the authorized representative (the “Authorized Representative”) as detailed below:

- a. In case the sole proprietor himself is signing the Bids, the Power of Attorney is not required to be submitted. However, if the Bid documents are signed by any other person other than the sole proprietor or a duly authorized person, the Power of Attorney is required.
- b. by a duly authorized person holding the Power of Attorney, in case of a Company.

1.2.5 The Bids submitted by fax, telex or e-mail shall not be entertained and shall be rejected.

1.2.6 The Bids and all related correspondence and documents shall be written in English language. For the purpose of interpretation and evaluation of the Bids, the English language translation shall prevail.

1.3 Schedule of Bidding Process

The District Administration would endeavor to adhere to the following schedule:

SI No	Event Description	Date
1.	Pre-Bid Queries Submission	01/11/2018 by 12:00 Hours
2.	Pre-Bid Conference	03/11/2018 by 15:00 Hours at D.C Office, Sahibganj.
3.	Bid Due Date	09/11/2018 by 12:00 Hours
4.	Technical/Creative Presentation & Financial Bid opening Conference	09/11/2018 at 14:00 Hours Venue Details: D.C Office Chamber Collectoriate of Sahibganj, Sahibganj(Jharkhand)

SI No	Event Description	Date
5.	Bid Validity period	60 days from Bid Due Date

- 1.3.1 Queries, if any, proposed to be raised at the pre-bid conference by the agency should be submitted to the District Administration in writing at least one (1) working days before the date of the pre-bid conference and a soft copy of the same shall be e- mail to the **dc-sah@nic.in**

1.4 Bidding Process

- 1.4.1 The Bids should be submitted by Hand/ Courier/Registered Post/Speed Post at District Planning Office, Vikash Bhawan, Sahibganj up to **09/11/2018 12:00 hrs.** Applications received after the Application Due Date shall not be entertained. The Bid Due Date as indicated in **Clause 1.3**, in the manner and form as detailed in this RFP document.
- 1.4.2 The Authority, at its sole discretion, may extend the Bid Due Date by issuing an Addendum in accordance with **Clause 1.5**.

1.5 Amendments to RFP

- 1.5.1 At any time prior to the Bid Due Date, as indicated in **Clause 1.3**, Schedule of Bidding Process, the Authority may, for any reason, amend the RFP Document by the issuance of Addenda. Any Addenda issued would be sent through mail and the same shall be binding on the Bidders.
- 1.5.2 In order to afford Bidders reasonable time to take the Addendum into account, or for any other reason, the Authority may, at its discretion, extend the Bid Due Date. Information about extension of the Bid Due Date will be sent through mail.

1.6 Late Bids

- 1.6.1 Applications received after the Application Due Date shall not be entertained.

1.7 Modifications/ Substitution/ Withdrawal of Bids

- 1.7.1 The Bidders cannot modify or withdraw the Bids after submission.

1.8 Cost of Bid

- 1.8.1 The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the selection process, visits to the Authority, etc.

The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection

1.9 Right to reject any or all Bids

1.9.1 Notwithstanding anything contained in this Document, the Authority reserves the right to accept or reject any Bid and to annul the selection process and reject all Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

1.9.2 The Authority reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of the Authority to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority thereunder.

1.10 Selection and notification

1.10.1 The Authority intends to select an Agency for the Services, thus invites Agencies to make a Technical/Creative presentation and to submit their Financial Bid for providing the services.

1.10.2 After the evaluation of Bids in terms of Technical/Creative Presentation, the Bidders whose score is minimum of 70 marks out of 100 marks in Technical/Creative presentation will be eligible & qualified for opening of their Financial Bid by the Authority. The Authority will not entertain any query or clarification from Bidders who fails to be selected.

1.11 Validity of Bids

1.11.1 The Bid shall be valid for a period of not less than 60 (sixty) days from the Bid Due Date (“Bid Validity Period”). The validity of Bid may be extended by mutual consent of the respective Bidder and the Authority.

2. EVALUATION OF BIDS

2.1 Opening and Evaluation of Bids

- 2.1.1 The Authority shall conduct a Technical/Creative Presentation & Financial Bid Conference with the Bids received from Empanelled Agencies on the date specified in **Clause 1.3.**, Schedule of Selection Process specified in the RFP & in the presence of the Bidders who choose to attend.
- 2.1.2 The Authority will examine and evaluate the Technical/Creative Presentation & Financial Bids in accordance with the provisions set out in this section **Clause 2.3.**
- 2.1.3 Any information contained in the Technical/Creative Presentation & Financial Bids shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Bidder if the Bidder is subsequently selected on the basis of such information.
- 2.1.4 The Authority reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Bid.

2.2 Test of Responsiveness

- 2.2.1 Prior to evaluation of Bids, the Authority will determine whether each Bid is responsive to the requirements of the RFP Document and Bid shall be considered responsive only if:
- a. it is received by the Bid Due Date including any extension thereof pursuant to **Clause 1.3;**
 - b. is received through Hard Copy as stipulated in **Clause 1.4.;**
 - c. it contains the information and documents as requested in the RFP Document;
 - d. it contains information in the form and formats specified in the RFP Document;
 - e. it provides the information in reasonable detail. ("**Reasonable Detail**" means that, but for minor deviations, the information can be reviewed and evaluated by the Authority without communication with the Bidder). The Authority reserves the right to determine whether the information has been provided in reasonable detail;
 - f. it does not contain any condition or qualification; and
 - g. it is not non-responsive in terms hereof
 - h. Technical and Financial proposal as per instruction (Sealed Cover).

2.3 Evaluation of Technical/Creative Presentation of the Bidder

2.3.1 All the Bidders, whose Bids are found to be responsive as per **Clause 2.2**, shall be called for **Technical/Creative Presentation and Financial Bid Conference** on the scheduled date as per **Clause 1.3**. The Bidders are required to make a presentation showcasing the ability of the agency for successfully carrying out the Event. Selection Committee constituted by the Authority shall scrutinize the Technical/Creative presentations made by the Bidders as per the parameters cited in **Clause 2.3.2** in accordance to the **Clause 2.3.3**.

2.3.2 All the Bidders whose Bids are found to be responsive as per **Clause 2.2** shall be qualified for financial opening on the basis of the marks obtained in accordance with the parameters set out in the table below:

SI No	Parameter	Evaluation Criteria	Maximum Marks
Technical / Creative Presentation			
1	Idea & Concept Plan	Demonstration of unique idea and understanding of preliminary concept of management of the event.	30
2	Creativeness	Demonstration of creativity and proposition of technological interventions. Complete solution to the various aspects of the event. Designing, Layout and performance.	30
3	Experience	Previous experience in managing similar events/ related experience	20
4	Methodology & Execution Plan	Methodology of management of the event and plan for completion of detailed tasks of RFP.	20
Total			100

Note :

- a. *The Presentation made by the Bidder shall be concise and comprehensively covering all parameters set out in the above table as per **Clause 2.3.2**.*
- b. *The Bidders will be provided with only 15 minutes to make their presentation. The Bidders should submit 2 hard copies of the presentation and will share a soft copy of the presentation with the Authority.*
- c. *The Authority will not be responsible for any glitches or technical failures occurred during the presentation and thus Bidders are required to bring in necessary gear for making the presentation.*

2.3.3 The Bidder who scores a minimum 70 marks out of 100 marks in the Technical/Creative Presentation shall be qualified (the “Qualified Bidders”) for opening of Financial Bids.

2.3.4 The total marks awarded to the Qualified Bidder as per **Clause 2.3.2** of the RFP shall be the **Technical Score (Sr)** of the Bidder.

2.3.5 The Financial Proposals of only the Qualified Bidders shall be considered for further evaluation.

2.4 Evaluation of Financial Bids

2.4.1 The Financial Bids of only the Qualified Bidders shall be opened in the presence of the Bidder's representatives who choose to attend. Date and time will be intimated to the Qualified Bidders. The name of the Bidder, the Technical/Creative Presentation scores and the proposed financial offer shall be read.

2.4.2 The financial evaluation will be carried out as per the **Clause No. 2.5**.

2.4.3 For financial evaluation, the total Service Fee exclusive of GST/ any other applicable tax indicated in the Financial Bid will be considered.

2.4.4 The Deputy Commissioner will determine whether the Financial Bids are complete, incomplete and unconditional. The cost indicated in the Financial Bid shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any services shall not entitle the selected Agency to be compensated and the liability to fulfill its obligations as per the scope of services mentioned in **Schedule A** of this RFP. **The lowest**

Financial Proposal (F_M) will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$S_F = 100 \times F_M/F$$

(F = amount of Financial Proposal)

2.5 Combined and final evaluation - Quality and Cost based selection (QCBS)

2.5.1 Proposals will finally be ranked according to their **combined technical (S_T) and financial (S_F)** scores as follows:

$$S = S_T \times TW + S_F \times FW$$

Where S is the combined score, and **TW = 0.7 and FW = 0.3** and are the weights assigned to the Technical Score and the Financial Score respectively (for each work).

2.6 Selection of Agency

2.6.1 The Bidders shall be ranked in descending order and the Bidder scoring the **Highest Combined Score (H1)** shall be ranked first for each category/work/theme. The Bidder scoring the highest combined score shall be declared as Selected Bidder.

2.6.2 In the event that the first ranked Bidder withdraws its Proposal or is not selected for any reason in the first instance, District Administration may invite the second ranked Bidder for negotiations.

2.6.3 In the event that two or more Bidders obtain the same combined score, (the "Tie Bidders"), the Bidder quoting the lowest Service Fee shall be the Selected Bidder.

2.7 Letter of Award (LOA)

2.7.1 After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by District Administration to the Selected Agency and the Selected Agency shall, within 3 (three) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Agency is not received by the stipulated date, District Administration may, unless it consents to extension of time for submission thereof, appropriate the Performance Security on account of failure of the Selected Agency to acknowledge the LOA, and the next eligible Bidder may be considered.

2.8 Performance Security

2.8.1 The Selected Agency shall furnish a Performance Security of **10% (Ten Percent)** of the total Contract Price quoted by the Selected Agency in shape of Performance Security. The Performance Security is required to be taken in from a nationalized bank demand draft in favor of "**Deputy Commissioner, Sahibganj**", payable at "Sahibganj". The Performance Security will be payable on demand and be valid for a period of 90 (Ninety) days from the date of signing the LOA/Work Order with the Authority.

2.9 Payments Terms

2.9.1 Payment will be made to the Agency after completion of the event and ascertainment by District Administration that work was carried out satisfactorily and in accordance with the terms and conditions of the RFP.

2.9.2 The total LOA/Work Order Price to be quoted by the Agency shall be exclusive of all taxes, duties, GST, as applicable.

2.9.3 District Administration shall pay the LOA/Work Order Price after submission of bills/invoices by the Agency.

- i. Submission of proper bills/invoices for all the respective expenses incurred by the Agency for the purpose of Design, Decoration, Fabrication, Maintenance and PR Activities of Jharkhand Tourism Stall in the **GANGA MAHOTSAV - 2018**.

2.10 Fraudulent & Corrupt Practices

2.10.1 If the Selected Agency is found to be engaged in corrupt, fraudulent, unfair trade practices, coercive or collusive. These terms are defined as follows:

- i. "**Corrupt practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of District Administration or any personnel in agreement executions.
- ii. "**Fraudulent practice** " means a misrepresentation of facts, in order to influence a procurement process or the execution of a LOA/Work Order, to District Administration, and includes collusive practice among Bidders designed to establish Bid prices at artificially high or non-competitive levels and to deprive District Administration of the benefits of free and open competition.
- iii. "**Unfair trade practices**" means supply of services different from what is ordered on, or change in the Scope of Work which was agreed to.
- iv. "**Coercive practices**" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of LOA/Work Order.
- v. "**Collusive practices**" means a scheme or arrangement between two or more Bidders with or without the knowledge of the District Administration, designed to establish prices at artificial, non-competitive levels;

2.11 Penalty Provision

2.11.1 In case of delay in execution of the assigned work and unsatisfactory performance by the Selected Agency, District Administration may impose a penalty of 10% of the Service Fee or part thereof (subject to maximum of 30% of the Service Fee).