

**Request for Proposal (RFP) for Selection of Event Management Agency for „The
Vishaka Utsav at Vishakhapatnam.**

Last Date for Submission of Proposal: 24th December up to 11:00 hrs

ABSTRACT

NAME OF THE ASSIGNMENT	“Event Management Service for Vishaka Utsav to be held at Visakhapatnam scheduled on 7 th January 2017 to 9 th Jan 2017”
DOWNLOADING OF RFP/ BID DOCUMENTS	From : 19 th December 2016 at 11:00 hrs To : 24th December 2016 up to 11:00 hrs
LAST DATE AND TIME FOR PHYSICAL SUBMISSION OF TECHNICAL BID & FINANCIAL BID IN TWO SEPARATE SEALED COVERS KEPT IN ONE LARGE COVER	: 24 th December 2016 up to 17:00 hrs At: The Tourism information officer:o/o regional tourism information bureau ,VUDA complex. 5th floor, Siripuram JN, Visakhapatnam.500017
OPENING OF TECHNICAL PROPOSALS	24 th December 2016 at 12:00 hours
OPENING OF FINANCIAL PROPOSALS	24 th December 2016 after 12:00 hours
AMOUNT OF RFP FEE	Rs.5000 (Rupees Five Thousand Only) payable in the form of Demand Draft / Banker’s cheque / Pay Order from any Nationalized / Scheduled Bank drawn in favour of The District collector/Chairman Tourism information officer, Visakhapatnam payable at Visakhapatnam.
BID VALIDITY	30 days from last date of submission of Bid

BID SECURITY DEPOSIT	Rs. 1,50,000/- (Rupees One Lac Fifty Thousand only) payable in the form of Demand Draft / Banker's cheque / Pay Order from any Nationalized / Scheduled Bank drawn in favour of The Dist collector/ Chairman ,Dist tourism promotion committee payable at Visakhapatnam

Note:

- 1.The original instruments for the payment of RFP fee and Bid security shall be submitted along with the hard copy of the Technical Proposal shall be put in One sealed cover . Please write on the cover Technical bid and name of the Agency”.
2. The Financial bid as per the format appended to the Tender scheduled shall be placed in a Separate cover. Please write on the cover “Financial bid and name of the Agency”.
3. Unless the bidder is qualified in Technical Scrutiny, his financial bid will not be examined.
4. The District collector or authorized officers shall reserve the right either to reject all tenders / part of Tenders without assigning any reason.
5. The Committee has every right to assign the work basing on the quality and variety of the programs to any agency.

DISCLAIMER

The information contained in this bid document/ Request for Proposal (“RFP”) or subsequently provided to bidder(s), whether verbally or in documentary or any other form, by or behalf of The district collector/ Chairman DTC. herein after called .The authority or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this bid document and such other terms and conditions subject to which any information is subsequently provided.

This RFP is neither an agreement nor invitation to offer by . **The Dist collector or the authorised persons** to the prospective Bidders 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 offer pursuant to this RFP (the “Bid” or “Proposal”). This RFP includes statements, which reflect various assumptions and assessments arrived at by **The Dist collector or the authorised persons** in relation to the Assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for . **The Dist collector or the authorised persons** or his employees or advisors to consider the investment 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 Bidder should therefore, conduct its own investigations and analysis and should check and be satisfied on the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain advice from appropriate sources as it may deem fit and take independent decision in respect thereof.

Information provided in this RFP to the Bidders(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. **The Dist collector or the authorised persons**. accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Dist collector or the authorised persons his employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder(s), 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 for participation in the Bidding Process.

The Dist collector or the authorised persons also accepts no liability of any nature, whatsoever, whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The District collector, Visakhapatnam 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 in any way imply that The district collector is bound to select or to appoint the Preferred Bidder, for the Assignment and this authority reserves the right to reject all or any of the Bids/ Proposals or Bids/ Proposals without assigning any reasons, whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by AUTHORITY or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain the liability of the Bidder and authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by A Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

INVITATION TO BID

Sub: Request for Proposal (RFP) for Selection of Event Management Agency for „Vishaka Utsav to be held at Vishakhapatnam scheduled on 7th January 2017 to 9th Jan 2017

Dear Sir/ Madam,

The Dist collector/ Chairman ,Dist tourism council invites Bids/ Proposals/ Proposals from Event Management Agencies/ Firms to organize, Execute and Manage **Vishaka Utsav** be held **Vishakhapatnam** scheduled on **7th January 2017 to 9th Jan 2017**

Bid document may be downloaded online from website at www.apptourism.gov.in by interested bidders during the dates of online downloading of bidding documents and Bids/ Proposals/ Proposals will be submitted on or before the last date and time for submission of bids as mentioned in the Abstract of the bid document.

The Bidders have to submit their:-

- (a) Technical Proposal including Tender Fee, Bid Security, Bid and related documents etc shall be submitted in physical form in the office of the Dist tourism officer VUDA complex 5th floor, Visakhapatnam so as to reach on or before last date and time, as mentioned in the Abstract of the bid document. The District Collector shall not be responsible for any kind of postal delay. The sealed cover shall be super scribed “Technical bid for **Vishaka Utsav** at **Vishakhapatnam** – Name and address of the Agency”.
- (b) Financial Proposal as in the format appended shall be neatly typed on the letter head of the agency (Day –wise activities proposed with amounts) duly signed on all pages , kept in a sealed cover super scribed “Financial Tender for **Vishaka Utsav** at **Vishakhapatnam** and submitted on or before the last date & time submission.
- (c) Both the sealed covers shall be kept in a larger sealed cover super scribing Tenders for **Vishaka Utsav** at **Vishakhapatnam** and Name and address of the Agency”.

Bids shall not be received, entertained, accepted after their stipulated last date and time as prescribed in this RFP document.

In case bidder needs any clarification or if there any problem regarding downloading, viewing or, the bidders can contact Mr. R.Sreeramulu naidu on following addressed, before last date of submission of bid:-

Mr R.Sreeramulu naidu, Regional Director/ED, Visakhapatnam

(ph: ...8374444678

GENERAL INSTRUCTIONS

- (a) The Tender Fee will not be refunded under any circumstances.
- (b) The Bid Security shall be accepted only in the form as specified in bid document.
- (c) The bids shall be valid for 30 days from the last date of submission of bid.
- (d) Bids/ Proposals without Tender Fee, Bid Security and which do not fulfill all or any of the conditions or those submitted incomplete, in any respect shall not be considered for evaluation.
- (e) Not more than one tender shall be submitted by a Bidder.
- (f) Conditional tenders will not be accepted.
- (g) **The Dist collector or the authorised persons** reserves the right to accept or reject the bids based on their evaluations and may reject any or all bids/ tenders, without assigning any reason.
- (h) The bidders are advised to read carefully the instructions and eligibility criteria contained in the bid/ tender document.

VOLUME I. SCOPE OF WORK

The bidder shall be responsible for organizing and managing the entire event from conceptualization to completion stage ensuring that everything runs smoothly, to the world-class standards and in full compliance with the government directions and regulations. The broad scope of this RFP is indicated below.

- To identify and recommend strategic venues in the city to organize the Visakha Utsav 2017
- Detailed Venue Planning to ensure smooth running of the events
- Intelligent zonalisation with different activities will be preferred.
- Each zone(except main stream entertainment area) must be able to accommodate atleast 2500 people at any given time.
- To identify the 5 age groups i.e. kids, teenager, youth, married couples and elderly people across the regional demographics and create engagements and entertainment for every one for the 3 days of the Utsav (7th, 8th and 9th of January 2017)
- Fun – Frolic – Happiness & Bonding have to be key aspects of the presentation thought and should cohesively bring across the spirit of belongingness in the people of Visakhapatnam along with the pride of citizenship.
- Food Experiences is one of the key aspect of the event and should be given adequate importance.
- Re engineer the flower Utsav in scale
- Reengineer the kite Utsav that happens historically
- Attention must be given to popular sports in the city.
- Entertainment will be preferred on a daily basis. (for 2 hours)
 - One main stream - 2 hours (a star performer)
 - Local entertainers (song, dance, comedy, anything appropriate)-90 mnts
- Local flavors should be kept in mind while presenting the concepts.

- Ideas to create a WOW and buzz in the city (multiple promos to create awareness & drive participation)
- Art & Culture display with interactive format will also be needed : the focus should be to identify local indigenous craftsmen & women & give them a platform to showcase their skill & wares.
- Visakhapatnam is known as the City of Destiny: To give ideas

VOLUME II. INSTRUCTIONS TO BIDDERS

1. QUALIFYING CRITERIA FOR BIDDERS

The companies meeting the following minimum qualifying criteria are eligible to apply.

1. The company must either be exclusively an event management company or a company having exclusively defined event management division within the company.
2. The minimum average annual turnover for last 3 years (2013-14, 2014-15, 2015-16) of the company with regard to event management should be Rs. 10.00 Crores per annum. The turnover of event management division (inclusion of details of turnover of advertising and printing or any other activity being done by the company shall not be accepted). In case this turnover is not reflected separately in the balance sheet, a certificate in respect of the turnover of the event management division by the chartered accountant of the company should be enclosed. The CA certificate certifying the turnover need to be enclosed along with RPF
- 3 The minimum net worth as on 31/03/2016 of the company should be rupees two crores.
- 4 The company must have been in existence for 5 years in the business of event management.
- 5 The Company must have managed at least one event for more than rupees one crore for any state government or large format private event in last two years.
- 6 The company must have managed 5 exclusive mega events (involved billing of minimum Rs. 150.00 Lakhs in each project) in last three years.

- 7 The Company must have managed at least 2 events in the domain of travel & tourism sector for any government in last financial year.
- 8 No consortium / joint venture shall be considered.

All necessary documents in support of qualification claim shall be attached with the application

2. Conflict of Interest

- 2.1. **The District collector** requires that the Bidders provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.
- 2.2. The Bidder shall not accept or engage in any assignment that would be in conflict with their prior or current obligations under any other Agreements/Contracts or any such understanding which may place them in a position of not being able to carry out the assignment in the best interest of Client.
- 2.3. Bidder shall not have a conflict of interest that may affect the Selection Process or the Services pursuant to this document. The bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client and the Assignment, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Bidder/s or the termination of its Contract. Any Bidder found to have a Conflict of Interest shall be disqualified.
- 2.4. All Bidders found to have a conflict of interest in this RFP process shall be disqualified. Bidders shall be considered to have a conflict of interest, if:
 1. One firm applies for RFP both as an individual firm and in a Group.
 2. If bidders in two different applications have controlling shareholders in common;
 3. Submit more than one application in this RFP process;
 4. If the Bidder has participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of this RFP;

3. Bid Validity

- 3.1. The Technical and Financial Proposal to be submitted by the Bidders should be firm and valid for a period of 30 **days** from the last date of submission of the Proposal/Bid. For schedule of bidding process, please refer the Abstract. In exceptional circumstances, prior to expiry of the Bid Validity Period, **The District collector** may request the bidders to extend such Validity Period for a specified additional period by issuing the Addendum to this RFP;

4. One Bid per Bidder

- 4.1. Each bidder shall submit only one bid. A bidder including its subsidiary or associate who submits or participates in more than one bid for the particular Works will be disqualified.

5. Site Visit

- 5.1. Bidders are encouraged to submit their respective Bids/ Proposals after visiting the Project site and ascertaining for themselves the site conditions, market, connectivity, location, surroundings, climate, weather data, applicable laws and regulations, and any other matter considered relevant by them. The costs of visiting the Site shall be at the bidders own expense.
- 5.2. The bidder shall bear all costs associated with the preparation and submission of his/its bid/ proposal and the Client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

6. Acknowledgement by Bidder

- 6.1. It shall be deemed that by submitting the Bid, the Bidder has:
 1. made a complete and careful examination of the RFP;
 2. received all relevant information requested from ... **The District collector** ;
 3. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of ... **The District collector** relating to any of the matters;
 4. agreed and undertake to be bound by all the terms and conditions stipulated under this RFP.
 5. waived any right to claim damages of any nature whatsoever based on the selection process, final selection, and any communications associated with the selection.
- 6.2. **The District collector** 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 or the Bidding Process, including any error or mistake therein or in any information or data given by Andhra Pradesh Tourism Regional Director.
- 6.3. Any attempt by a bidder to obtain confidential information, enter into unlawful agreements with competitors whose aim or effect is to impede, restrain or distort competition in a given market, or influence the evaluation committee orduring the process of examining, clarifying, evaluating and comparing bids/ proposals will lead to the rejection of its candidacy, proposal or RFP.

7. Contents of RFP/ Bidding Documents

- 7.1. The bidding documents including Addendum, if any, will be available by downloading from website <http://www.aptourism.gov.in> as per the period as mentioned in the Abstract. It may be noted that the printed hard copy of the bid documents shall not be issued.

- 7.2. The bidder is expected to examine carefully the contents of all the above documents. Failure to comply with the requirements of bid submission will be at the bidder's own responsibility.
- 7.3. Bids/ Proposals which are not substantially responsive to the requirements of the bidding documents will be rejected.
- 7.4. Conditional offer will be out right rejected. No condition shall be included in Bid/ Proposal to be submitted by the bidders.

8. Language

- 8.1. The Bid and all related correspondence and documents in relation to the Bidding Process shall be in English language. Supporting documents and printed literature furnished by the Bidder with the Bid may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by the Bidder. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Bid, the English language translation shall prevail.

9. Documents comprising the Bid

- 9.1. The bid submitted by the bidder shall comprise the following:
 - I. Technical Proposal (to be submitted in a separate cover)
 - (a) Bid in the prescribed format shown in the Annexure and supporting documents;
 - (b) Details of Bidders and additional documents in the prescribed format (all the supporting documents should be submitted in proper form with proper references);
 - (c) Power of Attorney for signing and submitting the Bid in the prescribed format
 - (d) Copy of certificate of Incorporation & Memorandum and Articles of Association, if any.
 - (e) Audited Balance sheet for last 3 financial years
 - (f) A copy of the RFP with each page stamped and initialed by the person signing the Bid in pursuance of the Power of Attorney referred here in above.

2. **Financial Bid (To be submitted in a separate cover)**

- (i) Financial Bid in the prescribed format as shown in the annexure to be filed. Day-wise events proposed with name Actors/ programs proposed shall be enclosed.

10. Financial Proposal (Bid Prices)

- 10.1. Quoted prices shall be deemed to include everything necessary to satisfactorily complete the Assignment/ Project in totality. Prices shall be firm and shall not be subject to any price variation whatsoever.

11. Currencies of Bid and Payment

- 11.1. The prices shall be quoted by the bidder entirely in Indian Rupees only. Valuation of work, billing and payments will also be in Indian Rupees.

12. Bid Security and RFP Fee

- 12.1. The Bid Security for the Assignment shall be **Rs.1,50,000/- (Rupees One Lac Fifty Thousand Only)**

payable from any Nationalized / Scheduled Bank located in India payable in the favour of The Dist collector/ Chairman Dist tourism promotion committee, Visakhapatnam... payable at ...Visakhapatnam.

- 12.2. A non refundable RFP Fee of Rs.5,000 (Rupees Five Thousand Only) payable in the form of Demand Draft / Banker's cheque / Pay Order from any Nationalized / Scheduled Bank drawn in favour of **The Dist collector/ Chairman ,Dist tourism promotion committee payable at Visakhapatnam**

- 12.3. Any bid not accompanied by an acceptable Bid Security and RFP Fee shall not be accepted.

- 12.4. The Bid Security of the unsuccessful bidder except the second lowest bidder shall be returned without interest as promptly as possible, but not later than 45 days after the expiration of the period of bid validity.

- 12.5. The Bid Security of the successful Bidder will be returned when the preferred/successful bidder has signed the Agreement and furnished the required performance security.

- 12.6. The Bid Security shall be forfeited:

1. If the Bidder withdraws his bid during the period of bid validity; or
2. In the case of successful Bidder, if he/it fails within the time limit specified in the Letter of Intent (LOI) to sign the Agreement; or furnish the required Performance Security within the time specified in the LOI.

- 12.7. The Technical Bid along with Bid Security & RFP Fee shall be submitted in separate sealed envelopes. It should be in the format as shown in the Annexure to the Bid document.

1. Technical Bid:

- (a) Original instrument of Bid Security
- (b) Original instrument of RFP Fee;
- (c) Bid in the prescribed format along with Annexure and supporting documents;
- (d) details of Bidders in the prescribed format;
- (e) Copy of certificate of Incorporation & Memorandum and Articles of Association,
- (f) Audited Balance sheet for last 3 financial years
- (g) Power of Attorney for signing and submitting the Bid in the prescribed format
- (h) A copy of the RFP with each page stamped and initialed by the person signing the Bid in pursuance of

13. Sealing and Marking of bids/ proposals

- 13.1. The Financial Proposal submitted by an individual/ proprietor, the same shall be digitally signed by the said individual/ proprietor. The Financial Proposal submitted by a partnership firm/ company/ corporation, the same shall be digitally signed by the partner or authorized signatory holding power of attorney/ board resolution, as the case may be.
- 13.2. The Technical Bid along with Bid Security & RFP Fee shall be submitted in two separate sealed envelopes placed under one large cover-Envelope in physical form, as under:

1. Bid Security & RFP Fee (Envelope-1)

- (a) Original instrument of Bid Security
- (b) Original instrument of RFP Fee ;

2. Technical Proposal (Envelope-2)

- (a) Bid in the prescribed format along with Annexures and supporting documents;
- (b) Details of Bidders in the prescribed format;
- (c) Copy of certificate of Incorporation & Memorandum and Articles of Association,
- (d) Audited Balance sheet for last 3 financial years

- (e) Power of Attorney for signing and submitting the Bid in the prescribed format
- (f) A copy of the RFP with each page stamped and initialed by the person signing the Bid in pursuance of the Power of Attorney referred herein above.

14. Submission of Bids/ Proposals

14.1. Technical Proposal:

1. The Bidders will have to submit the Bid security and RFP fee in a separate sealed envelope (Envelope-1: RFP Fee & Bid Security) and other technical documents in another sealed envelope (Envelope- 2: Technical Proposal). The bid documents in physical form may be submitted in person or by courier/ speed post/ registered post only. However, **The District collector** shall not be responsible for any delay in receipt of the bid documents. Each cover must be clearly be marked with the contents i.e. "Technical Proposal" and "RFP Fee & Bid Security".
2. The two sealed envelopes (Envelope No.1: RFP Fee & Bid Security) and (Envelope No.2: Technical Proposal) shall be put together in one common cover which will be sealed.
3. The name of the Works and Bid Reference number shall be written in BOLD letters on the outermost envelope for Bid Submission.
4. The full name and address of the Bidder shall be written on the bottom left hand corner.
5. No bid shall be accepted unless it is properly sealed. Bidders shall not be allowed to fill in or seal their bids at the Clients office.
6. All envelopes shall indicate the name and address of the bidder and shall addressed to the Client at the address mentioned in the Abstract.
7. If envelopes are not sealed and not marked as above, the Client will assume no responsibility for the misplacement or premature opening of the bid. In that case, this will be recorded at the time of opening of bids and liable for rejection.
8. The Technical Proposal and the original instruments of RFP Fee and Bid Security should be submitted at the specified address on or before the last date and time of physical submission of Technical Proposal. In the event of the specified date for submission being declared as holiday for the Client the bids shall be received by the Client at the appointed time and location on the next working day.

14.2. Financial Proposal:

1. The bidder should submit the Financial bid in the format shown in the Bid document on or before the last date of bid submission, as mentioned in the Abstract.
2. The Financial Bid as shown in the annexure should contain day-wise activities proposed and cost of all arrangements. It should be submitted in a separate sealed cover on or before the last date of submission of bid.

15. Process to be Confidential

- 15.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of the Contract shall not be disclosed to bidders. Any effort by a bidder to influence the Client's processing of bids or award decisions may result in the rejection of his/ its bid.
- 15.2. Bids/ Proposals shall be deemed to be under consideration from the date of opening of the Technical Proposals until award of the Contract is made.

16. Opening of Technical Proposal

- 16.1. The Dist. collector or designated officer of the Client will open Bids on the date as mentioned in the Bid, if possible in its office at the address specified in the RFP/bid document.
- 16.2. The designated officer will:-
 1. First open Envelope No.1 containing RFP Fee & Bid Security; and
 2. After being satisfied with proper submission, will open Envelope No.2 (Technical Proposal).
- 16.3. The District Collector or his representative will carry out a detailed evaluation of the documents in order to determine whether the bidders are qualified and whether the technical aspects are substantially responsive to the requirements set forth in the bidding documents. In order to reach such a determination, the Client will examine the information supplied by the Bidders and other requirements in the bidding documents, taking into account the factors viz. qualification criteria and overall completeness and compliance as per the Client's requirements.
- 16.4. The bidders' names, Technical Proposal modifications and withdrawals, the submission or non-submission of bid security and/or RFP fee and such other details as the Client may consider appropriate, will be announced and recorded by the Client at the time of Bid opening.

- 16.5. The Client will prepare, for their own records minutes of the proceeding of Bid opening.

17. Clarification of Technical Proposal

17.1. To assist in the examination, evaluation and comparison of the Technical Proposals, the Client may, at its discretion, ask any bidder any clarification on his/ its Technical Proposal. The request for clarification and the response shall be in writing, but no change in the price or substance of the bid will be sought, offered or permitted except as required to confirm the correction of arithmetic errors.

18. Technical Presentation

- 18.1. The Bidders shall be required to make the presentation on their Technical Proposals as their Technical Proposals will be evaluated on the basis of submissions and presentation to the Technical Advisory Committee.
- 18.2. The Bidders shall present and submit the following documents at the time of Technical Presentation, the same shall be as part of the technical bid:-
1. Understanding and clarity of the concept Utsav/exclusiveness of originality of proposal: how you plan to manage the overall event.
 2. Event/Utsav Director's profile and experience.
 3. Previous experience in managing similar cultural events/tourism related experiences.
 4. List of outsourcing of various services & equipment to hire - assessment of requirement of various logistics.

19. Examination of Bid and Determination of Responsiveness

- 19.1. The Client will determine whether each bid –
1. meets the eligibility criteria;
 2. Received by the Bid Due Date including any extension thereof;
 3. has been properly signed, sealed and submitted;

4. is accompanied by the required Bid Security and RFP Fee; and
5. contains all the information (complete in all respects) as requested in this RFP;
6. contains information in formats same as those specified in this RFP;
7. does not contain any condition or qualification;
8. Provides any clarification and/or substantiation that the Client may require for clarification.

19.2. A substantially responsive bid is one, which to the satisfaction of the Client conforms to all the terms, conditions and specifications of the bid documents, without material deviation or reservation. A material deviation or reservation is one

1. which affects in any substantial way the scope, quality or performance of the Works; or
2. which limits in any substantial way, inconsistent with the bid documents, the Client's rights or the bidder's obligations under the Contract; or
3. The rectification of which (deviation or reservation) would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

19.3. The Client reserves the right to reject any variation, deviation or any alternate offer.

20. Evaluation of Technical Proposal

20.1. The broad criteria for evaluation of the Technical Proposals shall be as under:-

SI.	Parameter	Details	Marks	Maximum
1	Experience of the Organization in the business of Event Management	More than 10 Years	10	10
		7 to 9 years	5	
2	Average Turnover of the Organization from Event Management Activities' during the last three year	>15 Crore	10	10
		>10-15 Crore	5	
		< 10 Crore	0	
3	Net Worth of Company	More than 3 Cr	10	10
		>2 -3 cr net worth	5	
		< 2 cr net worth	0	
4	Experience of the Organization in Event Management (in last three FY with contact value of more than 150 lacs each	More than 8 Assignments	10	10
		5-8 Assignments	5	
		< 5 Assignment	0	

5	No of Govt Projects in travel & tourism sector in last financial year	More than 4 Assignments	10	10
		>2-4 Assignments	5	
		<2 Assignments	0	
6	Presentation			50
TOTAL				100

[70% weightage shall be given to the aforesaid evaluation of the Technical Proposal]

- 20.2. As a result of the Technical evaluation, the Bids/ Proposals which scores minimum 70 Marks and meets the evaluation criteria in terms of this RFP, shall be qualified for opening of financial proposal. The shortlisted bidders will be informed for the date and time of opening of their Financial Proposals.
- 20.3. The Financial Proposals of the substantially responsive and technically qualified bidders only shall be opened on the date of opening of Financial Proposals which will be informed to those bidders.

21. Opening of Financial Proposal

- 21.1. The Financial Proposal of only technically qualified bidders shall be opened on a date to be notified to those bidders. The Financial Proposal shall be opened in the presence of representative of those bidders who choose to be present at the time of Financial Proposal opening. The bidders' representatives who may be present shall sign a register evidencing their attendance.
- 21.2. Quoted price in Financial Proposal shall have to be reasonable and competitive to meet with the timely and satisfactory performance of the contract.
- 21.3. No extra payment shall be given for any item or work which is required for successful completion of the Assignment.
- 21.4. The Client will prepare for their own records, minutes of the opening of the Financial Proposals, including the information disclosed to the bidders' representatives.
- 21.5. All Bids/ Proposals/ RFPs will be opened irrespective of the presence of the Bidder.

22. Clarification of Financial Proposal

- 22.1. To assist in the examination, evaluation and comparison of Financial Proposals, the Client may, at its discretion, ask any bidder for clarification of his/ its Financial Proposal including break up of unit prices / rates. The request for clarification and response shall be in writing, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Client during the evaluation of the bids.

23. Evaluation of Financial Proposal

- 23.1. The broad criteria for evaluation of the Financial Proposals shall be as under:-

Sr. No.	Particulars	Max Marks
1	Financial Proposals	100
	Price Bid indicating total lump sum quote for complete execution of event as per the described requirements of the RFP (Will be based on relative marking system, the qualified Bidder offering Lowest Bid shall be given Maximum other will be given relative marks) Formula: FS=LF/FCx100 FS- Financial Score of respective bidder FC- Financial bid under consideration LF- Lowest Bid Received	100
	TOTAL:	100

Note: Financial quote shall be exclusive of all taxes.

[The 30% Weightage shall be given to the aforesaid evaluation of the Financial Proposal]

24. Combine evaluation of Technical Proposal and Financial Proposal

- 24.1. Combined Score of both evaluation of Technical Proposal and Financial Proposal will be considered for final selection of the Preferred Bidder. The calculation of the combine evaluation of the Technical and Financial Proposal will be made as under:-

“[Marks scored in Technical Evaluation] X 0.7 + [Marks scored in Financial Evaluation] X 0.3”

- 24.2. The Bidder obtaining highest score (H1) in the combine evaluation as above will be declared as the Preferred Bidder (the **“Preferred Bidder”**).

- 24.3. In the event that two or more Bidders obtaining equal marks in the combined

evaluation of their Bids, the organizer shall identify the Preferred Bidder by draw of lots, which shall be conducted, with prior notice, in the presence of the Bidders who choose to attend.

- 24.4. In the event that the H1 Bidder (the bidder obtaining highest marks) withdraws or is not selected for any reason in the first instance, **The Dist collector or the authorised persons** may, at its discretion, declare the second highest bidder as the Preferred Bidder. In such event, **The Dist collector or the authorised persons** also reserves the right to re-invite the Proposals or to cancel the bidding process.

25. Confidentiality

- 25.1. Information relating to the examination, clarification, evaluation and recommendation for the short-listed pre-qualified Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the district collector in relation to, or matters arising out of, or concerning the Bidding Process. will treat all information, submitted as part of Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The District Collector may not divulge any such information unless it is directed to do so by any entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the District Collector as may be required by law or in connection with any legal process.

26. Right to reject any or all Proposals

- 26.1. The Client reserves the right to accept or reject any bid/ proposal, and to annul the bidding process and reject all bids, at any time prior to award of the Contract, without incurring any liability or any obligation to inform to the affected bidder or bidders of the grounds for the Client's action.

27. Notification of Award/ Issuance of LOI

- 27.1. The Client will award the Contract to the bidder whose bid has been determined to be most responsive to the bidding documents and who has offered the lowest evaluated Financial Proposal and the same is workable (“the Preferred Bidder”).
- 27.2. Prior to expiration of the period of bid validity, the Client will issue a Letter of Intent (LOI) to the Preferred Bidder for acceptance of his/ its bid and to formalize the process for execution of the Contract.
- 27.3. After furnishing by the Preferred Bidder successful bidder the required details including Performance Security, the Client will notify the all other bidders except the second lowest bidder, that their bids have been unsuccessful and there upon return their Bid Security.

27.4. The Bid Security of the second lowest bidder that had been retained would be returned after three months from the Award of Contract to the Preferred Bidder.

28. Performance Security

28.1. Within **5 days** of receipt of the Letter of Intent (LOI), the Preferred Bidder shall furnish to the Client a performance security in the form of an unconditional bank guarantee for an amount of minimum 5 (five) percent of the Contract Price issued by any Nationalized/ Scheduled bank located in India. The form of Performance Security provided in **similar bidding documents** shall be adopted. The Bank Guarantee shall be initially kept valid until the successful completion of contract duration plus 1 month.

28.2. Failure of the Preferred Bidder to submit the performance security as per the provisions of this RFP shall constitute sufficient grounds for the annulment of the award of contract and forfeiture of the Bid Security.

29. Signing of Event Management Agreement

29.1. Within **5 days** of issue of the Letter of Intent (LOI), the Client shall prepare the Agreement, in duplicate, on non judicial Stamp Paper of Rs.100/- (Rupees One hundred only) and the Preferred/Successful Bidder shall meet the Client during normal office hours on any working day to furnish the requisite details and Performance Security and to sign the said Event Management Agreement. One copy of the signed Event Management Agreement will be provided to the Contractor, and the other will be retained by the Client.

29.2. Upon signing of the Event Management Agreement, the Contractor will be entitled to commence the Services for successful completion of the Assignment.

This format can be typed on the letter head of the Agency with signature and seal

Annexure –I
Format for Technical Bid

Date: __.__.2016.

To
The Chairman,/Dist
collector
District tourism council
Visakhapatnam
Andhra Pradesh.

Subject: Event Management for organizing **Vishaka Utsav at Vishakhapatnam** ,

In response to the Tender Document issued by the , (Name and address of the Tenderer) _____ hereby unconditionally express our interest in participating for above mentioned project.

I / we understood and hereby declare that

1. I / we have read all the terms & conditions of the Bid document.
2. The authority/ the reserves the right, in its absolute discretion, at any stage without prior notice and without assigning any reasons, terminate from further participation in the Tendering process by any party, change the structure, procedures and timing of the Tendering process, alter the terms of participation in the Tendering process at any stage of the Tendering process and to suspend or terminate the Tendering process.
3. The statements made and information provided in response to the Bid document are complete, true and correct and in case of discrepancy, we shall be liable for any consequential effects arising there from.

All requisite documents/ papers/ information/ DDs are enclosed as Annexures.

Yours sincerely,

Name,
Signature and seal of the Applicant

Address of Communication _____

This format can be typed on the letter head of the Agency with Signature & Seal

Annexure II - Form for Financial Bid

Financial bid for conduct of **Vishaka Utsav at Vishakhapatnam.**

(The Bid Size should be in the range of 175 to 200 Lacs + Applicable Taxes)

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Name of the Individual / Agency:.....

Full Address:.....

Contact No & Mail Id:.....

Note: Sheet may be enclosed furnishing item-wise quantity and rates of the items

Signature:

Name of the Agency/ Event Manager: \

Address with Seal, mail id & Contact No: