



The heart of
Incredible India

Madhya Pradesh Tourism Board
Corporate Identification Number (CIN): U75302MP2017NPL043078
6th Floor, Lily Trade Wing, Jahangirabad, Bhopal
Madhya Pradesh, India. Pin code – 462008
Website: www.tourism.mp.gov.in

NIT No.:373/MPTB/2022 and SYSTEM NO -2022_MPTB_179927

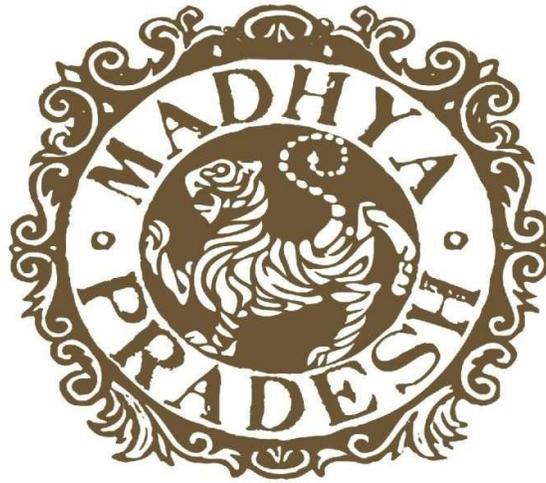
18 January 2022

“Request For Proposal For Selection of Agency for Organizing “Gandhi Sagar Floating Festival at Mandsaur , Madhya Pradesh ”

MPTB invites offers from agencies for **Selection of Agency for Organizing “Gandhi Sagar Floating Festival at Mandsaur , Madhya Pradesh.** The detailed terms & conditions can be downloaded from website /<https://www.mptenders.gov.in> For any other information contact Mr.Ankit Kaurav (Company Secretary) Mob. No.+91-9407057416 or e-mail. at cs.mptb@mp.gov.in. Last date and Time for on line Purchase and submission is **03 February 2022 - 03:00 PM .**

Managing Director

**REQUEST FOR PROPOSAL
FOR
Selection of Agency for Organizing
“Gandhi Sagar Floating Festival ”**



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Incredible India

**Madhya Pradesh Tourism Board
Bhopal, India**

DISCLAIMER

The information contained in this RFP document ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants 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 or an offer by the Authority 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 Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Agency. 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 Authority, its employees or advisers to consider the objectives, technical expertise 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 and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants may be 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 Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant 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, reliability or completeness 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 in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Agency and the Authority reserves the

right to reject all or any of the Proposals without assigning any reasons whatsoever and cancel the entire bidding process.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority 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 for submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

Data Sheet

S/N	Particulars	Description
1.	Nature of Work	RFP for Selection of an Agency for organizing & managing “ Gandhi Sagar -Floating Festival ” at Mandsaur (M.P)
2.	Proposals Invited by	Managing Director, Madhya Pradesh Tourism Board, Government of Madhya Pradesh
3.	Date of issue of RFP document	18/01/2022
4.	Last Date for sending Pre-Bid Queries	24/01/2022 till 01:00 pm
5.	Date of Pre-Bid Meeting (Following social distancing norms)	25/01/2022 at 03:00 pm at the Office of Madhya Pradesh Tourism Board, 6th Floor Lily trade wings, Jahangirabad, BHOPAL – 462008.
6.	Start date of Submission of Bids	28/01/2022 from 05:00 pm onwards
7.	Last Date for Submission of Bids	03/02/2022 till 03:00 pm
8.	Date of Opening of PQ cum Technical Bids	04/02/2021 at 03:00 pm
9.	Date of Technical Presentations	To be decided
10.	Date of Opening of Financial Bids	Would be communicated to the shortlisted bidders.
11.	Websites for downloading RFP Document, Corrigendum’s, Addendums etc.	https://mptenders.gov.in , www.tourism.mp.gov.in
12.	Cost of RFP Document	Rs. 5,000 (Five Thousand Only) plus GST as applicable Plus E procurement portal charges as applicable. To be paid online through e-procurement portal.
13.	Earnest Money Deposit (EMD)	Rs. 5,00,000 (Rupees Five Lakhs Only) To be paid online through MP tenders’ portal.
14.	Return of EMD	EMD of the bidders not selected will be returned not later than 180 days from Proposal Due Date. The selected bidder’s EMD shall be returned upon submission of performance security. Bids not accompanied by the EMD shall be rejected.
15.	Validity of Proposal	Proposals must remain valid for 180 days from the Bid submission date.
16.	Performance Security	Equivalent to 10 % of the total VGF amount of the first year as quoted or Rs 1 Crore whichever more
17.	Performance Guarantee validity period	3 Months beyond the contract period
18.	Method of Selection	“QCBS (Quality and Cost Based Selection) 70% weightage to Technical Score (TS) and 30% weightage to Financial Score (FS) 15 % for First year lowest VGF and 15% for highest Annual Premium.
19.	Contact Person Details	Company Secretary Madhya Pradesh Tourism Board Lily Trade Wing (Old Lily Talkies),6th Floor, Jehangirabad, BHOPAL- 462008 (INDIA) Contact- 9407057416/0755-2780600 E-mail – csmptb@mp.gov.in

1.0 INTRODUCTION & BACKGROUND

1.1 INTRODUCTION

Madhya Pradesh can easily be described as the best state of the nation, in terms of richness and diversity of tourism destinations. The state has three world heritage sites namely Sanchi, Bhimbetka and Khajuraho. Madhya Pradesh is not called the 'heart of India' only because of its location in the center of country. It has been home to cultural heritage of Hinduism, Buddhism, Jainism and Islam. Innumerable monuments, exquisitely carved temples, stupas, forts and palaces are dotted all over the State. The natural beauty of Madhya Pradesh is equally varied. Consisting largely of a plateau, the State has everything. Spectacular mountain ranges, meandering rivers and miles of dense forests. But perhaps the best part about MP is its accessibility. It is equally close to major tourist destinations from the North, South, East and West.

In the last few years, the Government of Madhya Pradesh has initiated a number of measures to position the state as the leading tourism state globally. All the tourism related initiatives of the Government of Madhya Pradesh (Govt. of MP) are executed through Madhya Pradesh Tourism Board (MPTB), the nodal agency of Govt. of MP.

This year the department is planning to launch **“GANDHISAGAR WITH “ASIA’S FIRST FLOATING FESTIVAL “ -**

A rare confluence of conservation and celebration packaged as an authentic wellness experience for eco conscious travelers, community and investors.

1.0 OBJECTIVE

- 1.0.1. Madhya Pradesh Tourism Board (MPTB), proposes to organize Gandhi Sagar Floating Festival in Mandsaur, Madhya Pradesh. Primary objective of this meet is to market and promote Madhya Pradesh as a destination throughout the year. The focus will be on increasing domestic and inbound traffic into the State.
- 1.0.2. The festival will be spread over different locations which are Hinglaj Resort, Boat Club, sanctuary etc
- 1.0.3. The event shall be spread over 5 (Five) days and **agency should operate minimum 50 tents in the tent city during the event free of charge for the delegates and operate minimum 25 tents and adventure activity commercially for minimum 90 days during the tourism season on VGF payment basis i.e. 1st October to 31st March including event dates and if the agency operate tent city commercially for more then 90 days then the agency should bear the cost for the extra days.** The main objective of the event will be to showcase GANDHISAGAR as a completely new & fresh tourism destination offering immense **“HOLISTIC WELLNESS TOURISM”** opportunities to probable partners / investors along with a wide spectrum of fresh experience seeking domestic and inbound who are looking tourists for a location that would offer wholesome package comprising of Wellness, Wildlife, Adventure, History, Heritage and Rural Tourism in one destination.

- 1.0.4. Package & showcase “Gandhi Sagar” in such ways that create a “DEJAVU” moment from the state of Madhya Pradesh for the tourism industry of India.
- 1.0.5. Showcase Gandhi Sagar as a great investment opportunity for tourism investors.
- 1.0.6. To kickstart a” **FLOATING FESTIVAL**” which essentially will become an annual event for the world to look forward to and establishes “**Gandhi Sagar**” as the top “**Responsible Tourism Destination**” of experiences built with purpose in India.
- 1.0.7. Media interactions on the sidelines of the event with Madhya Pradesh Tourism officials to enhance visibility in the national tourism landscape.
- 1.0.8. Panel / Group discussions on the sidelines of the event with Madhya Pradesh Tourism officials.
- 1.0.9. Exclusive focus on domestic and inbound tourism into Madhya Pradesh to reassure the position of the State as a preferred tourist destination in the world.
- 1.0.10. To position Gandhi Sagar as **India's unique “Marine Bio-Diverse Hotspot” / 'Eco-Marine Destination'** with its undulating water terrains aided by verdant forest cover & a strong foundation of ancient history, local community culture.
- 1.0.11. To organize an engaging festival, showcasing “Gandhi Sagar” through air, water & land that makes the world, see, touch, smell, taste & hear the true soul of this magical land.
- 1.0.12. Community development & involvement – sustaining the efforts made during the festival to engage and interact with the locals, so as to provide them ample opportunities to flourish and do consistent business, ensuring basic earnings e.g. opening of souvenir shops, home stays, small weekend haats, along with running regular water sports, boat safaris etc.

1.2 Tentative Schedule of event

The detailed schedule and inauguration program shall be finalized in consultation with the successful bidder.

1.3 Scope of work

1.3.1 Venue:

The Agency Shall be responsible for arrangements at various venues at Gandhi Sagar as per the requirement of the floating festival.

1.3.2 City Décor

The Agency Shall Decorate Various Pitstops, Venues and Streets at Gandhi Sagar to build up Ambience as per the flavor of the festival. The Agency shall also undertake street lighting, gates, facades etc. to showcase various tourist destinations of Gandhi Sagar.

1.3.3 Cultural activities on floating stage for five days event.

Cultural activities to be organized in the evening during 5 days of the events at least one-hour cultural show will be organized & manage by the agency. All Cultural activities will be organized on floating stage at the Boat club of Gandhi Sagar. Agency will be responsible for making floating stage at the Hinglaj Resort Boat Club.

Stage arrangement A theme-based stage admeasuring approx. 3,000 sq. ft for the inauguration of the Iconic Festival would be created. The Stage must be equipped with complete necessary audio & visual equipment, special effects equipment, 2 large LED screens on both sides of stage, podiums, sitting arrangements, carpets on passage, inauguration lamp etc. The Stage shall have adequate load bearing capacity. Theatre style seating arrangements for approximately 500 visitors with seating arrangement of approximately 50 seats with sofa sets for VIPs with coffee tables/flower vase, are required to be arranged.

1.3.4 Unique Experiences For Five days Events:

Agency should make arrangement of Experiences as below:

- a) Floating market (local produce)
- b) Bubble pods for Star Gazing at “Hinglaj Resort”
- c) Boat Spa's
- d) Silent ear phone music evening in forests.

1.3.5 Workshops For Five days Events:

Agency should make arrangement of Workshops:

- a) Photography Tours & workshop
- b) Naturopathy Workshops
- c) Bio-dynamic farming workshops
- d) Indigenous cooking and craft workshops
- e) Tribal art & culture workshops
- f) Eco – marine workshops
- g) Rural & Agro tourism workshops
- h) Rock Art Tour & work Shop

1.3.6 Food Festival For Five days Events:

Agency should make arrangement of a “Food Festival” to Promote **Native Cuisine and Delicacies** of Madhya Pradesh. The Theme of the food festival will be finalized as Approved by MPTB. The festival should emphasis on History of Cuisines of the local region.

1.3.7 Craft Bazaar For Five days Events

Agency shall make arrangement of A Craft Bazaar of Min. 15 Stalls to Exhibit and Promote Various Arts and Crafts of Madhya Pradesh. Authority will finalize the Artisans and Exhibitors as Approved. (i.e. Bagh Print, Bell Metal, Maheshwari saree weaving, Gond Art etc.)

1.3.8 Rural Experiences For Five days Events.

Agency should make necessary arrangements for visits to nearby villages to promote rural tourism at Gandhi Sagar, Madhya Pradesh. The visits will be emphasizing on participation of nearby Locals in the Region and Creation of Rural Experiences for Visitors

1.3.9 Glamping- Agency should be responsible for making of minimum 50 Luxury tents (including all the necessary arrangements for stay and meals of delegates in the tent city) free of charge during the event of 5 days and agency should operate minimum 25 tent commercially minimum 90 days on VGF payment basis during tourism season i.e. 1st October to 31st March including event dates and if agency operate tents commercially more than 90 days then agency should bear the cost for the extra days.

Items	PARTICULAR
Tented Accommodation Luxury Swiss Cottage Tents	Specification: - <ul style="list-style-type: none"> • It is a double fly ridge tent made from Cotton Canvas Waterproof 450 GSM per square meter in natural white. • It has Sturdy Metal Poles (socketed) for Compact Packing. Accessories include Iron pegs, pins, Hammer & Ropes Or any material better than above. • All tents shall be of normal size (21ft x 25ft) including dressing room, Toilet and front sitting area with sofa/ good quality wooden chairs • The quality of design, workmanship and service shall be the best for consistent with an international tent facility • Defective, cracked or torn materials shall not be used • All tents shall be firmly grounded and stable against wind force, and dead loads considering the surrounding environment & wind force & rains • Tents shall be designed and executed considering adverse weather conditions • Joinery and supports should be properly engineered, firm and with good finish • Water flow and pressure should be uniform in toilets of each tent • All Tents shall have good quality furniture, fixtures & fittings. • Fire precaution shall be taken care of • All the furniture should be firm, comfortable, traditional and as per functional requirements. • Good quality of toiletries and to be provided • Mosquito/insect repellent arrangement. • Security arrangements throughout the tented accommodation

Land- Agency is expected to do recce and find the land for erecting tent city as well as organizing Floating Festival. Agency shall obtain all the approval for land and MPTB will assist to agency to get the approval. In case of private land agency is expected to negotiated the rent with landlord pay accordingly and inform to MPTB.

1.3.10 Adventure Experiences

Agency should curate, organize and manage various adventure experiences for delegates free of charge basis during the event for 5 days and agency should operate the following activities commercially during tourism season i.e. 1st October to 31st march.

Adventure Activity Area- Separate area to be created for daily Air, Water and Land Activities with all high standard safety and security measures for overall operation of the activity allocating appropriate skilled manpower for operating and maintaining the activity, Ticket Counters etc.

A. The agency should operate the following Air activities for five days event free of charges for the delegates:-

- I. Parasailing- (Minimum 2 Unit)
- II. Hot Air Ballooning-Minimum of 4 Hot Air Balloons for 5 days with free flights of minimum 30 minutes every morning. The agency must also conduct the Night Glow Concert on the 3 days of this festival with min. 2 Hot air Balloons
- III. Para Motor - (Minimum 2 Unit)

B. The agency should operate the following land activities for five days event free of charges for the delegates and operate all land activities commercially during tourism season i.e. 1st October to 31st march:-

- I. Duo cycling (Minimum 2 Unit)
- II. Cycling (Minimum 10 Unit)
- III. Trekking (Minimum 1 Expert/Guide)
- IV. Stargazing (Minimum 1 Unit)
- V. Rope course (Minimum 4 kind/type with required expert)
- VI. Jungle Safari / Safaris (Minimum 4 jeep four wheel drive with required expert)
- VII. Night jungle walk (Minimum 1 Expert/Guide)
- VIII. All-Terrain Vehicle (ATV)- Minimum 2
- IX. Zip line- 1 activity
- X. Paint Ball Arena(Minimum 1 Unit)
- XI. Air gun shooting(Minimum 2 Unit)
- XII. Kids Zone with small activities for kids such as battery-operated cars, bouncing
- XIII. Indoor Gaming- Pool/Snooker, Video Games, Chess, Table Tennis alleys etc.
- XIV. Bullock Cart Ride (Minimum 1Unit)
- XV. Horse Riding(Minimum 4 Unit)
- XVI. Camel ride(Minimum 4 Unit)
- XVII. Yoga Kendra with instructor

C. Water Sports Activities for five days event free of charges for the delegates and operate five water sports activities commercially during tourism season i.e. 1st October to 31st March :

- I. Kayaking (Minimum 2 Unit only for five days event)
- II. Parasailing (Minimum 1 Unit only for five days event)
- III. Jet Ski(Minimum 2 Unit)
- IV. Speed Boating(Minimum 2 Unit)
- V. Zorbing- 1 activity
- VI. Dragon Boat (Minimum 1 Unit with required expert)
- VII. Banana boat ride (Minimum 1 Unit with required expert)

Note:-

1. Agency can operate more activities of the similar nature on its own cost.
2. All the above-mentioned activities may be enjoyed by the tourists/ guests on chargeable basis during tourism season. Ticket Rates of the activities will be decided by the agency. The agency will levy nominal charges directly from the guests and encourage to participate in maximum no. of activities. Agency can also make attractive packages by combining no. of activities.
3. **The boat club and different Water based activities are operated by the Madhya Pradesh State Tourism Development Corporation Ltd.**
4. The licensee may separately apply for operating water sports activities as per the State Government water Tourism policy and water activities at Tent city jetty should only be managed by licensee.
5. Norms for permissions, safety measures for activities as per guidelines issued by different regulatory authorities or by Ministry of Tourism state/ central government to be followed strictly by the agency at every stage.

1.3.11 Delegates :

The agency shall ensure minimum 125 Delegates. It may be noted that the numbers indicate distinct organizations / individuals in terms of Travel & Tourism Fraternity, Photographers, Bloggers, Wildlife Enthusiasts, Investors etc. and does not indicate only the number of people participating. The number of delegates may vary up to 10 % and accordingly the charges will be adjusted on pro rata basis.

- 1.3.11.1 The list of Delegates shall be submitted minimum 1 (one) month before the event by the successful bidder to MPTB, for approval in the format to be provided by the MPTB.
- 1.3.11.2 The agency will also be fully responsible for bringing Delegates from across India and ensuring their attendance and seriousness of endeavor. Hosting includes travel, lodging & catering (All meals including Break Fast, Lunch & Dinner), boarding, local assistance, transportation, etc.
- 1.3.11.3 The complete logistics of boarding, lodging, catering (All meals including Break Fast, Lunch & Dinner) and transport of all foreign and Indian delegates to be borne by the agency for first five year and agency shall submit the expense details, bills of the expenses along with the invoice every year.
- 1.3.11.4 From the sixth year agency shall manage the delegates management services and MPTB shall pay the expenses of delegated management services as per the expense detail and bills submitted by the agency.
- 1.3.11.5 The agency shall obtain professional feedback from the participants and the same should be submitted to MPTB along with compilation of the feedback in the Post event Report.

1.3.12 Media Management :

Participation of minimum **35 Media Professionals**, journalist from print, electronic and digital media to be ensured who have published recent articles in standard magazines/ periodicals. The term media includes mainline newspapers, magazines, Travel Trade Media, TV channels, online platforms and Web news channels.

- 1.3.12.1 The term distinct media teams mentioned above implies distinct organizations and does not take into account multiple representatives of a single organization.
- 1.3.12.2 The complete logistics of boarding, lodging, catering (All meals including Break Fast, Lunch & Dinner) and transport of the media personnel to be borne by the agency for first five year and agency shall submit the expense details, bills of the expenses along with the invoice every year.
- 1.3.12.3 From the sixth year agency shall manage the media management services and MPTB shall pay the expenses of media management services as per the expense detail and bills submitted by the agency.
- 1.3.12.4 The fabrication/management of the media lounge/ business center will also be the sole responsibility of the agency.
- 1.3.12.5 Issue press release of more than 500 words pre & during all days of event in Hindi and English language and circulate the same to Local and National media.
- 1.3.12.6 The list of media personnel to be submitted minimum 01 month before the event to MPTB for Approval.

1.3.13 TRANSPORTATION

- 1.3.13.1 Ground Transportation Airport/Railway Station to/from Hotels/Venue. The agency will provide all transportation (Ac Video Coach shuttle) to/from airport and hotels/venue on defined dates to Delegates and Guests. Dates to include official arrival and departure dates as well as additional arrival and departure dates.
- 1.3.13.2 Between Venues. The agency will provide shuttle transportation as needed between venues.
- 1.3.13.3 Hotel Shuttles. The agency will provide shuttle transportation as needed throughout the festival days between hotels and venues.
- 1.3.13.4 Local Experience: The agency will provide all transportation for Day activities.
- 1.3.14 **Other facilities: -**
- 1.3.14.1 **Information counter:** - Setting up of one information counter near by the tent city for disseminating the festival and other related information to the staying delegates.
- 1.3.14.2 **Medical Facilities:** - Medical Facilities and first aid arrangements with doctor on call & attending medical staff.
- 1.3.14.3 **Fire Brigade /Fire Extinguishing system:** - Fire Brigade with fire extinguishing system with adequate manpower for emergency should be stationed at the tent city and other prominent places where required during all days of the events.
- 1.3.14.4 **Mobile Toilet:** - Agency has to provide minimum 10 mobile toilet facility for the local public during all days of festival. At least two mobile toilets should be put up every 100-meter distance.
- 1.3.14.5 **Drinking water Facilities:** - Agency has to provide drinking water facilities for local public.
- 1.3.14.6 All expenses related to arrangement for police personnel deployed by District administration during the festival will be bear by agency.

1.3.14.7 All the expenses related to information Centre, medical facilities, safety and securities and waste management will be bear by agency only.

1.3.15 Security & Other Arrangements

1.3.15.1 Round the clock deployment of well-groomed/trained uniformed security guards (Skilled/Semi-skilled) from reputed security agency would be provided for security inside and outside the venues. A Supervisor must supervise the group of every 15-20 security guards.

1.3.15.2 Installation of sufficient number of CCTV Cameras covering entire area and Round the clock monitoring and recordings of CCTV coverage. The Event Management Agency shall submit complete recording of the carnival in DVDs within 15 days of completion of the event. The Event Management Agency must ensure that the number and quality of CCTVs shall be compliant to requirement of security agencies like Delhi Police, SPG etc.wherever required.

1.3.15.3 Door frame metal detector machines and x-ray machines for baggage to be installed at all entry points to the venue.

1.3.15.4 Separate Men to Men & Women to Women Frisking at all entry points to the venue by the fully equipped security personnel.

1.3.15.5 Availability of First aid facilities and emergency medical facilities including availability of well-equipped Ambulance during the event.

1.3.15.6 Availability of all categories of fire-fighting equipment including fully loaded fire engines round the clock as compliance required by the Fire Department.

1.3.15.7 Other Security arrangements/measures and compliances as per requirement/directive by statutory security agencies like, Madhya Pradesh Police etc. for VIPs security.

1.3.15.8 The Event Management Agency shall be responsible for all risks associated with the event for the entire duration of event and for all prior preparation and winding up period with respect to his manpower/contractors/property/material etc. mobilized by him for the event

1.3.15.9 The Event Management Agency must ensure that all risks associated with organizing of the festival for the entire duration of event and prior preparation and winding up period are insured against perils like fire; damages with respect to participants, their property/material, etc.; public liability carrying any single accident limit of Rs. 50 lakhs; event cancellation loss towards preparation, advance, commitments etc. and all other related risk coverage.

1.3.16 License/ Permissions/ NOCs

It shall be the responsibility of the Event Management Agency to liaison and coordinate with all respective authorities like Police, Traffic Police, Fire Department, Electricity Department, Municipal Corporation, Councils, Jal Board, Commercial Tax, Excise/Entertainment Department, etc. and/or any other Authority to obtain necessary NOC's, permissions, licenses on behalf of Madhya Pradesh Tourism board to organize the festival and submit the all NOC and No dues certificates every year.

1.3.17 Publicity

Publicity and promotion of the event outside the venues 15 hoardings of 15X10 feet size for a period of 20 days to be displayed before 15 days of the event to till last day of the event, opening date at main approach roads in the city, proper display and hoardings at Nearest airport, and station. 15 folding Standees of 3X6 fit size at major locations in the city.

One hoarding out of 15 Hoarding will be put up at the entry gate of the event this Hoarding will display a large Map of M.P with all possible itinerary from Gandhi Sagar to other places of M.P

1.3.18 Delegate Kit Bag Distribution

250 Branded (**Madhya Pradesh Tourism**) Kitbag must be distributed to all participants with basic stationary items, directory, schedule of the event, venues by agency to be approved by MPTB. (Kit bags & Souvenirs to be provided by MPTB)

1.3.19 Publicity material

- a). Produce creatives for the event in terms of 500 brochures with following specification approved by MPTB:
 - 17”x 12” (open)
 - 8.4”X 12” (closed)
 - No of pages 4
 - Multi-color
 - paper 300 GSM

1.3.20 Digital Marketing and Promotion

The agency shall be responsible for following

- a. Development and Maintenance of booking portal – the agency should develop and maintenance the website, booking portal for floating festival, Gandhi Sagar and transfer the website, booking portal to the MPTB after expiry of agreement or earlier termination of agreement.
- b. **Creation and Maintenance of a microsite** – a microsite specially designed for the Gandhi Sagar Festival would be created and maintained by the agency that would provide all the relevant and necessary information as per the requirement of the Festival. The microsite would be hosted/ linked with the MP tourism website (www.mptourism.com).
- c. **Social Media Promotion** – the agency would create social media handles for the festival on various popular platforms like Facebook / Instagram etc. to promote the festival and to disseminate the information to the Targeted Audience.
- d. **Paid Digital Promotion** – The agency would present digital media plan to target the relevant pan India audience with demographical, geographical, interest targeting etc. to MP Tourism Board and after approval from authorities the plan would be executed.
- e. **Content Creation** – The agency would be solely responsible for the creation of all the

content required for digital marketing and promotion of the event. The content would be uploaded after approval from MPTB. **M.P MAP and itineraries should be displayed on hoarding size (10x15).**

- f. **Arrangement for Influencers** - The agency would be responsible for on-boarding of influencers as per the requirement of festival. These influencers will be deployed after approval from the Authority.
- g. **02 press meet in source market and metro cities.**

1.3.21 Inaugural Programme – Agency has to organized inaugural program as per details given by MPTB (to be decided) and all cost related to the inaugural programme to be bear by the agency.

1.3.22 Post event Content & Report.

- a) Submit summary of the event to MPTB through a post event report along with good pictorial booklet 150 copies with minimum 50 pages within 15 days of the conclusion of the event.
- b) The same shall be posted by the agency to the Delegates, media (mainline and tourism trade), tourism bodies, etc. as per the approved mailing list provided to the MPTB.
- c) 10-minute-high quality film covering the event & 3 Minutes short High Resolution VideoFilms covering the events.
- d) It is mandatory for the agency to submit 25 high-resolution images for each activity of festival along with all the aspects of festival shall be submitted to MPTB.
- e) Post event details of media coverage of Festival by hosted Media and others in both hardand soft copies within 15 days from the close of the event.
- f) Submit a detailed list of all the participants including delegates, media, officials and others prominent attendees along with the post event report.

1.3.23 Miscellaneous

The agency shall also be responsible for the following deliverables:

- a. To arrange and provide programs followed by dinner for participants.
- b. To make necessary arrangements of Light, Sound, and programs on all Days.
- c. Appoint the sufficient number of staffs to give proper response to the Delegates duringthe event.
- d. Sufficient number of signages to direct various venues at every 200-meter distance.
- e. The supervisory head of the staff placed at the station i.e., Udaipur (Nearest Airport) or Nearest Railway Station should necessarily be a full-time employee of

the agency selected from a managerial position only.

- f. Any other non-financial assistance/logistics support what so ever found feasible by the Department from time to time.
- g All sanctions, permissions, NOC, letters of intent, consent, licenses, clearance, approvals etc. shall be obtained by the Licensee at his cost and Licensor shall assist on a best effort basis such documents shall be kept effective and in force at all material times through out the operation period.
- h to make all the arrangement for VIPs & officials during the festival.
- i Follow up meetings with selective Travel Trade & Media delegates after one month (virtual Meeting in coordination with MPTB officials)
- j. agency will make sure that all the Covid protocols issued by Central Government and State Government should be followed.

1.3.24 Deliverables required:

1. The required outputs of this project shall be as follows:

- I. The agency should achieve 25 % average occupancy of 90 days in tents in the first year and should increase 5 % average occupancy of 90 days in tents every year from second year up to the fifth year.
- II. The agency should submit the footfall report of all adventure activities wise in throughout the tourism season every year and should increase 10 % footfall every year in *all adventure activities* from second year up to the fifth year.

Note – the agency has to be submit every month average occupancy report certified by the chartered accountant and online booking portal data and invoices for proof of average occupancy.

2. Digital, Marketing and promotional activities to be done by the agency during the floating festival.

S.No	Platform	No of post	Frequency
1	Facebook Feed	10	Weekly
2	Facebook stories	8	Weekly
3	Instagram –Feed	10	Weekly
4	3 Instagram – Stories	8	Weekly
5	YouTube uploads	4	Weekly
6	Twitter	8	Weekly

1.3.25 Penalty:

1.3.25.1 Non-delivery of any of the work mentioned in scope of work will lead to deduction/penalty of 100 % VGF amount on relevant work component.

1.3.25.2 If 5 % average occupancy of 90 days in tent city not increase every year from second year to fifth year then penalty/deduction of 10% VGF amount shall be levied on relevant work component.

1.3.25.3 If 10 % footfall not increase every year in *adventure activities* then penalty/deduction of 20% VGF amount shall be levied on relevant adventure activity.

1.3.26 Total Duration of Service:

The agreement shall be executed for a period of ten years for organizing the Gandhi Sagar Floating Festival for first five years on VGF payment basis as mentioned below and afterward the agency shall pay annual premium to MPTB from the sixth year upto the tenth year for organizing the Gandhi Sagar Floating Festival. thereafter it can be renewed on mutual terms and conditions at the discretion of the MPTB. However, if the performance of the agency is not found satisfactory, MPTB would be at liberty to rescind the agreement with 1 month prior notice.

1.3.27 Bidding Criteria and Payment Structure

1.3.27.1 The agency shall quote the per unit rate of VGF (Viability Gap Funding) GST extra as applicable for the first year, (valid for the first five years at a diminishing ratio of 20 % every year) and also quote the annual premium amount GST extra as applicable for the next five year from the sixth year upto the tenth year. Highest financial score will be awarded to the bidder quoting lowest VGF for the first year and highest annual premium.

- The VGF amount shall be paid to the agency after reducing 20 % per year upto the 5 years.
 - I. First year (FY 2021-22), MPTB shall pay 100 % VGF amount.
 - II. Second year (FY 2022-23), MPTB shall pay 80 % VGF amount.
 - III. Third year (FY 2023-24), MPTB shall pay 60 % VGF amount.
 - IV. Forth year (FY 2024-25), MPTB shall pay 40 % VGF amount.
 - V. Fifth year (FY 2025-26), MPTB shall pay 20 % VGF amount.

1.3.27.3 For first year Payment of VGF amount of operation of minimum 25 tents and adventure activities will be made to the agency on proportionate basis i.e. number of days of operation of tents and adventure activities.

1.3.27.4 Payment of VGF amount will be made to the agency for the first five years as per following schedule:

- a. Payment of 20% of the total yearly VGF amount will be made on submission of detailed itinerary and concept plan along with confirmations of all artists/key participants and relevant dignitaries/ delegates.
- b. Payment of further 20 % of the total yearly VGF amount will be made upon all necessary equipment and infrastructure reaching the destination/ venue.
- c. Payment of further 30 % of the total yearly VGF amount will be made upon on successfully complete five days event.
- d. Payment of balance 20% of the total yearly VGF amount will be made after receiving completion report of successfully operated minimum 25 tents commercially and adventure activities during the tourism season & Other Deliverables as per Scope of Work. The agency shall be paid as per the aforesaid payment schedule.

- e. Balance 10% of the total yearly VGF amount every year shall be transferred to an escrow account every year upto the five years.

1.3.27.5 All amounts accrued in the Escrow Account shall be paid to the agency in the following manner :-

- a. Payment of 30 % of the Amount accrued in the Escrow account shall be paid to the agency **on Sixth Year** after receiving completion report of successfully completing five days event and successfully operating minimum 25 tents commercially along with adventure activities during the tourism season & Other Deliverables as per Scope of Work.
- b. Payment of further 20% of the Amount accrued in the Escrow account shall be paid to the agency **on Seventh Year** after receiving completion report of successfully completing five days event and successfully operating minimum 25 tents commercially along with adventure activities during the tourism season & Other Deliverables as per Scope of Work.
- c. Payment of further 20 % of the Amount accrued in the Escrow account shall be paid to the agency **on Eight Year** after receiving completion report of successfully completing five days event and successfully operating minimum 25 tents commercially along with adventure activities during the tourism season & Other Deliverables as per Scope of Work.
- d. Payment of further 15 % of the Amount accrued in the Escrow account shall be paid to the agency **on Ninth Year** after receiving completion report of successfully completing five days event and successfully operating minimum 25 tents commercially along with adventure activities during the tourism season & Other Deliverables as per Scope of Work.
- e. Payment of balance 15 % of the Amount accrued in the Escrow account shall be paid to the agency **on Tenth Year** after receiving completion report of successfully completing five days event and successfully operating minimum 25 tents commercially along with adventure activities during the tourism season & Other Deliverables as per Scope of Work.

1.3.27.6 Payment will be made only for the activities for which work order was issued & activities completed satisfactorily.

1.3.27.7 If scope of work is altered with mutual consent then payment shall be made in proportion of bid value.

1.3.27.8 Agency shall submit the detailed invoices every year of the work completed along with credit/debit notes in addition to supporting documents of such invoices.

1.3.27.9 Premium has to be paid by the agency from the sixth year

The total annual premium is to be paid annually in advance before one week of event start date from the sixth year and shall be as per the amount quoted by the agency in its Price Bid. If the agency fails to pay the Annual Premium within the stipulated period the Authority will have right to cancel the agreement and forfeit the Bank Guarantee and all amount escrow account and blacklist the agency for future work, correspondingly the agency shall be liable to vacate the premise with immediate effect. Total Annual Premium quoted by the agency in Financial Bid for next five years for activities as mentioned in Scope of work.

1.3.28 Terms & Conditions for organizing Gandhi Sagar Floating festival

- 1.3.28.1 All other infrastructure support like ticketing counter, power supply and various permissions shall be arranged by agency. Any activity/activities requiring permanent set up or infrastructure in the festival area shall not be permitted.
- 1.3.28.2 Check-In Counters- Reception area for activity zone should be branded with details of the activities and small pamphlets for activity info, rates etc. must be provided at the venue.
- 1.3.28.3 Capacity- It is expected that on an average 500 - 1000 people will reach per day at the site during the event with weekends seeing a substantial hike in these numbers.
- 1.3.28.4 Sustainability- Successful bidder will adopt sustainable best practices for the event (water cisterns vs. bottled water, recycle packaging material, no plastics, no straws etc.) making best efforts for Eco-friendly operation of the floating festival ”.
- 1.3.28.5 The agency shall provide access control through entry tickets. Different access for each activity. Agency shall also provide ID Cards & uniforms for staff working in the event. agency will deploy the workers having medical certificate along with police verification.
- 1.3.28.6 Website: agency has to create a website for publicity, promotion and online booking of tent city and adventure activity.
- 1.3.28.7 Support by MPTB during “floating festival”- MPTB shall extend its support to the agency for marketing of property and adventure event through its website and other publicity mediums.
- 1.3.28.8 The equipment, building, tented structure, furniture and property shall be insured against natural and non -natural hazards/perils like fire, rioting, other possible losses and the insurance policy be taken in the joint names of the agency and the MPTB and the insurance premium will be borne by the agency.
- 1.3.28.9 The Agency shall be responsible to take life insurance for the tourists/guests as well as operating staff and other technical staff and the copy of the same shall have to be deposited to MPTB before starting the operation. MPTB shall not be responsible in the event of any mishap or unforeseen event/accident during operation of tent city and activities within premises.
- 1.3.28.10 The agency shall install necessary equipments and should ensure they are of good quality. The agency should furnish quality certificate from competent authority for equipments. All safety certificates with validity should be obtained from the competent authority and should be produced to MPTB monitoring committee.
- 1.3.28.11 The agency will be terminated if the agency is found involved in any unlawful and illegal activities in the premises or around.
- 1.3.28.12 The agency should cover his establishment under EPF and Miscellaneous Provision Act, ESI Act and all other Industrial legislations without fail.

- 1.3.28.13 The agency shall maintain the property in good condition and shall compensate the authority for any damages. If agency fails to compensate in such case Licensor will forfeit the security deposit submitted.
- 1.3.28.14 Agency will have to make tent city operational and operate adventure activities for tourism season i.e. October to march . if Agency fails to do so then the authority shall issue a notice to the Agency and if the Agency fails to resume operations even after one week on receipt of the notice, the MPTB shall terminate the agreement.
- 1.3.28.15 The operations of tents including the dining areas, kitchen, stores and other food handling areas should be as per the Food Safety and Standards Act (FSSA) 2006, Food Safety and Standards Rules 2010 and various Food Safety and Standards regulations or any other relevant rules/regulations/norms as applicable from time to time. The Agency shall solely be liable for any damages/criminal liability consequent to violation of any of the provisions of FSSA, 2006 or any issues arising out of food contamination poisoning and related issues and Agency shall be solely liable to all third party claims.
- 1.3.28.16 The Agency shall arrange & make payments of electricity and water bills at the Property.
- 1.3.28.17 The Agency shall deploy adequate number of qualified and experienced technical staff like supervisors, cooks, waiters, attendants, electric engineer, and civil engineer etc. to ensure efficient and prompt of services. All staff members should be provided with uniforms.
- 1.3.28.18 The monitoring committee appointed by MPTB shall have the authority to verify the quality of food and other services specified in the agreement, being provided by the Agency. If the Agency fails to provide the satisfactory services, Agency shall be liable to be penalized and even termination the agreement .
- 1.3.28.19 The agency will provide tents to MPTB as and when required for organizing any special event on mutually agreed tariff however rent shall be payable for the tents and all required arrangements after completion of the event. 15 days prior intimation will be given to agency before commencement of any event.
- 1.3.28.20 The Agency shall ensure collection, screening and segregation of dry and wet garbage area. The Agency shall also ensure the segregation of bio-degradable, non-bi degradable and hazardous waste. Appropriate disposal as approved by applicable authority shall be the responsibility of the Agency. Agency shall in no way harm the environment of the place. Agency will have to follow all the guidelines of sustainable tourism and other directives and government policies. Agency must ensure that the premise has to be plastic free zone
- 1.3.28.21 The Event Management Agency must identify all risks associated with the planning and delivery of the services for the Iconic Tourism Festival and shall have ready strategies to mitigate such risks.

1.3.28.22 The Event Management agency shall provide such other service and assistance as may be necessary and incidental to the Services and as may be requested by the Authority in respect of the Project, and shall otherwise advise on and assist the Authority on the diverse commercial issues that may arise from time to time.

1.3.28.23 The Scope of Services specified in the above Paragraphs are not exhaustive and the event management agency shall undertake such other tasks as may be necessary to appraise the make the Iconic Tourism Festival more successful. Government for the COVID-19 should be followed during the festival.

1.3.28.24 Tax and Other Liabilities arising out of Operation

- (i) All taxes, fees, statutory dues relating to the property including but not limited to, Panchayat/Municipality and any other tax shall be borne by the Agency.
- (ii) Due to non-payment of taxes or any other liability by the agency, if any liability arises on the MPTB then such liabilities shall be recovered from the performance security in terms of clause no 10.0. of this agreement.

1.3.28.25 Monitoring Committee- MPTB may form a monitoring committee comprising of representative of MPTB or institution nominated by the MPTB. The committee reserves the right to verify and perform quality checking and may impose the penalty to ensure that the final deliverables provided by the Agency are as per the prescribed norms and terms and conditions of the tender.

1.3.28.26 In case the Agency commits breach of any of the terms and conditions and stipulation herein contained or in the Agreement which are to be observed and performed by the Agency, then MPTB shall issue a notice to rectify the breach or omission of any of the terms and conditions and in case of noncompliance on the part of Agency within 07 days of the receipt of such notice, the Agreement may be terminated by MPTB. Bank Guarantee and all amount escrow account forfeited in such case and blacklist the agency for future work.

1.3.28.27 Warranties & Intellectual Property Rights (IPR) -

Intellectual property right of Brand name, Property name, website created by the agency for promotion and online booking, or anything developed by the Agency specifically and exclusively for the site and MPTB, and based on the information or data owned by MPTB, shall rest with MPTB.

1.4 BRIEF DESCRIPTION OF THE SELECTION PROCESS

The Authority has adopted a **Two-Stage**, bidding process (collectively referred to as the "**Bidding Process**") for selection of the bidder for award of the Project. The *first stage* of the evaluation (the "**Qualification-Criteria Stage**" of the process involves Qualification of interested parties (the "**Bidder**"), in accordance with the provisions of this RFP.

At the end of first stage, the Authority will finalize a list of Top 3 qualified Bidders who will be selected and eligible for evaluation in the *Second stage* (The **Financial Proposal**

Stage) and then only financial Bids of whom will be opened on a pre-decided date & time.

The agency which scores highest aggregate marks (H1), after adding the scores for the technical and financial evaluation (lowest VGF amount for the first year and highest annual premium amount), will be awarded the contract for organizing the event.

1.5 Schedule of Bidding Process of Selection of Agency for Organizing Gandhi Sagar Festival”

S.No	Activity	Date and Time
1.	Issue of Bid Documents	18/01/2022
2	Last Date for sending Pre-Bid Queries	24/01/2022 till 01:00 pm
3	Pre-Bid Meeting	25/01/2022 at 03:00 pm
4	Bid Sale / Submission Start Date	28/01/2022 from 05:00 pm onwards
5	Bid Submission End Date	03/02/2022 till 03:00 pm
6	Opening of Technical Bids	04/02/2021 at 03:00 pm
7	Presentation	To be decided
8	Opening of Financial Bids	To be decided

2. INSTRUCTIONS TO BIDDERS

A. GENERAL

2.1 RFP document

The document can be downloaded from the official website of the Authority tourism.mp.gov.in. Cost of RFP document to be paid: Yes, **Rs.5900/- (Rs. Five Thousand Nine Hundred only)** including GST to be paid online only through MP E- procurement portal towards non- refundable Document Fees and **Rs. 295/-** (Rupees Two hundred and ninety-five only) towards non-refundable e-procurement processing fees through online payment at e-Procurement portal (www.mptenders.gov.in).

2.2 ELIGIBILITY OF BIDDERS

Eligibility Criteria

To be eligible for pre-qualification and short-listing for evaluation of Technical and Price Bid, a bidder shall fulfil the following conditions of eligibility.

Applicants must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation.

- 2.2.1 The proposed bidder should be a company registered under Indian Companies Act, 1956/2013 or The Partnership Act, 1932. The bidder should have Articles of Association (in case of registered company) by Law and Partnership Deed (in case of Partnership Firms).**
- 2.2.2 The Bidder must be existing into the business of Event Management for more than Five Years preceding the proposal due date.**
- 2.2.3 The bidder should have at least 5 personnel. Particulars in the form of CVs regarding the team leader and core team of at least 5 key personnel (who will be heading the respective domains of the event management and the branding & promotion).**
- 2.2.4 The bidder must have successfully completed at least three events / festivals, in the field of Tourism for Central Government / State Government with a project cost of minimum Rs. 3 Crores during the 5 years preceding the proposal due date. Copies of the Work Order / Completion Certificate need to be submitted.**
- 2.2.5 The bidder shall have an annual average turnover of Rs. 10 Crores certified by chartered accountant during last 3 (three) financial years ending 31.03.2020 (2017-18, 2018-19 and 2019-20). Copies of Audited Balance sheet & Turnover Certificate from Chartered Accountant certifying the same need to be enclosed.**
- 2.2.6 The Firm shall have net worth of Rs 5 crore & above as on 31st March 2021, Net-worth certificate from chartered accountant needs to be enclosed.**
- 2.2.7 the Agency shall not have been be blacklisted by any Central/ State Government/ Public Sector Undertakings. (Certificate should be submitted)**

- The applicant shall submit only one bid against the tender.

Consortium or Joint Venture bids shall not be allowed.

2.3 General Terms of Bidding

- 2.3.1 All documents submitted by the Applicant(s) will be treated as confidential.
- 2.3.2 Authority reserves the right to accept or reject any or all applications, without thereby incurring any liability to the affected Applicant(s) or any obligation to inform the Applicant(s). Authority also reserves the right not to award or enter into any contract or agreement with any Applicant(s), and may terminate the procurement process at any time without thereby incurring any liability to any Applicant.
- 2.3.3 Failure by any Applicant(s) to provide all of the information required in the proposal or any additional information requested by Authority may lead to rejection of the Applicant's proposal in its entirety.
- 2.3.4 Applicants have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Applicant or termination of its Contract at any stage.
- 2.3.5 A recommendation for award of Contract will be rejected if it is determined that the recommended Firm has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases the Authority will declare the Firm and/or members of the consortium ineligible, either indefinitely or for a stated period of time and will be blacklisted.
- 2.3.6 Wherever required by applicable laws, Authority shall deduct taxes at source, from the amounts payable, and shall provide to the firm/Agency the appropriate tax deduction certificate evidencing payment of such taxes.
- 2.3.7 It may be noted that the Bidders cannot prescribe any time limit for the validity of all the rates quoted in the financial bid.

2.4 Cost of Bidding

2.4.1 The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

2.5 Right to accept and to reject any or all bids

Notwithstanding anything contained in RFP, MPTB reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids, at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the MPTB's action.

A. DOCUMENTS

2.6 Contents of the RFP

2.6.1 The proposal should be submitted as follows: - Technical Proposal to be submitted online only with the format includes Annexure I to V).

2.7 Clarifications

2.7.1 Agency may request a clarification on any of the bid documents up to 5 days before the submission date of the Proposal. Any request for clarification must be sent in writing by paper-mail (through Courier), or electronic mail to Madhya Pradesh Tourism Board. at the address indicated in the Data Sheet. MPTB will respond through website and notify the clarifications thereon at any time at least 3 days before the submission of Proposals. After this no request for clarification shall be accepted and no clarifications shall be issued by MPTB. The MPTB may, for any reason, whether at its own initiative or in response to a clarification request by a firm, modify the bid documents (RFP) by amendment. The amendment will be notified through MPTB website i.e. tourism.mp.gov.in and will be binding on them. MPTB may, at its discretion, extend the deadline for the submission of Proposals.

2.8 Amendments Modification of RFP

2.8.1 At any time prior to the deadline for submission of RFP, Authority may, for any reason, whatsoever at its own initiative or in response to clarifications requested by Bidder, modify the RFP by the issuance of Addenda and the same shall be notified through website i.e. tourism.mp.gov.in.

2.8.2 Any Addendum thus issued will be notified through MPTB website i.e. tourism.mp.gov.in
All such amendments/addendum will become part of the bidding document.

2.8.3 In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, Authority may, at its own discretion, extend the Bid Due Date.

B. Preparation & submission of Bids

2.9 Language

2.9.1 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.

2.10 Format & signing of Bid

2.10.1 The Bidder shall prepare original copy of the documents comprising the Bid as described in the TENDER. The Bidder bidding for the project has to submit Technical Bid of the Project along with all relevant required documents and EMD through E Procurement portal only.

2.10.2 The Bid shall be signed by a person or persons duly authorized to sign on behalf of the Bidder.

2.10.3 The Bid shall contain no alterations, omissions or additions, except those to comply with instructions issued by the Authority, or as necessary to correct errors made by the Bidder, in which case all such corrections shall be initialed by the person or persons bidder to sign the Bid.

2.11 Submission & marking of Bid

The Bidder shall submit the Bid in two Parts as below:

I: Technical Bid

The Technical Bid is to be uploaded to be submitted online only through the website www.mptenders.gov.in

II. Financial Bid:

The Financial Bid is to be submitted online only through the website www.mptenders.gov.in

The Bidder shall submit its Financial Bid online only as per the prescribed format.

2.12 Bid Due Date

- 2.12.1. Bids should be submitted on the Bid Due Date at the address provided in the RFP in the manner and form as detailed in this RFP.
- 2.12.2. The Authority may, in its sole discretion, extend the Bid Due Date by issuing an Addendum in accordance with the RFP uniformly for all Bidders.

2.13 Late Bids

- 2.13.1. Bids received by the Authority after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected.

2.14 Modifications/ Substitution/ Withdrawal of Bids

- 2.14.1. The Bidder may modify, substitute or withdraw its Bid after submission, provided that written notice of the modification, substitution or withdrawal is received by the Authority prior to the Bid Due Date. No Bid shall be modified, substituted or withdrawn by the Bidder on or after the Bid Due Date.
- 2.14.2. The modification, substitution or withdrawal notice shall be prepared, sealed, marked, and delivered with the envelopes being additionally marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL", as appropriate and be sent to the authority at the address as mentioned in the RFP.
- 2.14.3. Any alteration/modification in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

2.15 Rejection of Bids

- 2.15.1. The Authority reserves the right to accept or reject all or any of the Bids without assigning any reason whatsoever. It is not obligatory for the Authority to accept any Bid or to give any reasons for their decision.
- 2.15.2. The Authority reserves the right not to proceed with the Bidding Process at any time, without notice or liability, and to reject any Bid without assigning any reasons.

2.16 Validity of Bids

- 2.16.1 The Bids shall be valid for a period of not less than 180 (one hundred and eighty) days from the Bid Due Date. The validity of Bids may be extended by mutual consent of the respective Bidders and the Authority.

2.17 Confidentiality

2.17.1. Information relating to the examination, clarification, evaluation and recommendation for the 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 Authority in relation to, or matters arising out of, or concerning the Bidding Process. The Authority will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory 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 Authority.

2.18 Correspondence with the Bidder

2.18.1. The Authority shall not entertain any correspondence with from any Bidder in relation to acceptance or rejection of any Bid.

EARNEST MONEY DEPOSIT (EMD) and PERFORMANCE SECURITY:

2.19 Earnest Money Deposit

2.19.1. The Bidder shall furnish, as part of its Bid, an Earnest Money Deposit (EMD) amount of Rs. 5,00,000/- (Rupees Five Lakh only) to be submitted Online Only. The EMD shall be refundable to unsuccessful bidder not later than 120 (one hundred and twenty) days from the Bid Due Date. Except in case of the 2nd ranked bidders. EMD of the 2nd ranked bidder shall be returned on signing of the agreement with the selected bidder. The selected bidder's EMD shall be returned upon submission of Performance Security. Bids not accompanied by the EMD shall be rejected.

2.19.2. Any Bid not accompanied by the EMD shall be summarily rejected by the Authority as non-responsive.

2.19.3. The EMD of unsuccessful Bidders will be returned promptly without any interest.

2.19.4. The EMD shall be forfeited as Damages without prejudice to any other right or remedy that may be available to the Authority under the Bidding Documents and/ or under the Agreement, or otherwise, under the following conditions:

- a) If the Bidder withdraws its Bid during the Bid Validity Period as specified in this RFP and as extended by mutual consent of the respective Bidder(s) and the Authority;
- b) If the Bidder submits a conditional Bid which would affect unfairly the competitive position of other Bidders who submitted substantially responsive Bids.
- c) If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice,

undesirable practice or restrictive practice;

- d) In the case of the Preferred Bidder, if the Bidder fails within the specified time limit to:
 - i) Sign and return the duplicate copy of LOI;
 - ii) Furnish the required Performance Security within the period prescribed there;
 - iii) Sign the Agreement.
- e) Any other conditions, with respect to the Preferred Bidder, for which forfeiture of Bid Security has been provided under this RFP.

2.20 Performance Security

2.20.1. The successful Bidder will Deposit Performance Security **Equivalent to 10% of the total VGF amount of the first year as quoted or Rs 1 Crore whichever more** in the form of Account Payee Demand Draft or a Bank Guarantee from a Commercial Bank in an acceptable form or in the form of a Fixed Deposit Receipt pledged to the Madhya Pradesh Tourism Board.

2.20.2. The Performance Security should remain valid for a period of 30 days beyond the completion of the period of contract i.e. for 10 years .

3. EVALUATION OF BIDS

3.1 Opening & Evaluation of Bids

3.1.1 The Authority will open all the Bids received (within stipulated time) containing the Technical Bid and announce the names of (i) Bidders. In the event of specified date of Bid opening being declared as a holiday for the Authority, the Technical Bid will be opened at the appointed time and location on the next working day.

3.1.2 Technical Bid shall then be opened. Evaluation of Technical Bid and Determination of Responsiveness of the same.

3.1.3 Prior to evaluation of Technical Bids, the Authority will determine whether the Bid is accompanied by the required EMD and Tender Fee submitted online.

3.1.4 If the EMD furnished does not conform to the amount and validity period as specified in this RFP document and has not been furnished in the form specified in the RFP, the Bid shall be rejected by the Authority as non-responsive.

3.1.5 Test of Responsiveness- Prior to evaluation of Bids, the Authority (MPTB) shall determine whether each bid is responsive to the requirements of the RFP. A bid shall be considered responsive only if;

- a) it is received in as per the formats provided in the RFP

- b) it is received by the Bid due date including any extension there of
- c) it is duly signed and marked as stipulated in the RFP
- d) it is accompanied by EMD as stipulated specified in this RFP
- e) it is accompanied by the Power of Attorney as specified in the RFP
- f) it contains all the information and documents (complete in all respect) as required in the RFP and/or bidding document (in the same format as those specified)
- g) it does not contain any conditions or qualifications, and
- h) it is non-responsive thereof;
- i) it contains certificates from its statutory auditors in the formats as specified

3.1.6 The Technical Bid will further be examined to determine whether the Bid has been properly signed, meets the eligibility and qualification criteria in terms hereof, has the required financial capabilities as set out in this RFP, is accompanied by the requisite certificates, undertaking and other relevant information specified in this RFP document and is substantially responsive to the requirement of the Bidding Documents and provides any clarification for ascertaining the correctness of the information/details that the Authority may require.

3.1.7 If the Technical Bid of any Bidder is not substantially responsive, the Bid of such Bidder will be rejected by the Authority and the Bidder will not subsequently be allowed to make its Bid responsive by correction or modification or withdrawal of the non-conforming deviation or reservation. The authority may ask the bidder for any document and clarification as and when required.

3.1.8 The Authority shall inform, the Bidders, whose Technical Bid is found to be responsive for and who are short listed based on qualification criteria as detailed out in the RFP for presentation.

3.1.9 The presentation shall be evaluated on the basis of following parameters:

- a) Execution plan of the project
- b) Concept, theme and design.
- c) Effective branding/ Marketing plan of Madhya Pradesh (The way in which Gandhi Sagar Festival's platform will be used to promote as a tourism destination).
- d) Creative Ideas for Showcasing the culture and Heritage of Madhya Pradesh.
- e) Value additions to Festival for enhancement of tourism sector in Madhya Pradesh.

3.2 Short listing of Bidders.

- a) The Bidder shall be shortlisted on the basis of scoring obtained.
- b) The minimum qualifying marks shall be 75 out of 100 marks.
- c) The segregation of marks shall be as follows:

S.NO	Description	Requirement	Marks
A	Bid Evaluation		50
1	Sectoral & Financial Capabilities	The bidder should have an annual average turnover of Rs. 10.00 Crores certified by chartered accountant during last 3 financial years ending 31.03.2020 Rs.10.00 Cr. – 10 marks For each addl. Rs.1.00 Cr. – 1 mark up to max. – 20 marks	20
		The bidder must have successfully completed at least three events / festivals, in the field of Tourism for Central Government / State Government with a project cost of minimum Rs. 3 Crores during the 5 years preceding the proposal due date Minimum 3 Festivals - 5 Marks Above 3 Festivals - 3 Marks for Each Festival Up to 20 Marks The value of the work should be more than Rs 3 Crores. Note: Work order or Completion certificate need to be enclosed	20
		The Bidder shall have Net Worth as on 31st March 2021. Rs.5.00 Cr. – 5 marks For each addl. Rs.1.00 Cr. – 2.5 marks up to max. – 10 marks	10
B	Presentation		50
1	Technical Approach, Methodology and presentation	The applicant shall explain understanding of the objectives of the assignment, the technical approach, and the methodology that would be adopted for implementing the tasks. Development of the master Plan for Gandhi Sagar for the MPTB to move forward (10 marks)	10
2	Concept, Design for the mandatory components	Concept and Ideas for Identity of the festival and for each individual event with first level designs. Along with master plan for the festival, the agency has to submit the plan for permanent tourism product operated by the agency along with the festival (other than scope of work). (20 marks)	20
3	Innovative ideas for value addition in guest's and tourist's festival Experience, or ideas to enhance local community/ resources.	The applicant shall propose unique value adding components to the project that enhance the guest and tourist experience. These can be ideas for improving defined events or additional ideas around the overall festival. agency should submit the marketing plan and tie up tour operators. (20 marks) NOTE- the presentation submitted by the bidder shall be part of the agreement.	20

- a) The bidders are required to score minimum **75 technical points** (technical marks + presentation) to qualify for opening of financial proposal. On the basis of technical assessment which includes presentation, the financial bids of only the top 3 selected agencies who scores maximum marks in technical qualification will be opened, in the presence of authorized representatives of the agencies. In case, more than 3 bidders secure maximum marks, the financial bids of all the bidders shall be opened. In case, only two agencies qualify; Financial Bids of the two agencies will be opened on the basis of QCBS system. At the discretion of the management Financial Bid may be opened in case of single tender.
- b) The ratio of weight towards quality (technical bid) and cost (financial bid, for lowest VGF for the first year , weight 15 and highest annual Premium weight 15) shall be **70:30**.
- c) The agency which scores highest aggregate marks (H1), after adding the scores for the technical and financial evaluation, will be awarded the contract for organizing the event.
- d) The Authority will notify the selected firm/Agency in writing by registered letter, e- mail etc. After finalization of detailed scope of work, terms & conditions, schedule, and professional fee for the services, the firm selected will be required to enter into a contract agreement with the Authority to provide the envisaged services described in the Scope of work.
- e) The final authority lies at the sole discretion with the Managing Director, MPTB.

3.3 Opening of Financial Bids

- 3.3.1 The Authority will consider the 'Financial Bid' of only those Bidders whose Technical Bids have been determined to be substantially responsive in accordance with the RFP and determined to fulfill the qualification criteria as detailed out in the RFP.
- 3.3.2 The Bidders or their representatives who are present shall sign attendance sheet evidencing their presence.

3.4 Examination of Financial Bids and Determination of Responsiveness of Financial Bid

- 3.4.1 MPTB will determine responsiveness of each Financial Bid in accordance with the price quoted.
- 3.4.2 A substantially responsive Financial Bid is one, which conforms to all the terms, conditions and specifications of the bidding documents.
- 3.4.3 If the Financial Bid of any Bidder is not substantially responsive in terms hereof, the Bid of such Bidder shall be rejected by MPTB and the Bidder shall not subsequently be allowed to make its Bid responsive by correction or withdrawal of the non-conforming deviation or reservation.

3.5 Correction of Errors

3.5.1 Financial Bids determined to be substantially responsive will be checked by MPTB for any arithmetic errors. Arithmetic errors will be rectified on the following basis: -

- i) Where there is a discrepancy between the amount quoted in the Financial Bid, in figures and in words, the amount in words will prevail over the amounts in figures, to the extent of such discrepancy
- ii) The amount stated in the Financial Bid will be adjusted by MPTB in accordance with the above procedure for the correction of errors and shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount of Bid, his Bid will be rejected, and his EMD may be forfeited.

3.6 Evaluation and Comparison of Financial Bids

3.6.1 In preparing the Financial Proposal, Agencies are expected to take into account the requirements and conditions outlined in the RFP document

This Fee will cover costs / expenses for undertaking work as detailed in the Scope of Work.

3.6.2 MPTB will evaluate and compare only those Financial Bids which are determined to be substantially responsive. For final evaluation (QCBS), total cost of financial proposal will be considered.

The Authority will determine whether the financial proposals are complete, correct and free from any computational errors and indicate correct prices in local currency (Indian Rupee).

3.6.3 In evaluating the Financial Bids, MPTB will determine for each Financial Bid the amount quoted by the Bidder. The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

3.7 Clarification of Bids

3.7.1 To assist in the examination, evaluation and comparison of Bids, MPTB may, at its discretion, ask any Bidder for authentication the correctness of the information/details furnished by him in his Bid. Such request by MPTB and the response by Bidder shall be in writing or by cable/fax, 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 arithmetical errors discovered by MPTB in the evaluation of the Bids.

3.7.2 Subject to Sub Clause in the RFP, no Bidders shall contact MPTB on any matter relating to his Bid from the time of Bid opening to the time contract is awarded.

3.7.3 Any effort by the Bidder to influence MPTB in the MPTB's Bid evaluation, bid comparison

or contract award decisions may result in the rejection of his Bid.

3.8 Process to be Confidential

3.8.1 Information relating to the examination, clarification, evaluation and recommendation for the 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 Authority in relation to or matters arising out of, or concerning the Bidding Process. The Authority will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory 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 Authority or as may be required by law or in connection with any legal process.

3.9 Award of Contract

3.9.1 Selection & Award Criteria

- a) The evaluation committee shall evaluate the Technical Proposals on the basis of responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the tender. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the tender.
- b) The Client shall evaluate each technical proposal taking into account several criteria. Each criterion shall be marked on a scale of 1 to 100. Then the total points shall be weighted to become scores.
- c) The points and the criterion have been specified in the RFP.
- d) The bidders are required to score minimum **75 technical points** (technical marks + presentation) to qualify for opening of financial proposal. On the basis of technical assessment which includes presentation, the financial bids of only the top 3 selected agencies who scores maximum marks in technical qualification will be opened, in the presence of authorized representatives of the agencies. In case, more than 3 bidders secure maximum marks, the financial bids of all the bidders shall be opened. In case, only two agencies qualify; Financial Bids of the two agencies will be opened on the basis of QCBS system. At the discretion of the management Financial Bid may be opened in case of single tender.
- e) The ratio of weight towards quality (technical bid) and cost (financial bid for lowest VGF for the first year weight 15 and highest annual premium weight 15)) shall be **70:30.**

- f) The agency which scores highest aggregate marks (H1), after adding the scores for the technical and financial evaluation, will be awarded the contract for organizing the event.
- g) The Authority will notify the selected firm/Agency in writing by registered letter, e-mail etc. After finalization of detailed scope of work, terms & conditions, schedule, and professional fee for the services, the firm selected will be required to enter into a contract agreement with the Authority to provide the envisaged services described in the Scope of work.
- h) The final authority lies at the sole discretion with the Managing Director, MPTB.

3.9.2 Public Opening & Evaluation of Financial Proposals

After the technical evaluation (quality) is completed, MPTB shall notify those agencies whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Scope of work and the financial proposals of such bidders will be returned unopened after the signature of the contract.

MPTB shall simultaneously notify the agencies that have secured the minimum qualifying mark, the date, time and place set for opening the financial proposals or as mentioned in the RFP, to enable the agencies to attend the opening of the financial proposals.

The financial proposals shall be opened publicly in the presence of representatives of the agencies who choose to attend. The name of the agencies, the technical points, and the prices quoted shall be read out by MPTB.

For lowest VGF for the first year weight assigned :15

The proposal with the lowest VGF (Fm) shall be given financial score (Sf) of 100 points. The financial scores of other proposals should be computed as follows:

$$Sf = 100 \times Fm/F$$

Where F= amount of financial proposal

For highest annual premium weight assigned : 15

The proposal with the highest annual premium (Fm) shall be given financial score (Sf) of 100 points. The financial scores of other proposals should be computed as follows:

$$Sf = 100 \times F/FM$$

Where F= amount of financial proposal

Combined Quality and Cost Evaluation

The total score shall be obtained by weighting the combined quality/technical and VGF plus premium scores and adding them, as follows:

$$S = St \times Tw + Sf \times Fw$$

Where S = total score

St = combined technical

Sf = combined financial score

Tw = weight assigned to technical score i.e. 0.70
Fw = weight assigned to financial score for first year VGF weight 15 and annual premium weight 15) i.e. 0.30

The successful bidder shall be the bidder having the highest score. In the event two or more bidder have same score in the final ranking, the bidder with higher/highest technical score shall be considered as successful bidder. In case two or more bidder have same score in the final ranking and technical score, the bidder with higher/ highest turnover in preceding year shall be considered as successful bidder.

The firm obtaining the highest total score shall be the successful agency.

4. LETTER OF INTENT

- 4.1 After selection, a Letter of Intent (the "LOI") shall be issued, in duplicate, by the Authority to the Agency shall, within 7 (seven) days of the receipt of the LOI, sign and return the duplicate copy of the LOI in acknowledgement thereof. In the event the duplicate copy of the LOI duly signed by the Agency is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the EMD of such Bidder as loss and damage suffered by the Authority on account of failure of the Agency to acknowledge the LOI, and the Authority may select the next Agency in the rank.
- 4.2 After acknowledgement of the LOI as aforesaid by the Agency, it shall cause the successful Bidder to execute the Agreement. The Agency shall not be entitled to seek any deviation, modification or amendment in the Agreement.

5. Liquidated Damages:

In the event of contractor's failure to complete the work and providing various services within the specified time, the MPTB may, without prejudice to any other rights hereunder, recover from the supplier, as Liquidated Damages, the sum of 5% of the contract price.

6. Termination by Default:

MPTB reserves the right to terminate the contract of any agency in case of change in the Government procedures or unsatisfactory services.

7. Risk – Purchase Clause:

If the contractor, after submission of RFP and the acceptance of the same, fails to abide by the Terms and Conditions of the RFP document or fails to complete the work within the specified time or at any time repudiates the contract, the MPTB will have the right to:

- a) Forfeit the EMD.
- b) Invoke Security Deposit/Performance Bank Guarantee
- c) In case of completion through alternative sources and if price is higher, the contractor will pay the balance amount to MPTB.
- d) For all purposes, the work order accepted by the bidder and issued by MPTB will be considered as the formal contract

8. Arbitration

- 10.01 any dispute arising in connection with this RFP/agreement, which cannot be settled amicably, will be settled through arbitration of one arbitrator, if the parties hereto agree. If the parties cannot agree upon the name of single arbitrator, in such situation, appointment of the single arbitrator will be done by the Court of jurisdiction. The decision of the arbitrator shall be rendered in writing and shall be binding upon the parties and the arbitration shall take place as per the provisions of the Arbitration and Conciliation Act, 1996 (as amended).
- 10.02 The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to the aforesaid, Arbitration and Conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.
- 10.03 The venue of the arbitration proceeding shall be Bhopal or such other places as the arbitrator may decide.

ANNEXURE - I

Letter Comprising the Bid

Ref.

Date:

To,
The Managing Director
Madhya Pradesh Tourism Board, Lily
Trade Wing, 6th Floor,
Plot no. -03, Zawabit Lines Bhopal –
462008
Madhya Pradesh, India

Sub: - Selection of an agency for organizing Gandhi Sagar Festival.

Dear Sir,

Being duly bidder to represent and act on behalf of _____
(hereinafter referred as the "**Bidder**"), and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and apply for qualification for undertaking the "Selection of Creative & Event Agency for organizing Gandhi Sagar Festival" (**Project**).

We are enclosing our Bid, in conformity with the terms of the RFP, and furnishing the details as per the requirements of the Bid Document, for your evaluation.

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

We confirm that the application is valid for a period of 120 days from the due date of submission of application and is unconditional.

We hereby also confirm the following

1. The Proposal is being submitted by M/s _____ (name of the bidder, in accordance with conditions stipulated in the RFP)
2. We have examined in detail and have understood the terms and conditions stipulated in the RFP Document issued by MPTB (hereinafter referred as the "**Authority**") and in any subsequent communication sent by Authority.
3. We agree and undertake to abide by all these terms and conditions. Our Proposal is consistent

with all the requirements of submission as stated in the RFP or in any of the subsequent communications from Authority)

4. The information submitted in our Proposal is complete, is strictly as per the requirements stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal.
5. We confirm that we have studied the provisions of the relevant Indian laws and regulations required to enable us to prepare and submit this Proposal for undertaking the Project, in the event that we are selected as the Preferred Bidder.
6. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitration tribunal or a judicial authority or judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. I/ We declare that:
 - a) I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and
 - b) I/ We do not have any conflict of interest in accordance with the RFP document; and
 - c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any RFP or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
8. I hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;
9. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders
10. I further certify that in regard to matters relating to security and integrity of the country, we, have not been convicted by any Court of Law or indicted or adverse orders passed by the regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of community.
11. I further certify that in regards to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by the Court of Law.
12. I further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.
13. I hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidders, or in connection with the Bidding Process itself, in respect of the

above-mentioned Project and the terms and implementation thereof.

14. In the event of me being declared as the Preferred Bidder, I agree to enter into an Authorization Agreement in accordance with the draft that has been provided to me prior to the Bid Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
15. I have studied all the Bidding Documents carefully and also surveyed the project details. We understand that except to the extent as expressly set forth in the License Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Authorization.
16. The amount has been quoted by me/ after taking into consideration all the terms and conditions stated in the RFP, our own estimates of costs and after a careful assessment of the identified locations of the proposed Centers and all the conditions that may affect the Bid.
17. I agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project / Authorization is not awarded to me or our Bid is not opened or rejected
18. I agree and undertake to abide by all the terms and conditions of the RFP document which inter alia includes payment of Project Development Expenses and Project Development Fees (Success Fee) and furnishing of the Performance Security to the Authority in the manner provided in respect thereof in the RFP.
19. We confirm that all the terms and conditions of the Proposal are firm and valid for acceptance for a period of 120 days from the Proposal Due Date.
20. I/we offer an Earnest Money Deposit (EMD) of **Rs. 5,00,000 (Five Lakh Rupees Only)** to the authority through MP E-Procurement Portal.
21. I agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, I submit this Bid under and in accordance with the terms of the RFP document.

Thanking You,
Yours Sincerely,

Date: _____

Place: _____

For and on behalf of: (Name of the Bidder and the Company Seal)

Signature: (Bidder Representative & Signatory)

Name of the Person:

Designation:

ANNEXURE - II**RFP FOR SELECTION OF CREATIVE & EVENT AGENCY FOR ORGANISATION OF GANDHI SAGAR FLOATING FESTIVAL**

Sr. No.	Particulars	Page No.	Remarks/Details
1	Name of Agency/ Applicant		
2	Details about office of agency:		
	Address:		
	Phone No:		
	Fax:		
	E-Mail ID:		
	Website:		
	Contact person:		
	Mobile No. and contact person:		
3	Details about registered office of Applicant and Contact No.		
4	Status of Applicant [Partnership firm/ Pvt. Ltd.Co. / Public Ltd Co.]		
5	Details about Director/Partners List to be attached		
6	Copy of Memorandum to be attached		
7	Total experience of applicant [No. of years]		
8	Certified copy of the Turnover of Agency/ Applicant during last financial three years		
9	P.A.N. No. (Copy to be attached)		
10	Goods and Service Tax (GST) Registration No.(Copy of certificate to be attached)		
11	Concept note		
12	Credentials		
13	Empanelment Tourism department/ board		
14	Details of RFP Fees attached		
15	Details of EMD attached		

Signature & Seal of the Bidder**Date:**

DECLARATION

- 1) I / We have read the instructions appended to the Pro forma and I/We understand that if any false information is detected at a later date, any contract made between ourselves and MPTB on the basis of the information given by me/us can be treated as invalid by the MPTB and I / We will be solely responsible for the consequences.
- 2) I/We agree that the decision of MPTB in selection of contractors will be final and binding to me/us.
- 3) All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
- 4) I / We agree that I / We have no objection if enquiries are made about the work listed by me/ us here in above and/ or in the accompanying sheets.

Place.

Date.

SIGNATURE:

Name & Designation & seal of the Company:

Annexure III

Statement of Legal Capacity

(To be forwarded on the letterhead of the Bidder)

Ref.

Date:

To,
The Managing Director
Madhya Pradesh Tourism Board Lily
Trade Wing, 6th Floor,
Plot no. 03, Zawabit Lines,
Jehangirabad
Bhopal – 462008 Madhya
Pradesh, India

Sub: Bid for “Selection of an agency for organizing Gandhi Sagar Festival”

Dear Sir,

We hereby confirm that we satisfy the terms and conditions laid out in the RFP document.

We have agreed that _____ (insert individual’s name) will act as our representative and has been duly bidder to submit the RFP.

Further, the bidder signatory is vested with requisite powers to furnish such letter and authenticate the same.

Thanking you,

Yours faithfully,

For and on behalf of bidders

signatory

Annexure IV
Power of Attorney for signing of Application

Know all men by these presents, We _____
(name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and bidder Mr./ Ms (name), _____ son/daughter/wife of _____ and presently residing at _____, who is presently employed with us holding the position of _____, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for the ***** Project proposed or being developed by the ***** (the “Authority”) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Applications and other conferences and providing information/ responses to MPTB, representing us in all matters before MPTB, signing and execution of all contracts including the Authorization Agreement and undertakings consequent to acceptance of our bid, and generally dealing with MPTB in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into of the Authorization Agreement with MPTB.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE – NAMED PRINCIPAL

HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ DAY OF _____ 20**

For _____

(Signature)

(Name, Title and Address)

Witnesses:

1.[Notarized]

2.Accepted

(Signature)

(Name, Title and Address of the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

Annexure V

RFP FOR SELECTION OF CREATIVE & EVENT AGENCY FOR ORGANISATION OF GANDHI SAGAR FLOATING FESTIVAL

EXPERIENCE IN RELATED ACTIVITIES

S. No.	NATIONAL / INTERNATIONAL EVENT - NAME	DATE	PLACE	SUPPORTING DOCUMENT CLOSED	COST OF PROJECT

FOOTNOTE

- a) Separate tables may be provided for the national and international events.
- b) For the purpose of marking, only those events, managed by the EMA for the past three financial years, will be considered which are supported by documentary evidence like copies of agreements, work orders, letter of intent, completion certificates, etc. The documents should be duly notarized and submitted along with the above proforma.

Signature & Seal of the Bidder

Date:

Annexure VI

RFP FOR SELECTION OF CREATIVE & EVENT AGENCY FOR ORGANISATION OF GANDHI SAGAR FLOATING FESTIVAL

Note- The agency shall quote the per unit rate of VGF (Viability Gap Funding) GST extra as applicable for the first year, (valid for the first five years at a diminishing ratio of 20 % every year) and also quote the annual premium amount GST extra as applicable for the next five year from the sixth year upto the tenth year. Highest financial score will be awarded to the bidder quoting lowest VGF for the first year and highest annual premium

Bidder Name :						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Per Unit VGF RATE In Figures To be entered by the Bidder Rs. P	TOTAL VGF AMOUNT GST extra as applicable	TOTAL VGF AMOUNT In Words
1	2	3	4	5	6	7
	INFRASTRUCTURE & PRODUCTION					
1	Cost of venue	1	Lump sum			
2	Cost of City Decors	1	Lump sum			
3	Floating Stage to be made of 3000 Sq feet	1	Lump sum			
4	Sofa Sitting for VIP	50	Lump sum			
5	Chair Seating arrangement	500	Lump sum			
6	ENTERTAINMENT					
	Day 1 Live Band	1				

	Day 2- Live Band	1				
	Day 3- Live Band	1				
	Day 4 - Live band	1				
	Day 5- Live Band	1				
7	EXPERIENCES	-	-			
a)	Floating market (local produce)	40 Stall				
b)	Bubble pods for Star Gazing at Hinglaj Resort	05				
c)	Boat Spa's	5				
d)	Silent ear phone music evening in forests	100				
8	WORKSHOPS	-	-			
a)	Photography Tours & workshop	50 pax	Lump sum			
b)	Naturopathy Workshops	50 pax	Lump sum			
c)	Bio-dynamic farming workshops	50 pax	Lump sum			
d)	Indigenous cooking and craft workshops	50 pax	Lump sum			
e)	Tribal art & culture workshop	50 pax	Lump sum			
f)	Eco-Marine workshops	50 pax	Lump sum			
g)	Rural & Agro tourism workshops	50 pax	Lump sum			
h)	Rock Art Tour & work shop	50 pax	Lump sum			
9	Food Festival	1	Lump sum			
10	Craft Bazar (15 stalls)	15	Nos			
11	Rural Experience	1	lumpsum			
12	Delegates (including travel, lodging, boarding , local Assistance)	125	Nos			
13	Cost of Media Management	35	Nos			
14	Cost of Transportation		Lumpsum			
15	Information counter		Lumpsum			
16	Medical facilities		Lumpsum			
17	Fire brigade/fire extinguishing system		Lumpsum			
18	Mobile Toilet		Lumpsum			
19	Drinking water facilities		Lumpsum			

20	Security & other arrangement		Lumpsum			
21	Publicity	-	-			
a)	Hoardings	15				
b)	Folding Standies	15				
22	Cost of Delegate Kit bag	250				
23	Cost of publicity Material	500				
24	Digital marketing and promotion	-	-			
A	Development and maintenance booking portal	1	lumpsum			
B	Creation and Maintenance of a microsite	1	lumpsum			
C	Social Media Promotion	1	lumpsum			
D	Paid digital promotion	1	lumpsum			
E	Content creation	1	lumpsum			
F	Arrangement of influences	1	lumpsum			
G	2 press meet		lumpsum			
25	Cost of Inaugural programme	1	lumpsum			
26	Pre-event content and report	1	lumpsum			
27	Electricals and generators of 250 Kva	1	lumpsum			
28	50 Super Luxury Ecological Tents for the Five days event	50	-			
29	25 tent operate commercially for minimum period 90 days	25	-			
30	Air Activities for five days event	-	-			
a)	Parasailing- (Minimum 2 Unit)	2	-			
b)	Hot Air Ballooning-Minimum of 4	4	-			
c)	Para Motor - (Minimum 2 Unit)	2	-			
31	Land Activities for 180 days	-	-			
a)	Duo cycling (Minimum 2 Unit)	2	-			
b)	Cycling (Minimum 10 Unit)	10	-			
c)	Trekking (Minimum 1 Expert/Guide)	1	-			
d)	Stargazing (Minimum 1 Unit)	1	-			
e)	Rope course (Minimum 4 kind/type with required expert)	4	-			

f)	Jungle Safari / Safaris (Minimum 4 jeep four wheel drive with required expert)	4	-			
g)	Night jungle walk (Minimum 1 Expert/Guide)	1	-			
h)	All-Terrain Vehicle (ATV)- Minimum 2	2	--			
i)	Zip line- 1 activity	1	-			
j)	Paint Ball Arena(Minimum 1 Unit)	1	-			
k)	Air gun shooting(Minimum 2 Unit)	2	-			
l)	Kids Zone with small activities for kids such as battery-operated cars, bouncing	1	-			
m)	Indoor Gaming- Pool/Snooker, Video Games, Chess, Table Tennis alleys etc.	1	-			
n)	Bullock Cart Ride (Minimum 1Unit)	1	-			
o)	Horse Riding(Minimum 4 Unit)	4	-			
p)	Camel ride(Minimum 4 Unit)	4	-			
32	Water Sports Activities		-			
a)	Kayaking (Minimum 2 Unit only for five days event)	2	-			
b)	Parasailing (Minimum 1 Unit only for five days event)	1	-			
c)	Jet Ski(Minimum 2 Unit for 180 days)	2	-			
d)	Speed Boating(Minimum 2 Unit for 180 days)	2	-			
e)	Zorbing- 1 activity for 180 days	1	-			
f)	Dragon Boat (Minimum 1 Unit with required expert for 180 days)	1	-			
g)	Banana boat ride (Minimum 1 Unit with required expert for 180 days)	1	-			
33	Miscellaneous *(agency should submit details separately)		Lumpsum			

Total Per Year VGF amount in Figures (A)		0.00	0.00
Total Per Year VGF amount in Words	INR Zero Only		
Annual Premium Amount from sixth year to tenth Year in Figures (B)			
Annual Premium Amount from sixth year to tenth Year in Words (B)			

Note : the above quote shall be exclusive of applicable GST.

FOR AND ON BEHALF OF _____

SIGNATURE _____

Yh b