

## Instruction to Bidders

1. Schedule of Bidding Process: The Department would endeavour to adhere to the following schedule during the Bidding Process:

S. No	Description	Date
a)	Date of Publication of e-Tender Notice and e-Tender document on e-Tender Portal <a href="https://etender.up.nic.in">https://etender.up.nic.in</a>	07 October 2017
b)	Bid Submission Start Date	07 October 2017 from 1300 hrs
c)	Bid Submission Closing Date	12 October 2017 Up to 1400 hrs
d)	Opening of Technical eBids	12 October 2017 at 1430 hrs
e)	Financial Bid Opening	13 October 2017 at 1100 hrs

2. The Selected Bidder shall function as the event management **Agency for organizing the Deepotsav at Ayodhya on 18<sup>th</sup> October, 2017**. The agency will be responsible for organizing the entire event as per the Scope of Work.
3. The Department intends to adopt a single stage-two envelope bidding process for selection of Agency for the Assignment. Hence, the technical and financial proposal shall be uploaded as two separate files on the e-tendering website. A Demand draft of Rs. 5,000/- (Rupees Five Thousand only) for cost of Tender Document (non-refundable) in favour of Director General Tourism, Government of Uttar Pradesh payable at Lucknow, issued by any Scheduled Bank in India has to be submitted for acceptance of the e-bid. The Demand Draft must be hand delivered to the office of the Department on or before the Bid submission date and time.
4. Earnest Money Deposit- An Earnest Money Deposit for an amount of Rs. 10,00,000/- (Ten Lakhs Only) in the form of a Demand Draft/Bank Guarantee in favour of Director General Tourism, Government of Uttar Pradesh payable at Lucknow has to be submitted for acceptance of the e-bid. The Demand Draft/ Bank Guarantee must be hand delivered to the office of the Department on or before the Bid submission date and time.

- a. EMD shall be returned to the unsuccessful Bidders within a period of one month from the date of issue of Work Order to the Successful Bidder.
- b. The EMD of the successful Bidder shall be treated as the Performance Guarantee and shall be refunded after 90 days post the successful execution of the event.
- c. EMD/Performance Guarantee shall be forfeited in the following cases:
  - i. If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect; and
  - ii. In case of any loss or damage cost to or suffered by the Department by reason of any breach of any terms or conditions contained in the Work Order or by reasons of Bidder failure to perform the duties as per the Work Order. The decision of Director General Tourism, Government of Uttar Pradesh shall be final and binding in this regard.

5. Format and Signing of eBids: The Bidder shall provide all the information as per this Tender Document. The Department would evaluate only those Proposals that are received in the required format and are complete in all respects. The Bidder shall prepare the electronic copy for the eBids (in pdf format) and upload the eBids on eTender Portal <https://etender.up.nic.in> through the bidder's Digital Signature Certificate (DSC). Each Proposal shall comprise the following:

**A. Part I Submission (Technical Proposal)**

- a. Scanned copy of the DD for Cost of Tender Document;
- b. Scanned copy of the DD for Earnest Money Deposit;
- c. Technical Bid comprising of:
  - i. Covering letter in the format set out in **Appendix A**;
  - ii. Details of the Bidder in the format set out in **Appendix B**. The Bidder has to declare the Company profile such as Memorandum & article of Association of the company, etc. The documents to be submitted should also include the following:
    - Self-attested copy of Registration.
    - Self-attested copy of PAN card.
    - Self-attested copy of the GSTIN Number.

- Self-attested copy of company profile
- iii. A certificate as per **Appendix C** from a Chartered Accountant specifying the Average Annual Turnover for the last three financial years (2014-15, 2015-16, 2016-17)
- iv. Project data Sheets in the format set out in **Appendix D**, with supporting proof as indicated in the Eligibility criteria
- v. Affidavit on Stamp Paper regarding Non-debarment by any Government agency

## **B. Part II Submission (Financial Proposal)**

Financial Proposal will be uploaded on the e-tendering website and marked as Part II Submission- Financial Bid in the format as set out in Appendix E.

- i. The Financial Fee shall be charged as item wise detailed in BOQ. The BOQ shall detail the cost of the finished products (Direct, indirect cost) to be delivered. The fees charged will be exclusive of GST and shall be payable as per the applicable rates at the time of payment.
  - ii. Any other fees apart from the BOQ will not be paid by the Department.
6. Bidders are advised to submit their eBids in 'Two-packet' system with Technical and Financial bids separately on eTender portal. Please note that prices should not be quoted in the Technical Bid. The Prices should be quoted in the Financial Bid only. On receipt on eTender portal, the technical proposals will be opened by Bid Evaluation Committee (BEC) members in the office of Department of Tourism, Paryatan Bhawan, Lucknow.
  7. The Proposal would be evaluated on the basis of the evaluation criteria set out in this Tender Document in order to identify the successful Bidder ("Successful Bidder"). The bid will be evaluated on the LEAST COST SELECTION (LCS) method.

8. Letter of Award: The successful bidder shall be provided the Letter of Award on the same day as opening of financial bids and selection of Successful Bidders.

9. Payment Terms

i. The payment to the Successful Bidder will be made on an actual basis i.e. subject to verification of the submitted original bills and actual delivery of the product.

ii. The payment shall be made as below:

S. No.	Description	Time Frame
1	Mobilization fee equivalent to 10% of the quoted fees	On receipt of Letter of Award by the Agency
2	Payment of 20% of the quoted fees	Two days before the event
3	Balance 70% amount (subject to verification of the submitted original bills and actual delivery of the product)	Within 30 days of successful completion of event