

Government of Rajasthan, Department of Tourism

Hotel Khasa Kothi Campus. M.I. Road. Jaipur

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No. F 3(512) Mktg./RTM/2016/ 13076

Date:02.08.2016

NIB No. 55

Invitation of online Open Competitive Bid for organizing 3 days event 'Rajasthan Travel Mart'

Online open competitive bids for organizing 3 days event 'Rajasthan Travel Mart' in fourth quarter of April, 2017 over next three years in Rajasthan; starting year 2017-18, are invited from eligible and reputed national level **industrial bodies/trade organizations and other travel trade event management agencies** having prior experience of organizing such events for following work in the Department of Tourism, Government of Rajasthan.

| S. No. | Name of Work | E-Bids invited from | Total Estimated cost of work for three years | Bid Security Amount | release of E Bid Advt. | Time & last date for online submission of E bid | Time and date for opening of technical bid |
|--------|--|--|--|---------------------|------------------------|---|--|
| 1. | Organization of 3 day annual event 'Rajasthan Travel Mart, in fourth quarter of April, 2017 over next three years in Rajasthan starting yr 2017-18 | Reputed industrial bodies/trade Associations and other agencies having prior experience in the field | Rs.4.50 Crore | Rs.9.00 lacs | 03/08/2016 | Up to 12.00 pm on 06/09/2016 | 2.00 pm on 07/09/2016 |

The complete bid document can be downloaded from <http://eproc.rajasthan.gov.in>, <http://sppp.raj.nic.in> and www.tourism.rajasthan.gov.in. Duly filled bids can be submitted online latest by 06/09/2016 by 12 pm. Demand Draft/Banker Cheque/Cash Deposit Receipt of Rs 5000/- for bid application fee in favor of Director Rajasthan Tourism and Demand draft of Rs 1000/- for E-bid processing fee in favor of MD, RISL, Jaipur will have to be deposited in this office up to 12 pm on 06/09/2016.

----Sd.----

(Ashutosh A T Pednekar)
Director, Tourism

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Notice Inviting E Bid No. 55



Department of Tourism
Government of Rajasthan
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+91-141-5155100 cotraj@gmail.com

No. F 3(512) Mktg./RTM/2016/

Date:

Date of Release: 03/08/2016

Last Date of Submission of bids online: 06/09/2016

Government of Rajasthan, Department of Tourism

Hotel Khasa Kothi Campus. M.I. Road. Jaipur

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Online Invitation of Technical & Financial Bids from reputed industrial bodies/ trade associations and other agencies having prior experience of organizing Tourism and Travel related events for organizing 3 day event 'Rajasthan Travel Mart' annually for three consecutive years in Rajasthan. Rajasthan Tourism in association with Travel Trade of Rajasthan wishes to make this event a regular and self sustainable annual B2B and B2C platform engaging all the stakeholders and public in long run.

SCHEDULE OF BID PROCESS

| Event Description | Scheduled Date |
|--|-------------------------------------|
| Release of Notice Inviting E Bid | 03/08/2016 |
| Last Date & Time of Receiving Queries for Pre Bid Conference | 16/08/2016 up to 3 p.m. |
| Pre-Bid Conference Date & Time | 17/08/2016 at 12 p.m. |
| Department's Response to Queries | 18/08/2016 by 06 p.m. |
| Last Date for submission of online Bid | 06/09/2016 upto 12.00 p.m. |
| Date & Time of Opening of Technical Bids | 07/09/2016 at 02.00 p.m. |
| Date of AV Presentation (may be finalized at very notice, any day after 07/9/2016) | To be apprised later |
| Date & Time for opening Financial Bids from technically qualified firms | To be apprised later |
| Bid Application Fee (DD/ Banker Cheque/ Cash Deposit Receipt should be drawn in favor of "Director, Department of Tourism" from any Nationalized / Scheduled Bank, Payable at Jaipur) | Rs. 5,000/- |
| RISL fees (DD / Banker Cheque / Cash Deposit Receipt should be drawn in favor of M.D. RISL from any nationalized scheduled bank payable at Jaipur) | Rs .1000/- |
| Date of Award of Contract | After finalization of financial bid |
| Bid Security (Either in the form of a DD drawn in favor of "Director, Department of Tourism, Government of Rajasthan", payable at Jaipur or in the form of an irrevocable Bank Guarantee issued by one of the Nationalized/Scheduled Banks in India and having branch in Jaipur. The bid security must remain valid thirty days beyond the original or extended validity period of the bid. | Rs. 09.00 Lacs |

BACKGROUND AND OBJECTIVES

Rajasthan, the largest state of India is bestowed with natural beauty and rich heritage. Its architectural memoirs built with studied detail, effervescent colors, stunning handicrafts, glittering gems, throbbing towns, wildlife sanctuaries, cattle fairs, or pulsating festivities and touching hospitality are the major attractions for tourist. The state has many UNESCO world heritage sites besides a series of protected monuments. The state was visited by about 35 million tourists in 2015.

Department of Tourism is actively engaged in promoting and marketing Rajasthan in the Domestic Tourist Markets. In this regard, the department is seeking the services of eligible and reputed national level industrial bodies/trade organizations and other travel trade event management agencies in the business of organizing Tourism and Travel Marts/Events for organization of annual 3 day 'Rajasthan Travel Mart' over next three years (starting year 2017-18 till 2019-20) in the month of April. The focus will be on engaging the sellers from Rajasthan with the buyers invited from all across the country in a meaningful and long lasting business relationship, making this event a self sustainable, industry driven annual activity in long run, reassertion the Brand Rajasthan among Domestic tourists and Travel Trade and thereby increasing the domestic tourist traffic in the State substantially.

Who All Can take part in Bid:

1. A bidder may be a company or a society or a trust incorporated/registered in accordance with the requirements of applicable law and in particular as applicable to the State of Rajasthan. Industrial bodies, National Trade Association of repute, other agencies engaged in organising variety of events and shows such as Investor Meets, Travel & Tourism events can also participate in the bid.
2. Or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a consortium. A consortium shall be eligible for consideration subject to the conditions set out below:
 - i. Number of members in a consortium would be limited to maximum of 2;
 - ii. The proposal/bid should contain the information required for both members of the consortium;

- iii. An individual bidder cannot at the same time be member of a consortium. Further, a member of a particular consortium cannot be member of any other consortium; an undertaking towards this end needs to be submitted by both the members;
- iv. Members of the consortium shall nominate one member as the lead member. The nomination shall be supported by a Power of Attorney; and
- v. Members of the consortium shall enter into a Memorandum of Understanding (MOU) duly notarised for the purpose of making and submitting the proposal/bid. The MOU shall, inter alia:
 - a. Convey the intent to carry out all the responsibilities as in terms of the proposal/bid submitted,
 - b. Clearly outline the proposed roles and responsibilities of each member, and
 - c. Include a statement to the effect that both members of the consortium shall be liable jointly and severally for all the responsibilities as in terms of the proposal/bid submitted.

In case of a consortium, the combined annual turnover/receipts and experience of members, should satisfy the pre-qualification criteria.

The steps for Bid Evaluation:

- Bidders meeting the pre-qualification criteria shall be shortlisted.
- Shortlisted bidders will be required to make an AV presentation on their capabilities and previous work experiences. Bidder will be required to present concept and overall plan to organize the proposed event. Presentation will be part of technical bid and forms a basis of technical qualification.
- Financial bids of only the pre qualified and technically qualified bidders would be opened. To qualify technically, the bidder must secure 60% marks in the evaluation. The criteria for evaluation and award of marks are given in the bid document.
- Agreement would be signed with the selected bidder.

Stage-1 Pre Qualification Criteria for Selection:

2. The bidder can be a company, Society or Trust engaged in the field of organizing travel and tourism marts/events for more than 5 years or having a separate dedicated division for this work. Industrial bodies, National Trade Association of repute engaged in organising variety of events and shows such as Investor Meets, Travel & Tourism events can also participate in the bid.
3. Bidder should have handled at least 3 travel and tourism marts/events in past five years.
4. Average annual turnover of the bidder should not be less than Rs.500 lacs in past three years.
5. Proven experience in getting sponsorship/strategic and promotional tie ups for events handled in the past.

Criteria for Final Selection:

Stage 2: Assessment of Bidder Profile (technical bid) and Conceptual Presentation on the proposed event:

Pre qualified bidders shall be evaluated on the basis of strength of its profile and experience as well as the understanding of the project and the proposed plan for the event. The agencies securing minimum 60% or more marks in the evaluation of the technical bid shall qualify for financial bidding stage. The presentations by the bidders will be treated as part of technical bids and shall be made part of the office record. Technical evaluation will be done on following criteria.

| S.N. | Criteria | Maximum Marks (100) | Marks obtained |
|------|--|---------------------|----------------|
| 1 | Understanding and clarity of Proposed Concept Plan for organising the event: | | |
| | - Venue Management- Design/ decor | 5 | |
| | - Concept plan for Inaugural | 5 | |
| | - Logistic plan for hosted buyers | 5 | |
| | - Branding, Sales & Marketing Plan | 5 | |

| | | | |
|---|--|----|--|
| 2 | Bidder Profile - Number of offices/branches in India and outside- except Head office (5 marks for up to 10 offices, 1 mark for each extra office) | 15 | |
| | - Total Strength of regular staff (5 marks for up to 100 staff, 1 mark for each set of 10 extra staff) | 15 | |
| | - International exposure (5 marks up to 5 activities/tie ups, 1 mark for each extra activity/tie ups) | 10 | |
| 3 | Turn Over of last three years: (enclose CA attested Profit & Loss statement) (5 marks for Rs. 5 Crore, 1 mark for each Rs. 10 Crore extra) | 10 | |
| 4 | Experience- - Total Number of all types of events done in last 5 years (enclose list with evidence- event booklet/directory etc) - (10 marks for 3 events, 1 marks for each set of 5 events extra) | 15 | |
| | - Total Number of buyers/sellers participated in events done in last 5 years(enclose list) (10 marks up to 50 buyers/ sellers, 1 marks for each set of 50 buyers/sellers extra). (only B2B delegates to be considered) | 15 | |

The bidders securing minimum 60% marks or more shall qualify for final stage when their financial bids shall be opened.

Stage 3: Financial Stage: In the financial bids, the bidder who will offer overall lowest cost for three events in the financial bid (BOQ) shall be awarded the job. **Bidders will have to submit best proposals to the Deptt. for being ‘an event of repute of high standards’ and to get it established in coming years.**

SCOPE OF WORK & DELIVERABLES (Responsibilities of the bidder)

1. Each year, the Event would be held as a three days activity in Jaipur.
2. A complete action plan for each year's activity with milestones shall be submitted by the firm within 15 days after award of the bid.
3. Booking of all related expenses (electricity, cleaning, security etc.) of the venue for the event (Birla Auditorium, Jaipur).
4. The first day would be an inaugural ceremony in evening with dinner and cultural programme. The duration of the inaugural ceremony will be about 4 hours including dinner time. All arrangements related to the inaugural ceremony such as five star hotel / similar venue / sponsored venue, cultural presentations, décor, Stage, Light, Sound, Anchor, Invitations - hosted buyers, other registered buyers and sellers, dignitaries, special Invitees/guests and media and related transport and logistics shall be done by the bidder.
5. Similarly, bidder shall arrange a dinner on inaugural day for about 1500 persons in a five star hotel / similar venue / sponsored venue with menu of similar standards. All arrangements related to the dinner such as meals, table layout, buffet layout, service, venue décor etc. will have to be arranged by the bidder.
6. Post inaugural day, at Birla Auditorium there would be structured B2B business meetings between hosted and other registered buyers and sellers for next one and half days. Meetings will be fixed online prior to the event through specially created website/micro-site in advance.
7. Latter half of the 3rd day's event will be open for general public also to encourage B2C.
8. All B2B meetings shall be conducted in an organized manner as per international norms.
9. Proper briefing to the buyers to ensure the pre fixed B2B meetings
10. Participation of at least 200 hosted buyers from all over India will be ensured by the firm each year. Focus will be on inviting senior buyers, owners, managers and key decision makers by name.
11. Additionally, the firm may also encourage other buyers who want to participate on their own expenses.
12. Paid /sponsored buffet lunches shall be arranged by the successful bidder at venue.
13. Accommodation for hosted buyers shall be provided by the travel trade members of Rajasthan through respective associations for which bidder shall coordinate with the travel trade. For non-hosted buyers, bidder shall liaise with travel trade to arrange discounted accommodation.
14. Return air tickets for hosted buyers shall be arranged by the bidder. Deptt. may however write to major airlines for providing discounted tickets.

15. The firm will also host minimum 10 national level media persons to cover the event.
16. To invite minimum 200 sellers exclusively from Rajasthan by selling stalls to the sellers. (There will be no upper limit on the number of the sellers, the firm will have to provide as many stalls as the sellers want to participate by paying for the stalls). Rates of stalls can be decided by the successful bidder under consultation with Deptt. Special provision to provide stalls on discounted rates for small and medium business enterprises of Rajasthan may be made by the bidder.
17. Sellers will be free to interact with non hosted buyers as per mutual convenience at their respective stalls only.
18. Effective Marketing and Publicity of the event through Press Releases, E-mailers, Social Media (tweets, posts, sms etc), promotional tie ups, partnerships and other possible means.
19. Required number of pre fabricated stalls/ bare spaces shall be provided to all the interested sellers to setup their exhibitions.
20. Security amount of Rs 10,000/- shall have to be deposited by the hosted buyer as refundable guarantee to ensure that he/she attends all pre fixed appointments with the sellers.
21. All requisite facilities i.e pre fabricated octonorm structures, tables, chairs, fascia, light etc. along with schedule of B2B pre fixed meetings with the hosted buyers shall be given to the sellers.
22. Creation of Business and Media Lounge with unlimited wi-fi facility.
23. Mini Workshops and special sectoral sessions on important subjects may also have to be organized during the event if the Deptt. so desires.
24. Cleaning, maintenance, housekeeping, porter services, pest control arrangements during the event.
25. Ensuring proper cooling at the venue in coordination with venue owners.
26. Photography and videography for professional documentation.
27. Preparation and distribution of Delegate Kits
28. Volunteers/hostesses for facilitation
29. Rajasthan Tourism will be given most premium space as host state. Rajasthan Tourism will set up its own pavilion on its own expense in about 120 Sq mtrs. bare space through its vendor. The Deptt. will not pay any charges for this space.
30. The buyers would comprise of travel agents and tour operators from key source markets/potential markets of Rajasthan, travel associations and other representatives from tourism fraternity whose participation will boost domestic tourists' arrivals in Rajasthan.
31. The sellers can be all kinds of tourism service providers operating within Rajasthan i.e. leading chain of hotels, Individual hotels, Heritage Hotels, Restaurants, travel agents/tour operators, camping site owners, safari and adventure tourism operators, MICE/Wedding destination sellers,

Film Shooting facilitators, owners of Paying Guest Houses, Rural/Eco/Religious Tour operators, Emporia, Handicraft & Souvenirs shops, Medical, Wellness, Alternative Therapy centers, Theme Parks, Investment Consultants, Architects, travel Portals, Travel Media & Tourist Guides etc.

32. Conference cum Press Lounge, Reception/s, Food Court/Tea-Coffee-Cold drink facility will be provided to the buyers, exhibitors and sellers at venue during the event. Food Coupons will be given to the hosted buyers for lunches at venue.
33. Complete venue management, Light/Sound, Branding, Decoration, Safety and Security clearance.
34. Post event facilitating FAM tours on cost to cost basis for as many hosted buyers as are willing, in consultation with the travel trade of the State. FAM Trip options shall be provided in kit bags and uploaded on event website also.
35. Creation of website/micro-site, Face book page, YouTube, twitter, blog and Instagram accounts/pages and regular updating for promoting the event.
36. Making the event self sustainable in long run- valuation of the event for getting sponsorship and strategic tie ups, Preparing Marketing plan and finalizing sponsorship opportunities, getting sponsors/partners on board.
37. Preparation and dissemination of pre and post event brochures/reports, pamphlets, Directory of buyers and sellers, floor plan, invites, kitbags, souvenirs, gifts, CD's / DVD's etc. would be part of the scope of work.
38. Year round update on Social media and Website
39. Post event reports and AV presentations
40. Any other activity on mutually agreed terms which is necessary for successful organisation of the event.

Responsibilities of Department of Tourism:

1. Non financial facilitation in booking of the Event Venue (Birla Auditorium, Jaipur). Though the Deptt. will try but there is no commitment for discounted charges.
2. Facilitating Hotel Accommodation for 200 hosted buyers through travel trade of Rajasthan.
3. Writing to major airlines for providing discounted return tickets for hosted buyers / non hosted buyers.
4. Coordination with travel trade for providing discounted accommodation for non hosted buyers and others.
5. Providing letters of support and authorizations for seeking sponsorships, tie ups, clearances etc.

6. General Law and Order.
7. Coordination between Travel Trade of Rajasthan and the firm.
8. Facilitating selection of hosted buyers, FAM Tour finalization and other related works with the help of Travel Trade of Rajasthan.
9. Inclusion of the event in the event calendar of the dept and promotion of the event through Media Plan of the Deptt.
10. Timely approvals on tariffs on exhibition stalls/spaces, dates, floor plan, souvenirs, kitbags and other related works etc.
11. Engaging its Media and PR Agency to support the event.
12. Any other activity on mutually agreed terms which is necessary for successful organisation of the event.

VENUE

For the 2 days B2B Event, Birla Auditorium in Jaipur would be the venue. Based on the response, it could also be shifted to JECC or some other suitable venue in Jaipur or in other cities after 3rd year.

Venue for inaugural ceremony and dinner will have to be arranged by the bidder along with all related arrangements such as sound & light, electricity consumption, branding, décor, putting up exhibition stalls, reception/s, security, Hostess-Anchor, cultural presentations, maintenance, housekeeping, VIP lounge, conference cum press lounge, meals, food arena and complete venue management shall also be done by the selected firm/sponsors accordingly. Overall plan will have to be shown to the Department before execution and suggested changes will have to be incorporated in the execution/plan. Bidder will seek opportunities from sponsors to sponsor any part of the event.

TERMS AND CONDITIONS

1. The sellers and buyers should be from variety of tourism businesses and should be preferably members of prominent tourism organizations such as IATO, ADTOI, HRANI, RATO, TAAI, FHRAI, HRAR, IHHA etc Govt. organizations etc.
2. Selected firm will have to bear all costs related to travel and boarding & Lodging of hosted buyers.
3. The lists of all registered buyers and sellers alongwith their profile will be shared with Dept. of Tourism.
4. Only sellers providing some form of tourism service in Rajasthan shall be allowed to participate.

5. One and half days business sessions shall be dedicated exclusively to pre fixed B2B meetings. Complete detailing on the business meeting including the final attendance shall have to be shared with the Deptt.
6. The firm will provide post event report and analysis on the outcome / feedback of business meetings to the deptt and suggest the measures for increasing market share in domestic tourism.
7. Layout, floor plan etc. of all the activity area of the mart will have to be got approved by the Deptt. It should have ample space for entrance, reception, storage, display of cultural performances, snack / meals areas, office with internet connectivity, hoardings / boards containing branding, kitbags for all delegates.
8. Based on the list of probable hosted buyers prepared by the firm with due diligence and research, the hosted buyers shall be screened and shortlisted.
9. Similarly the post event FAM Tours shall be arranged with the help of travel trade. The details of FAM Tours shall be decided mutually.
10. The marketing and sponsorship plan for the event will be shared by the firm with the department. The department does not intend to monitor day to day progress in these matters, however it is expected that the firm shall keep the department posted on all major developments.
11. The firm will make all efforts to facilitate the small service providers from remote areas of Rajasthan to participate in the event. Few smaller sized stalls/tables-chairs may be arranged which is reasonably priced for small or new service providers.
12. The department will be the sole owner of this event and the firm will lay no ownership claim on the event in any form whatsoever. Once the contract is over, the firm cannot organize an event with same or similar looking name or use the name of the event for seeking undue commercial gains or sponsorships etc.
13. Firm will be required to develop a 'logo and byline' on the event. The event 'Rajasthan Travel Mart', logo and byline would be properties of the Deptt. The firm will get them registered and obtain required copyright certificate/s in the name of Department of Tourism, Government of Rajasthan under applicable law / ruling.
14. At the end of the agreement, the firm shall handover all the relevant intellectual assets prepared for the event, website, social media accounts, data, facts and figures and reports to the Deptt.
15. The firm should not indulge in any inappropriate practices to get undue benefit or which will bring disrepute to the event or the Deptt.
16. The successful bidder will have to sign an agreement with the deptt within 15 days of award of the work order.
17. The bid having sufficient documents in support of these criterions shall be considered as responsive.

18. All costs incurred by the agency in respect of submission of offer and presentation shall be borne by the agency concerned.
19. Director of Tourism reserves the right to accept or reject any application or its part without assigning any reasons thereof.

Marketing of the Event & Sponsorships:

1. The department intends to make this event Self Sustainable and Travel Trade driven event in long run. To this end in sight, the department expects that the selected bidder shall put in its best efforts to garner as much as sponsorships/promotional & strategic partnerships for the event, both in cash and in kind, as it is possible.
2. The bidder will make a complete marketing and promotional plan with specified slots for associating sponsors.
3. Firm will be able to collect cash sponsorships/other sponsorships, get promotional and strategic tie ups and other financial/non financial support from the stakeholders on behalf of the department. The Deptt. will support the firm by issuing letters of support and authorizations to the stakeholders on recommendations of the selected firm.
4. However, it will be mandatory for the bidder to keep the department updated about details and progress of all sponsorships/tie ups and partnerships activities. The same should also be reflected in the final reports wherein all the income and expenses should be detailed out duly audited by Chartered Accountant

Payments terms:

1. The release of payment to the firm shall be in phases and linked to the progress made by the firm.
2. The Deptt. will release 25 % of the total cost quoted for first year's event as mobilization amount against bank Guarantee of equal amount immediately after the award of the work order and signing of the agreement. 2nd and final instalment of remaining 75% shall be released after successful completion of the event and submission of report. The same cycle shall be repeated for next two events; first instalment of 25% of the year's event shall be released at the start of the financial year when plan of action is received from the agency and 2nd and final 75% amount shall be released after successful completion of the event.

The Bank Guarantees shall also be returned after the event is over. Performance Securities etc shall be released subsequently.

Self Sustainability for the event is Essence of this Exercise:

The department aims to make this event self sustainable in long run by engaging all the stakeholders who would see this event as mutually benefitting and would support the event financially by associating as sponsors.

The firm can use the name and logo of the Department for collecting the sponsorships and seeking partnerships and tie ups. Therefore, hiding of any facts or papers etc related to sponsorship deals, offers, may result in disqualification and annulment of the contract. If there is a serious complaint and the complaint is found to be true prima facie, the firm may be blacklisted and legal action will be initiated against it.

Process of Bidding:

1. The bidders shall submit their bids in two sealed separate envelopes (sections seen on the portal), containing the technical and financial bids. The envelope shall be super scribed accordingly. Photocopy of the Demand Draft / Bankers Cheque / Cash Deposit Receipt etc. of Rs.5000/- for bid document fee and Rs.09.00 lacs (2% of the estimated cost of work) as bid security in favour of Director, Department of Tourism, Government of Rajasthan payable at Jaipur shall have to be attached along with the technical bid. Original Demand Draft / Bankers Cheque / Cash receipt etc. as above shall have to be deposited in Dept. of Tourism, GoR before bid submission time.
2. Technical bids will be opened first. Before opening the financial bids, the technically qualified agencies (agencies having pre qualification) will be asked to make a power point presentation before the Department. Based on technical competence, experience in getting sponsorship/strategic and promotional tie ups for events handled in the past and sound presentation, the committee shall decide to open the financial bids of the agencies whose abilities are found to be as per the requirement of the dept. AV presentations will be considered as

technical part of the bidding process and will be kept with technical bid for record.

3. Successful bidder will have to deposit performance security equal to 5% of the total value of the work order within a week of issue of work order. No interest will be paid on these deposits. The bid security deposited earlier may be adjusted against the performance security. Performance Security will be refunded after one month of successful completion of the contract.
4. The bidder would be responsible for all risks involved in maintenance of the stalls of sellers/exhibitors. For any accident or mishap due to poor fabrication of the stall, the bidder would be solely responsible in all respects.
5. All costs incurred by the bidder in respect of submission of bids shall be borne by the concerned firm.
6. An agreement in SR form 17 as prescribed in GF&AR would be signed between the department and the successful bidder within 15 days from issuance of work order on non judicial stamp paper worth Rs.5000/-.
7. The applicable norms and specifications of space providers will have to be abided by the bidder.
8. The mart pavilion should be ready in all respects one day prior to the event.
9. Penalties would be imposed on the bidder in case of delayed or faulty services as per provisions of GF&AR, RTPP Act and rules and as decided by Department.
10. All clearances, approvals, NOC'S for events/events organizers/firm staff/ material etc. will have to be managed by firm itself. Department of Tourism may issue letters of support, if so required.
11. Payment will be made by way of electronic transfer of billed and passed amount in the bank account of the agency in Indian Rupees. The Agency will submit pre-receipt bills in triplicate along with event report and photos. The bills should be submitted clearly indicating the agency's charges and the tax component as applicable and as per actual.
12. Financial quotes shall include all prevailing taxes. All future Taxes and VAT etc if levied, will be payable as per actual.
13. For facilitating Electronic Transfer of funds, the selected agency will be required to indicate the name of the Bank & Branch, account number (i.e. bank name, IFSC Code and Bank A/c No.) and also forward a cheque

leaf duly cancelled, to verify the details furnished. These details should also be furnished on the body of every bill submitted for payments by the selected firm.

14. For any query or clarification the interested agencies may meet the undersigned or mail the queries at cotraj@gmail.com adotadm@gmail.com or mktg.rajasthantourism@gmail.com before submitting the offers.
15. Period of validity of this bid is 90 days from the closing date for submission of the proposals.
16. The Deptt. of Tourism reserves its right not to accept bids from the firms resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government Investigating Agencies / Vigilance Cell.
17. The cost/rates should be valid for up to the period of the agreement.
18. Where ever specific terms and conditioned have not been spelt out in bid document, General Finance and Accounts Rules and RTPP Act & Rules of the State government shall apply.
19. The bid document shall be signed by authorized signatory of the submitting firm with date and seal.
20. The copyright and trade mark for the event and its name shall be with the dept and the agency has no claims on it in any manner whatsoever.
21. Termination: Deptt. of Tourism may terminate the contract of bidder in case of the occurrence of any of the events specified below:
 - I. If the Agency becomes insolvent or goes into compulsory liquidation.
 - II. If the Agency, in the judgment of Deptt. of Tourism, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
 - III. If the Agency submits to the Deptt. of Tourism a false statement which has a material effect on the rights, obligations or interests of Deptt. of Tourism.
 - IV. If the Agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to Deptt. of Tourism.
 - V. If the Agency fails to provide the quality services as envisaged under this Contract. Reasons for the same would be recorded in writing. In case of such an occurrence, Deptt. of Tourism shall give a written advance notice before terminating the Contract of firm.

22. Force Majeure :

- I. Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.
- II. A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

23. Arbitration :

- (i) In event of any dispute or difference between the Deptt and the Agency, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Deptt. of Tourism. The provision of Arbitration and Conciliation Act, 1996 (No.26 of 1996) shall be applicable to the arbitration. The Venue of such arbitration shall be at Jaipur or any other place, as may be decided by the arbitrator. The language of arbitration proceedings shall be English. The arbitrator shall make a reasoned award (the "Award"), which shall be final and binding on the Deptt. and the Agency. The cost of the arbitration shall be shared equally by the Deptt. and the Agency to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.
- (ii) Pending the submission of and /or decision on a dispute, difference or claim or until the arbitral award is published; the Deptt. and the Agency shall continue to perform all of their obligations under this Agreement without prejudice to a final adjustment in accordance with such award.

24. **Jurisdiction** : The contract shall be governed by laws of Rajasthan/India and all Government rules on purchase matter issued from time to time and in force for the time being are applicable to this contract tender.
25. The Deptt. of Tourism is not bound to accept any bid or assign any reason for non-acceptance. The Director, Deptt. of Tourism reserves its right to accept the bid either in full or in part. Conditional, erroneous and incomplete Bids will be rejected outright.
26. The first appellate authority will be Principal Secretary Tourism and the second authority will be Finance Deptt., GoR.

**Director, Tourism
Government of Rajasthan**

I / We hereby declare that I / we have gone through the terms and conditions of the bid document and I / We shall abide by all the terms and conditions.

Signature of bidder with seal

Government of Rajasthan

Department of Tourism

(Bid No. 55)

To,

The Director

Department of Tourism

Government of Rajasthan

Hotel Khasa Kothi Campus

M I Road, Jaipur

We, the undersigned declare that:

- i. We have examined the bidding document.
- ii. If our bid is accepted, we commit to obtain a performance security.
- iii. We are not participating as bidders in more than one bid in this bidding process.
- iv. Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers has not been debarred by the State Govt. or the procuring entity.
- v. We understand that this bid, together with your written acceptance shall constitute a binding contract between us, until a formal contract is prepared and executed.
- vi. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- vii. We agree to permit the procuring entity or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the procuring entity.
- viii. We declare that we have complied with and shall continue to comply with the provisions of the code of integrity for bidders as specified in the Rajasthan Transparency in Public Procurement Act, 2012 the Rajasthan Transparency in Public Procurement Rules, 2013 and this bidding document in this procurement process and in execution of the contract.
- ix. We accept to abide by the conditions and additional information of the bid released by Director, Tourism.
- x. Following documents have been uploaded along with this technical bid :-
 - i) Bid document with signature and seal.
 - ii) Photocopy of three Banker Cheques / DD / Cash deposit receipts towards bid security amount, bid fee and bid processing fee.
 - a) DD / Banker Cheque / Cash Deposit receipts of Rs. 9.00 lacs for bid security in favour of Director Tourism.

- b) DD / Banker Cheque / Cash Deposit receipts of Rs.5000/- for bid fee in favour of Director Tourism.
- c) DD / Banker Cheque / Cash Deposit receipts of Rs 1000/- for E-bid processing fee will have to be deposited in favor of MD, RISL, Jaipur.
- iii) Photocopy of Service Tax clearance certificate up to 31.3.2015 and PAN Card issued by Income Tax Dept. have been uploaded.
- iv) Experience certificate of five years having done similar work in this field has been uploaded.
- v) Final accounts audited by CA for Turnover for past three years (2012-13 to 2013-14, 2014 – 15 or 2013 -14, 2014 -15, 2015-16) for similar work has been uploaded.
- vi) Necessary information related to human resources has been uploaded.
- vii) If the firm is a small scale industry unit (SSI), then the copy of registration as small scale unit issued by competent authority has been uploaded.
- viii) Declaration letter of being bona fide manufacturer / dealer on letter head of the firm has been uploaded.
- ix) Declarations by the bidder as per rule 7 of RTPP act and the declarations of compliance with the code of integrity and no conflict of interest (attach annex. A & B) have been uploaded.
- x) If the bidder is a firm / company, then the authorization letter of authorized representative containing his name, address and status with signature have been uploaded. Deptt. will not contact anyone else in this regard.
- xi) We, the bidder will deposit three original DD / Banker Cheques / Cash Deposits Receipts as per clause 10 (ii) to this Deptt. in sealed envelope by 12 noon on 06/09/2016. Original DD / Banker Cheque / Cash Deposit Receipts submitted later than the scheduled time shall not be considered.

**Signature of the Bidder with Seal
(Name, Address, Phone No.)**

Government of Rajasthan

Department of Tourism

(NIB No. 55)

Proforma for filling profile detail of the Bidder:

| SN. | Criteria | Response, page no. |
|-----|--|--------------------|
| 1. | Name & Address of the Bidder Tel/Fax/email, Mob. | |
| 2. | Date of Establishment of organization (enclose evidence) | |
| 3. | Nature of organization: whether exclusive mart organizing or separate division or a consortium (Enclose details) | |
| 4. | Average annual turnover in last three years (Min Rs. 500 lacs P.A. required (Enclose C.A. certified audit accounts) | |
| 5. | Total work experience in the field (Min. 5 yrs.) | |
| 6. | List of events organized in last five years. Attach list with brief details and proof of work done, copies of work orders, payments proof (minimum 3 events required). | |
| 7. | Is your firm a proprietorship, partnership or registered under the Companies Act. Please give details & enclose Certificate | |
| 8. | Office Branches (enclose details with address & telephone no.) | |
| 9. | Details of Income Tax Registration and PAN No. | |
| 10. | Service-Tax Registration details | |
| 11. | Professional set up (Complete details of staff, designers & others) Enclose list. (Separate sheet for technically qualified staff) | |
| 12. | List of present clients & sample images of recently done works (enclose) | |
| 13. | Concept Note attached | |
| 14. | Affiliations / Associations with national and international tourism bodies. | |
| 15. | Details of Bid Fee attached | |
| 16. | Details of Bid Security attached. | |
| 17. | Any other information | |

We have submitted the following documents:

1. Letter of authorization to participate in the bid
2. Technical Bid

3. Financial Bid
4. All relevant supporting documents including Annexure A, B, C & D duly signed along with seal.

This is certified that I have read and understood the enclosed brief and other terms & conditions and the supporting documents have been enclosed. The information given by me is true to the best of my knowledge. My bid offer may be rejected at any stage if it is found that the facts and documents enclosed by me are not correct.

Thanking you,

Yours faithfully,

(Signature of the bidder with seal)

Name:

Designation:

Government of Rajasthan

Department of Tourism

(NIB No. 55)

Format for Financial Quote (BOQ):

Online Invitation Financial Bids from reputed national level **industrial bodies/trade organizations and other travel trade event management agencies** working in the field of organizing Tourism and Travel Marts/Events for organization of 3 day annual 'Rajasthan Travel Mart' over next three years in Rajasthan.

| Work | Year wise Amount including all taxes payable to the bidder for organizing 'Rajasthan Travel Mart' for three years (In INR) |
|--|---|
| organization of annual 3 days 'Rajasthan Travel Mart' event for three years as specified in the bid document | For year 2017-18: For year 2018-19: For year 2019-20: |

The work will be awarded to the pre qualified and technically qualified bidder who will offer lowest cost for three events in the financial bid (BOQ).

This is certified that I have read and understood the enclosed brief and other terms & conditions and all the supporting documents have been enclosed, and the information given by me is true to the best of my knowledge. My bid may be rejected at any stage if it is found that the facts and documents enclosed by me are not correct.

Signature of bidder with Stamp

DECLARATION BY TENDERS

I/ We declare that I am / We are bona fide/ Manufacturers/ Whole Sellers/ Sole distributor/ Authorized dealer/ dealers/ sole selling/ Marketing agent in the goods/ Services/ stores/ equipments for which I / We have tendered.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled

Signature of the bidder with stamp

Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall -

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
 - a. have controlling partners/ shareholders in common; or
 - b. receive or have received any direct or indirect subsidy from any of them; or
 - c. have the same legal representative for purposes of the Bid; or
 - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or

- e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
- g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/consultant for the contract.

Declaration by the Bidder regarding Qualifications

Declaration by the Bidder

In relation to my/our Bid submitted to for procurement of in response to their Notice Inviting Bids No 45 Dated 1/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

Place:

Signature of bidder

Name:

Designation:

Address:

Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is

The designation and address of the Second Appellate Authority is

(1) Filing an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings: Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be tiled only by a Bidder whose Technical Bid is found to be acceptable.

(2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall Endeavour to dispose it of within thirty days from the date of the appeal.

(3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(4) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

(5) Form of Appeal

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any,

affidavit verifying the facts stated in the appeal and proof of payment of fee.

- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

(6) Fee for filing appeal

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,
 - (i) hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

[See rule 83]

**Memorandum of Appeal under the Rajasthan Transparency in Public
Procurement Act, 2012**

Appeal Noof

Before the (First/Second Appellate Authority)

1. Particulars of appellant:
 - (i) Name of the appellant:
 1. Official address, if any:
 2. Residential address:

2. Name and address of the respondent(s):
 - (i)
 - (ii)
 - (iii)

3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:

5. Number of affidavits and documents enclosed with the appeal:

6. Grounds of appeal:
.....
.....(Supported by an affidavit)

7. Prayer:

Place

Date

Appellant's Signature:

Additional Conditions of Contract

1. Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, the procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

2. Procuring Entity's Right to Vary Quantities

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than

25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

**3. Dividing quantities among more than one Bidder at the time of award
(In case of procurement of Goods)**

- (i) As a general rules all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.