

Government of Rajasthan, Department of Tourism

Paryatan Bhawan, Sanjay Marg, Opposite Vidhayakpuri Police Station, Jaipur
Telefax No 0141-5155100, tourism.rajasthan.gov.in, email- cotraj@gmail.com

No. F 3() / Mktg./RF/2018/ 29290-94

Date: 05/03/2018

1. M/s We-The Working Elements, FF2, Sahas Apartment, West High Court Road, Plot No., 64 Bajaj Nagar Square, Nagpur-440010
2. M/s Impressive Events Hub Pvt. Ltd., B-96, Janta Colony, Jaipur- 302004
3. M/s Chandra Entrepreneurs Pvt. Ltd., Chandra Group, 28 Indra Colony, Bani Park, Jaipur
4. M/s Vinsan Graphics, Next to Hotel Anantashram, Opp. UCO Bank, Vasco Da Gama, Goa
5. M/s Thot Media Private Limited, 80-D, Masjid Moth, New Delhi - 48

Subject : Request for proposal (RFP) for works related to Publicity and Branding during Rajasthan Festival, 18 – 30 March, 2018 through flex hoardings, banners, pole banners, standees,

Request for proposal along with financial bid are invited from empaneled Event Management Agencies for works related to Publicity and Branding during Rajasthan Festival, 18 – 30 March, 2018 through flex hoardings, banners, pole banners, standees, etc. Each participating agency is expected to appoint a dedicated team.

Release of bid notice	5/3/2018
Time & last date for submission of financial bid	up to 12.00 PM on 12/3/2018
Time and date for opening of financial bid	1.00 PM on 12/3/2018
Estimated cost of work	Rs. 15 lacs
<u>Bid Processing Fees</u>	Demand Draft of Rs. 500/- in favour of MD, RISL, Jaipur to be deposited in Department of Tourism before scheduled time
<u>Bid Fees</u>	Demand Draft of Rs.500/- in favour of Director, Department of Tourism, Jaipur to be deposited in Department of Tourism before scheduled time

Details of this notice can be seen on E-procurement and Deptt. portals. The RFP is being issued in continuation to Bid No. 49 dated 12.07.2016, consequent Office Order No. 30676 dated 28.02.2017 and No. 28704-13 dated 28.02.2018 which are part of this RFP. Accordingly, all terms and conditions mentioned in that bid will be applicable. If there is any query, the empaneled agencies may contact Sh. Anand K Tripathi, Joint Director (Mktg.) or Sh. Ajay K Sharma, Dy. Director (Mktg.) on 0141-5155147 / 150 or email on cotraj@gmail.com or mktg.rajasthantourism@gmail.com.

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Additional Director, Tourism

Government of Rajasthan, Department of Tourism

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Telefax No 0141-5155100, tourism.rajasthan.gov.in, email- cotraj@gmail.com

No. F 3()/Mktg./RF/2018/ 29289

Date: 05/03/2018

Bid No. 87

Invitation of Financial Bids from Empaneled Event Management Agencies Namely M/s We-The Working Elements, M/s Impressive Events Hub Pvt. Ltd., M/s Chandra Entrepreneurs Pvt. Ltd., M/s Vinsan Graphics and M/s Thot Media Private Limited for works related to Publicity and Branding during Rajasthan Festival, 18 – 30 March, 2018 through flex hoardings, banners, pole banners, standees etc.

S. No.	Name of Work	Financial bid invited from	Estimated cost of work	Release of bid notice	Time & last date for submission of financial bid	Time and date for opening of financial bid
1.	Publicity and Branding of Rajasthan Festival, 18 – 30 March, 2018 through flex hoardings, banners, pole banners, standees, etc	Five empaneled Event Management Agencies	Rs. 15 lacs	12/3/2018	up to 12.00 PM on 12/3/2018	1.00 PM on 12/3/2018

Details of this notice can be seen on E-procurement and Deptt. portals. Duly filled bids can be submitted online by 12/3/2018 by 12 pm. Demand draft of Rs.500/- in favour of MD, RISL, Jaipur and another demand draft of Rs.500/- in favour of Director, Department of Tourism as bid fee will have to be deposited in the office of Department of Tourism on scheduled time. All other conditions of original bid document issued for the empanelment process of event management agencies will be applicable and binding, besides other terms and conditions given in this bid notice.

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Additional Director, Tourism

1. SCOPE OF WORK, Terms and Conditions

Foundation day of the State of Rajasthan is celebrated each year on 30th March. Various events are organized by the Govt. to mark the occasion. This year the festivities will begin on 18 March onwards and will continue till 1st of April, 2018. There would be Theatre Performances, Rural Sports, Marathon, Police Tattoo Show, Exhibition, Bhajans, Children Films Festival, Army Pageant and Celebrity Performances, Opening and Closing Ceremonies, etc.

Rates are invited in prescribed format (BOQ) for Publicity and Branding of Rajasthan Festival, 18 – 30 March, 2018 through flex hoardings, banners, pole banners, standees to be prepared and fixed at desired places across Rajasthan.

- The work includes designing, printing, framing (iron frames on hire basis) / already existing iron frames and installation of temporary flex, banner, hoarding, standees on PVC material, removal after the event is over.
- Creative inputs, detailing on the events, etc. may be provided by the Deptt. The firm would be required to get it designed in desired shape and sizes.
- The work should be done in such a way that it showcases the best of the display.
- The crease of the PVC sheets should be stretched in proper way.
- There should be clips / clamps / iron wiring to fix the banners in such a way that they are not tilted, torn, broken.
- Firm will have to depute a team of workers regularly monitoring and maintaining the displays during the festival.
- Branding material and printing quality should be of highest quality available in market.

2. Guidelines for submission of Financial Bids

- I. Agencies are required to submit their financial bids online on E-procurement portal in the prescribed format enclosed with this bid.
- II. GST/ other Taxes, if any, as applicable in India, would be paid by the Dept. as per actual and the same are not required to be indicated in the financial bid.
- III. Bidders should submit bids in time to avoid last minute technical glitches.
- IV. A Demand Draft of Rs 500/- for E-bid processing fee in favor of MD, RISL Jaipur and another demand draft of Rs. 500/- in favour of Director, Department of Tourism have to be deposited in the Department on scheduled time.

3. Award of Contract

- I. The Department may or may not award all works mentioned in the bid document. Depending upon the budget availability and other factors, the Department can reduce the amount of work. Department can also increase the amount of work (place repeat orders) as per rules as per its requirement.

4. Performance Security and Signing of Agreement:

Performance Security equivalent to 5% of the work would have to be deposited by the successful bidder within 7 days after award of contract in the form of Demand Draft made at any scheduled or nationalized bank, drawn in favor of Director Tourism and payable at Jaipur. After award of the contract, the agency would be required to sign an agreement in prescribed format on non-judicial stamp paper of Rs.500/-. The payable Performance Security shall be returned to the agency within 60 days of the successful completion of the contract.

5. Opening of Proposals

The financial bids shall be opened at Paryatan Bhawan, Jaipur at scheduled date and time as specified in this notice before the bidders present at that time.

6. Terms of Payment to the Selected Agency.

- I. Request for Advance payment will **not** be considered.
- II. 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 after the completion of the work. The bills must be supported by the event report.
- III. GST or Tax component shall be paid as applicable and as per actual as per applicable norms.
- IV. TDS shall be made from the bills as applicable in the State.
- V. For facilitating Electronic Transfer of funds, the Media 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 Media Agency.

7. Other Important Information

- I. Agency will be required to guard / maintain the works for the duration of the event.
- II. The rates quoted should be inclusive of all costs related to the work, man, material, labour, transportation, etc.
- III. The Dept. of Tourism is not bound to accept any bid or assign any reason for non-acceptance. The Dept. of Tourism reserves its right to accept the bid either in full or in part. **Conditional, erroneous and incomplete, overwritten bids will be rejected outright.**
- IV. The Dept. of Tourism reserves its right to summarily reject offer received from any agency on national security considerations, without any intimation to the bidder.
- V. The Dept. of Tourism reserves its right not to accept bids from Agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government Investigating Agencies / Vigilance Cell.
- VI. The Financial Bid shall not include any conditions attached to it. Conditional financial bids shall be rejected summarily.

VII. L1 bidder would be decided on the basis of overall total sum of all items quoted location wise at the bottom of individual location columns in BOQ.

8. L.D. and Penalty Clause:

Any delays in delivery from the time schedule finalized by the Dept. for items of works listed in the Scope of Work and the work order or underperformance would invite appropriate L.D. which will be imposed upon the agency as per the provisions of GF&AR. This may also include forfeiture of Security Deposit. Serious lapse in responsibilities will also lead to blacklisting of the Agency and other penalties, as may be deemed fit by the Dept. of Tourism, Govt. of Rajasthan.

9. Termination:

Dept. of Tourism may terminate the Contract of the Agency 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 Dept. of Tourism, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
- III. If the Agency submits to the Dept. of Tourism a false statement which has a material effect on the rights, obligations or interests of Dept. of Tourism.
- IV. If the Agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to Dept. 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 Dept. of Tourism shall give a written advance notice before terminating the Contract of the Media Buying Agency.

10. 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.

11. Validity : Bid will be valid till 90 days.

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Additional Director, Tourism

Financial Format (BOQ)

Bid No. 87/05.03.2018

Publicity and Branding of Rajasthan Festival, 18 – 30 March, 2018 through flex hoardings, banners, pole banners, standees.

(Cost without tax)

S.No.	Description	Unit	(For Jaipur District)	Whole Rajasthan except Jaipur Dist.	Delhi / Agra, NCR Region
1.	Temporary Flex Printing	Per Sq.Ft			
2.	Temporary Flex Pole Banner Printing with proper Installation and clamping	Per Sq.Ft.			
3.	Temporary Flex Hoarding/Board-printing, Pasting, Framing and Installation on iron frame (1" iron pipe frame, iron frame will be asset of firm after the job is over)	Per Sq.Ft.			
4.	Temporary Flex printing, Pasting and Mounting on Unipole /Hoarding Frame Structure already exiting	Per Sq.Ft.			
5.	Standees 4x3 ft	Per Unit			
6.	Standees 5x3	Per Unit			
Total Quote					