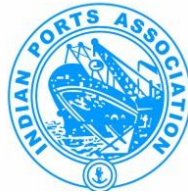


# **Request for Proposal (RFP)**

**For**

**Appointment of Design & Event Management  
Agency for creation of pavilion at Vibrant  
Gujarat**



**Indian Ports Association  
1st Floor, South Tower, NBCC Place  
B. P Marg, Lodi Road New Delhi - 110 003  
Ph No : 011-24369061/63; Fax No : 011-24365866  
Email- ipa@nic.in**

**(November 2016)**

**LETTER FOR ISSUE OF RFP FOR THE APPOINTMENT OF DESIGN & EVENT MANGEMENT AGENCY FOR CONCEPTUALIZATION, FABRICATION AND MAINTENANCE OF PAVILION OF MINISTRY OF SHIPPING DURING THE EVENT VIBRANT GUJARAT 2017**

The set of RFP document is issued to:

Name :

Address :

The cost of the RFP document is INR 10,000/- (Indian Rupees Ten Thousand only)

**IPA**

Signature of the Officer: \_\_\_\_\_

Issuing the RFP Document: \_\_\_\_\_

## **Indian Ports Association**

IPA/MSD/EDP/Vibrant Gujarat /2016

11/11/2016

### **Notice Inviting RFP for Ministry Of Shipping Pavilion in Vibrant Gujarat 2017**

The Indian Port Association), invites sealed tenders under Two- bid system (Technical and Financial Bid in separate envelopes) from reputed agencies for conceptualization, fabrication and maintenance of Pavilion of the Ministry of Shipping during the Vibrant Gujarat Event 2017 scheduled at Gujarat from 10<sup>th</sup> to 13<sup>th</sup> January, 2016.

The RFP document providing the Terms of Reference (ToR), pre-qualification criteria, terms and conditions including evaluation criteria and application fee are available in the web site <http://ipa.nic.in/>

The schedule for receipt of the application is as follows:-

1. Submission of queries must be requested before 1500 Hrs on **19/11/2016**
2. Pre-bid meeting at 1130 Hrs on **23/11/2016**
3. Receipt of offers on or before 3.00 pm (1500 Hrs) on **05/12/2016**
4. Opening of Technical offers at 1530 Hrs on **05/12/2016**

Reputed and interested Agencies / Companies / Firms/ Consortia may download the RFP from the above website and send in their response to the Managing Director, Indian Ports Association, 1st. floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodi Road, New Delhi – 110 003.

In case, if RFP document is downloaded from website, the requisite document fee of Rs. 10,000/- in form of Demand Draft, In favour of **Indian Ports Association** shall be submitted along with bid.

IPA reserves the right to reject/cancel the tender process at any time without assigning any reason thereof. For any query in the matter, contact may be made at telephone No.011-24369061/63 and Email- [ipa@nic.in](mailto:ipa@nic.in)

Sd/-

(Rajeev Puri)  
Chief Administrative Officer

# Indian Ports Association

## Appointment of Design & Event Management Agency creation of pavilion at Vibrant Gujarat -2017

### 1. Introduction

The Ministry of Shipping intends to make pavilion at the Vibrant Gujarat Summit -2017 to showcase the projects of the ‘Sagarmala Programme’. The proposed Summit, to be held over three days from 10<sup>th</sup> -13<sup>th</sup> January, will provide a platform to show case various projects under the flagship Sagarmala programme of the Ministry of Shipping. The proposed pavilion will showcase the various themes of the Sagarmala Programme and will capture the essence of the Sagarmala Programme.

### 2. Objective

2.1. The objective of this RFP is to engage a reputed Design & Event Management for the event to make a world class and state-of-art pavilion for the Ministry of Shipping/IPA at the Vibrant Gujarat Summit..

2.2. The RFP document provides the Terms of Reference (ToR), pre-qualification criteria, terms and conditions including evaluation criteria, EMD, application fee and suggested response formats and easy understanding has been divided into following sections:

|                    |   |  |
|--------------------|---|--|
| Section 1          | - | Instructions to Applicants                 |
| Section 2          | - | Terms of Reference (ToR)                   |
| Part I             | - | Objective & Scope of Services              |
| Part II            | - | TOR related information, Terms &Conditions |
| Section 3          |   |  |
| Technical Proposal | - | Standard Forms & Other Undertakings        |
| Financial Proposal | - | Standard Forms                             |

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# **Section 1**

## **(Instructions to Applicants)**

### **1. Definitions**

(a) “**Employer**” means the Ministry of Shipping/IPA which has invited the bids for consultancy services and with which the selected Agency signs the Contract for the Services and to which the selected agency shall provide services as per the terms and conditions and TOR of the contract.

(b) “Agency” means any interested firms/companies/agencies who submit their proposals that may provide or provides the Services to the Employer under the Contract.

(c) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the project Specific Conditions (SC), and the Appendices.

(d) “Project specific information”, means such part of the Instructions to Agency(s) used to reflect specific project and assignment conditions.

(e) “Day” means calendar day.

(f) “Government” means the Government of India.

(g) “Instructions to Agency (s)” (Section 1 of the RFP) means the document, which provides Agency with all information needed to prepare their proposals.

(h) “Personnel” means professionals and support staff provided by the Agency or by any Sub-Agency and assigned to perform the Services or any part thereof.

(i) “Proposal” means the Technical Proposal and the Financial Proposal.

(j) “RFP” means the Request for Proposal prepared by the Employer for the selection of Agency.

(k) “Assignment/Job” means the work to be performed by the Agency pursuant to the Contract.

(l) “Sub-Agency” means any person or entity with whom the Agency subcontracts any part of the Assignment/job.

(m) “Terms of Reference” (TOR) means the document included in the RFP as Section 2 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Agency, and expected results and deliverables of the Assignments/job.

## **2. Introduction**

2.1 The Employer will select a consulting firm/organization (the Agency) in accordance with the method of selection specified in the Part II of Section 2.

2.2 The name of the assignment/job has been mentioned in Section 1. Detailed scope of the assignment/job has been described in the Terms of Reference in Section 2.

2.3 The date, time and address for submission of the proposals have been given in Section 1.

2.4 The Agencies are invited to submit their Proposal, for consulting Assignment/job named in the Section 1. The Proposal will be the basis for signed Contract with the selected Agency.

2.5 The Employer will provide to the Agencies the inputs and facilities specified in the Section 2 without any cost and make available relevant project data and reports.

2.6 Agencies shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Employer is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Agencies.

## **3. Eligibility of Association of Agencies and Sub-Agencies**

3.1 If the Agency has formed an association of Agencies each member of the association of Agency shall be evaluated as per the qualification/eligibility criteria set forth in Part II of Section 2. The combined score of the each member of the association of Agency shall be taken into account for evaluation purpose. If any member of the association of Agencies is dropped at the RFP stage, such association of Agency is liable to be rejected by the Employer. However, the Employer, at its sole discretion, may decide to evaluate for short-listing such association of Agency without considering the strength of the dropped member and if found eligible, may allow such association of Agency to submit their proposal.

3.2 An Agency may associate with other Agency and/or individual expert at the time of submission of proposal. Under such circumstances each member of the association of Agencies shall be evaluated as per the qualification/ eligibility criteria set forth in Part II of Section 2. The combined score of the each member of the association of Agency shall be taken into account for evaluation purpose. However, the lead member of the association of the Agency shall be the Agency who has submitted the proposal and employer shall deal with only the lead member for the purpose of this assignment. Although, the contract shall be signed by all the members of the associations of the Agencies, the lead member of the association of the Agency shall be responsible and liable to the Employer for every aspect of their proposal, contract, etc.

#### **4. Clarification and Amendment of RFP Documents**

4.1 Agencies may request a clarification on any clause of the RFP documents up to the number of days indicated in the Part II of Section 1 before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Employer's address indicated in the Part II of Section 1. The Employer will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Agencies. Should the Employer deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para 4.2 below.

4.2 At any time before the submission of Proposals, the Employer may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Agencies and will be binding on them. Agencies shall acknowledge receipt of all amendments. To give Agencies reasonable time in which to take an amendment into account in their Proposals the Employer may, if the amendment is substantial, extend the deadline for the submission of Proposals.

#### **5. Conflict of Interest**

5.1 Employer requires that Agencies provide professional, objective, and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other. Assignment/jobs or their own corporate interests and act without any consideration for future work.

5.2 Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical proposal provided herewith. If the Agency fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Agency during bidding process or the termination of its Contract during execution of assignment.

5.3 No agency or current employees of the Employer shall work as Agencies under their own ministries, departments or agencies.

#### **6. Unfair Advantage**

6.1 If an Agency could derive a competitive advantage from having provided consulting Assignment/job related to the Assignment/job in question and which is not defined as conflict of interest as per para 5 above, the Employer shall make available to all Agencies together with this RFP all information that would in that respect give such Agency any competitive advantage over competing Agencies.

## **7. Proposal**

7.1 Agencies shall only submit one proposal. If an Agency submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Agency, including individual experts, to more than one proposal.

## **8. Preparation of Proposals**

8.1 The proposal as well as all related correspondence exchanged by the Agencies and the Employer, shall be written in English language, unless specified otherwise.

8.2 In preparing their Proposal, Agencies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

8.3 While preparing the Technical Proposal, if an Agency considers that it may enhance its expertise for the Assignment/job by associating with other Agencies in sub-consultancy, it may associate with a Agency who has not been technically qualified as a part of the application process of this RFP.

8.4 Depending on the nature of the Assignment/job, Agencies are required to submit a Technical Proposal (TP) in forms provided in Section 3. The section 3 indicates the formats of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicated in the following paras from (a) to (d) using the attached Standard Forms (Section 3). Form TP-1 in Section-3 is a sample letter of technical proposal which is to be submitted along with the technical proposal.

(a) A brief description of the Agency's organisation and in the case of a consortium/joint venture of each partner will be provided in Form TP-2. In the same Form, the Agency and in the case of a consortium/joint venture, each partner will provide details of experience of assignments which are similar to the proposed assignment/job as per the terms of reference. For each Assignment/job, the outline should indicate the names of Sub-Agencies/Professional staff who participated, duration of the Assignment/job, contract amount, and Agency's involvement. Information should be provided only for those Assignment/jobs for which the Agency was legally contracted by the Employer as a corporation or as one of the major firms within a joint venture. Assignment/jobs completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Agency, or that of the Agency's associates, but can be claimed by the Professional staff themselves in their CVs. Agencies should be prepared to substantiate the claimed experience along with the proposal and must submit letter of award/copy of contract for all the assignments mentioned in the



proposal. In case of confidentiality agreements with clients, a self certification from the Managing Director of the Agency should be provided.

(b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/effectiveness of the Assignment/job; and on requirements for facilities including administrative support, office space, data, etc. to be provided by the Employer (Form TP-3 of Section 3).

(c ) A description of the approach, methodology and work plan for performing the Assignment/job covering the following subjects; technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TP-4 of Section 3. The work plan should be consistent with the Work Schedule which will show in the form of a bar chart the timing proposed for each activity.

(d) CVs of the Professional staff as mentioned above signed by the staff themselves or by the authorized representative of the Professional Staff (Form TP-5 of Section 3).

8.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

8.6 Financial Proposals: The Financial Proposal shall be prepared using the attached Standard Forms (Section 3). The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

## **9. Proposal Validity**

The proposal shall be valid for 90 (ninety) days from the date of opening of the proposal.

## **10. Taxes**

The Agency shall fully familiarize themselves about the applicable to Domestic taxes (such as Value added, services, income taxes, fees, levies, etc) on amount payable by the employer under the contract. All such taxes must be included by the Agency in the financial proposal except Service Tax, Service Tax shall be reimbursed by the Authority.

## **11. Currency**

Agency shall express the price of their Assignment/Job in Indian Rupees.

## **12. Earnest Money Deposit (EMD) and Performance Bank Guarantee**

### **12.1 Earnest Money Deposit**

- i. An EMD of Rs. 1,00,000.00 (Rupee One Lakh only), in the form of Demand Draft(DD) drawn in favour of Indian Ports Association, payable at New Delhi has to be submitted along with the proposal.
- ii. Proposal not accompanied by EMD shall be rejected as non-responsive.
- iii. No interest shall be payable by the Employer for the sum deposited as earnest money deposit.
- iv. No bank guarantee will be accepted in lieu of the earnest money deposit.
- v. The EMD of the unsuccessful bidders would be returned back within 45 days of award of job.

### **12.2 The EMD shall be forfeited by the Employer in the following events:**

- i. If proposal is withdrawn during the validity period or any extension agreed by the Agency thereof.
- ii. If the Proposal is varied or modified in a manner not acceptable to the Employer after opening of Proposal during the validity period or any extension thereof.
- iii. If the Agency tries to influence the evaluation process.
- iv. If the first ranked Agency withdraws his proposal during financial negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the Agency).
- v. If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect; and
- vi. If the Successful Bidder fails to execute the Agreement within the stipulated time or any extension thereof provided by IPA

### **12.3 Performance Bank Guarantee**

The successful bidder will have to submit Performance Bank Guarantee equivalent to 10% of value of project awarded with validity period till completion of Assignment/Job.

The earnest money deposited with the tender may be adjusted towards Performance Bank Guarantee deposit if the bidder so desire at his option or take it back after submitting the Performance Bank Guarantee.

### **13. Submission, Receipt and Opening of Proposal**

13.1 The original proposals, both Technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Agencies themselves. The person who signed the proposal must initial such corrections. Submission of letters for both Technical and Financial Proposals should respectively be in the format of TP-1 of Section 3 & FP-1 of Section 3

13.2 An authorized representative of the Agencies shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the proposal or in any other form demonstrating that the representative has been duly authorize to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

13.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the original financial proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment/ job. The Agency is required to submit its Technical Proposal (applicable for Technical Proposal only) in soft version (Word/Excel Format) in Pen-drive / CDs. The envelope containing the Technical Proposal, Financial Proposal, Document fee, EMD shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number be clearly marked "**DO NOT OPEN, BEFORE-3:00 PM on 05/12/2016**". The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/ or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

13.4 The Proposal must be sent to the address/ addresses indicated in the Section 1 and received by the Employer no later than the time and the date indicated in the Section 1 or any extension to this date in accordance with para 4.2 above. Any proposal received by the Employer after the deadline for submission shall be returned unopened.

### **14. Proposal Evaluation**

14.1 From the time the proposals are opened to the time contract is awarded, the Agencies should not contact the Employer on any matter related to its Technical and/or Financial Proposal. Any effort by Agencies to influence the employer in the examination, evaluation, ranking of Proposal, and recommendations for award of contract may result in the rejection of the Agency proposal.

A Proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one:

- a. which affects in any substantial way, the scope, quality, or performance of the Assignment, or
- b. which limits in any substantial way, inconsistent with the RFP, IPA rights or the Bidder's obligations under the Agreement, or
- c. which would affect unfairly the competitive position of other Bidders presenting substantially responsive Proposals.

14.2 The employer will constitute a selection Committee which will carry out the entire evaluation process.

14.3 Selection Committee while evaluating the technical proposal shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.

14.4 The selection committee shall evaluate the Technical Proposal on the basis of their responsiveness to the Term of Reference and by applying the evaluation criteria specified in Section 2.

14.5 Financial proposal of only those firms who are technically qualified shall be opened on the date & time specified by employer in the presence of the Agencies' representatives who choose to attend.

14.6 In case there are two or more Bidders obtaining the equal highest composite score, IPA, shall in such case, will select the bidder (from the highest composite score bidders) with the highest Technical Score.

14.7 Quality and Cost Based Selection method shall be adopted for selection of Bidder for the Assignment, which has been fully described in the document. The Bidder obtaining the highest Composite Score would be declared as the Preferred Bidder. IPA may accept the Proposal of the Preferred Bidder with or without negotiations.

## **15. Technical Negotiations**

15.1 Technical negotiation will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Agency to improve the Terms of Reference. The employer and the Agencies will finalize the Terms of Reference, staffing Schedule, work schedule, logistics and reporting. This document will then be incorporated in the contract.

15.2 Availability of Professional/Staff/expert: Employer will require assurances that the Professional staff will be actually available

**16. Award of Contract:** After technical Negotiations, the employer shall issue a letter of intent (LOI) to the selected Agency. The Agency will sign the contract within one week after fulfilling all the formalities/pre-conditions like submission of Performance Bank Guarantee, etc.

### **17. Confidentiality**

Information relating to evaluation of Proposal and recommendations concerning awards shall not be disclosed to the Agencies who submitted the proposal or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Agency of confidential information related to the process may result in the rejection of its proposal and may be subject to the provisions of the Employer's antifraud and corruption policy.

### **18. RFP Document**

The schedule for receipt of the application is as follows:-

1. Submission of queries must be requested before 1500 Hrs on 19/11/2016.
2. Pre-bid meeting at 1130 Hrs on 23/11/2016.
3. Receipt of offers on or before 3.00 pm (1500 Hrs) on 05/12/2016.
4. Opening of Technical offers at 1530 Hrs on 05/12/2016.

The RFP document providing the Terms of Reference (ToR), pre-qualification criteria, terms and conditions including evaluation criteria and application fee are available in the web site <http://ipa.nic.in>.

Reputed and interested Agencies/consulting firms/consortia may download the RFP from the above website. In case, if RFP is downloaded from website, the requisite document fee of Rs. 10,000/- in form of Demand Draft, In favor of Indian Ports Association shall be submitted along with bid.

### **19. Submission of Proposal**

Proposal, in its complete form in all respect as specified in the RFP document, must be submitted to:

Managing Director,  
Indian Ports Association,  
1st. floor, South Tower, NBCC Place,  
Bhisham Pitamah Marg,  
Lodi Road, New Delhi – 110 003

The bids received after due date will be rejected and no action will be taken on these bids.

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## **Section 2**

### **(Terms of Reference)**

#### **PART I: Introduction & Scope of Work**

##### **1. Introduction**

- 1.1. The Ministry of Shipping intends to make pavilion at the Vibrant Gujarat Summit -2017 to showcase the projects of the 'Sagarmala Programme'. The proposed Summit, to be held over three days from 10th -13th January, will provide a platform to show case various projects under the flagship Sagarmala programme of the Ministry of Shipping. The proposed pavilion will showcase the various themes of the Sagarmala Programme and will capture the essence of the Programme. The proposed size of the pavilion will be 200 sq mt.
  
- 1.2. To assist Ministry of Shipping during the pre and post event phases of the participation at Vibrant Gujarat, a competent Design and Event agency is required to assist Ministry of Shipping for conceptualization, design and development of pavilion and other creative material for participation in the event.

The Design and Event agency engaged for the purpose would carry out the activities as mentioned in the scope of work.

- 1.3 The entire period of engagement shall be three months and shall be subject to review at various stages and milestones.

The scope of the agency's services shall include but not necessarily limited to the following activities:

##### **2. Scope of Work:**

###### **2.1 Pavilion Designing & Fabrication**

- a. Theme based design and fabrication of the pavilion to showcase projects under Sagarmala during the Vibrant Gujarat 2017.
- b. Pavilion Branding - design marketing material like standees, backdrops, banners and other marketing material.
- c. Pavilion Management: Managing the Pavilion during the event and managing the logistics at the Pavilion.

### 3. Key Deliverables

| <b>Key Deliverable- indicative list</b> |                         |  |                                      |
|---|-------------------------|--|--------------------------------------|
| <b>S.No</b>                             | <b>Deliverable type</b> | <b>Deliverable Details</b>   | <b>Approximate number of designs</b> |
| 1                                       | Design and creation     | design and fabricate the pavilion  | 1 design                             |
| 2                                       | Pavilion Branding       | Design branding material like standees, backdrops, banners   | 3 designs samples with adoptions     |
| 3                                       | Branding Collaterals    | a. Brochure and Leaflet  | 3 designs                            |
|   |                         | b. VIP kits and<br>c.media kits- folder,<br>d.souvenir<br>e.Branding and signage including standees etc. using flex/vinyl and back lit material as appropriate for the Pavilion as per the requirement of the IPA/ Ministry of Shipping. | 5 designs                            |
|   |                         | f. The backdrop and fascia for the Pavilion has to be designed by the agency. Ministry of Shipping and Sagarmala logo should be properly displayed on both sides and may be one backdrop with logo.                                      |                                      |

|   |                                     |   |                      |
|---|-------------------------------------|---|----------------------|
| 4 | *Equipment and Pavilion management. | <ol style="list-style-type: none"> <li>1. Flooring of the Pavilion should be at a height of 4 inch above the ground level. The floor should have wooden finish or vitrified tile finish.</li> <li>2. One sitting room (as per area) with 2 executive quality sofa sets and 1 centre table.</li> <li>3. One store room with shelves to store the books, stationery, etc.</li> <li>4. Two reception counters, along with adequate furniture/chairs and storage space. Laptops should be provided for the counters other than the reception counters along with provision of 4G dongles for internet support.</li> <li>5. Provision of 3 touch-screen kiosks, for e-brochures.</li> <li>6. Two brochure stands for brochures / limited paper / visitor books on both sides of reception.</li> <li>7. Four elegant glass round tables along with 4 sleek chairs for each table. Provision for one dozen extra chairs for seating within the lounge must also be made for the Pavilion.</li> </ol> | As per pavilion area |
|---|-------------------------------------|---|----------------------|



|  |  |  |  |
|--|--|--|--|
|  |  | <p>8. Provision of e-library for showcasing books &amp; other items.</p> <p>9. Creating models( e.g.- Ships, Ports etc for display)</p> <p>10. Provision of LED screens along with DVD players / laptops for running videos / presentations. Apart from them, one black &amp; white printer should also be provided.</p> <p>11. Provision for high quality English speaking manpower in adequate number (3-4 people ) to manage the pavilion.</p> <p>12. Lighting (spot lights and halogens) as per the design and requirement to the satisfaction of IPA/ Ministry of Shipping.</p> <p>13.High quality sound system for making announcements as well as providing audio to the film being run on the LED screens.</p> <p>14. Tea/coffee vending machine and provision for meals / snacks etc. for the personnel deputed as well as dignitaries visiting the Pavilion.</p> <p>15. Any other item</p> |  |
|--|--|--|--|

|  |  |  |  |
|--|--|--|--|
|  |  | <p>required by Ministry of Shipping for smooth running of the Pavilion.</p> <p>16 The copyright of the work shall vest with this IPA/ Ministry of Shipping and it would have exclusive rights on the work, if any.</p> |  |
|--|--|--|--|

**\*Please note this is an indicative list and may change as per the requirements of the Ministry of Shipping/IPA.**

**Time Frame**

The total time period of the assignment shall be for three months from the date of signing of the contract .The agency shall, immediately upon the receipt of work order, coordinate with organizer in Gujarat, for taking possession of the bare space for fabrication of the pavilion, incorporating all the modifications suggested by the Ministry of Shipping / IPA in the design presented by the agency. The agency shall also get the final design, branding, signage etc. approved by the Ministry of Shipping / IPA and ensure that the fabrication of Pavilion is completed one day prior to the inauguration of the event. Thereafter, the said Pavilion should be maintained as such till the culmination of the event.

**PART II: TOR related information**

1. Conditions under which this RFP is issued

- i. This RFP is not an offer and is issued with no commitment. IPA reserves the right to withdraw the RFP and change or vary any part thereof at any stage. IPA also reserves the right to disqualify any bidder, should it be so necessary at any stage. Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not 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.
- ii. IPA 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

- iii. The Applicant shall bear all its cost associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying postage, delivery fess, expenses associated with any demonstration or presentations which may be required by IPA or any other costs incurred in connection with or relating to its proposal. All such cost and expenses will remain with the Applicant and IPA shall not be liable in any manner whatsoever for the same or for any other expenses incurred by an Applicant in preparation or submission of the Proposal.
- iv. IPA reserves the right to withdraw this RFP, if it is in the best interest of the Government of India.
- v. Timing and sequence of events resulting from this RFP shall ultimately be determined by IPA.
- vi. No oral conversations or agreements with any official, agent or employee of IPA shall affect or modify any terms of this RFP and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of IPA shall be superseded by the definitive agreement that results from this RFP process. Oral communications by IPA to bidders shall not be considered binding on IPA, nor shall any written materials provided by any person other than IPA.
- vii. Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against IPA or any of their respective officials, agents, or employees arising out of, or relating to this RFP or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- viii. Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.

## **2. Rights to the Contents of the Proposal**

For all the bids received before the last date and time of bid submission, the proposals and accompanying documentation of the qualification proposal will become the property of IPA and will not be returned after opening of the qualification proposal. IPA is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders. IPA shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

## **3. Acknowledgement of Understanding of Terms**

By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms, schedules and annexure hereto, and has fully informed itself as to all existing conditions and limitations.

#### 4. Evaluation of Proposals

The bidders' proposals in the bid document will be evaluated as per the requirements specified in the RFP and adopting the qualification criteria spelt out in this RFP. The Bidders are required to submit all required documentation in support of the qualification criteria specified in RFP. Ministry will constitute a Committee to evaluate the proposal and monitor the progress/completion of assignment.

#### 5. Language of Proposals

The proposal and all correspondence and documents shall be written in English.

#### 6. Pre-qualification Criteria

The bidder shall fulfil all of the following pre-qualification criteria independently on date of submission of bid:

| <b>S.No.</b> | <b>Criteria</b>  | <b>Supporting documents to be submitted</b>   |
|--------------|--|---|
| PQ1          | Size and Financial Solvency:<br>Bidder to be an organization with a gross annual turnover of INR 20 Crore or above (as an average of last 3 years' revenue in India) | CA certified statement showing revenues for 3 financial years FY 13-14, FY 14-15 and FY 15-16.  |
| PQ2          | Professional Experience:<br>Bidder should have prior professional experience of at least 10 years design and event management  | Details of the work and confirmation by the authorized signatory of bidder                      |
| PQ3          | Geographic Presence:<br>Bidder should have Multi-State presence in 2 states  | Details of the office locations in India and confirmation by the authorized signatory of bidder |

NOTE: Ministry / IPA reserve the right to validate the credentials.

The bidder is required to submit documentary evidence in support of pre-qualifying criteria as a part of its techno-commercial bid. The firm, which meets the above criteria, shall only be considered for evaluation and the price bid of such party(s) shall only be opened for further evaluation.

## **7. Self-Certified Documentary Evidence to be submitted in support of Eligibility with Technical Proposal**

- i. Copy of Contract/work orders along with completion certificate indicating the details of previous assignment completed, client, value of assignment/proportionate value in use of projects/ assignment in process date and year of award. The Managing Director of the Consulting firm shall self-certify if the firm has done assignments on non-disclosure agreements.
- ii. Registration Certificate.
- iii. Detailed resume of the team leader and team members indicating the details of qualifications and professional experience.
- iv. Gross Annual Revenue (audited annual account) from multi-media advertising during last three years.
- v. An undertaking stating that firm/organization is not blacklisted by Government or its agencies including Central/State Level Public Enterprises.
- vi. A Certificate regarding non-disclosure/sharing of confidential information with third parties.
- vii. Duly filled check list as given in Annexure II of the RFP.

## **8. Proposal Submission**

Interested consultant should submit both technical and financial proposals in two parts as per the Schedule mentioned in of Section 1 i.e. Timeline and Schedule. The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL”. Financial Proposal should indicate a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL”. Both the envelopes containing the Technical and Financial proposals shall be placed into an outer envelope and sealed along with EMD. This outer envelope shall bear the title of the assignment “Appointment of Design & Event Management Agency for creation of a pavilion at Vibrant Gujarat 2017 event”.

### **I. Technical Proposal Content**

Technical proposal should be prepared considering the Terms of Reference, Detailed Approach & Methodology, Activity Schedule & Deliverables, Time period and any other information to highlight the capability of the consultant.

Technical Proposal must be submitted in the form of all the duly signed forms as per Section 3 of RFP i.e. Technical Proposal-Standard Forms & Other Undertakings.

Technical Proposal should be a complete document and should be bound as a volume. The documents should be page numbered and duly signed by Authorized Representative who has the capacity to sign along with Authorization Letter.

## II. Financial Proposal Content

Financial proposal must be submitted in the form of all the duly signed forms as per Section 3 of RFP i.e. Technical Proposal-Standard Forms. All amounts quoted in the financial proposal forms must be in Indian Rupees.

### 9. Presentation

The agency may be required to make a presentation of their credentials and the proposed methodology / approach, before the Evaluation Committee and the duration of presentation will be of twenty minutes tentatively. The date, time & venue of the presentation will be intimated separately.

### 10. Evaluation of Proposal

Each Proposal, which pre-qualifies in, shall be evaluated accordingly to the following criteria and granted a score. If the score is less than 65 as per the scoring criteria mentioned below, then the bidder will not qualify for financial evaluation and bidder's financial bid shall not be opened.

**Marking methodology to include normalization of technical and commercial scores:**

| S.No.    | Criteria   | Marks     |
|----------|--|-----------|
| <b>1</b> | <b>Organizational Capacity</b>   | <b>40</b> |
| 1a       | <b>Gross annual turnover</b> of the firm (as an average of last 3 years' revenue in India)*<br>Turnover Rs. 20 Cr - Rs.30 Cr : 3 mark<br>Turnover Rs. 30 Cr - Rs.40 Cr : 06 marks<br>Turnover Rs. 50 Cr – Rs. 60 Cr : 09 marks<br>Turnover Rs. 60 Cr – Rs. 70 Cr : 12 marks<br>Turnover > Rs. 70 Cr : 15 marks | 15        |
| 1b       | <b>Multi-State presence</b><br>Presence in 2 States :1 mark<br>Presence in 3 States :2 marks<br>Presence in 4 States :3 marks<br>Presence in 5 States :4 marks<br>Presence in 6 or more States: 5 marks  | 05        |

| S.No. | Criteria   | Marks      |
|-------|--|------------|
| 1c    | The bidder should have experience in the work for conceptualization, fabrication and maintenance of Pavilion/Lounge for Govt organisations. Copies of similar work orders executed during last three years must be submitted along with the bid. | 20         |
|       | Sample for One Project :10 marks<br>Sample for Two Projects :15 marks<br>Sample for Three Projects :20 marks   |            |
| 2     | <b>Approach and Methodology towards projects and Presentation</b>  | <b>60</b>  |
|       | <b>Total</b>   | <b>100</b> |

### Technical Score: (X)

The bidder who secures maximum marks shall be given a technical score of 100. The technical scores of other Bidders for the project shall be computed as follows.

|  |        |  |
|--|--------|--|
| [‘Technical’ Score of Bidder for the Project(X)] | = 100X | [Marks secured by the respective Bidder] |
|  |        | Highest Marks Secured                    |

The score secured based on evaluation of the Technical Proposal as above shall be the Technical Score of the Bidder for the project being considered for evaluation (X).

Only those Bidders who have secured Technical Score of 65 or above shall be declared as qualified for evaluation of their ‘Financial Bid’. Bidders who have secured less than 65 for Technical Score shall be rejected.

### Financial Score: (Y)

The bidders shall submit their quote as per the format provided in **Section 3**. Any monetary figure in decimal shall be rounded off to the nearest INR. In cases of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered. For any other calculation/ summation error etc. the bid may be rejected.

The financial scores will be arrived at based on the formula listed below, whereby the lowest evaluated Financial Proposal, among the qualified bidders, will be given

the maximum financial score of 100 points. The financial scores of other proposals will be in inverse proportion to the lowest price:

|  |        |  |
|--|--------|--|
| [The 'financial score' of Bidder for the project(Y)] | = 100X | [Lowest offer quoted by the qualified bidder(Rs.)] |
|  |        | [Offer quoted by the respective Bidder(Rs.)]       |

The marks secured as above shall be the Financial Score of the bidder for the project (Y).

#### Composite Score of the Bidders

Proposals will be ranked according to their composite technical and financial scores. Composite score of the Bidders for the bid shall be worked out as under:

| Bidder | Technical Score(X) | Financial Score(Y) | Weighted Technical Score<br>(80% of X) | Weighted Financial Score<br>(20% of Y) | Composite Score(F=D+E) |
|--------|--------------------|--------------------|--|--|------------------------|
| A      | B                  | C                  | D                                      | E                                      | F                      |
|        |                    |                    |  |  |                        |
|        |                    |                    |  |  |                        |

Note: Consultant shall submit the self-evaluation sheet as per above criteria along with Technical Proposal with proper page numbering for supporting documents.

The bidder achieving the highest composite score may be invited for negotiations.

### 11. Support/Inputs to be provided by IPA / Ministry of Shipping

Ministry/IPA will provide the consultant the relevant content and facilitate in setting up meetings and obtaining permissions for the consultant to carry out the activities as per the scope of work.



## **12. Payment Terms**

The consultant shall be eligible to receive the payment on a project basis. Payment shall be made to the consultant as per the terms and conditions specified in the contract.

### **12.1 Payment Break Up**

- 1) On approval of design and other: 20 percent of the total amount.
- 2) On completion of project (after submission of completion certificate): 80 percent of the total amount.

## **13. General Terms and Conditions**

- i. Any information, data provided for the study are confidential in nature. The consultant should not share the data without IPA permission. A certificate regarding non-sharing/informing of confidential data to third party is to be given by the consultant along with Technical Proposal.
- ii. At the time of submission of bid, the bidder has to ensure that each page is duly signed by the bidder or his duly authorized representative. In case the bid is signed by the authorized representative, a letter of authorization should be enclosed with the bid.
- iii. The bidding institution (s) should provide professional, objective and impartial services and at all times hold the client's interest paramount, without any consideration for future works, and that in providing advice they avoid conflicts with other assignments and their own corporate interests.
- iv. Rates quoted shall remain firm till completion of works.
- v. The jurisdiction in case of disputes shall be the Courts of Delhi/New Delhi.
- vi. The bidder should be registered under relevant Laws/Acts of the country.
- vii. In case of any dispute arising, the decision of the IPA will be final.
- viii. Even though applicants satisfy the necessary requirements they are subject to disqualification if they have:
  - a. Made untrue or false representation in the form, statements required in the application document.
  - b. Records of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion.

### **ix. Right to accept or reject any or all proposals**

- a. Notwithstanding anything contained in this document, the IPA reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

b. The Authority reserves the right to reject any Proposal if: (a) at any time, a material misrepresentation is made or discovered, or (b) the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal. Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If the Applicant is the Lead Member of a consortium, then the entire consortium may be disqualified / rejected. If such disqualification/ rejections occurs after the proposals have been opened and the highest ranking Applicant gets disqualified / rejected, then the Authority reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

**x. Fraud and corrupt practices**

a. The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection' Process. Notwithstanding anything to the contrary contained in this document, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the Authority shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as 'mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to this document, including consideration and evaluation of such Applicant's Proposal.

b. Without prejudice to the rights of the. Authority herein above and the rights and remedies which the Authority may have under the LOA or the Agreement, if an Applicant or Consultant, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by the Authority during a period of three years from the date such Applicant or Consultant, as the case may be, is found by the Authority to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

c. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them: (a) "corrupt practice" means (i) the offering,

giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical• consultant! adviser of the Authority in relation to any matter concerning the Project; (b) "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process; (c) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process; (d) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and (e) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

\*\*\*\*\*

## Section 3

(Technical Proposal-Standard Forms)

Form TP 1: Letter of Proposal submission

Form TP 2: Consultant's organization & experience

Form TP 3: Comments & Suggestions on TOR

Form TP 4: Approach & Methodology

Form TP 5: Curriculum Vitae

Form TP 6: Information regarding any conflicting activities and declaration thereof.

### **Technical Proposal-Other Undertakings**

1. An undertaking stating that firm/organization is not blacklisted by Government or its agencies including Central/State Level Public Enterprises.
2. Undertaking stating that "Team Leader/Members would be maintained during the actual assignment to be awarded in case they are selected. In case replacement is inevitable, the equivalent qualification and experienced team/lead/member will be inducted to carry out the assignment in case of award."
3. Undertaking stating that "I/We certify that in the last three years, we/any of the consortium members have neither failed to perform on any contract, as evidenced by imposition of Penalty by an arbitral or Judicial authority or a 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."
4. An undertaking regarding non-disclosure/sharing of confidential information with third parties.

**FORM TP-1**  
**LETTER OF PROPOSAL SUBMISSION**

TO: [Name and address of Employer]

Dear Sirs,

We, the undersigned, offer to provide the consulting Assignment/job for [Creation of pavilion at Vibrant Gujarat] in accordance with your Request for Proposal dated [insert date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelope and requisite EMD.

We are submitting our Proposal in association with [Insert a list with full name and address of each associated Consultant / Consortium Member]. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e. before the date indicated in Section 1, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely

Authorized Signature [in full and initials];

Name and Title of Signature:

Name of Firm:

Address:

## **FORM TP-2**

### **CONSULTANT'S ORGANIZATION AND EXPERIENCE**

#### **A Consultant's Organization**

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the consultant has formed a consortium, details of each of the member of the consortium, name of lead members etc. shall be provided]

#### **B Consultant's Experience**

[Using the format below, provide information on each Assignment/job for which your firm, and each partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/Job (if possible, the employer shall specify exact assignment/job for which experience details may be submitted). In case of consortium, association of consultants, the consultant must furnish the following information for each of the consortium member separately]

**A) Organizational Experience**

| S. No. | Name of Entity with complete communication address. | Scope of work (Description of the Project) | Date of award of contract (Month/Year) & Contract Period (Months) | Description of actual services provided by your firm | Value of Contract (INR) | Actual Date of Completion (Month/Year) | Person/Project authority who could be contacted for further information |
|--------|---|--|---|--|-------------------------|--|---|
|        |   |  |   |  |                         |  |   |
|        |   |  |   |  |                         |  |   |

**B) Skill & Competencies & Team Size**

| S. No. | Name of the Team Leader/Member | Position Assigned in the Team | Area of Expertise | Qualification / Professional qualification | No of Years Experience | Details of Experience | Remarks |
|--------|--------------------------------|-------------------------------|-------------------|--|------------------------|-----------------------|---------|
|        |                                |                               |                   |  |                        |                       |         |
|        |                                |                               |                   |  |                        |                       |         |

**C) Gross Annual Revenue ( in INR)**

| Financial year | Gross Annual Revenue/Turnover in India (INR) | Revenue/Turnover from Multi-Media Creative Agency Business in India (INR) | Remarks |
|----------------|--|---|---------|
| 2013-14        |  |   |         |
| 2014-15        |  |   |         |
| 2015-16        |  |   |         |

(Seal & Signature of Bidder)

Note: Please provide documentary evidence from the client i.e. copy of work order, contract and completion certificate for each of above mentioned assignments. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

# FORM TP-3

## COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON FACILITIES TO BE PROVIDED BY THE EMPLOYER

### **On the Terms of Reference**

[ suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the Assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your proposal]

### **1. On Inputs and Facilities to be provided by the Employer**

[Comment here on Inputs and facilities to be provided by the Employer as mentioned in Paragraph 11 of the Section 2 including: administrative support, office space, data etc.]



# FORM TP-4

## DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,
  - b) Work Plan, and
  - c) Organization and Staffing
- a) **Technical Approach and Methodology:** In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
  - b) **Work Plan:** The consultant should propose and justify the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the employer), and delivery dates of the deliverables. The proposed work plan should be consistent with the technical approach and methodology showing understanding of the ToR and ability to translate them into a feasible working plan. A list of the final deliverables, including reports, drawings, and tables to be delivered as final output, should be included here.
  - c) **Organization and Staffing:** The consultant should propose and justify the structure and composition of your team. You should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.

# FORM TP-5

## CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:

[For each position of key professional separate from TP-5 will be prepared]:

2. Name of Firm:

[Insert name of firm proposing the Staff]:

3. Name of Staff: [Insert full name]:

4. Date of birth:

5. Nationality:

6. Education:

[Indicate college/university and specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Membership of Professional Associations:

8. Other Training:

9. Countries of work experience:

[List countries where staff has worked in the last ten years]:

10. Languages:

[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

11. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment name of employing organization, positions held]:

From [Year]: To Year] Employer:

Positions held:

12. Detailed Tasks Assigned:

[List all tasks to be performed under this Assignment/Job]:

13. Work undertaken that best illustrates Capability to Handle the Tasks Assigned:[Among the Assignment/Jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12]

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]

**Date:**

**Place:**

# FORM TP-6

## INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Are there any activities carried out by your firm or group company or any member of the consortium which are of conflicting nature as mentioned in para 5 of Section 1, If yes, please furnish details of any such activities.

If no, please certify,

We hereby declare that our firm our associate/group firm or any of the member of the consortium are not indulged in any such activities which can be termed as the conflicting activities under para 5 of Section 1. We also acknowledge that in case of misrepresentation of the information, our proposals/contract shall be rejected/terminated by the employer which shall be binding on us.

Authorized Signature [in full and initials]:

Name and title of Signatory:

Name of Firm:

Address:

## **Section 3**

### **(Financial Proposal-Standard Forms)**

Form FP-1: Financial Proposal submission Form

Form FP-2: Financial Proposal for creation of pavilion at Vibrant Gujarat

# FORM FP-1

## FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of employer]

Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/job for [insert title of Assignment/job] in accordance with your Request for Proposal dated [insert date] and our Technical Proposal. Our attached financial Proposal is for the sum of [insert amount(s) in words and figures 1]. This amount is inclusive of the Domestic Taxes. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Para 9 of Section 1

We understand you are not bound to accept any Proposal you receive.

Yours Sincerely,

Authorized Signature [in full and initials]:

[Name and title of Signatory:]

[Name of Firm:]

Address:

# FORM FP-2

## Financial Proposal: overall proposed cost

Total Proposed cost of the project: \_\_\_\_\_

Cost Break Up:

- 1) Professional Fess:
- 2) Design, fabrication & equipment cost:
- 3) Manpower charges ( Including labour, technicians & manpower support during event (3 persons – these three people will be required from a day prior to the event throughout the event (9<sup>th</sup> -13<sup>th</sup> January -2107) :

Authorized Signature [in full and initials]:

Name:

Designation:

Name of Firm:

Address:

Designation:

Name of Firm:

Address:

# **Annexure- I**

## **List of Major Ports**

1. Kolkata Port Trust (KDS & HDC)
2. Paradip Port Trust
3. Visakhapatnam Port Trust
4. Ennore Port Ltd
5. Chennai Port Trust
6. V.O. Chidambaranar Port Trust
7. Cochin Port Trust
8. New Mangalore Port Trust
9. Mormugao Port Trust
10. Jawaharlal Nehru Port Trust
11. Mumbai Port Trust
12. Kandla Port Trust



# Annexure- II

## Check list of Documents

The bids shall be accompanied with the followings:

- |   |                                     |
|---|-------------------------------------|
| 1). DD/ Pay order towards EMD(Rs 1,00,000/-), Document fee(Rs 10,000/-)   | <input type="text" value="Yes/No"/> |
| 2). Firm registration certificate   | <input type="text" value="Yes/No"/> |
| 3). Copy of Work Orders/Self-certification  | <input type="text" value="Yes/No"/> |
| 4). Copy of completion certificates along with value/Self-certification   | <input type="text" value="Yes/No"/> |
| 5). Resume of Team Leader & Team members with supporting documents and undertaking to maintained the team during assignment | <input type="text" value="Yes/No"/> |
| 6). Undertaking that the firm/Institution is not blacklisted by any Government Institute/CPSE/SLPE/Local Authority          | <input type="text" value="Yes/No"/> |
| 7). Authority Letter , if any   | <input type="text" value="Yes/No"/> |
| 8). Duly Audited copy of Annual Accounts of Last three years  | <input type="text" value="Yes/No"/> |
| 9). Undertaking regarding Non-disclosure  | <input type="text" value="Yes/No"/> |
| 10). Undertaking regarding non-failure to perform   | <input type="text" value="Yes/No"/> |
| 11). Duly filled format(as given in Technical bid with Self Evaluation sheet & Financial bid)                               | <input type="text" value="Yes/No"/> |