



**Madhya Pradesh Tourism Board**  
**(CIN): U75302MP2017NPL043078**  
**6th Floor, Lily Trade Wing**  
**Jahangirabad, Bhopal Madhya**  
**Pradesh, India. Pin code – 462008,**  
**Website: [www.tourism.mp.gov.in](http://www.tourism.mp.gov.in)**

## **Request for Proposal for Empanelment of Agencies for Fabrication of pavilion and Management of International Tourism Events**

**NIT No: 2742/2023/E&M/MPTB**

**System No: 2023-MPTB-273513**

**03 May 2023**

Bids are invited for Empanelment of **Agencies for Fabrication of pavilion and Management of International Tourism Events**. The detailed terms & conditions can be downloaded from website <https://www.mptenders.gov.in/> [www.tourism.mp.gov.in](http://www.tourism.mp.gov.in) For any other information, contact +91-9407057416 or email on cs.mptb@mp.gov.in contact no. **0755-2780600** or email on: [marketing.mptb@mp.gov.in](mailto:marketing.mptb@mp.gov.in) . Last date and Time for online Purchase and submission is 29/05/2023- 03:00 PM.

**Managing Director**

**Request for Proposal for Empanelment of Agencies for Fabrication of  
pavilion and Management of International Tourism Events**



The heart of  
**Incredible India**

**Madhya Pradesh Tourism Board**

**Bhopal, India**

**2023**

## **DISCLAIMER**

The information contained in this Request for Proposal document (“RFP”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Agency. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

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

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

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Agency and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

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

## DATA SHEET

| Sr. No. | Particular  | Details  |
|---------|---|--|
| 1.      | Issue of bid documents  | 03/05/2023   |
| 2.      | Name of the project   | Request for Proposal for Empanelment of Agencies for Fabrication of pavilion and Management of International Tourism Events  |
| 3.      | Project Period  | Two Years  |
| 4.      | Bid Procedure   | One Part (Technical), Open competitive bid   |
| 6.      | Website for downloading Tender Document, Corrigendums , Addendums etc.            | The RFP Document is available and downloadable on following website:<br><a href="http://www.mptenders.gov.in">http://www.mptenders.gov.in</a><br>RFP Document Fees (non-transferable & non-refundable) and Processing Fees must be paid online at GoMP e-Procurement portal – ( <a href="http://www.mptenders.gov.in">http://www.mptenders.gov.in</a> ) All Subsequent changes to the RFP Document shall be published on the above-mentioned website |
| 7.      | Pre-Bid Conference  | A Pre-Bid Conference will be held: Yes<br>Date: 15/05/2023 Time: 12:00 p.m.<br>Venue:<br>Madhya Pradesh Tourism Board,<br>6th Floor Lily Trade Wing,<br>Jehangirabad, BHOPAL - 462003.   |
| 8.      | start date for Online Submission of bids  | 21/05/2023 till 05:00 p.m.   |
|         | Last date (deadline) for Online Submission of bids                                | 29/05/2023 till 03:00 p.m.   |
| 9.      | Date and time of opening of Technical bids  | 30/05/2023 after 03:00 p.m.  |
| 10.     | Date, Time and Place of Technical Presentation                                    | Will be communicated to Applicant  |
| 11.     | Cost of Tender Document   | INR 11800/- (Non- Refundable)  |
| 12.     | Earnest Money Deposit   | INR 5,00,000/-   |
| 13.     | Detail of the contact person and Address at which sealed bids are to be submitted | All correspondence shall be addressed to:<br>Managing Director,<br>Madhya Pradesh Tourism Board<br>(MPTB) 6th Floor, Lily Trade<br>Wing, Jahangirabad<br>Bhopal – 462008<br>Contact No. 0755-2780600<br>Email: <a href="mailto:marketing.mptb@mp.gov.in">marketing.mptb@mp.gov.in</a><br>Website: <a href="http://www.mptourism.com">www.mptourism.com</a>   |

# 1. INTRODUCTION & BACKGROUND

## 1.1 INTRODUCTION

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

In the last few years, the Government of Madhya Pradesh has initiated a number of measures to position the state as the leading tourism state globally. While considerable work has been done and the state is now being recognized as one of the leading tourism states of the nation, much more still needs to be done. All the tourism related initiatives of the Government of Madhya Pradesh (Govt. of MP) are executed through Madhya Pradesh Tourism Board (MPTB), the nodal agency of Govt. of MP.

Madhya Pradesh Tourism Board regularly participates in major international travel Events & Road shows. The primary objective of participation is to depict Madhya Pradesh as a destination for travel and tourism.

Madhya Pradesh Tourism Board requires the service of a professional agency having previous experience of handling work of similar nature at International level as per scope of work given in RFP.

## 1.2 SCOPE OF WORK

### 1.2.1 Event Management

a) List of Events: -

#### 1. ITB Asia, Singapore

ITB Asia, Asia's Leading Travel Trade Show, is an annually held B2B trade show and convention for the travel industry; it is designed to be the primary event for the Asia Pacific travel industry, much like its parent event – ITB Berlin.

The proposed area of the Madhya Pradesh Tourism Pavilion at the International Tourism Bourse, Asia (ITB Asia) is **36 sq mtr\***.

#### 2. IFTM TOP RESA, Paris (France)

IFTM Top Resa (France's international travel and tourism trade fair) is a trade show for travel and tourism, targeting all segments: Business, Leisure, Group, MICE &

Events The proposed area of the Madhya Pradesh Tourism Pavilion at the IFTM TOP RESA is **36 sq mtr\***.

### **3. JATA, Tokyo (Japan)**

JATA (Japan Association of Travel Agents) Tourism Expo Japan, internationally recognized as one of the largest travel events in the world.

The proposed area of the Madhya Pradesh Tourism Pavilion at the JATA, Tokyo is **36 sq mtr\***.

### **4. WTM London (UK)**

WTM (World Travel Market) held in London, UK every year is one of the leading travel event for the travel industry.

The proposed area of the Madhya Pradesh Tourism Pavilion at the World Travel Market (WTM, London) is **80 sq mtr\***.

### **5. USTOA, USA**

USTOA (United States Tour Operators Association) Annual Conference & Market place is a leading travel trade industry in the United States event brings North American travel companies.

**No stall fabrication is required, only event management as per scope of work to be done\*.**

### **6. FITUR, Madrid (Spain)**

FITUR (Feria Internacional de Turismo (Spanish)), International Tourism Trade Fair in Madrid, is a global meeting point for tourism professionals and the leading trade fair for inbound and outbound Ibero American markets.

The proposed area of the Madhya Pradesh Tourism Pavilion at the FITUR, Spain is **36 sq mtr\***.

### **7. AIME, Melbourne (Australia)**

AIME (Asia Pacific Incentive and Meeting Expo) is a premier exhibition in the Southern Hemisphere for Meetings and Incentives industry.

The proposed area of the Madhya Pradesh Tourism Pavilion at the AIME, Australia is **36 sq mtr\***.

### **8. ITB, Berlin (Germany)**

International Tourism Bourse (ITB) held in Berlin, Germany every year is one of the renowned trade shows related to the travel and tourism industry.

The proposed area of the Madhya Pradesh Tourism Pavilion at the International Tourism Bourse (ITB, Berlin) is **80 sq mtr\***.

### **9. IMTM, Tel Aviv (Israel)**

IMTM (International Mediterranean Tourism Market) is the largest annual professional tourism fair of its kind in the Eastern Mediterranean and is designed to connect professionals from all levels of business and service in tourism and travel.

The proposed area of the Madhya Pradesh Tourism Pavilion at the IMTM, Israel is **36 sq mtr\***.

## **10.MITT, Moscow (Russia)**

MITT (Moscow International Travel and Tourism Exhibition) is the leading international travel & tourism trade show in Russia and the CIS.

The proposed area of the Madhya Pradesh Tourism Pavilion at the MITT, Russia is **36 sq mtr\***.

## **11.ATM, Dubai (UAE)**

Arabian Travel Market, Dubai is one of the biggest Travel & Tourism show in the Gulf & Middle East. This platform is a business-to-business (b2b) travel exhibition.

The proposed area of the Madhya Pradesh Tourism Pavilion at ATM, Dubai is **36 sq mtr\***.

## **12.COTTM, Beijing (China)**

COTTM (China Outbound Travel and Tourism Market) is an annually held B2B trade show event organized in China.

The proposed area of the Madhya Pradesh Tourism Pavilion at COTTM, China is **36 sq mtr\***.

**\* Proposed area in all Events listed in 1.2.1 may be subject to change as per policy decision taken by the authority.**

- b) Management / Space Designing and fabrication of the MP Tourism pavilion.
- c) The Pavilion should essentially reflect the state décor and ambience with professional, business type layout which is conducive for conducting buyer seller meetings and effective Madhya Pradesh Tourism branding. The overall layout of the Pavilion should be open and inviting.
- d) There should be easy accessibility to and within the Pavilion and visible, double sided signages for all participants/ co-exhibitors in the Pavilion.
- e) The theme for the Madhya Pradesh Tourism at these international events/exhibitions should be in consultation with the officials of Madhya Pradesh Tourism Board, Bhopal.
- f) The pavilion should have -
  - Translit /backlit displays to be used in the design of the booth.
  - A video screen/LED wall with approximate dimensions along with audio-visual arrangements.
  - Brochure/Leaflet stands for display of publicity material
- g) Optimum use is to be made of the space, in keeping with the overall theme and décor of the Pavilion.
- h) Scheduling and Structuring the Event.
- i) Food and Beverages arrangements (tea, snacks at pavilion during meetings).



- j) Appropriate Table Space (according to space available) for Co-exhibitors of Madhya Pradesh Tourism. Lockable storage, branding space and name boards for each co-exhibitor is to be provided.
- k) Presence of representative at the stand on all days of the event/ exhibitions.
- l) Coordination with MPTB's Public Relations (PR) Agency for the Road Shows, International Events etc.
- m) The total cost for fabrication/management, designing, transport, charges by the organizers such as electricity, internet etc. is to borne by the Agency.
- n) The agency shall coordinate with the international event organizer firm regarding the space reservation at a prominent location for the pavilion and charges (agency shall avail early bird discount for booking the space), the space charges will be paid by MPTB at the time submission of event invoices.
- o) Information displayed may have usability e.g., Embedded with QR code, or any other latest technology for cross linkage of information.
- p) The work will include construction of the pavilions at site in stipulated time, maintenance activities during the period of the Exhibition/Event and dismantling of the pavilion after the event and site clearance.
- q) Any other work assigned by Madhya Pradesh Tourism department on mutually agreed terms and conditions.

Note- work mentioned above a to q must be approved by MPTB officials.

### **1.2.2 Other Terms: -**

1. In case of change in Stall Sizes, in all of the above Listed Events in point no 1.2.1 payment will be made to the agency on pro rata basis.
2. The authority shall have the privilege of participation/ non participation of the Event as mentioned in 1.2.1.

### **1.2.3 Miscellaneous Services for which the payment will be made as per actuals on lowest rate quotations, by Madhya Pradesh Tourism Board (as and when required)**

- a) To advice the authority for media buying in Digital/ Print/ TV/ Radio/ OOH/ different innovative media platforms for publicity depending on budget & need (As and when required).
- b) Designing of collaterals and creation of content etc in mutual consultation. The collaterals should be of International quality. (As and when required).
- c) Transportation of Publicity Materials, Press Kits etc from Madhya Pradesh to the Madhya Pradesh Tourism Pavilion of the concerned Tourism International Exhibitions/events etc.
- d) Designing of Giveaways and arranging products as per the market (As and when required).

- e) Organize all logistical arrangements like accommodation, meals, air travel, local transportation, etc. for Madhya Pradesh Tourism officials.
- f) The team of approx. 4-6 performing Artists in order to promotion of Cultural Tourism of Madhya Pradesh
- g) Any other work assigned by Madhya Pradesh Tourism Department on mutually agreed terms and conditions.

**Note:**

**For all the above task the agency has to submit the relevant bills/ invoices as supporting from the vendors for payments.**

### 1.2.4 PENALTY

- 1.2.4.1 Following penalties shall be applicable if the agency fails to meet the criteria mentioned in the scope of work.

| No.          | Head   | Penalty  |
|--------------|--|--|
| <b>1.2.1</b> | <b>Event Management</b>  |  |
| c)           | delay in completion (designing, fabrication etc.) of Stall (as per time norms of the event organizers) | 20% of the total value of the applicable rate proposed for the particular event.                                       |
| i)           | Food & Beverages arrangements  | 10% of the total value of the applicable rate proposed for the particular Event.                                       |
| j)           | appropriate Table Space for Co-exhibitors with lockable storage, branding space and name boards        | 10% of the total value of the applicable rate proposed for the particular Event.                                       |
| k)           | 1 Representative in each of the Event  | % of the total value of the applicable rate proposed for Event Management. Penalty for not attending the event per day |

### 1.2.5. Period of Empanelment

The Empanelment shall be of three (3) years from the date of agreement which can be further extended for a period of two (2) years on mutually agreed terms.

### 1.2.6. FEE PAYMENT STRUCTURE

- i. Payment will be made to the successful bidder after satisfactory completion of the work as per scope of work management of events (point no 1.2.1) after submission of the Bills. If event is cancelled due to any reason beyond the reasonable control of parties, Nil payment shall be made to the agency and if event is cancelled by the MPTB, payment shall be up to the stage(pro rata basis) work done by the agency on actual basis on submission of supporting proof of payment done.
- ii. All the payments shall be made in Indian currency only.

### **1.2.7 Compliance with Laws**

The Agency shall take due care that all its documents comply with all relevant laws and statutory regulations and ordinances, guidelines in force which includes all laws in force and effect as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India including judgments, decrees, injunctions, writs of or orders of any court of record, as may be in force and effect during the subsistence of this Agreement applicable to the Consultant.

### **1.2.8 Transfer Or Assignment**

Agency shall not assign its interests in the Agreement without the prior written consent of the MPTB. Unless specifically stated to the contrary, in any written consent to an assignment, no assignment shall release or discharge the assignor from any obligation under this Agreement.

### **1.2.9 DISPUTE RESOLUTION**

1. Any dispute, difference or controversy of whatever nature howsoever arising under or out of or in relation to this RFP (including its interpretation) between the Parties, and so notified in writing by either Party to the other Party (the "Dispute") shall, in the first instance, be attempted to be resolved amicably in accordance with the conciliation procedure set forth.
2. The Parties agree to use their best efforts for resolving all Disputes arising under or in respect of this RFP promptly, equitably and in good faith, and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information and data pertaining to any Dispute.

### **1.2.10 Conciliation**

In the event of any Dispute between the Parties, either Party may call upon the Authority to mediate and assist the Parties in arriving at an amicable settlement thereof. Failing mediation by the Authority or without the intervention of the Authority, either Party may require such Dispute to be referred to Managing Director of the Authority and the Chairman of the Board of Directors of the Selected Agency for amicable settlement, and upon such reference, the said persons shall meet no later than 7 (seven) days from the date of reference to discuss and attempt to amicably resolve the Dispute. If such meeting does not take place within the 7 (seven) day period or the Dispute is not amicably settled within 15 (fifteen) days of the meeting or the Dispute is not resolved as evidenced by the signing of written terms of settlement within 30 (thirty) days of the notice in writing or such longer period as may be mutually agreed by the Parties, either Party may refer the Dispute to arbitration in accordance with the provisions of the RFP.

### **1.2.11 Arbitration**

Any dispute arising in connection with this RFP/agreement, which cannot be settled amicably, will be settled through arbitration of one arbitrator if the parties hereto agree. If the parties cannot agree upon the name of single arbitrator, in such situation, appointment of the single arbitrator will be done by the Court of jurisdiction. The decision of the arbitrator shall be rendered in writing and shall be binding upon the parties and the arbitration shall take place as per the provisions of the Arbitration and Conciliation Act, 1996 (as amended).

The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to the aforesaid, Arbitration and Conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

The venue of the arbitration proceeding shall be Bhopal or such other places as the arbitrator may decide.

### **1.2.13 Adjudication by a tribunal**

In the event of constitution of a statutory tribunal with powers to adjudicate upon disputes between the Selected Agency and the Authority, all Disputes arising after such constitution shall, instead of reference to arbitration, be adjudicated upon by such tribunal in accordance with the Applicable Laws and all references to Dispute Resolution Procedure shall be construed accordingly.

### **1.2.14 Severability**

If for any reason whatever, any provision of this RFP is or becomes invalid, illegal or unenforceable or is declared by any court of competent jurisdiction or any other instrumentality to be invalid, illegal or unenforceable, the validity, legality or enforceability of the remaining provisions shall not be affected in any manner, and the Parties will negotiate in good faith with a view to agreeing to one or more provisions which may be substituted for such invalid, unenforceable or illegal provisions, as nearly as is practicable to such invalid, illegal or unenforceable provision. Failure to agree upon any such provisions shall not be subject to the Dispute Resolution Procedure set forth under this RFP or otherwise.

### **1.2.15 Successors and assigns**

This RFP shall be binding upon, and inure to the benefit of the Parties and their respective successors and permitted assigns

## 1.2.16 Notices

Any notice or other communication to be given by any Party to the other Party under or in connection with the matters contemplated by this RFP shall be in writing and shall:

- (a) in the case of the Selected Agency, be given by facsimile or e-mail and by letter delivered by hand to the address given and marked for attention of the person set out below or to such other person as the Selected Agency may from time to time designate by notice to the Authority; provided that notices or other communications to be given to an address outside Bhopal may, if they are subsequently confirmed by sending a copy thereof by registered acknowledgement due, air mail or by courier, be sent by facsimile or e-mail to the number as the Selected Agency may from time to time designate by notice to the Authority.

Attention:

{Designation:

Address:

Fax No:

Email:}

- (b) in the case of the Authority, be given by facsimile or e-mail and by letter delivered by hand at the address given below and be addressed to Managing Director, M. P. Tourism Board, Bhopal, Madhya Pradesh with a copy delivered to the Authority Representative or such other person as the Authority may from time to time designate by notice to the Selected Agency; provided that if the Selected Agency does not have an office in ----- it may send such notice by facsimile or e-mail and by registered acknowledgement due, air mail or by courier.

{Address:

Fax No:

Email:},

and

- (c) any notice or communication by a Party to the other Party, given in accordance herewith, shall be deemed to have been delivered when in the normal course of post it ought to have been delivered and in all other cases, it shall be deemed to have been delivered on the actual date and time of delivery; provided that in the case of facsimile or e-mail, it shall be deemed to have been delivered on the working day following the date of its delivery.

### 1.2.17 Language

All notices required to be given by one Party to the other Party and all other communications, Documentation and proceedings which are in any way relevant to this RFP shall be in writing and in English language.

### 1.2.18 Counterparts

This RFP may be executed in two counterparts, each of which, when executed and delivered, shall constitute an original of this RFP

### 1.2.19 Legal

Any legal dispute shall be subject to the jurisdiction of Bhopal courts only.

## 2.0 Evaluation Criteria

Based on the details submitted by the Event Management Agency in the Technical Proposal and the presentation made by them before the Selection Committee of MPTB, the Technical Evaluation of the eligible Event Management Agency will be carried out as furnished below:

### 2.1 Minimum eligibility criteria

The agency will be selected based on their technical competencies and exposure in organizing similar events of international repute as per procedures described in this document.

#### 2.1.1 Technical Capability:

1. The agency/Firms/Company should have an experience of **at least 5 years** in Event Management at International level. Client Certificate /proof of documents are to be attached.
2. The Agency should have an experience of handling **at least three international events of similar nature related with tourism industry during last five years** and must be supported by **satisfactory completion certificate**.
3. The Agency should have an Experience in designing and fabrication of stalls at International Events/ exhibitions related to tourism in the mentioned countries in last 5 years .

**(Note: Proof of documents are to be attached).**

#### 2.1.2 Financial Capability:

**Turn Over:** The applicant's annual average **turnover** during the *last Five financial Year* i.e. 2017-18, 2018-19 2019-20, 2020-21 & 2021-22 should be **minimum Rs. 5.00 CR (Rs. Five Crores only)** or equivalent amount in local currency. The applicants are required to submit a Certificate duly signed by the Statutory Auditors certifying the mentioned average turnover details separately.

## 2.2 Technical bid evaluation will be carried out on the basis of following:

A maximum of 100 marks will be allocated for the Technical bid. The evaluation of functional and technical capabilities of the bidders will be completed first as per the following criteria:

| Sr. No | Parameters   | Maximum Marks |
|--------|--|---------------|
| 1      | The agency/Firms/Company should have an experience of <b>at least 5 years</b> in Event Management at International level<br><br>5 Years = 4 marks<br>Above 5 Years, 1 mark for each year and up to a maximum of 10 marks in aggregate  | 10            |
| 2      | The Agency should have an experience of handling <b>at least three international events of similar nature related with tourism industry during last five years</b><br><br>3 Events = 4 marks<br>Above 3 Events, 2 marks for each Events and up to a maximum of 10 marks in aggregate                                       | 10            |
| 3      | The applicant's annual average <b>turnover</b> during the <i>last Five financial Year</i> i.e. 2017-18, 2018-19 2019-20, 2020-21 & 2021-22 should be <b>minimum Rs. 5.00 CR (Rs. Five Crores only)</b><br><br>5 Crore to 10 Crore = 5 marks<br>More than 10 Crore upto 15 Crore = 7 marks<br>More than 15 Crore = 10 marks | 10            |
| 4      | The Agency should have an Experience in designing and fabrication of stalls at International Events/ exhibitions related to tourism in the mentioned countries in last 5 years .<br><br>stalls = 3 marks<br>Above 3 stalls, 1 mark for each stall and up to a maximum of 10 marks in aggregate                             | 10            |
| 5      | Awards received for International events management and fabrication of stalls<br>1 International Award – 2 Marks each  | 10            |
| 6      | presentation by the firm:  |               |
|        | Presentation by the firm:  |               |
|        | i. Company profile, Team members with experience   | 10            |
|        | ii. Concept, theme & design,   | 10            |
|        | Value additions at the Pavilion,   | 10            |
|        | Effective utilization of the space for MPTB & its stakeholders,  | 10            |
|        | Display of Art/Craft and Culture at the Stand/Venue  | 5             |
|        | Conceptualizing, Designing, Promotional Activity.  | 5             |
|        | Total  | 100           |

Only bidders scoring more than 70 marks in the technical bid evaluation shall be considered for empanelment and Agreement shall be executed with the empaneled agency.

### 3.0 Selection process

Few important points on the selection process

- All payments to the Consultant shall be made in Indian Rupees (INR) in accordance with the provisions of this RFP
- The bidder can submit Pre-bid queries at email [cs.mptb@mp.gov.in](mailto:cs.mptb@mp.gov.in)
- Number of Proposals: No Applicant or its Associate shall submit more than one Application for Empanelment. Any form of consortium as an application will be disqualified.
- The Applicant may modify, substitute, or withdraw its proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by the Authority prior to the last date of submission of proposal. No proposal shall be modified, substituted, or withdrawn by the applicant on or after the last date of submission of proposal.
- The applicants shall be responsible for all of the costs associated with the preparation of their proposals and their participation in the selection process including subsequent negotiation, visits to the MPTB, if required. MPTB will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection process.
- MPTB will have the right to reject any or all Proposals
- All disputes shall be subject to jurisdiction of Courts at Bhopal only.
- Notwithstanding anything contained in this EOI, the MPTB 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. Misrepresentation / improper response by the applicant may lead to the disqualification of the applicant.
- The above scope of work will vary and depend on the requirement of the Events/Shows/Exhibitions /Meetings/Submit etc & venue of exhibition. At the time of actual events separate proposal ,presentation and financial bid shall be invited from empanelled agency. And the selection of agency shall be on QCBS basis.



- Empanelled bidder to ensure regular participation in bids to be called for events by MPTB, failing to participate, EMD will be forfeited and company may be blacklisted by MPTB.
- **Forfeiture:** Security deposit shall be forfeited in following cases:
  - Agency withdraws or modifies the offer after opening of Application form but before acceptance of tender.
  - Agency does not execute the agreement after acceptance of tender, within the specified time.
  - Agency fails to appear regularly in 03 consecutive limited tenders up to the tender's stage of Power Point Presentation (PPT), when called by MPTB.
  - Agency commits a breach of the terms and conditions of the agreement for conducting the event.

## 4.0 Instructions to bidders on submission of proposal

The Proposal shall be submitted through online system of e-m-p tenders along with technical documents.

The Technical Bid should contain the following items

- 4.1 Annexure I : Letter of Proposal & Technical Bid
- 4.2 Annexure II : Checklist of Submissions
- 4.3 Annexure III : Details of Bidder
- 4.4 Annexure IV : Financial Capacity of the Bidder
- 4.5 Annexure V: Statement of Legal Capacity
- 4.6 Annexure VI : Power of Attorney for signing of Application
- 4.7 Annexure VII : Request for Pre- bid Clarifications
- 4.8 Declaration of the Bidder that he agrees with the Terms & Conditions of the RFP by signing each sheet of the RFP document
- 4.9 Power of Attorney in favor of the person signing the bids

## **ANNEXURE I : Format for Submission of Letter of Proposal & Technical Bid**

Date.....

To,  
The Managing Director,  
Madhya Pradesh Tourism Board,  
(MPTB) 6th Floor, Lily Trade Wing, Jahangirabad  
Bhopal – 462008..

### **Sub.: Empanelment of Agencies for Fabrication of pavilion and Management of International Tourism Events**

We hereby propose to provide services for “Empanelment of Agencies for Fabrication of pavilion and Management of International Tourism Events” as outlined in your bidding document.

We have understood the instructions and the terms and conditions mentioned in the Bid Documents furnished by you and have thoroughly examined the detailed scope of work laid down by you and are fully aware of nature and scope of work required. We hereby confirm our acceptance and compliance to the provisions and terms & conditions contained in the Bid Documents.

Our proposal shall remain valid for acceptance for four months from the last date of submission of the offer.

We confirm that the prices quoted by us in the "Financial Bid" are firm and shall not be subject to any variation for the entire period of the contract.

We further confirm that any deviation to the clauses found anywhere in our Bid Proposal, implicit or explicit, shall stand unconditionally withdrawn, without any implication whatsoever to MPTB, failing which the Bid Security may be forfeited.

We certify that all the information provided in our bid, including the information regarding the team members, are true. We understand that any willful misstatement in the bid may lead to disqualification or cancellation of award if made or termination of contract. We also understand that in such a case we may be debarred for future assignments with MPTB for a period of maximum two years from the date of such disqualification.

Yours truly,  
Signature:

Name:

Designation:

Affix Company seal

## Annexure II: Checklist of Submissions –

| Sr No. | Enclosures to the Technical & Price Bid  | Status<br>(Submitted/<br>Not<br>Submitted) | Comments,<br>if any |
|--------|--|--|---------------------|
| 1      | Details of Purchase of RFP Document (proof of purchase of Tender to be attached)                           |  |                     |
| 2      | Covering Letter  |  |                     |
| 3      | Details of Bidder  |  |                     |
| 4      | Technical Capacity (Experience) of the bidder as per 2.0 Eligibility of Bidders                            |  |                     |
| 5      | Turnover<br>(Financial Capacity) of the bidder   |  |                     |
| 6      | Statement of Legal Capacity  |  |                     |
| 7      | Power of Attorney for signing of Bid Details of EMD (proof of EMD submitted to be attached)                |  |                     |
| 8      | Details of EMD (proof of EMD submitted to be attached)   |  |                     |
| 9      | Information regarding litigation, debarment, arbitration, etc.   |  |                     |
| 10     | Bid document along with addendum duly signed by Bidder signatory and stamped.                              |  |                     |
| 11     | A Certificate certifying turnover of last three financial years of the Bidder                              |  |                     |
| 12     | In case financial strength is being used of the Associates then Board Resolution and Letter of Undertaking |  |                     |
| 13     | Price Bid Letter and submissions in line with the RFP requirements   |  |                     |
| 14     | Proof of Local Office, Company Profile and Man Power   |  |                     |

### Annexure III: Details of Bidder -

|     |  |  |
|-----|--|--|
| 1.  | Name of the Organization   |  |
| 2.  | Name of the authorized person  |  |
| 3.  | Address & contact Numbers  |  |
| 4.  | Year of establishment  |  |
| 5.  | Status of the firm (whether Pvt Ltd company/ Public Ltd. Company/ partnership firm/Proprietary)                        |  |
| 6.  | Names of Directors/ Partners/Proprietor  |  |
| 7.  | Whether registered with registrar of companies/ firms – mention number and date with proof                             |  |
| 8.  | Whether registered for sales tax – mention number and date. Also furnish copies of sales tax number allotted           |  |
| 9.  | Whether registered for service tax – mention number and date. Also furnish copies of service tax number allotted       |  |
| 10. | Whether assesses of Income tax payee. Mention PAN, furnish copy of last income tax return.                             |  |
| 11. | Name and Address of Bankers  |  |
| 12. | Whether empanelled with other Government organizations. If so, give names of organizations with the details of supply. |  |
| 13. | Scan copy of Cancelled Cheque, PAN Card and Bank Details   |  |
| 14. | List of present clients (Copy of work order to be Enclosed)  |  |
| 15. | Any other information  |  |

Signature:

Name:

Designation:

Affix Company seal

### **DECLARATION**

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

Place.

Date.

SIGNATURE:

Name & Designation & seal of the Company

## **Annexure IV: Financial Capacity of the Bidder**

| <b>Year</b>    | <b>Name of the Bidder</b> | <b>Annual Turnover (In Rs.)</b> |
|----------------|---------------------------|---------------------------------|
| <b>2019-20</b> |                           |                                 |
| <b>2020-21</b> |                           |                                 |
| <b>2021-22</b> |                           |                                 |

### **Instructions:**

1. Audited report of the balance sheet of the last three financial years of the Bidder.

The financial statements shall:

- a) reflect the financial situation of the Bidder and its Associates where the Bidder is relying on its Associate's financials;
- b) be audited by a statutory auditor;
- c) be complete, including all notes to the financial statements; and
- d) Correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

## **Annexure V: Statement of Legal Capacity**

(To be forwarded on the letterhead of the Bidder)

Ref. Date:

To,

The Managing Director,  
Madhya Pradesh Tourism Board,  
(MPTB) 6th Floor, Lily Trade Wing, Jahangirabad  
Bhopal – 462008

Subject: **Bid for “Request for Proposal for Empanelment of Agencies for Fabrication of pavilion and Management of International Tourism Events”.**

Dear Sir/Madam,

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

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

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

Thanking you,

Yours faithfully,

For and on behalf of Bidder signatory

## **Annexure VI: Power of Attorney for signing of Application**

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

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

IN WITNESS WHEREOF WE, \_\_\_\_\_, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\*\*

For -----

(Signature)

(Name, Title and Address)

Witnesses:

1 1. [Notarized]

2 Accepted

(Signature)

(Name, Title and Address of the Attorney)

**Notes:**

- i. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- ii. *Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- iii. *For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.*



## Annexure – VII Request for Pre- bid Clarifications

**Bidder's Request for Clarification for Tender**

**“Request for Proposal for Empanelment of Agencies for Fabrication of pavilion and Management of International Tourism Events ”**

Name of Organization:

Name & position of person:

Full formal address including Telephone, mobile and email address:

| Sl. No. | Page No. | Clause No. | Clause heading | Query / Clarification Sought | Suggestion |
|---------|----------|------------|----------------|------------------------------|------------|
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