

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

**Request for Proposal for Selection of Agency for Conceptualization,
Designing, Survey, Fabrication, Supply & Installation of Tourism placard
(signage board) at various tourist places/destination under RTM across
Madhya Pradesh on item rate contract basis for Three years**

NIT No: 896/2023/skill/MPTB

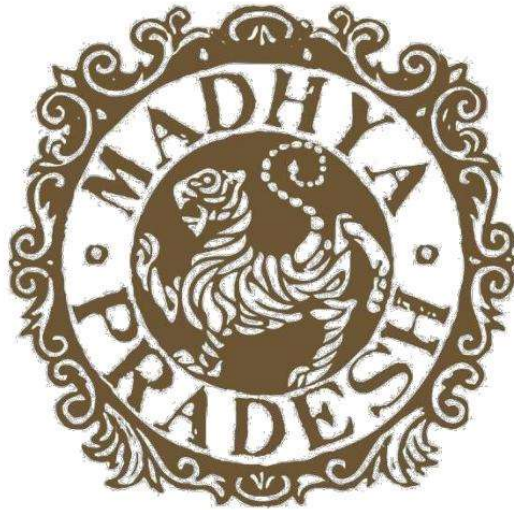
System No: 2023-MPTB-252705

15 February 2023

Bids are invited for **Selection of Agency for Conceptualization, Designing, Survey, Fabrication, Supply & Installation of Tourism placard (signage board) at various tourist places/destination under RTM across Madhya Pradesh on item rate contract basis for Three years.** The detailed terms & conditions can be downloaded from website <https://www.mptenders.gov.in/> 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: dirskill.mptb@mp.gov.in. Last date and Time for online Purchase and submission is 09 March 2023 - 03:00 PM.

Managing Director

**Request for Proposal for
for Conceptualization, Designing, Survey, Fabrication, Supply &
Installation of Tourism placard(signage board) at various tourist
places/destination under RTM across Madhya Pradesh on item
rate contract basis for Three years**



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.

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1. DATA SHEET

S/N	Particulars	Description
1.	Nature of Work	Request for Proposal for Selection of Agency for Conceptualization, Designing, Survey, Fabrication, Supply & Installation of Tourism placard at various tourist places/destination under RTM across Madhya Pradesh on item rate contract basis for Three years
2.	Proposals Invited by	Managing Director, Madhya Pradesh Tourism Board, Government of Madhya Pradesh
3.	Date of issue of RFP document	16/02/2023
4.	Last Date for sending Pre-Bid Queries	23/02/2023 till 01:00 pm
5.	Date of Pre-Bid Meeting (Following social distancing norms)	24/02/2023 at 12:00 pm at the Office of Madhya Pradesh Tourism Board, 6th Floor Lily trade wings, Jahangirabad, BHOPAL – 462008.
6.	Start date of Submission of Bids	02/03/2023 from 05:00 pm onwards
7.	Last Date for Submission of Bids	09/03/2023 till 03:00 pm
8.	Date of Opening of PQ cum Technical Bids	10/03/2023 at 03:00 pm
9.	Date of Technical Presentations	13/03/2023 at 03:00 pm
10.	Date of Opening of Financial Bids	Would be communicated to the shortlisted bidders.
11.	Websites for downloading RFP Document, Corrigendum's, Addendums etc.	https://mptenders.gov.in , www.tourism.mp.gov.in
12.	Cost of RFP Document	Rs. 11800 (Eleven Thousand Eight Hundred Only) Including GST plus eprocurement portal charges as applicable. To be paid online through e-procurement portal.
13.	Earnest Money Deposit (EMD)	Rs. 50,000 (Rupees Fifty Thousand Only) To be paid online through MP tenders' portal.
14.	The Agency/Firm must submit:	i. Technical Proposal (To be submitted Online Only) ii. Financial Proposal (To be submitted Online Only)
15.	Return of EMD	EMD of the bidders not selected will be returned not later than 180 days from Proposal Due Date. The selected bidder's EMD shall be returned upon submission of performance security. Bids not accompanied by the EMD shall be rejected.

16.	Validity of Proposal	Proposals must remain valid for 120 days from the Bid submission date.
17.	Performance Security	Rs. 5,00,000/- (Rupees Five lakh Only)
18.	Performance Guarantee validity period	6 Months beyond the contract period.
19.	Method of Selection	Quality- Cost Based Selection The ratio of weight towards quality (technical bid) and (financial bid) shall be 70:30. with minimum qualifying marks for quality of the technical proposal to be 70 (Seventy) out of maximum 100 (Hundred) as indicated in this RFP. Selection of bidder – the bidder securing the highest combined Score would be preferred bidder.
20	Contact Person Details	Director(Skill)Madhya Pradesh Tourism Board Lily Trade Wing (Old Lily Talkies), 6th Floor, Jehangirabad, BHOPAL- 462008 (INDIA) Contact- 9407057416/0755-2780600 E-mail – dirskill.mptb@mp.gov.in

2. Terms of Reference (TOR)

Madhya Pradesh Tourism Board also referred to as the “MPTB” is a nodal agency under Department of Tourism, Government of Madhya Pradesh (“DoT”) with a mandate for **Installation of Tourism placard at various tourist places/destination under RTM** in the State of Madhya Pradesh.

The Organizations participating in the bidding process of said project are also referred to as “Bidder”.

3. Proposed Project: -

MPTB is issuing this tender for inviting proposals from expert and reputed agencies/firms preferably based in M.P. with proven experience in Conceptualization, Designing, Survey, Fabrication, Supply & Installation at **Tourism placard** various tourist facilities for enhancement of visibility of Home stay, Art & Craft center, Community infrastructure of all other projects under Responsible Tourism Mission across the Madhya Pradesh.

MP Tourism board has launched “Responsible Tourism Mission” in Madhya Pradesh to promote livelihood opportunities for villagers living around tourist destinations and increase sensitivity towards environmental protection. Now visitor want to enjoy true Indian culture & hospitality due to changing Travel & Tourism patterns.

Madhya Pradesh Tourism Board has introduced schemes giving opportunity to all those house owners of urban and rural areas who are willing to give a portion of their house or build a new room as tourist accommodation for domestic and international visitors. These unique and profitable schemes will enable property owners to introduce tourists to the rich culture, cuisine, customs and lifestyle of “The heart of India”. At the same time, these schemes will also ensure a recurring source of income for property owners and also generate employment opportunities. This will also supplement the available tourist accommodation in cities, villages and places near to tourist’s interest in Madhya Pradesh.

This project includes creative Conceptualization, Designing, Survey, Fabrication, Supply & Installation of Tourism placard at various tourist facilities like homestays (Urban & Rural), Art & Craft centers, Villages and others for aesthetic enhancement and promotion of various RTM projects of M.P. Tourism Board across the state of Madhya Pradesh.

4. Scope of Work & Deliverables

Under this project successful bidder will have to carry out following activities for next three years, for development and Installation of Tourism placard board for promotion of tourism across the Madhya Pradesh. Tentative no. of boards required at present under RTM are given below: -

S.no	Type of Tourism placard to be installed	Quantity required	Particular	Destination
1	Village Placard	200	6x4/4x3/3x2	Across Madhya Pradesh
2	Identity Gateway	200		
3	Zero-mile Placard	100		
4	Homestay (Urban + Rural) Placard	200		

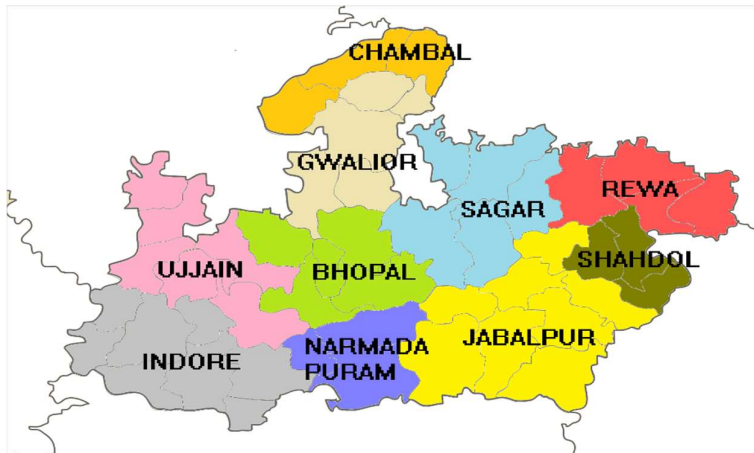
5	STDW	200		
6	Other	200		
	Total	1100		

Part-A

- i. Designing & conceptualizing of various visual enhancements required as per different location scenario. This includes submission of computer-generated graphics, Engineering drawings compatible to support with proposed enhancements.
- ii. Follow up with Department/ officers, making presentations as & when required, incorporation of suggestions provided by funding agency & submission of final designs.
- iii. Field Survey: Identification of various strategic location with the view of achieving maximum visual response time and feasibility of installation to minimize/ avoid existing under/over ground utilities.

For monitoring and documentation entire state is divided into ten divisional zones.

Quoted price for part “A” will deemed as equal per individual Zone. Please refer below map for individual zones:



Part-B

- **i). Fabrication of approved enhancements:** The agency has to deploy requisite plant, machinery and qualified manpower to fabricate and install approved enhancements.
- **ii) Updation of installations:** This includes updating, adding new locations and periodic upkeeping of existing installations as and when required.

Quantities shown in this RFP are subject to change as per actual site requirement. Quoted rates must be firm for entire contract period of three years. No price escalation clause.

5. Timeline and Payment Schedule:

PART A:				
S No	Description of Deliverables	Time line	Payment schedule	Remark
1A	Concept presentation and finalization and its approval from MPTB. Each individual project will be considered separate assignment.	1 months (4 weeks) from the date of issue of work order/ Date of individual Assignment letter	None	-
1B	Submission of draft DPR including all necessary drawings, designs and specifications and its approval from MPTB.	2 months (8 weeks) from the date of issue of work order/ Date of Assignment letter	None	-
1C	Submission of final DPR along with working drawings and detailed Estimates, in 5 Hard and 2 soft Copies. and its approval from MPTB.	3 months (12 weeks) of the date of issue of work order/ Date of Assignment letter	100% for Part A as quoted on Financial Bid (per zone)	-
Total			100% for Part A as quoted on Financial Bid.	-
PART B:				
1	Fabrication & Supply of approved Enhancements, Civil work, foundation and Setting up Installations	6 Month for individual order.	70 % for Part B as quoted on Financial Bid.	To be paid against proof of work done at site.
2	Cross verification from MPTB after installation	-	30 % for Part B as quoted on Financial Bid.	To be paid after submission of satisfactory report by team of MPTB.
Total			100 % for Part B as quoted on Financial Bid.	

Note: -

1. Percentage of payments will be based on individual work order (Ref:7.3).
2. If, in case there will be a delay in work or exceed the time limit given after getting the work order, penalty will be taken by MPTB according to respective norms. To increase the timeline, Managing Director will be the sole authority.

6. Deliverables

Part A: All report / Drawings etc. are to be submitted in 3 Hard copies and soft copies.

Part B: Fabrication, Transportation and Installation of approved products/structure at site.

7. Period of Contract:

- i. The total contract period will be of 3 (Three) years including part A & part B. The contract period duration will start from the date of work order. However, it can be extended for 2 years by MPTB as per mutual consent.**
- ii. The individual period shall be of 3 months for Part A from the date of contract signature/ Date of individual assignment letter.
- iii. For Part B, Individual work order will be issued before start of execution and time limit for execution will be six (6) months.

8. Eligibility Criteria for Agency:

1. The agency must have legal status i.e., society/company/Trust/ Partnership firm and must have registered in India.
2. The agency must have at least 5 years of existence.
3. The total turnover of the agency in last 5 financial years (2017-18, 2018-19, 2019-20, 2020-21, 2021-22) should not be less than Rs. 5 Crore.
4. Previous Similar Projects Experience of the bidder must demonstrate creative execution of fabrication and installation with Government. (Minimum 05).
5. Proof of staff/ subject matter experts/man power (Minimum 10) related to Research/Designing/ conceptualizing/ survey /fabrication and installation.
6. Firm should not have been blacklisted by any govt./semi govt. organization or PSU.

9. Submission & Evaluation Criteria

Tenders in Two bid system are invited on behalf of MPTB from reputed manufacturing firms preferably based in M.P. with proven experience in Conceptualization, Designing, Survey, Fabrication, Supply & Installation of Tourism placard at various tourist places/destination under RTM across Madhya Pradesh.

Submission

The Bidder shall submit the Bid in two Parts as below:

I: Technical Bid (To be submitted Online only)

II: Financial Bid (To be submitted Online only)

- The Technical Bid shall be uploaded on the website www.mptendres.gov.in
- The Bidder shall submit its Financial Bid Online only as per the prescribed format

A) Technical Bid

The following documents are to be furnished by the Bidder for **Technical Bid**:

- i) All tender documents duly signed and stamped.
- ii) Copy of work order and concept drawings/ photographs of project executed.
- iii) Documentary presentation should demonstrate.
 - A. Applicants of RFP as per Format-1.
 - B. Organizational Details (Format-2-A)
 - C. Experience in related fields (Format-2-B)
 - D. List of experts/consultants on payroll (Format-3)
 - E. Non-blacklisting Certificate (Format-4)
 - F. Proof of ownership of various design software
 - G. Proof of Ownership of proposed plant & Equipment to execute project
 - H. Awards/ recognition etc.

(All Above information should be submitted in/along with prescribed formats.)

B) Financial BID

- I. Financial Bid (Attached as ANNEXURE A)

Evaluation Criteria

Two stage bid Selection method will be adopted in evaluating the proposals. Financial proposals of only Technically qualified bidders under stage -1 will be opened

A) Technical Evaluation

- a) The evaluation criteria for assessing the proposals are as follows:

S. No.	Evaluation Criteria	Max Marks
1	Technical	
	Concept and Presentation The Bidder has the liberty to conceive the project at their own ideas keeping in the mind that shall covered the all component as shown in the tender documents with architectural features. They must visit the site before the presentation. The presentation to be prepared on the bases of technical approach and methodology , Work Plan, Concept Design, 3D views etc.(as per presentation)	30
Organization existence	Till min. requirement of years 0 marks and after that for every one year's 2 marks up to maximum 10 marks.	10
Number of Staff	Till min. requirement of staff 0 marks and after that for every staff 1 mark up to maximum 10 marks	10
Financial	Till min. requirement of 05 Cr. 0 marks and after that for every 01 Cr. 2 marks up to maximum 20 marks	20
Work with Govt.	Previous Similar Projects Experience, till minimum requirement zero marks for every other 1 project 2 marks. Maximum 20 marks	20

Project		
Software ownership proof	Proof of Ownership of proposed Design Software, Plant & Equipment to execute project for software ownership 5 marks and for Plant & Equipment ownership 5 marks.	10
	TOTAL	100

Mandatory submission:

	Financial & General
1	The Bidder must be registered under GST, Submit GST registration certificate along with latest return.
2	The Bidder Must be registered under EPF, submit certificate.
3	The Bidder must have minimum turnover of 05 crore in last five financial years, submit audited balance sheet from chartered accountant with ITR.
4	The bidder must submit valid Udyam Aadhar registration certificate.
5	Copy of PAN card is to be submitted.

Note: -

1. Minimum qualifying marks are 70.
2. If any firm is interested in bidding for the said project, then the date for preparation of presentation shall be counted from the date of issue of tender. No separate time shall be provided for preparation of presentation. Bidders are expected to visit site & collect all the relevant information before submission of proposals to MPTB.

10. Selection Criteria

The final score for selection of most responsive bidder must be calculated as

- Non-Submission of the mandatory document as mentioned in this bid will lead to dis-qualification.

• Minimum 70 Marks for technical qualification will be required and through a Quality and Cost based selection

(QCBS) process (70:30)

The proposal with the lowest cost (Fm) shall be given financial score (Sf) of 100 points.

The financial scores of other proposals should be computed as follows:

$$Sf = 100 \times Fm/F$$

Where F= amount of financial proposal

Combined Quality and Cost Evaluation

The total score shall be obtained by weighting the combined quality/technical and cost scores and adding them, as follows:

$$S = St \times Tw + Sf \times Fw$$

Where S = total score

St = combined technical score

Sf = combined financial score

Tw= weight assigned to technical score i.e., 0.7

Fw= weight assigned to financial score i.e., 0.3

The firm obtaining the highest total score shall be the successful agency.

11. Technical Specifications

A. Structure coating

All fabricated steel components shall be thoroughly cleaned in solvent dip. A rust removal pre-treatment must be carried out prior to primer coating. A two-pack isocyanate-free inorganic-organic acrylic polysiloxane paint which can be used to manufacture coatings having superior weathering performance over polyurethane and with better mechanical and chemical performance than epoxy, must be used for final coating.

Final coat shall be of transparent super hydrophobic nano- composite polymeric material. When applied as a transparent coating on metal structure, it should produce scratch resistant clear film that protects the substrates from corrosion, microbial growths and any kind of stains (anti-graffiti). The coating should be self-cleaning and easy to clean in nature. The material should have presence of inorganic networks to achieve excellent weather stability and has also excellent dust pick-up resistance for road sign applications.

Entire coating process must be carried out in OEM specified controlled environment, using screw compressor, pneumatic spray gun, Dust & humidity-controlled booth. The bidder must submit joint PQ warranty of proposed coating confirming to above specification and minimum outdoor service life of 5 years.

B. Visual Display Substrate: Must be high-density non-ferrous metal fused panel. Skin thickness must not be less than 0.25mm. Class C film shall be digitally imaged and protected with clear top coat.

C. Modular Digital Display Units must be of following specifications:

Brightness: 7500 cd/m², Viewing Angle H/W: 120(+60/-60), Housing Size: 960*960*1000, IC Driver: Chipone, Ingress protection: IP 65, Operating Humidity: 10 to 90%, Pixel : RGB SMD 3 in 1, Pitch P6, module size: 192*192mm, Matrix 32*32, Brightness level: 256, Refresh Rate: <600 Hz, Driving mode: 1/8 Dynamic scan, Input power frequency: 110-240V, Life time @50% Brightness : 100000 Hours, OS: Windows 8,9,10

D. WPC board

RAW MATERIAL COMPOSITION AND GENERAL PHYSICAL CHARACTERISTICS of RIGID Substrate

1.GENERAL RAW MATERIAL COMPOSITION

Wood Powder	55%	High Density Polyethylene (HDPE)	30%
Filling	9.5%	PE Additives	4%
Antimicrobial Agents	0.2%	Antioxidant	0.5%
Master Batch	0.8%		

2. GENERAL PHYSICAL CHARACTERISTICS

Density g / cu.cm	1.400	Tensile strength	29 Mpa
Modules of elasticity – Mpa	3500 Mpa	Modules of rupture – Mpa	40 Mpa
Flexural strength – Mpa	45 Mpa	Coefficient of friction	0.29
Coefficient of friction	0.4	thermal expansion	6×10-5 1/k
Water absorption	0.21%	Termite resistance	Anti-termite
Fungal resistance	0 Grade	Is the product green certified?	applied for

3. SIZE TOLERANCE AS PER EN 13489

Thickness	±0.5MM	Length of the surface	+ 2-3MM
Width of the surface	±0.5MM	Deviation from squareness	±0.5MM

Note: Self-Declaration form will be provided by bidder or agency for quality check and guarantee.

12. Terms & Conditions:

The Bidder selected shall abide by all the terms & conditions of MPTB as follows:

- i) The project should be executed in accordance to the relevant workorder, as directed by MPTB.
- ii) The Bidder shall bear all the expenses whatsoever it may for the site visit.
- iii) The Bidder shall appoint any specialist/Architect/consultant if required for the said work at their own cost.
- iv) The Bidder shall follow the time schedule for the completion of various items of work as agreed upon. The time of performance so provided in the schedule shall be the essence of the contract.
- v) Firm should not have been black-listed by any Govt./Semi Govt. organization or PSU.
- vi) Bidder shall submit GST Registration certificate and PAN Card along with the online tender, without which the tender may not be considered.
- vii) MPTB shall have the right to terminate the appointment by giving 30 days' notice in case the firm does not perform to the satisfaction of MPTB.
- viii) MPTB reserve the right to accept or reject any/all offers without assigning any reason thereof.
- ix) All the above documents of tender shall be signed by the firm & submitted online.
- x) All the corrigendum/extension regarding this tender will be informed through MP Tenders and MPTB Portal.
- xi) The work shall be awarded as per QCBS mentioned in the tender clause 10. If financial quote of bidder is found suitable then, an agreement to be executed on stamp paper of as per state govt is rule with successful bidder after award of work and complete tender document will form the part of agreement.
- xii) Indemnified against any claim concerning any other parties in connection with the discharge of their responsibility under the agreement.
- xiii) In the event of the failure of the Bidder to complete and do the work within time schedule as stated in the program chart and in a satisfactory manner or in the event of the Bidder committing a breach of any one or more of the terms and condition of the agreement, without prejudice to his rights to claim damages or any other rights or remedies under law, the employer shall be entitled to terminate the work awarded to the Bidder.
- xiv) In case of failure to complete the Project within proper time or abandonment of work or any other reason, the employer will be justified to levy penalty. The quantum of compensation will be determined by the MD, MPTB, subject to the maximum of 5% of the total amount payable.
- xv) **Arbitration** - Any dispute or difference whatsoever arising between the parties with regard to the interpretation, construction, meaning, scope operation or effect of this agreement or the breach thereof shall be referred to the Managing Director, Madhya Pradesh Tourism Board for appointment of sole arbitrator as per provisions of the Arbitration and conciliation Act, 1996 as amended from time to time. The sole arbitrator shall not have any direct or indirect or any past or present relationship or interest in any of the parties. The Arbitration proceedings shall be held in Bhopal and the laws of India shall govern this agreement. The court in Bhopal shall have exclusive jurisdiction.

13. Letter of Award

After selection, a Letter of Award (the “LOA”) shall be issued, in duplicate, by the Authority to the Agency and Agency shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof along with bidder shall submit Performance Guarantee . In the event the duplicate copy of the LOA duly signed by the Agency is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof may consider second highest bidder for project. Also, can initiate the bidding process again for the other Qualified Bidders or may annul the bidding process and take steps to start a fresh bidding process.

After acknowledgement of the LOA as aforesaid by the Agency, it shall cause the Bidder to execute the Agreement. The Agency shall not be entitled to seek any deviation, modification or amendment in the Agreement.

14. Special conditions

1. Conflict of Interest -

- a. Relationship with Employer’s staff – Bidder (including their experts and other personnel and sub- agency/organization that have a close business or family relationship with a professional staff of the Employer (or of the project implementing agency) who are directly or indirectly involved in any part of (i) the preparation of the TOR for the assignment (ii) the selection process for the contract or (iii) the supervision of such contract may not be awarded a contract unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the contract.
- b. Bidder shall submit only one proposal. If a Conservative Professional including a joint venture partner submit or participates in more than one proposal all such proposal shall be disqualified. This does not however preclude a consulting firm to participate as a sub- Conservative Professional or an individual to participate as a team member in more than one proposal when circumstances justify and if permitted by the tender.

2. Bidder Liability – The Bidder is expected to carry out its assignment with due diligence and in accordance with prevailing standards of the professional by the applicable law.

14. Performance Bank Guarantee/ Security Deposit

Within 07 days of the selected firm being intimated about its selection it has to submit a Performance Bank Guarantee of Rs 05 lakhs (Rupees Five Lakh Only) in the form of Bank Guarantee (BG) from any Scheduled Indian Bank and valid for contract duration i.e 3 years plus six months and any applicable extension periods as may be mutually accepted. **The bank guarantee must be drawn in the format as specified in Annexure B of this Tender Document.**

15. Disqualification:

MPTB may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the agency:

- a. Submitted the proposal after the response deadline.
- b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- c. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
- d. Submitted a proposal that is not accompanied by required documentation or is non-responsive.
- e. Failed to provide clarifications related thereto, when sought.
- f. Submitted more than one proposal.
- g. Was declared ineligible or Blacklisted by the Government of India/State/UT Government for corrupt and fraudulent practices.

16. Commencement and Termination of Services

The selected agency shall commence the work within a period of 30 days from the date of issue of work order (“Effective Date”) to the Firm by MPTB, unless otherwise agreed by the Parties.

If the bidder firm does not commence the Services within the designated period as stated above, the MPTB may, by not less than 1 (one) weeks’ notice to the firm, declare their appointment to be null and void, and the bidder shall be deemed to have accepted such termination. In the event of termination, MPTB may opt for Second bidder for award of work.

17. Termination of Agreement:

In case of Unavoidable circumstances or change in government policies which may prevent to go ahead with the project, MPTB may terminate the entire agreement or any part of the agreement without paying any compensation to the bidder. However, MPTB will make the payment up to the stage as per timeline up to which the bidder has completed the work and submitted the report and the security amount deposited will be returned. In case of Non-Performance or Unsuccessful completion of project by agency. MPTB Reserves the right to terminate the agreement after giving one-month notice.

Madhya Pradesh Tourism Board

ANNEXURE- A

1. Financial Bid

FINANCIAL BID LETTER & FORMAT FOR FINANCIAL OFFER

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

Subject: Financial Bid for “*Request for Proposal for Appointment of agency for Conceptualization, Designing, Survey, fabricating, Supply & Installation of Tourism placard at various tourist places/destination under RTM across Madhya Pradesh on item rate contract basis for Three years.*”

Dear Sir/Madam,

As a part of the Bid for Selection of Agency/ firm for "*Request for Proposal for Appointment of agency for Conceptualization, Designing, Survey, fabricating, Supply & Installation of Tourism placard at various tourist places/destination under RTM across Madhya Pradesh on item rate contract basis for Three years*" we hereby make the following Financial Offer (Price Bid) to Madhya Pradesh Tourism Board for the project.

S. No	Description of work	Qty	Unit	Rate	Amount
				Excluding GST	
PART A:					
1	Conceptualization, Designing, Preparation of proposed enhancements including Detailed Survey Report (Design Consultancy fee) including field survey. Rate to be quoted for per zone.	10	Per zone		
2	Liasoning fee for obtaining permission from Municipality, Road authority, Electricity board for new connection/NOC) if needed	50	per location		

PART B:					
1	Fabrication & Supply of "Tourist Placard" consist of Digitally printed multicolour substrate with Class -C Sheeting, ornamental design components in MS/WPC, supported with MS enclosed section back support complete. All structural components shall be coated with inorganic-organic acrylic polysiloxane speciality structure coating complete (To be measured by substrate size in Sq. or rectangular shape or extreme edges)				
1.1	Totem Type Placards (for Zero Pin) one view apx 22 sq ft each 100 units	2200	Sqft		
1.2	Monolithic Placard (Main Identity, Home Stay, Responsible souvenir Etc) two way view (apx 60 Sqft each, 300 units)	18000	Sqft		
1.3	Tourist village placard with bi-post single view (Apx 24 Sqft each, 600 units)	14400	Sqft		
1.4	Ornamental Gateway Identity Placard 240Sqft each, 50 units	12000	Sqft		
2	Transportation and installation of placards as per approved design including cost of p&F, loading unloading, civil foundation work etc complete				
2.1	Up to 75 Sqft placards	1000	Units		
2.2	More than 75 Sq ft up to 500 Sqft placards	50	Units		
			Total Part A and B		

FOR AND ON BEHALF OF _____

SIGNATURE _____

Madhya Pradesh Tourism Board

(ANNEXURE- B – Format of Performance Bank Guarantee)

To

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

In consideration of Managing Director, Madhya Pradesh Tourism Board acting on behalf of the Government of Madhya Pradesh (hereinafter referred as the “Authority”, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) having awarded to M/s, having its office at (Hereinafter referred as the “agency” which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), vide the Authority’s Agreement no. dated valued at Rs. (Rupees), (hereinafter referred to as the “Agreement”) ***Request for Proposal for Selection of Agency*** and the Agency representative having agreed to furnish a Bank Guarantee amounting to Rs. (Rupees) to the Authority for performance of the said Agreement.

1. We, (hereinafter referred to as the “Bank”) at the request of the Agency representative do hereby undertake to pay to the Authority an amount not exceeding Rs. (Rupees) against any loss or damage caused to or suffered or would be caused to or suffered by the Authority by reason of any breach by the said Agency representative of any of the terms or conditions contained in the said Agreement.
2. We, (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Authority stating that the amount/claimed is due by way of loss or damage caused to or would be caused to or suffered by the Authority by reason of breach by the said Agency representative of any of the terms or conditions contained in the said Agreement or by reason of the Agency representative’s failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. (Rupees).
3. We, (indicate the name of the Bank) do hereby undertake to pay to the Authority any money so demanded notwithstanding any dispute or disputes raised by the Agency representative in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for

payment there under and the Agency representative shall have no claim against us for making such payment.

4. We, (indicate the name of Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Authority under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Authority certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Agency representative and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before a period of one year from the date of this Guarantee, we shall be discharged from all liability under this Guarantee thereafter.
5. We, (indicate the name of Bank) further agree with the Authority that the Authority shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Agency representative from time to time or to postpone for any time or from time to time any of the powers exercisable by the Authority against the said Agency representative and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Agency representative or for any forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Consultant or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.
6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Agency representative (s)
7. We, (indicate the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Authority in writing.
8. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. *** (Rupees *****) only. The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with paragraph 2 hereof, on or before [*** (indicate date falling 180 days after the date of this Guarantee)].

For

Name of Bank:

Seal of the Bank:

Dated, the day of, 20**

(Signature, name and designation of the authorised signatory)

NOTES:

- i. The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
- ii. The address, telephone no. and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

Madhya Pradesh Tourism Board

(ANNEXURE- C Technical /Compliance sheet)

S. No.	Evaluation Criteria	Max Marks	Compliance (Yes/No)
1	Technical		
	Concept and Presentation The Bidder has the liberty to conceive the project at their own ideas keeping in the mind that shall covered the all component as shown in the tender documents with architectural features. They must visit the site before the presentation. The presentation to be prepared on the bases of technical approach and methodology , Work Plan, Concept Design, 3D views etc.(as per presentation)	30	
Organization existence	Till min. requirement of years 0 marks and after that for every one year's 2 marks up to maximum 10 marks.	10	
Number of Staff	Till min. requirement of staff 0 marks and after that for every staff 1 mark up to maximum 10 marks	10	
Financial	Till min. requirement of 05 Cr. 0 marks and after that for every 1Cr. 2 mark up to maximum 20 marks	20	
Work with Govt. Project	Previous Similar Projects Experience, till minimum requirement zero marks for every other 1 project 2 marks. Maximum 20 marks	20	
Software ownership proof	Proof of Ownership of proposed Design Software, plant & Equipment to execute project Software 05 marks and Equipment ownership 05 marks	10	
	TOTAL	100	

Format - 1: Applicants of RFP

To,

**The Managing Director (Skill & Training)
Madhya Pradesh Tourism Board,
6th Floor, Lily Trade Wing, Jahangirabad Bhopal
Madhya Pradesh, India. Pin code-462008**

Sub: Request for Proposal for Selection of Agency for Conceptualization, Designing, Survey, Fabrication, Supply & Installation of Tourism placard (signage board) at various tourist places/destination under RTM across Madhya Pradesh on item rate contract basis for Three years

Dear Sir,

In response to an invitation for RFP published on..... for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we submit the following documents online:

1. Organisational Details (Format-2-A)
2. Experience in related fields (Format-2-B)
3. Organisation's Financial Capability (Format-2-C: CA certificate)
4. List of experts/consultants on payroll (Format-3)
5. Non-blacklisting Certificate (Format-4)

Declaration

We hereby confirm that we agree and accept to all terms and conditions mentioned to this EOI. We are willing to undertake the task related to part for which we are submitting this EOI as required by MPTB.

All the information provided herewith is in my knowledge and are genuine and accurate.

Sincerely Yours,

Signature of the applicant:

[Full name of applicant]

Stamp.....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

Format – 2-A: Organisation Details

1. Name of the Organisation:
2. Legal status of the organisation (Company/Society/Trust) enclosed copy of by-laws:
3. Registration Number (Enclose copy of registration):
4. Date of registration:
5. GSTIN no.:
6. PAN No. (Enclose copy):
7. TAN No.(Enclose copy):
8. Address of Head Office:
9. Address of Communication office:
10. Name, Designation and Contact details of authorise person:
11. Financial Capability of the organisation (Enclose CA Certificate & audited Balance sheet of required years)
 1. Turnover for Required year (In Rs. only):

Signature of the applicant:

[Full name of applicant]

Stamp.....

Date:

Format - 2-B: Organization's Experience in Related field.

S. No.	Name of the supporting/ funding agency	Geographical Area of implementation		Year of Assignment	Present Status (Complete/ongoing)	Achievements
		District	State			

Note: Please enclose the supporting documents (ie work order/completion certificate etc.) for each work mentioned above. Without sporting documents experience will not be count.

Signature of the applicant:
[Full name of applicant]
Stamp.....
Date:

Format – 2-C: Financial Capability of Agency

On the letter head of CA

CA Certificate

This is to certify that the financial details of the agency is as follows for the year/s

S.No.	Financial Year	Turn Over (In Rs.)

Signature & Seal of CA
UDIN NO

Format – 3: List of experts/ consultants with agency

(On the letter head of agency)

S. No.	Name	Designation	Qualification	Total Years of Experience	Relevant Experience	On agency Payroll (Yes/ No)
1						
2						
3						
4						

Signature of the applicant:

[Full name of applicant]

Stamp.....

Date:

Format 4: Non-Black listing Certificate.

TO WHOMSOEVER IT MAY CEONCERN

This is to certify that we (Name of the Agency) registered under the
(Name of the Act.) Vide registration No. do herby declare and confirm that we
have neither been black-listed nor bankrupt by any Ministry/Department /Board /Corporation
/any other entity of the Central of State Government or any quasi-Government or any Public
Sector Undertaking or any Bank or any other entity till date.

Authorized Person's Signature.
Name and Designation.
Date of Signature

Note: - The Declaration is to be furnished on the letter head of the organization.

FORMAT 5 : 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.*