

RAIPUR Municipal Corporation

Tender Notice

Main Portal: <http://nagarnigamraipur.nic.in/>

NIT NO: 11415/RMC/Project/2021


RAIPUR DATED: 08th January 2021

Bids are invited for the following works up to 23rd January 2021 up to 17:00 hours.

Sr. No.	Tender No.	Name of work/Description of work	Probable amount of contract (In Lacs)
1		Selection of an Event Management Agency for Designing, Managing and Organizing the Campaign of "Shehri Sarkaa aapke Dwaar" in all 10 zones of Raipur Municipal Corporation	NA

The details can be viewed and downloaded online directly from the RMC Portal <http://nagarnigamraipur.nic.in/> from 8th January 2021 17.30 Hours (IST) onwards.

For more details on the tender and bidding process you may please visit the above-mentioned portal for NIT Details and other documents.


Commissioner
Raipur Municipal Corporation
Raipur (C.G.)

Commissioner, Raipur Municipal Corporation, RAIPUR
Notice Inviting Tender

Commissioner, Raipur Municipal Corporation, RAIPUR invites Offline Tenders as per the conditions of RFP


Sr. No	Tender No.	Name of Work	Earnest Money Deposit (In Rs.)	Tender Processing Fees (Rs.)	Duration of Event	Mode of Selection
1		Selection of an Event Management Agency for Designing, Managing and Organizing the Campaign of "Shehri Sarkaar aapke Dwaar" in all 10 zones of Raipur Municipal Corporation	50,000	3,000	01 Month	Quality Cost-Based Selection (QCBS)

1. Tender Download/bid submission and other activities will be governed by the time schedules given under "Date-Time Detail(s)".
2. The Bidders must submit his offer/credentials offline as required in the tender in the specified templates in relevant envelopes.
3. If there is any amendment in the tender it will be published online only.


Commissioner
Raipur Municipal Corporation
Raipur (C.G.)

Date-Time Detail(s)

Sr. No.	Tender Stage	Date	Time
1	Bid Start Date	8 th January 2021	17:30
2	Pre-bid meeting	14 th January 2021	12:30 at Data Center, RMC Headquarter
3	Bid Due Date/Bid Submission End Date (Through registered post only)	23 rd January 2021	Up to 17:00
4	Technical Bid Open Date (Scheduled)	24 th January 2021	At 12:30
5	Financial Bid Open Date (Scheduled)	To be Announced	To be Announced

 **Commissioner**
Raipur Municipal Corporation
Raipur (C.G.)

RFP for Selection of an Event Management Agency for Designing, Managing and Organizing “*Shehri Sarkar Aapke Dwaar*” in all 10 zones of Raipur Municipal Corporation

Raipur Municipal Corporation

Government of Chhattisgarh



Request for Proposal

Volume – I

Instruction to Bidders

Selection of an Event Management Agency for Designing, Managing and Organizing “*Shehri Sarkar Aapke Dwaar*” in all 10 zones of Raipur Municipal Corporation

Tender No:

**Raipur Municipal Corporation
Nagar Nigam Head Office,
Near Mahila Police Thana, Raipur – 492001
(Chhattisgarh)**

Disclaimer

The information contained in this Request for Qualification cum Proposal document (the “**RFP**”) or subsequently provided to Bidder(s), in the documentary form by or on behalf of the Authority or any of its employees, or advisors, is provided to Bidder(s) 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 and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their offers pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in the Bidding Documents, especially in RFP, Draft Contract Agreement and Schedules, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is 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 law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder 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 bidding document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the bidding document and any assessment, assumption, statement or information contained therein or deemed to form part of this document or arising in any way for participation in this Bid Stage.

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

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid 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 Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

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Tender Data Sheet and Time Schedule

1.	Name of the project	Request for Proposal (RFP) for Selection of an Event Management Agency for Designing, Managing and Organizing “Shehri Sarkar Aapke Dwaar” in all 10 zones of Raipur Municipal Corporation
2.	Tender issued by	Raipur Municipal Corporation (RMC)
3.	Expected Duration of Project	1 Month
4.	Cost of RFP Documents	INR. 3,000.00 (Indian Rupees Three Thousand)
5.	Earnest Money Deposit/Bid Security	INR. 50,000 (In Words INR Fifty Thousand)
6.	Date of submitting Pre-bid queries (Online only)	14/01/21, 12.00 PM, dc_rmc@rediffmail.com
7.	Date of Pre-bid Meeting	14/01/21, 12.30 PM, at Data Center, Headquarters of Raipur Municipal Corporation
8.	Last date for Submission of Bids (Offline)	23/01/21, 5.00 PM, by registered post only, by-hand submission would not be accepted.
9.	Opening of Technical Bid	24/01/21, 12.30 PM, at Data Center, Headquarters of Raipur Municipal Corporation
10.	Opening of Financial Bid	Time & Date will be announced only after evaluation of Technical Bid.
11.	Place of obtaining RFP Documents	The tender can also be downloaded from RMC Website: http://nagarnigamraipur.nic.in/
12.	Email for Correspondence	dc_rmc@rediffmail.com

Annexure A: Bid Data Sheet (BDS) and Instructions to Bidders

1.	Name of the Authority: Raipur Municipal Corporation (RMC) Raipur
2.	Title of RFP: “ Selection of an Event Management Agency for Designing, Managing and Organizing “Shehri Sarkar Aapke Dwaar” in all 10 zones of Raipur Municipal Corporation ”
3.	Method of selection: Quality and Cost Based Selection (QCBS)
4.	Financial Proposal to be submitted together with Technical Proposal: Yes (in separate envelopes)
5.	Authority Representative: Additional Commissioner, Second Floor, Office of the Raipur Municipal Corporation, Head Office, Near Gandhi Chowk, Raipur (C.G.) Pin No. 492001 dc_rmc@rediffmail.com
6.	Proposals must remain valid for 180 days after the submission date indicated in this Bid Data Sheet.
7.	The Bidder is required to include with its Proposal written confirmation of authorization to sign on behalf of the Bidder: Yes
8.	Joint Ventures or Consortia are permissible: No
9.	Bidders Eligibility Criteria: Applicable a. Bidders shall have minimum average annual turnover of Rs 5 Lakhs during the last 3 (Three) Financial Years from the bid due date (FY 2016-17, 2017-18 and 2018-19 or 2019-20) . Bidders must ensure that evidence of eligibility criteria of turnover in the form of audited financial statements for the last three financial years together with the Auditors’ Report must be enclosed with their Technical proposal. b. Bidders should have prepared/Executed at least 5 (Five) similar projects during last five years. Similar projects are defined as organizing and management of socio-cultural festivals, food expo, commerce expo, awareness drives/campaigns, etc. Bidders should submit copies of Experience Certificates/work order/Completion Certificate from the Authority for the same.
10.	The Bidder must submit original copy of the Technical Proposal and Financial Quote by registered post as per the guidelines established in this RFP.
11.	Technical and Financial Proposals are to be submitted in separate sealed envelopes and then enclosed in a single sealed and signed envelope.
12.	Technical Proposals should be clearly marked “ TECHNICAL PROPOSAL ” FOR [Title of RFP] – DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE ’.
13.	A Bid Security must be submitted: Yes
14.	If Yes, the amount of the Bid Security is Rs. 50,000 only
15.	Filled format for Bid Security shall be Submitted by the bidder
16.	A Performance Security in the form of Bank Guarantee/FDR is to be submitted by the selected Bidder upon signing of Contract: Yes
17.	If yes, the amount will be 5% of the Contract Value; this may be provided as Bank Guarantee or FDR. The Bidder shall allow the RMC to deduct from interim payments at the rate of 5 % of the interim payments and retain the same as security

RFP for Selection of an Event Management Agency for Designing, Managing and Organizing “Shehri Sarkar Aapke Dwaar” in all 10 zones of Raipur Municipal Corporation

	<p>deposit. Performance Security deposits will be refunded after completion of the work.</p> <p>Bank Guarantee/FDR will be made in the name of: “Commissioner”, Raipur Municipal Corporation, payable at Raipur, Chhattisgarh and drawn on a Scheduled Commercial/Nationalized Bank.</p>
18.	<p>Proposals must be submitted no later than [as mentioned in the RFP Time Schedule]</p>
19.	<p>Address for submission of Proposals: Additional Commissioner, Second Floor, Office of the Raipur Municipal Corporation, Head Office, Near Gandhi Chowk, Raipur (C.G.) Pin No. 492001 dc_rmc@rediffmail.com</p>
20.	<p>Expected date for public opening of Technical Proposals: [as mentioned in the RFP Time Schedule]</p>
21.	<p>Expected date for public opening of Financial Proposals (if Applicable): [To be Notified]</p>
22.	<p>Expected date for commencement of services: [To be Notified]</p>
23.	<p>Evaluation of the proposal will be based on the marks given below.</p>

Note: In order for your bid to be considered “Responsive” you must fulfil all conditions listed in the above table where ever applicable.

Sr. No.	Criteria	Max Score
1	<p>Experience of undertaking similar assignments during last 5 years: Similar projects are defined as organizing and management of socio-cultural festivals, food expo, commerce expo, awareness drives/campaigns, etc.*</p> <ul style="list-style-type: none"> • 20 marks for first Project and • 10 marks for each additional Project subject to maximum of 40 marks. 	60
2	Approach, Methodology & Presentation	20
2.1	Innovativeness/Comments on ToR. The applicant shall explain understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology that would be adopted for implementing the tasks.	10
2.2	Methodology, Concepts, Proposed Work Plan and Innovativeness. Presentation of proposed thematic concept showing all major elements and incorporating innovative concepts to enhance overall experience of the project.	10
3	<p>Financial Capacity Bidders shall have minimum average annual turnover of Rs 5 Lakhs during the last 3 (Three) Financial Years from the bid due date (FY 2016-17, 2017-18 and 2018-19 or 2019-20).</p> <ul style="list-style-type: none"> • 10 marks for Average Annual Turnover between 5 Lakhs to 10 Lakhs or • 20 marks for Average Annual Turnover more than 10 Lakhs. 	20
	Total	100

*Bidders should submit copies of Completion Certificates/Work Orders from Authority as documentary evidence for Experience of undertaking similar assignments of each category

Instructions to Bidders

1. Introduction	1.1 The Bidder is invited to submit a Technical Proposal and a Financial Proposal, as specified in the Bid Data Sheet. The Proposal shall be the basis for contract negotiations and ultimately for a signed Contract with the selected Agency.
	1.2 The Bidder shall bear all costs associated with the preparation and Submission of its Proposal and contract negotiation.
	1.3 The Authority is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Consultant.
Eligible Consultant	1.4 A Bidder may be a private/govt. entity as Partnership, Proprietary, or a Company incorporated under Indian Companies Act 1956, which is eligible as per the eligibility criteria specified in the Bid Data Sheet.
	1.5 Government-owned enterprises in India may participate as a bidder only if they can establish that they: a) are legally and financially autonomous, b) operate under commercial law, and c) are not dependent agencies of RMC, GoCG.
	1.6 A firm or individual declared ineligible by the Government of India or GoCG or RMC or RDA or its departments and subsidiaries shall be ineligible to provide services for RMC
	1.7 Bidder shall provide such evidence of their continued eligibility satisfactory to the Authority, as the Authority shall reasonably request
Disclosure	1.8 Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Bidder or termination of its Contract.
	1.9 Bidder must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Consultant, including but not limited to appointment of any officer such as a receiver in relation to the Bidder’s personal or business matters or an arrangement with creditors, or of any other similar proceedings.
	1.10 Bidders must disclose if they have been convicted of or are the subject of any proceedings relating to: a) a criminal offence or other serious offence involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed professional misconduct; b) corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract, with UD& HD, RMC or any other donor of development funding, or any contracting authority; c) Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions
Anticorruption	1.11 A recommendation for award of Contract will be rejected if it is determined that the recommended Bidder has directly, or through an

	agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases RMC will declare the Bidder ineligible, either indefinitely or for a stated period of time and Bidders will be blacklisted.
Only one Proposal	1.12 Bidder may only submit one proposal. If a Bidder submits or participates in more than one proposal, both such proposals shall be disqualified.
2. Clarification of RFP Documents	2.1 Bidders may request clarification of any of the RFP documents up to a specified number of days before the submission date as indicated in the Bid Data Sheet. Any request for clarification must be sent in writing, including by email as mentioned in Bid Data Sheet, to the Authority’s Representative whose address is provided in the Bid Data Sheet. The Authority will respond by standard electronic means within the period specified in the Bid Data Sheet. Should the Authority deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure set out under Clause 2.2.
Amendment in RFP Documents	2.2 At any time before the submission of Proposals, the Authority may amend the RFP by issuing an addendum through http://nagarnigamraipur.nic.in/ website.
Amendment in RFP Documents	2.3 Any addendum uploaded will be binding on all the bidders.
Amendment in RFP Documents	2.4 To give Bidder reasonable time in which to take an addendum into account in preparing their Proposals, the Authority may, at its discretion, extend the deadline for the submission of the Proposals, pursuant to Clause 5.32 and 5.33
3. Preparation of Proposals Language of proposals	3.1 The Proposal and all related correspondence exchanged between the Bidder and the Authority shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English (if the Language is other than Hindi), in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.
Cost of Bidding	3.2 The Bidder shall bear all costs associated with the preparation and submission of its Proposal. The Authority shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process
4. Deleted	Deleted
5. Instructions for submission of Proposal	5.1 These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Bid Data Sheet and accompanying documents
	5.2 Proposals must be submitted on or before the deadline specified in the Bid Data Sheet to tender.

Documents comprising Proposal	5.3 Bidder should submit hardcopy of Technical & Financial proposal; in separate sealed envelopes which are further enclosed in a covering envelope.
	5.4 The original Financial Proposals for all qualifying Technical Proposals will be opened in public at a date and time specified in the Bid Data Sheet.
Technical Proposal (Annexure B)	<p>5.5 The Technical Proposal shall contain the following:</p> <p>Section 1: Covering Letter, (Form Tech 1); followed by Written confirmation authorizing the signatory of the Proposal to commit the Consultant;</p> <p>Section 2: Experience/ Capacity of Firm to undertake tasks including Legal Status of the firm, Firm’s Registrations, Service Tax and Income Tax Registration, Certificate of Financial Capability (in Form Tech 3), Audited Balance sheets with Auditors Reports for last three years,</p> <p>Section 3: Project detail sheets (PDS) outlining previous experience of the firm in similar projects for each type of category mentioned in Bid Data Sheet completed during the last 5 years (in prescribed format) (Form Tech 2); Each PDS shall be followed by its respective documentary proof (work order/ completion certificate/ etc.).</p> <p>Section 4: Technical Response including general approach, methodology, work plan, & qualifications to ToR, including charts & diagrams;</p> <p>Section 5: Matters not appropriate in any other section. This includes:</p> <ul style="list-style-type: none"> • Empanelment’s and Registrations of Bidder, etc.; • Disclosure/Declaration of conflict of interest, if any. • Original Copy of the RFP purchased from the Authority duly signed by Authorized Signatory as token of acceptance of all the Conditions under the RFP. • Affidavit for non blacklisting • Any other relevant detail bidder may seem necessary. <p>Section 5 should not include any promotional material, brochures, etc. An authorized representative of the Bidder shall initial all pages of the Technical Proposal along with the stamp.</p> <p>Any Technical Proposal not prepared in format above and information not provided as per Form Tech-1 to Tech-4 shall be liable to be rejected.</p>
	5.6 No mention of your commercial response should be made anywhere in the Technical Proposal, unless specified in the Bid Data Sheet; non-confirmation will result in automatic disqualification of the Consultant’s Proposal.
Financial Proposal (Annexure C)	5.7 The Financial Proposal shall be submitted in separate envelope only as format specified in Annexure C.
	5.8 An authorized representative of the Bidder shall initial all pages of the Financial Proposal along with the stamp of the company.

	5.9 All activities and items described in your Technical Proposal must be priced. For non-material omissions, any activities or items described in the Technical Proposal but not priced shall be assumed included in the prices of other activities or items
Submission instructions	5.10 Bidders are expected to carefully review the contract provisions attached in the RFP for preparation of their Technical and Financial Proposals
	5.11 The Bidder shall submit both Technical and Financial Proposals using the appropriate submission sheets provided in Annexure B: Technical Proposal Submission Forms and Annexure C: Financial Proposal Submission Forms. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.
	5.12 Bidders are required to submit their Technical and financial proposals in hard copy, as specified in the Bid Data Sheet. The number of hard copies to be submitted is specified in the Bid Data Sheet.
Taxes	5.13 The Bidder may be subject to taxes (such as: GST, fringe benefit tax, value added or sales tax, service tax, duties, etc) on amounts payable by the Authority under the Contract. If the Bidder is subject to payment of any national or local taxes such amounts of taxes shall be excluded from the Financial Proposal as they will not be evaluated.
Proposal prices	5.14 All prices should be valid for the duration specified in the Bid Data Sheet.
	5.15 All prices quoted should be inclusive of the price structure if specified in the Bid Data Sheet
	5.16 Prices (as item wise) quoted by the Bidder shall be fixed during the Consultant’s performance of the Contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet or Standard Contract Document
Currency of Proposal	5.17 Proposal prices shall be quoted in Indian Rupees as specified in Bid Data Sheet
Proposal validity	5.18 Proposals shall remain valid for the period specified in the Bid Data Sheet commencing with the deadline for submission of Technical and Financial Proposals as prescribed by the Authority.
	5.19 A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by the Authority
	5.20 In exceptional circumstances, prior to the expiration of the proposal validity period, the Authority may request Bidder to extend the period of validity of their Proposals. The request and the responses shall be made in writing or through email. A Bidder may refuse the request. A Bidder granting the request shall not be required or permitted to modify its Proposal.
	5.21 The Authority will make its best effort to complete negotiations within this period.

Format and Signing of Proposals	5.22 These instructions should be read in conjunction with information specific to the assignment contained in the Letter of Invitation, Bid Data Sheet, Annexure D – Terms of Reference, Volume II – Standard Contract Documents and other accompanying documents.
	5.23 Bid Security in proper original instrument (along with the DD of document purchase fee, if applicable) shall be placed in an envelope clearly marked ‘BID SECURITY’
	5.24 Original Technical Proposals along with all copies (as specified in the Bid Data Sheet) shall be placed in an envelope clearly marked ‘TECHNICAL PROPOSAL’
	5.25 Original Financial Proposals (as specified in the Bid Data Sheet) shall be placed in an envelope clearly marked ‘FINANCIAL PROPOSAL’
	5.26 These two envelopes should be sealed separately. If the Financial Proposal is enclosed in the envelope marked ‘Technical Proposal’, and vice versa, or is not sealed as per Clause 5.30, the Proposal will be rejected.
	5.27 The Technical Proposals shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Consultant. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. All pages of the Proposal shall be signed or initialled by the person signing the Proposal along with the stap of the company.
	5.28 Any inter lineation, erasures, or overwriting shall be valid only if signed or initialled by the person signing the Proposal.
	5.29 Deleted.
Sealing and marking of Proposals	5.30 The envelopes containing the Bid Security, Technical and Financial Proposal shall be sealed in an outer envelope. This outer envelope shall be sealed, and signed over the seal, and will be clearly labelled with and as per the instructions in Bid Data Sheet: i. Title of RFP; ii. RFP Number; iii. Deadline for Submission; and iv. Address of the Consultant In addition, envelopes shall bear the following directions: v. Address for submission of Proposals as specified in the Bid Data Sheet. vi. On outer envelope containing Bid Security and Technical Proposals: ‘DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE’. vii. On inner envelopes containing the Bid Security and Technical proposal: ‘DO NOT OPEN BEFORE _____ (insert date and time for the opening of Technical Proposals as specified in the Bid Data Sheet)’; and viii. deleted

	5.31 If any envelope is not sealed and marked as instructed, the Authority will assume no responsibility for the misplacement or premature opening of envelopes.
	5.32 Proposals must be submitted to the address specified on the Bid Data Sheet and delivered on or before the time specified in the Bid Data Sheet.
Deadline for submission of Proposals	5.33 The Authority may, at its discretion, extend the Bid Due date by amending the RFP in accordance with Clause 2.2, in which case all rights and obligations of the Authority and Bidder subject to the previous deadline shall thereafter be subject to the deadline as extended.
	5.34 From the time the Proposals are opened to the time the Contract is awarded, the Bidder should not contact the Authority on any matter related to its Technical and/or Financial Proposal. Any effort by Bidder to influence the Authority in the examination, evaluation and ranking of Proposals, and recommendation for award of Contract, may result in the rejection of the Proposal
Late Proposals	5.35 The Authority will not consider any Proposal that arrives after the deadline prescribed by the Authority for submission of Proposals in the Bid Data Sheet. Any Proposal received after the respective deadline for submission shall be declared late, rejected, and returned unopened to the Consultant.
Withdrawal Proposals	5.36 A Bidder may withdraw its Proposal after it has been submitted by sending a written Withdrawal Notice, duly signed by an authorized representative, and including a copy of the authorization document. The Withdrawal Notice must be: a) submitted in accordance with Clause 5.30 and the respective envelopes shall be clearly marked ‘WITHDRAWAL’; and b) Received by the Authority prior to the deadline prescribed by the Authority for submission of Proposals.
	5.37 Proposals that are withdrawn in accordance with Clause 5.36 shall be returned unopened to the Consultant.
	5.38 No Proposal shall be withdrawn in the interval between the deadline for submission of Proposals and the expiration of the period of Proposal validity specified in the Bid Data Sheet or any extension thereof, except in the case of a request by the Authority to extend the Proposal validity.
6. Opening Proposals	6.1 The Authority will open Technical Proposals at the address, date and time specified in the Bid Data Sheet
Opening of Technical Proposals	6.2 First, envelopes marked ‘WITHDRAWAL’ will be opened, read out, and recorded, and the envelope containing the corresponding Technical and Financial Proposals will not be opened, and will be returned unopened to the Consultant. No Proposal shall be withdrawn unless the corresponding Withdrawal Notice contains a valid authorization to request withdrawal and is read out and recorded at the opening of Technical Proposals

	<p>6.3 All remaining envelopes holding the Bid Security shall be opened one at a time, and the following read out and recorded:</p> <p>I. The name of the Consultant; and</p> <p>II. Any other details as the Authority may consider appropriate.</p> <p>Proposal whose Bid Security is not found in order and Proposal received late in accordance with Clause 5.35 shall be summarily rejected at this stage and will not be considered for opening of technical proposal.</p>
	<p>6.4 Only Technical Proposals of those Bidders whose Bid Security is found in order shall be opened and recorded at Proposal opening shall be considered for evaluation. No Proposal shall be rejected at the opening of Technical Proposals.</p>
	<p>6.5 The Authority shall prepare a record of the opening of Technical Proposals that shall include the name of Bidder and indicate whether there is a withdrawal. The Consultant’ representatives who are present will be requested to sign the record. The omission of a Consultant’s signature on the record shall not invalidate the contents or effect of the record. A copy of the record will be distributed to all Bidders in writing or through standard electronic means.</p>
	<p>6.6 Technical Proposals which are rewarded the minimum qualifying marks according to the evaluation criteria provided in Clause 7.7 and 7.8 below shall qualify for opening of Financial Proposals.</p>
Opening of Financial Proposals	<p>6.7 The Financial Proposals of all non-qualifying Bidder will not be opened</p>
	<p>6.8 Under QCBS, all Bidders with qualifying Technical Proposals shall be informed in writing, or through standard electronic means, of the date and place for public opening of their Financial Proposals. Consultant’s attendance at the opening of Financial Proposals is optional.</p>
	<p>6.9 At the public opening of Financial Proposals, the Financial Proposals of all qualifying Technical Proposals shall be opened one at a time by the Authority and the following read out and recorded:</p> <p>i. the name of the Consultant;</p> <p>ii. Fees Quoted; and</p> <p>iii. Any other details the Authority may consider appropriate.</p>
	<p>6.10 Only Financial Proposals read out and recorded at the opening of Financial Proposals shall be considered for evaluation. No Proposal shall be rejected at the Financial Proposal opening.</p>
	<p>6.11 The Authority will prepare a record of the opening of Financial Proposals. The Consultant’s representatives who are present will be requested to sign the record. The omission of a Consultant’s signature on the record shall not invalidate the contents or effect of the record. A copy of the record shall be distributed to all Bidders in writing or through standard electronic means.</p>

	6.12 All Financial Proposals shall be scrutinized for any non-conformity, and modifications, if any, shall be made in accordance with Clause 7.5.
7. Evaluation of Proposals	7.1 Information relating to the examination, evaluation, comparison, and post qualification of Proposals, and recommendation of Contract award, shall not be disclosed to Bidder or any other persons not officially concerned with such processes until information on Contract award is communicated to all Consultant.
Undue influence	7.2 Any attempt by a Bidder to influence the Authority in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions may result in the rejection of its Proposal.
Clarification of Proposals	7.3 To assist in the examination, evaluation, comparison and post qualification of Proposals, the Authority may, at its discretion, ask any Bidder for a clarification of its Proposal through written means or email. Any clarification submitted by a Bidder that is not in response to a request by the Authority shall not be considered. The Authority’s request for clarification, and the response, shall be in writing/email. No change in the prices or substance of the Proposal shall be sought, offered, or permitted, after the opening of Financial Proposals.
Non-conformities, Errors and omissions	7.4 The Authority may waive any non-conformity or omission in a technically qualifying Proposal that does not constitute a material deviation.
	7.5 The Authority will correct arithmetical errors during evaluation of Financial Proposals on the following basis: a. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be b. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
	7.6 If the winning Bidder does not accept the correction of errors, its Proposal shall be disqualified
Evaluation of Technical Proposals	7.7 The evaluation committee shall evaluate the Technical Proposals on the basis of pre-set criteria as outlined in the Bid Data Sheet.
Qualification of Technical Proposals	7.8 After the technical evaluation is completed, under QCBS the Authority shall notify, in writing, Bidder whose Technical Proposals

	receive a mark of 50% or higher, indicating the date, time, and location for opening of Financial Proposals.
Evaluation of Financial Proposals	<p>7.9 Quality and Cost Based Selection (QCBS) method is used:</p> <p>a. To allow comparison on a common basis, each Financial Proposal will be carefully scrutinized and an Estimated Total Fees (ETF) will be determined.</p> <p>The Financial Proposal with the lowest ETF will receive the maximum score of 100 marks. The score for each other Financial Proposal will be inversely proportional to its ETF and will be computed as follows:</p> <p>$S_f = 100 \times F_m / F$ where:</p> <p>S_f is the financial score of the Financial Proposal being evaluated, F_m is the ETF of the lowest priced Financial Proposal, F is the ETF of the Financial Proposal under consideration.</p> <p>b. Following completion of the evaluation of Technical and Financial Proposals, the final ranking of the Proposals will be determined. This will be done by applying a weight of 0.80 (80%) and 0.20 (20%) respectively to the technical and financial score of each evaluated qualifying Technical and Financial Proposal and then computing the relevant combined total score for each Consultant.</p>
	7.10 The highest ranked Bidder based on the cumulative technical and financial evaluation ranking will be invited for negotiations.
Conditional Bids	7.11 Conditional Bid shall be liable to be rejected.
Authority’s right to accept any Proposal, and to reject any or all Proposals	7.12 The Authority reserves the right to accept or reject any Proposal, and to annul the bidding process and reject all Proposals at any time prior to Contract award, without thereby incurring any liability to the Consultant
8. Award of Contract	8.1 Prior to the expiration of the Proposal validity period, the Authority shall notify the successful Consultant(s), in writing, that its Proposal has been accepted.
Notification	8.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
Negotiations	8.3 The successful Bidder will be informed in writing of the date, place and time for negotiations/clarifications, if any. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude a Contract.
	8.4 The successful Bidder will confirm in writing its participation in negotiations and ability to adhere to its Technical and Financial Proposals within five (5) days of receiving the notice in accordance with Clause 8.3.
	8.5 Negotiation will include both technical and financial negotiation, depending on the needs of the Authority.
Availability of services	8.6 The Bidder shall confirm the availability of all items/services as indicated in its Proposal.
	8.7 Deleted
	8.8 Deleted

RFP for Selection of an Event Management Agency for Designing, Managing and Organizing “*Shehri Sarkar Aapke Dwaar*” in all 10 zones of Raipur Municipal Corporation

Signing Contract	8.9 Promptly after notification, the Authority shall send to the successful Bidder the Contract and the Special Conditions of Contract (draft attached in this RFP)
	8.10 Pursuant to negotiations, the successful Bidder shall sign, date, and return the Contract, along with necessary supporting documents, to the Authority.
	8.11 All formalities of negotiation and signing of contract will be completed within twenty-five (25) days of notification of award.
Start date	8.12 The Bidder is expected to commence the Services on the date and at the location specified in the Bid Data Sheet.

Annexure B: Technical Proposal Submission Forms

Tech 1: Covering Letter

[Location, Date]

To,

The Commissioner,

Raipur Municipal Corporation (RMC),

Chotapara, Near Mahila Thana, Raipur,

Chhattisgarh, 492001

Website: <https://nagarnigamraipur.nic.in>

Subject: - **Technical Proposal for *[Insert title of Consulting Services]***

Dear Sir / Madam

We, the undersigned, offer to provide the Services for ***[Insert title of Services]*** in accordance with your Request for Proposal dated ***[Insert Date]*** and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and a Financial Proposal sealed under a separate envelope.

We hereby declare that we have read the Instructions to Bidder included in the RFP, and abide by the same, and specifically to conditions mentioned ***[In case of any declaration, reference to concerned document attached must be made]***.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification. We undertake, if our Proposal is accepted, to initiate the Services related to the assignment not later than the date indicated in the Bid Data Sheet. We understand you are not bound to accept any Proposal you receive.

Yours faithfully,

Authorized Signature ***[In full and initials]***:

Name and Title of Signatory:

Name of Firm:

Address:

Contact No:

E mail id:

Note: Attach authorization letter to sign the proposal along with Tech – 1

Details of the Bidder

(Page 2 of Tech 1)

S. No.	Particulars	Details
1.	Name of the Bidder	
2.	Registration No. (Please attach documentary evidence)	
3.	Date of Incorporation/ Registration	
4.	Registered Address with contact, fax, email and web address	
5.	GST Registration Number Please attach documentary evidence	
6.	Income Tax Registration Number (PAN) Please attach documentary evidence	
7.	Details of other branches (If Any)	
8.	Name and Contact of Authorized Signatory (authorization letter to be attached)	

Tech 2: Project Detail Sheet (PDS)

(Separate sheet for Each Project)

Assignment Name:	
Project Claim Number:	Value of the contract (in current INR):
Name of City/ Cities/Country:	Duration of assignment (months):
Name of Client:	Contact Details of Client’s Representative: Name: Address: Mobile: Email:
Address of Client:	
Start date (month/year):	Completion date (month/year):
Narrative description of Project:	
Description of actual services provided by your staff in the assignment:	

*Note: In support of the information, copies of workorders/completion certificate issued by client must be enclosed and properly referenced with page no. Project not fulfilling the criteria of similar projects will not be evaluated. Documentary evidence shall follow particular PDS. **Information not provided in PDS above will not be considered for evaluation.***

Tech 3: Financial Capability of Consultant

Name of Consultant/Firm	Annual Turnover (from consultancy business)			
	2016-17/ 2017-18	2017-18/ 2018-19	2018-19/ 2019-20	Average Turnover

Certificate from the Chartered Accountant

This is to certify that _____ has received the payments shown above against the respective years on account of professional fees.

Name of the Audit Firm:

Seal of the Audit firm

Date:

Signature:

Name:

Designation:

Note: Attach Audited Balance sheets with Auditors Reports for last three years (2016-17, 2017-18, 2018-19 or 2017-18, 2018-19, 2019-20) as Documentary evidence in Support.

Tech 4: Approach, Methodology & Presentation

(To be covered in maximum 4 nos. of A4 pages)

This includes the following pointers:

<p>1. Innovativeness/Comments on ToR. The applicant shall explain understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology that would be adopted for implementing the tasks.</p>
<p>2. Methodology, Concepts, Proposed Work Plan and Innovativeness. Presentation of proposed thematic concept showing all major elements and incorporating innovative concepts to enhance overall experience of the project.</p>

*The authority may fix an appropriate date and time for a virtual presentation from all the qualified bidders for evaluation of Approach, Methodology & Presentation.

Annexure C: Financial Proposal Submission Forms

Fin 1: Covering Letter

[Location, Date]

To,

The Commissioner,
Raipur Municipal Corporation (RMC),
Chotapara, Near Mahila Thana, Raipur,
Chhattisgarh, 492001
Website: <https://nagarnigamraipur.nic.in>

Subject: - Financial Proposal for [Insert title of Consulting Services]

Dear Sir

We, the undersigned, offer to provide the Services for [Insert title of Services] in accordance with your Request for Proposal dated [insert date]. We are hereby submitting our Financial Proposal,

We confirm that we accept the Conditions of Contract provided in the Request for Proposal.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal (180 Days from Proposal Due Date PDD) i.e., [insert date].

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

Yours faithfully,

Authorized Signature [In full and initials]: Name and Title of Signatory:

Name of Firm:

Address:

Contact No:

E-mail id:

Fin 2: Financial Proposal Quote

Project Title: Selection of an Event Management Agency for Designing, Managing and Organizing “Shehri Sarkar Aapke Dwaar” in 10 zones of Raipur Municipal Corporation

Sr. No.	Particulars	Financial Quote*		
		Quantity	Rate/ Unit (INR)	Amount (INR)
1.	Bus Structure Design, Supply and Installation	2 Nos.		
2.	Seminar Design, Branding and supplying of Furnishing /tents/ canopies, etc. on rental basis	70 Events		
3.	Float Structure Design, Supply and Installation	1 Nos.		
4.	Float Tata Ace with sound and battery set-up on Rent	35 Days		
5.	Feedback Form	50,000 Nos.		
6.	Pamphlet A4 Size	1,00,000 Nos.		
7.	Flex/Publicity Material	5,000 sqft.		
8.	Running Social Media Campaigning	Lumpsum		
9.	Photography/ Videography	Lumpsum		
Total:				
Total in words:				

Please Note:

1. Financial Proposals are to be submitted in a separate envelope than the technical proposal.
2. Terms of Payment will be as indicated in the RFP document.
3. The Bidder is required to quote fees in Item-Wise Quote. The fees shall include all the management charges/ office expenses of the agency.
4. The fees quoted shall be inclusive of all taxes.
5. The Proposal shall be valid for a period of not less than 90 days from the Proposal Due Date (the "PDD"). In exceptional circumstances, prior to the expiry of the original proposal validity period, the authority may request the firms to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, Firms will not be permitted to modify their proposals.
6. Clarifications and Amendments if any to this RFP will be uploaded on website of RMC.
7. The quantities specified in the RFP are approximate estimates and can be increased or decreased based on actual need. The payment shall be made for the actual supply done based on the item-wise rate quoted by the bidder.

Annexure D: Terms of reference

1. RMC intends to reach out to the citizens of Raipur, seeking feedback and inputs on its performance of past few years. This would help in prioritization of future projects, budget allocation, identification of stress areas, etc. RMC intends to facilitate its ground level workers which would also boost morale. In this regard, RMC has envisioned to undertake a month-long campaign “Shehri Sarkar Aapke Dwaar” covering each of the 10 Zones of Raipur Municipal Corporation. RMC would hold a 3-day drive in each ward, in the first 2 days the officials of RMC would visit various wards in the zone to interact with people seeking feedback. And on the 3rd day a seminar would be organized at an appropriate location decided by the Zonal Offices. In this seminar sanitation workers, health workers, teaching staff, etc. would be felicitated by the authorities. This 3-day event in 10 Zones would be conducted consecutively, making it a month-long campaign. RMC intends to hire a competent Event Management agency for Designing, Managing and Organizing this campaign.

2. Apart from managing, coordinating and organizing the whole campaign the scope of the event management agency is broadly divided into 3 activities:

2.1. Pre-campaign awareness programme:

2.1.1. The agency shall run social media campaign on various platforms to spread awareness amongst the public regarding the event.

2.1.2. The Agency shall design, print, install posters in the city to spread awareness. All the permissions regarding this must be taken by the agency. It would be the responsibility of the agency to remove the posters after the campaign is over.

2.2. Design of Structures/Branding/Forms/Pamphlets

2.2.1. The agency shall design and supply a float stage to be used in every zone for citizen connect.

2.2.2. The agency shall design the branding, logo, graphics, colour scheme, feedback forms, etc.

2.2.3. The agency shall supply the approved feedback forms, awareness pamphlets.

2.2.4. The agency shall deploy photographers/videographers for proper documentation of the event.

2.3. Supply of Items required for events

2.4. The agency shall supply tent, furnishing, canopies, etc. on rental basis for seminars to be organized in each zone.

RFP for Selection of an Event Management Agency for Designing, Managing and Organizing “Shehri Sarkar Aapke Dwaar” in all 10 zones of Raipur Municipal Corporation

2.5. The agency shall supply sound systems, batteries, etc. required for conducting ward visits for the officials.

Following is the list of work/items to be supplied by the agency:

Sr. No.	Particulars	Quantity
1.	Bus Structure Design, Supply and Installation	2 Nos.
2.	Seminar Design, Branding and supplying of furnishing/tents/canopies, etc. on rental basis	70 Events
3.	Float Structure Design, Supply and Installation	1 Nos.
4.	Float Tata Ace with sound and battery set-up on Rent	35 Days
5.	Feedback Form	50,000 Nos.
6.	Pamphlet A4 Size	1,00,000 Nos.
7.	Flex/Publicity Material	5,000 sqft.
8.	Running Social Media Campaign	Lumpsum
9.	Photography/ Videography	Lumpsum

3. Payment Schedule:

S.N.	Milestone	Timeline (Tentative)	Payment
1	Submission of Execution Plan and on receipt of Performance Security	5 days from issue of LoA	10%
2	Deployment of manpower & mobilization of resources. Approval of designs and graphics. Approval of Structure designs, deployment and installation. Completion of major activities as per scope of work.	15 Days from the issuing of LoA	20%
3	15 days from commencement of Campaign	20 Days from issuing the LoA	35%
4	On completion of campaign in all 10 Zones	Within 15 days of completion of event subject to submission of report by the Committee appointed by RMC & removal of all materials from the venue.	35%