



**REQUEST FOR PROPOSAL (RFP)  
FOR  
ENGAGEMENT OF  
EVENT MANAGEMENT SERVICES  
FOR  
BRAHMAPUTRA AAMANTRAN ABHIYAAN  
FOR ASSAM  
PART OF THE EXPEDITION**

**No. BB/EE/NGD/BAA/2020-21/1623**

**DATE: 21.11.2020**

**ISSUED BY**

BRAHMAPUTRA BOARD  
Basistha, Guwahati-781029, Assam  
Phone: 0361-2306005/9101461947/8876245808

Email: [secy-bbrd@gov.in](mailto:secy-bbrd@gov.in), [neharibboard30@gmail.com](mailto:neharibboard30@gmail.com)

## **Disclaimer**

The information contained in this Request for Proposal document (“**RFP**”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of Brahma Putra Board (**hereinafter referred to as “Board”**) 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.

The purpose of this RFP is to provide the Bidder(s) with information to assist in the formulation of their Bidding Document. This RFP does not purport to contain all the information each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Board, their employees or advisors to consider the business/ investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice from appropriate sources. The Board, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP.

The Board also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP. The Board may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

The issue of this RFP does not imply that the Board is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Event Management Services and the Board reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

The Bidder 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 Board or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Board shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection process.



**No. BB/EE/NGD/BAA/2020-21/1623**  
भारतसरकार, जलशक्तिमंत्रालय  
Government of India, Ministry of Jal Shakti  
जलसंसाधन, नदीविकास और गंगा संरक्षण विभाग  
Department of Water Resources, RD & GR  
ब्रह्मपुत्र बोर्ड : : Brahmaputra Board  
बशिष्ठ: गुवाहाटी-29: Basistha, Guwahati-29



**Notice Inviting Request For Proposal (RFP)**

**Dt. 21.11.2020**

Brahmaputra Board invites RFP from eligible National Firms / Agency / Bidders for engagement of Event Management Services for the following work :-

<b>Sr. No.</b>	<b>Name of Work</b>	<b>Earnest Money Deposit</b>	<b>Cost of bid (Non Refundable)</b>
1	Engagement of Event Management Services for Brahmaputra Aamantran Abhiyaan for Assam part of the expedition	NIL (To be submitted in "Bid Securing Declaration Form-I(H)")	Rs. 1,000/- (Rupees one thousand) only
Estimated Project Cost			Rs. 1.10 crore (indicative only)
Time of completion of project			50 days (indicative only)
Start of Online downloading of bid			21.11.2020 at 1700 hrs
Online Pre Bid Meeting via Cisco Webex Platform (Contact Ph No-0361-2306005/9101461947/8876245808)			24.11.2020 at 1130 hrs
Bid submission start date			21.11.2020 at 1800 hrs
Last date for submission of bid			01.12.2020, upto 1200 hrs
Opening of technical Bid			02.12.2020 at 12.00 hrs
Presentation by Bidders			03.12.2020 from 11.30 hrs
Opening of Financial Bid			04.12.2020 at 11.00 hrs
The Bid Inviting Authority reserves the right to accept or reject any or all the bids to be received without assigning any reasons thereof.			
Bid document can be downloaded from <a href="https://eprocure.gov.in/epublish/app/">https://eprocure.gov.in/epublish/app/</a> and <a href="http://www.brahmaputraboard.gov.in/">http://www.brahmaputraboard.gov.in/</a> . Complete and Sealed Bid documents shall be received in the tender box placed at HQ Office, Brahmaputra Board within stipulated period. Bid documents received after due date shall not be entertained.			

**Sd/-**  
**Director-NEHARI**

1. PPS to Chairman, Brahmaputra Board
2. PS to Vice-Chairman, Brahmaputra Board
3. Chief Engineer-I & Chief Engineer-II, Brahmaputra Board
4. All Dy. Chief Engineers, Brahmaputra Board
5. All Superintending Engineers, Brahmaputra Board
6. Chief Vigilance Officer, Brahmaputra Board
7. Dy. Financial Adviser, Brahmaputra Board
8. All Executive Engineer, B. Board for wide publicity in all office Notice Board
9. IT-Cell for uploading in Website <http://www.brahmaputraboard.gov.in/>

## Letter of Invitation

**Sub:** Brahmaputra Board invites bids from eligible National Agency / Firm for engagement of Firm / Agency for Providing Event Management Services for **Brahmaputra Aamantran Abhiyaan for Assam part of the expedition**

**Ref No. No. BB/EE/NGD/BAA/2020-21/1623      DATE: 21.11.2020**

Dear All,

Brahmaputra Board invites Bids for Providing Event Management Services for Brahmaputra Aamantran Abhiyaan **for Assam** part of the expedition

The Board is seeking to appoint a Firm / Company /Agency for carrying out various activities as mentioned in the RFP enclosed herewith.

The RFP includes the following Documents:

Section 1 – Introduction

Section 2 - Instructions to Bidders

Section 3 –Scope of Work& Terms of Reference

Section 4 - Standard Formats : Technical

Section 5 –Standard Formats :Financial

**Please note the last date for submission of your bid is 01.12.2020 at 1200hrs**

**Brahmaputra Board  
Guwahati, Assam**

## **SECTION-1 INTRODUCTION**

### **1.1 General**

The Brahmaputra River is known as Tsangpo in Tibet, the Siang/Dihang in Arunachal Pradesh and Jamuna in Bangladesh. It drains an area of 5,80,000sqkm upto its confluence with the Ganga River in Bangladesh. The average annual flow is of the order of 61.4 m ha m and it carries about 735 million MT of suspended sediment load annually. The Brahmaputra in India is among the flood affected river basin in the country. Large-scale damage due to floods and loss of land due to erosion is an annual occurrence.

Brahmaputra Board is a Statutory Body under the Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation, Government of India. The main objective of the Brahmaputra Board is planning and integrated implementation of measures for control of floods and bank erosion in Brahmaputra and Barak Valley for matters connected therewith. It started functioning since 11<sup>th</sup> January, 1982 with headquarters at Guwahati, Assam.

The Brahmaputra Board is mandated for planning of the enormous water resources of the North Eastern Region and related problems and potentials which includes preparation of Master Plan, survey, investigation and preparation of detailed project reports of the multipurpose projects and of the drainage congested areas and anti-erosion schemes giving importance to development and utilization of water resources of the Brahmaputra and Barak valleys for hydropower, navigation, and other beneficial purposes.

Economy of riverine states depends on sustainable river basin management practices. While the older generation was aware of the “Living with River” concept, younger generation needs to be familiarized with this concept and motivated to adopt it as part of their life style. To draw their attention to sustainable practices for river rejuvenation, a river rafting Expedition named ‘Brahmaputra Aamantran Abhiyaan’ is being organized by Brahmaputra Board tentatively for period 16<sup>th</sup> December’2020 to 14<sup>th</sup> January’2021. The Expedition will be undertaken by a team of Indian Air Force which undertook the successful Expedition in 2019 in river Ganga named “Ganga Aamantran Abhiyaan”,

The Brahmaputra Aamantran Abhiyaan Rafting Expedition starts from Gelling in Upper Siang District of Arunachal Pradesh and move to Pasighat in East

Siang district of Arunachal Pradesh. The Expedition team then enters the state of Assam along Brahmaputra River and conclude the expedition at Assameralga in South Salmara Mankachar District of Assam

Brahmaputra Board intends to engage suitable Event Management Service Agency (the “Bidders”) who will be eligible for participation in the Bid Stage, for awarding the Project through an open competitive bidding process in accordance with the procedure set out herein. The Board proposes to procure the services of Event Management Agency for proper planning, structuring and execution / implementation of the Brahmaputra Aamantran Abhiyaan. For the said Event, the services of the Event Management Agency will be required on turn-key basis during the period of contract as per agreement.

**Note :**

1. Please refer to Scope of Work for Details & Tentative Day Wise Itinerary in the proceeding pages along with the Map showing the tentative camping / halting stations.
2. The entire rafting expedition route is divided into 2 (two) reaches/States i.e. :-
  - Arunachal Pradesh (from Gelling to Pasighat), and
  - Assam (from Boginadi to Assameralga)
3. Bidders are to exclusively submit proposal for ASSAM part of the expedition.
4. The Bidder should clearly mention the State i.e. “ASSAM” in the Letter of Proposal **Ref Form I (A)** and envelopes containing the bids should also be clearly be superscribed with the State i.e. “ASSAM”.

## **SECTION-2**

### **INSTRUCTIONS TO BIDDERS**

#### **2.1 General Instructions**

- i. The entire rafting expedition route is divided into 2 (two) reaches/states i.e.–
  - Arunachal Pradesh (from Gelling to Pasighat), and
  - Assam (from Boginadi to Assameralga)
- ii. The Brahmaputra Board intends to assign 1 (one) Event Management Agency exclusively for Assam part of the expedition.
- iii. RFP through two tier bid system is invited by Brahmaputra Board for “Engagement of Event Management Agency for Brahmaputra Aamantran Abhiyaan **for Assam** part of the expedition”. Interested agencies who have suitable experiences, may submit the bids in this regard as per the eligibility conditions laid down in this RFP.
- iv. The Bidder should clearly mention the State i.e. “ASSAM” in the Letter of Proposal **Ref Form I(A)**.
- v. The envelopes containing the bids should clearly be superscribed with the name of the State i.e. “ASSAM”.
- vi. The Board will select & engage a National Firm / Company /Agency, in accordance with the method, terms & criteria of selection specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the selection process will be given and that Board’s decisions are without any appeal whatsoever.
- vii. The Bidders are invited to submit a **Technical Proposal** and **Financial Proposal** to provide Event Management Services for Brahmaputra Aamantran Abhiyaan for Assam part of the expedition.
- viii. All Bidders should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, bidders are encouraged to visit the Board as well the sites before submitting a proposal and attend Pre-bid Meeting, if any. Attending the Pre-Bid Meeting is optional. Bidders should contact the Board’s representative to obtain additional information Contact-0361-2306005/9101461947/8876245808.
- ix. The proposal could form the basis for future negotiations and ultimately may lead to contract between the successful bidder and the Board.
- x. The cost of preparing the proposal and all subsequent negotiations, if any, with Brahmaputra Board and other experts on tasks and actions directly and indirectly related or presentation of proposal shall be borne by the bidder.

- xi. The Brahmaputra Board reserves the right to accept or reject any and / or all the proposals without assigning any reasons thereof.
- xii. The Board requires that the Bidders provide professional, objective and efficient services at all times and holds the Board's interest paramount, avoids conflicts with other assignments or its own interests and act without any consideration for future work. The Bidder(s) shall not accept or engage in any assignment that may place it in a position of not being able to carry out the assignment in the best interests of the Board and the said Events.
- xiii. 'Proposal' and 'Bid' means the same in this document and 'he' also means to include 'she' and vice-versa. "Board" means "Brahmaputra Board" and "Procurement Committee" means "Procurement Committee constituted by Board". The bidders are requested to add extra lines / sheets, wherever necessary.
- xiv. At any time before the submission of Proposals, the Board may amend the RFP by issuing in writing or by standard electronic means. The addendum shall be sent to all the Bidders and will be binding on them. Bidders shall acknowledge receipt of all amendments. To give Bidders reasonable time in which to take an amendment into account in their Proposals the Board may, if the amendment is substantial, extend the deadline for the submission of Proposals.
- xv. The Bidder, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Board's any other right or remedy hereunder or in law or otherwise, the Performance Security, shall be forfeited and appropriated by the Board as the mutually agreed pre-estimated compensation and damage payable to the Board for, inter alia, the time, cost and effort of the Board in regard to the RFP including the consideration and evaluation of the Proposal under the following conditions:
  - a) If a Bidder engages in any of the Prohibited Practices specified in this RFP
  - b) If the Bidder is found to have a Conflict of Interest as specified in this RFP
  - c) If the Selected Bidder commits a breach of the Agreement

## 2.2 Cost of the RFP document

Bidders are required to submit a non-refundable fee of INR 1000/- (Rupees One Thousand Only) in the form of Demand Draft/Bankers Cheque drawn on any Nationalized / Scheduled Bank in favour of "Financial Adviser, Brahmaputra Board" payable at Guwahati, Assam which shall be furnished **offline** along with the Technical Proposal as cost of the RFP document. The RFP Document can be downloaded from the following websites:

- <http://www.brahmaputraboard.gov.in/>
- <https://eprocure.gov.in/epublish/app>



### **2.3 Earnest Money Deposit (EMD) / Bid Securing Declaration (BSD)**

Proposal would need to be accompanied with a “**Bid Securing Declaration Form**” in lieu of Earnest Money Deposit as per format provided with the bid document. {**Ref. Form I(H)**}.

### **2.4 Performance Security / Guarantee**

- i. Performance Security for an amount equivalent to 3 % (three percent) of the Agreement Value rounded off to the next TEN THOUSAND shall be furnished by the successful bidder before signing of the contract in form of a Bank Guarantee substantially in the format specified in this RFP or in the form of Fixed Deposit Receipt or Term Deposit Receipt.
- ii. The Performance Security shall be valid upto the stipulated date of completion of event / project plus 60 (sixty) days beyond that.
- iii. For the successful bidder, the Performance Security shall be retained by the Board until the completion of the events / project and shall be released after 60 (sixty) days from the date of completion of the event / project.
- iv. If the tenure of the Agency is extended, validity of the Bank Guarantee too will correspondingly change.
- v. Performance Security in the form of Bank Guarantee must be submitted within 5(five) days of issue of Letter of Award(LoA).

### **2.5 Project completion period**

The time allowed for completion of the project shall be tentatively 50 (fifty) days from the date of issue of order to commence the work for successful & timely completion of all events as reflected in plan **Table-1**. All events indicated in **Table-1** are time bound and site specific for each location. Each activity/events needs to be carried out within proper planning and synchronization for the success and timely completion of each site specific activity/event of the Brahmaputra Amantran Abhiyaan.

### **2.6 Pre-bid and Due Diligence by Bidders**

Bidders are expected to familiarize themselves fully about the local conditions, facilities, infrastructure available at the respective Project sites. Bidders may also like to send queries to the Board for any clarification which shall be given during the Pre-Bid Conference to be held on the prescribed date via Video Conference on Cisco Webex Platform. Contact : 0361-2306005/9101461947/8876245808 for details of Pre-Bid Online Meeting scheduled on 24th November, 2020.

## **2.7 Visit To the Site and Inspection of Data**

Prospective Bidders may visit the Site and review the available data at any time prior to PDD.

## **2.8 Communications**

The Board will endeavor to respond to the queries not later than 2 (two) days prior to the Proposal Due Date. The Board will reply by email preferably by Telephone / Mobile Contact : 0361-2306005/9101461947/8876245808.

## **2.9 Clarification And / Or Interpretation of Proposal**

After submission of the final Proposal by the Bidders, to the satisfaction of the Board, if clarifications are required or doubt arises as to the interpretation of anything included in the proposal, the Bidder(s) shall, on receipt of written request from the Board, furnish such clarification to the satisfaction of Board within 1(one) working day without any extra charge.

## **2.10 Download of RFP document**

The RFP Document can be downloaded from the following websites:

- <http://www.brahmaputraboard.gov.in/>
- <https://eprocure.gov.in/epublish/app>

Further, it will be the Bidders responsibility to check for updated information on the above website or contact 0361-2306005/9101461947/8876245808 or visit the office Brahmaputra Board (HQ), Basistha, Guwahati-781029 during office hours.

## **2.11 Proposal Validity Period**

The proposal shall be valid for acceptance by the Board for a period of 120 (One hundred twenty) days from the Proposal Due Date (PDD), and may be extended for further period as mutually agreed.

## **2.12 Presentation**

The Firm / Company /Agency will have to make a presentation of the Technical Proposal to the Board. The presentation shall cover sufficient detail and understanding of the Event, conceptual design, thematic understanding, quality of artists & performers, blend of cultural experience, quality of visual appeal, overall project management capabilities, proposed organizational structure, work plan, implementation strategy etc. The objective of the presentation is to evaluate the Event Management Agency regarding their understanding and capability for the Events and get clarifications, if any, as required by the Board. The exact venue, mode, details of presentation is per the RFP or contact 0361-2306005/9101461947/8876245808 for information.

### **2.13 Preparation of Proposal**

Bidders are requested to submit their proposal in English language and strictly in the formats prescribed in this RFP. The Board will evaluate only those proposals that are received in the specified format and complete in all respects.

In preparing their Proposal, Bidders are expected to thoroughly examine the RFP document. Material deficiencies in providing the information requested may result in rejection of a proposal.

The bid document must be duly numbered and indexed with **spiral binding**. Each page of the submission shall be initialed/signed by the Bidder or by the Authorized Representative of the Bidder. While preparing the Technical Proposal, Bidders must give particular attention to the following:

- a) The team leader proposed must be a full time employee of the firm. It is desirable that the other key staff be either full time employees of the Firm / Agency or have a dedicated full time contract to work on this project.
- b) Bidder is to ensure that the time allocated for the proposed key staff does not conflict with the time allocated or proposed for any other assignment.
- c) The composition of the proposed Team and Task Assignment to individual personnel be clearly stated.
- d) As the work involves very close co-ordination with the local populace site wise, the personnel(s) of the Bidding Agency should possess good working language of Hindi, English and local language of the region. The agency having field working staff who are domicile of the area/region near the camping/halt stations. (i.e. "Assam") will be preferred for smooth conduct of the event.

### **2.14 Non-Conforming Bid**

Any bid may be construed as a non-conforming bid and ineligible for consideration if it does not comply with the requirements of this RFP.

### **2.15 Disqualification**

The bid is liable to be disqualified in the following cases:

- a) Bid not submitted in accordance with this document.
- b) Bid is received in incomplete form.
- c) Bid is received after due date and time.
- d) Bid is not accompanied by all requisite documents.
- e) Information submitted in technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any.

In case the terms and conditions of the contract applicable to this RFP are not

acceptable to any bidder, he should clearly specify any deviation.

## **2.16 Methodology**

The following principles would be followed:

- i. Technical Capability of the Agency to deliver the services as required
- ii. Concept
- iii. Project Cost and Feasibility

**Ref Section-3** for detailed terms, eligibility criteria, method of evaluation & ranking etc.

## **2.17 Working Conduct**

The Event Management Agency will work in close association with the Board which is the implementing agency to take the event forward. Close collaboration will be required with other consultants, vendors and implementing partners working on other components in the project.

## **2.18 Submission of Bids**

The sealed envelope (containing Technical & Financial bids Ref. Clause 3.18, 3.19, 3.20) shall be submitted as per the date specified in this RFP physically **(offline)** by dropping in the TENDER BOX placed at the **Brahmaputra Board Headquarters, Basistha, Guwahati-781029, Assam.**

Bidder or his authorized representative may be present at the time of opening of bids. Authorization letter from bidder shall be required in case of representative of bidder who intends to be present at the time of opening of bids.

## **SECTION-3: SCOPE OF WORK AND TERMS OF REFERENCE**

The scope of services shall include but not be limited to the following:-

- 1. Brahmaputra Aamantran Abhiyan** intends to create awareness especially among the young generations of **‘Living with the River’** concept through a Rafting Expedition Team which will start from Gelling in Upper Siang District of Arunachal Pradesh upto Assameralga in South Salmara Mankachar District of Assam.
- 2.** The entire rafting expedition route is divided into 2 (two) reaches/states i.e. :-
  - Arunachal Pradesh (from Gelling to Pasighat), and
  - Assam (from Boginadi to Assameralga)
- 3.** The Brahmaputra Board intends to assign **1 (one)** Event Management Agency exclusively **for Assam** part of the expedition.
- 4.** The Expedition team is tentatively scheduled to halt at various camping stations as reflected in **Table-1**.
- 5.** At each station the Expedition team will be welcomed by a representative of Brahmaputra Board and Local Administration, local prominent citizens.
- 6.** The expedition team will be accommodated in the camping area near the river bank/ Hotels/ Circuit House/Inspection Bungalow/Tourist Lodge etc. for which the services of the bidder would be required for management at each camping/halting site in co-ordination with the Brahmaputra Board Nodal Officers.
- 7.** The Expedition team on departure will be seen-off with a programme near the river banks.
- 8.** At Major Station i.e. Majuli and Guwahati in Assam, daylong programmes along with State/ Central VIP’s/VVIP’s as Guest is proposed. At such stations the expedition team is tentatively scheduled to halt for **1 (one) day and 2 (two) nights**.
- 9.** At all other stations, the expedition team is tentatively scheduled to **halt only for the night** before resuming the rafting expedition traversing the Brahmaputra further downstream.
- 10.** The following services shall also be provided by the successful bidder for the members of the Expedition Team, scientists and media accompanying them:
  - a. 1 (one) no. of 14 foot rafts with accessories including safety gear and camping equipments, shall be provided by the Event Management Agency for the **Expedition Team** and other participants.
  - b. 2 (two) nos. of motorized rafts (one of 25 or 35 hp and one 40hp)

capacity) with (1-6 seater and 1-8 seater capacity) with 2 (two) extra tanks each.

A tentative itinerary of the Expedition Team for the event scheduled in Assam is indicated at **Table 1**. The locations are indicative and may change at the time of event.

The successful bidder shall be in regular contact with Team Leader of the Expedition, in respect of equipments & services.

- 11.** The role of the Event Management Agency is to manage the events at each and every camping/halting site in Assam in close coordination with the Nodal Officer and District Administration for the success of the Brahmaputra Aamantran Abhiyaan.

**TABLE-1**  
**Tentative schedule of the expedition event**

<b>DATE (YEAR 2020-21)</b>	<b>FROM</b>	<b>TO</b>
23 Dec	Testing of equipments & accessories and their handing over to the team	
24 Dec	Pasighat	Boginadi
25 Dec	Boginadi	Dibrugarh
26 Dec	Dibrugarh	Siyalmari
27 Dec	Siyalmari	Gunasing Chuk
28 Dec	Gunasing Chuk	Majuli
<b>29 Dec</b>	<b>Majuli – Rest Day</b>	
30 Dec	Majuli	ChayongChapori
31 Dec	ChayongChapori	Bordoloni
01 Jan	Bordoloni	Na-Bazar
02 Jan	Na-Bazar	Tezpur
03 Jan	Tezpur	Barbil Gaon
04 Jan	Barbil Gaon	Algachar (Kaloichar)
05 Jan	Algachar	Chandrapur
06 Jan	Chandrapur	Guwahati
<b>07 Jan</b>	<b>Guwahati – Rest Day</b>	
08 Jan	Guwahati	Bhanganmari
09 Jan	Bhanganmari	Baghbar Gaon
10 Jan	Baghbar Gaon	Chatpara
11 Jan	Chatpara	Aolatoli
12 Jan	Aolatoli	Khodaidhila
13 Jan	Khodaidhila	Assameralga

**Note :-**

1. Event Management Agency will be required to manage all events and programmes site wise in close coordination & consultations with the Nodal Officer.
2. Each activity/events are time bound requiring proper planning and synchronization

**TABLE-2A**

The indicative activities/items at the camping/halt stations  
**(other than Majuli and Guwahati in Assam) is as under :**

<b>Sl. No</b>	<b>Item</b>	<b>Remarks</b>
1	Required items, equipments/consumables/accessories for arranging for welcoming and seeing off the expedition team, organising station specific awareness programme in the evening of arrival day wherever required and safety measures as per Covid 19 protocol including T shirts, cap, badges, face mask with logo and theme.	<p>At these stations, the expedition team is tentatively scheduled to only halt for the night before resuming the rafting expedition, the following day traversing the Brahmaputra further downstream.</p> <p>Basic Activities at these halt stations include :</p> <ol style="list-style-type: none"><li>1. Welcoming the team at the camping site near the river bank with a programme</li><li>2. Awareness Programme involving the public at the nearby suitable venue.</li><li>3. Seen-off the Expedition team the following day with a programme</li><li>4. At these sites it is tentatively expected that of about 100 guest/public may be present depending on the site condition and as per prevailing Covid-19 protocols.</li></ol> <p>The list is not exhaustive but only indicative of the tentative requirements at each site to give a basic understanding of the requirements by the Bidders in their proposals.</p> <p>Actual items/materials/ activities will be as per the approved presentations or proposals submitted by the Bidders and the prevailing field conditions. Therefore the items requirements may vary from site to site depending on site conditions.</p> <p>All works/activities must be done in consultation with the Brahmaputra Board Nodal Officers at the specific site.</p> <p><b>Note : Bidders shall also provide services as in Para-11 of Section-3 of this RFP.</b></p>



**TABLE-2(B)**

The indicative Activities/ Items for the Main camping/halt station at  
**Majuli and Guwahati in Assam**

<b>Sl. No</b>	<b>Item</b>	<b>Remarks</b>
1	Designer Wooden Facade for the Main Inaugural depicting the theme- "Living with the River"	<p>At this station, the expedition team is tentatively scheduled to halt for 1 (one) day and 2(two) night(s) before resuming the rafting expedition, the proceeding day traversing the Brahmaputra further downstream.</p> <p>Basic tentative activities at this station <b>in presence of <u>VVIP/VIP's</u></b> include :</p> <ol style="list-style-type: none"> <li>1. Welcoming the team at the camping site near the river bank with a programme Awareness Programme involving the public at the nearby suitable venue.</li> <li>2. Seen-off the Expedition team the following day with a programme</li> <li>3. At this site it is tentatively expected that about 100-200guest/public may be present depending on the site condition and as per prevailing Covid-19 protocols.</li> </ol> <p>The list is not exhaustive but only indicative of the tentative requirements at this site to give a basic understanding of the requirements by the Bidders in their proposals.</p>
2	Lighting of Lamp, complete with all accessories/ essentials	
3	Stage with high MS Structure, including lighting, projectors systems	
4	Led Wall for Stage Backdrop	
5	Ramp	
6	Banquet Chairs with Covers	
7	Flower Decoration on Stage	
8	Banners	
9	Food Dispensing Counters (Tent, Tables With High Quality Linen )	
10	Road Side Hoardings	
11	Brahmaputra Exhibition Stall	
12	Branding Banners	
13	Decoration of the Venue/Site	
14	Audio, Visual & Sound System	
15	Setting up of camp office, control rooms	
16	Portable toilets for the event for General Public, VIP's, Officers	
17	Sofa Sets	
18	Welcoming and Seen-off Flag (43" X 2")	
19	VIP Lounge with pantry set up complete with raised platform, wooden flooring, laminated wall paneling, parabolic false ceiling, complete lighting and power points with cabling and manpower, sofas, center and side tables, tea/coffee machine, water Dispenser attached with the Inaugural Structure	
20	High Platform for Media, Console and Camera Etc.	
21	Fresh & Clean Carpet for Stage	
22	Creative Led Walls, Graffiti for Attraction of Youths, Social Media Influencers', Instagram And Facebook Users, Selfie Photos etc	
23	Bouquet & Gamocha/Cultural stole of the area, Welcoming and see-off Flag	
24	Theme "Living with the River" Specific Designer –Badges, Caps, T-Shirts	

25	Pamphlets, Certificates of Participation	<p>Actual items/materials/ activities will be as per the approved presentations or proposals submitted by the Bidders and the prevailing field conditions. Therefore the items requirement may vary from site to site depending on site conditions.</p> <p>All works/activities must be done in consultation with the Brahmaputra Board Nodal Officers at the specific Site.</p> <p><b>Note : Bidders shall also provide services as in Para-11 of Section-3 of this RFP</b></p>
26	Theme Specific “living with the river” - Souvenir for VIP/Guests	
27	Long Range Led Torch	
28	Led Emergency Lights	
29	Cultural Troupe	
30	Hi Speed Internet Connectivity	
31	Branding Of The Entire Venue With High Quality Flex	
32	Electricals & Generator Sets	
33	Security, CCTV & Fire Services	
34	Walkie-talkie	
35	Drinking Water and Water Dispensers	
36	Face Mask, Hand Wash, Sanitizer	
37	Coffee Vending Machine & Operator, cups	
38	LPG Cylinders with gas & stove	
39	Dao/Khukri, Trays, Cutlery, etc	
40	Ushers & Supervisors	
41	Food and Beverage, Refreshments, High Tea	
42	Computers, Printers, Internet	
42	Local travel arrangements for invitees/performers	
43	First Aid Box / Medical Emergency Arrangement	
44	Complete sanitization facility for all locations / venues.	

### **3.1 Instructions :**

1. The reconnaissance, mobilization, printing, logistic management, advertisement and branding activities and other necessary activities shall start from immediately after allotment of the work.
2. The agency shall also arrange for complete execution of all the events as per schedule in consultation with Brahmaputra Board and local State Government Authorities.
3. Local travel arrangements, including food & beverage for invitees/local performers **would be part of the proposal.**
4. Preparation and presentation of a detailed plan on various products, services and areas of the Project including Concept, Layout, Thematic understanding, Quality of Visual Appeal, Blend of Cultural Experiences, Overall Project Management Capabilities, Development & Execution.
5. The date of the Event is as per this RFP, subject to modifications. All items/equipments will be required in functioning condition.
6. Bidder’s plans / presentations / nos. are always subject to modification by the

Board keeping in mind the changing needs of the event.

7. Complete event infrastructure to be set up one day prior to arrival of the rafting expedition team.
8. The Work will entail deployment /deputation of staff well in advance at the site as well as during& after the event.
9. The Event Management Agency will supply, control and manage the manpower including temporary manpower required to discharge various event related works like setup of stage, transportation, artists management, floor management, usherers, supervisors etc. and should provide a list of manpower that will be deployed for the complete event.
10. The Event Management Agency will present a plan on the management of the various areas and get it approved from the Procurement Committee of the Board.
11. The Event Management Agency will also make arrangements for Inaugural like lamp, oil and flowers for Event. Lighting of lamps includes all items required for decoration i.e. diyas with stand, wick, oil, ghee, candle for lighting, match box and colored power and flower decoration.
12. The Event Management Agency shall be responsible for arranging projecting the function on LED screens across in each venues.
13. All the equipment should be of best brands in excellent working condition with technical manpower to support and maintain Technical Quality of various Items in use.
14. All bidders are required to provide a detailed list of all equipment with brands and its technical specification.
15. All personnel deployed by the Agency shall at all times present themselves with a specific Agency dress code/outfit along with a photo Identity card issued by the Agency all times for easy identification by all stakeholders for this purpose.
16. All equipments to be installed in working condition 1 (one) day prior to order date for testing purpose.
17. The transportation, installation & dismantling of materials would be done by the Event Management Agency.
18. Adequate manpower for all the areas as advised by the Board to be deployed. All bidders are required to provide a detailed a list of manpower that will be deployed for the complete event.
19. Emcees / Anchor for all events on all days and at all venues wherever programs are being proposed by the Bidder. The Event Management Agency to give Emcees / Anchor who have professional experience of conducting events of such grandeur.

20. Manpower Deployment Plan including Maintenance Team, Project Team including Engineers', Designers', Technical & Event Consultants, which will be dedicated to this Project. This also includes supply, control and management of the temporary man-power required to discharge various project related works.
21. Arrangement of Seating for VIPs and General Public as per Protocol/Site conditions and arrangement and Service of Refreshments to all artists/guest on demand for all each day.
22. Arrangements for camping/halting of the arriving rafter teams at each site.
23. Arrangements for welcoming the arriving rafter teams and Flagging-off at each site.
24. Manpower support for expedition team and accommodation of invitees/VIP's/VVIP's shall form part of this proposal.
25. Additional arrangements for Major Halting Station at Majuli and Guwahati in Assam, would be required.
26. Maintenance, Safety and Security would be required.
27. **Ensure Maintenance of all Covid-19 protocols at all times at all stations/events.**
28. The Agency shall have a credible contingency plan to effectively handle crisis and emergencies
29. Complete venue including stage, equipments, personnel and other relevant items shall be properly sanitized. Food and other similar items shall also be provided strictly keeping in mind about its cleanliness and sanitization. Vehicles for local travel, etc. shall also be sainted properly. All sanitization shall be done to the satisfaction of the Nodal Officer / representative of Brahmaputra Board.
30. Environment Compliance & Disaster Mitigation Plans per existing Government Guidelines.
31. Brahmaputra Board will not be responsible for any incident concerning natural calamity/burglary/theft/fire/material damage/personal accident and public liability at any of the venues of the event. The Event Management Agency will have to ensure the insurance aspects connected with the event, even in the cancellation/postponement of the event.
32. The Scope of Services specified in this Clause are not exhaustive and the Event Management Agency shall undertake such other tasks as may be necessary to successfully implement the event.
33. All documents and other information supplied by the Board or submitted by a Bidder shall remain or become, as the case may be, the property of the Board. The Board will not return any submissions made hereunder. Bidders are required to treat all such documents and information as strictly confidential.
34. The Board reserves the right to make inquiries with any of the clients listed by the Bidders in their previous experience record.

35. After selection, a Letter of Award (LOA) shall be issued in duplicate, by the Board to the Selected Bidder and the Selected Bidder shall sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event of the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the Board may, unless it consents to extension of time for submission thereof, cancel the LOA and the next highest ranking Bidder may be considered.
  36. After acknowledgement of the LOA as aforesaid by the Selected Bidder, it shall execute the Agreement and the Selected Bidder shall not be entitled to seek any deviation in the Agreement.
  37. The Bidder shall commence the work within 2 (two) days of the date of the Agreement, or such other date as may be mutually agreed. If the Bidder fails to either sign the Agreement or commence the assignment as specified, the Board may invite the second ranked Bidder for negotiations. In such an event, the LOA or the Agreement, as the case maybe, maybe cancelled/terminated.
  38. Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Bidder of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Board's antifraud and corruption policy.
  39. Board will have the right to terminate the contract by giving 15 (fifteen) days written notice. In the event of termination for no fault of Bidder, the Board will reimburse all the expenses incurred by the Bidder (upon submission of proof) including closing up of the Project. If the contract is terminated due to the fault of the Bidder or in case of termination of the contract by the Bidder not attributable to the Board, the Board will forfeit the performance security of the Bidder.
  40. The Board reserves the right to add or reduce the scope of work at its discretion.
  41. Any entity which has been barred by the Central Government, any State Government, a statutory Board or a public sector undertaking, as the case may be, from participating in any project and the bar subsists as on the date of the Proposal Due Date, would not be eligible to submit a Proposal.
  42. A Bidder should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial Board or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Bidder.
- 12.** The following services shall also be provided by the successful bidder for the members of the Expedition Team, scientists and media accompanying them:

- c. 1 (one) no. of 14 foot rafts with accessories including safety gear and camping equipments, shall be provided by the Event Management Agency for the **Expedition Team** and other participants.
- d. 2 (two) nos. of motorized rafts (one of 25 or 35 hp and one 40hp capacity) with (1-6 seater and 1-8 seater capacity) with 2 (two) extra tanks each.

A tentative itinerary of the Expedition Team for the event scheduled in Assam is indicated at **Table 1**.The locations are indicative and may change at the time of event.

The successful bidder shall be in regular contact with Team Leader of the Expedition, in respect of equipments & services.

### **3.2 Use of Event Documents and Information**

- 1. Bidder shall not, without prior written consent from the Board, disclose the Contract, or any provision thereof, or any specification, plan, pattern, sample or information furnished by or on behalf of the Board in connection therewith, to any person /agency in the performance of the Contract.
- 2. All project related documents issued by the Board, other than the Contract itself, shall be the property of the Board and shall be returned (in all copies) to the Board on completion of the work under the Contract.
- 3. Copyright of all the plans / documents lies with the Board and Bidder cannot exercise any rights on the documents. No information should be made public either directly or indirectly nor allowed to be accessed by an unauthorized person.
- 4. In any circumstances, for any conditions breach on developer's behalf, Bidder will be fully responsible for the same and if required, the Board may levy penalty for the same and / or any legal or administrative action taken against the developer.
- 5. Bidders should ensure no unauthorized distribution of audio / video recording of the event / conferences/documents should be shared to anyone

### **3.3 Maintenance of Facility**

Bidder who qualifies shall be responsible for storage, maintenance and safety of all materials that is procured, manufactured or fabricated in the interim period of award of the contract and set up at the venue.

### **3.4 Completeness of Work**

All sundry fixtures and fittings, assemblies, accessories, hardware items, foundation bolts, termination plugs for electrical connections as required, and all other sundry items which are useful and necessary for proper assembly and efficient working of the various components of the work shall be deemed to have been included in the RFP, whether such items are specifically mentioned in the RFP documents or not.

After conclusion of the event, dismantling and removal of all material from the site and restoration of the soil which shall also be done within 02 days of completion of the Event.

### **3.5 Tools for Handling and Erection**

All tools and tackles required for handling of equipment and materials at site of work as well as for their assembly and erection, maintenance & security and also necessary test instruments shall be the responsibility of the Bidder.

### **3.6 Provision for Electricity and Water**

Electricity & water shall be arranged by the Event Management Agency at strategic locations of the venue including further distribution arrangement shall be done by the Bidder. All cabling and distribution from the temporary substation at site or across the road is to be arranged by the Bidder. The Bidder shall be liable to pay for electricity and water consumed as per bill raised by the concerned department.

### **3.7 Site Availability**

Bidders must note that all works to be carried out not disturbing the day to day work of the facility/site/general public/local government administration, the Bidder will take all necessary consent and permissions for the same from/through the Board.

All workers would need to carry a photo Identity card issued by the selected Bidder at all times.

### **3.8 Precaution at Venue**

The Bidder must ensure at all times that the land provided for the Events is a Public land and no deed is to be performed which spoils the dunes. After the programme at each site, Event Management Agency shall be responsible for cleaning and restoring the site and other facility utilized by the agency to its original beauty/condition.

### **3.9 Maintenance and Security**

The Bidders shall be responsible for maintenance of the provided area/venue and will keep the same clean/tidy during the occurrence of the event.

The Bidders shall be responsible for maintenance and watch and ward of the Structures and Equipment and other infrastructure, safety of all fittings and fixtures during the occurrence of the event.

The Bidder would also solely be responsible for all his staff, whether permanent or temporary, and ensure their safety and security. The Board will not be, under any circumstances, responsible for this.

### **3.10 Change in Management / Bidder Composition**

No change in the composition of a Bidder will be permitted by the Board during the Proposal Stage

### **3.11 Right to Accept and Reject any or all Application(s)**

1. Notwithstanding anything contained in this RFP, the Board reserves the right to accept or reject any Application and to cancel or withdraw the RFP process and reject all Applications in full or in part, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.
2. The Board reserves the right to reject any Application, if at any time a material misrepresentation is made or uncovered. This would lead to the disqualification of the Application.

### **3.12 Dispute Resolution Mechanism**

If a dispute of any kind whatsoever arises between the Board and the Agency in connection with or arising out of the BID or the execution of the Logistics, whether during the execution of the Event or after its completion and whether before or after repudiation or termination of the Agreement, including any dispute as to any decision, opinion, consent, expression of satisfaction, approval, determination of value, action or instruction of the Board, the matter in dispute shall be referred in writing to the Legal Department of the Board. Not later than 28 days after the day on which it received such reference, the Board shall give



notice of its decision of the same to the Bidder/successful bidder. If such a decision made under this Clause is not acceptable to any party, Brahmaputra Board shall resolve the dispute except for issues falling under Jurisdiction.

### **3.13 Additional Work**

If, in the opinion of the Board and Expedition Team Leader, it is necessary to carry out any work outside of the Terms of Reference for the purposes of the assignment in addition to the Services, the Bidder, shall carry out such additional work and with the prior authorization of the Board represented by the Procurement Committee. Fee for such additional work shall be decided by mutual agreement at rate similar to that finalized for other similar project.

### **3.14 Miscellaneous**

The Board, in its sole discretion and without incurring any obligation or liability, reserves the right, at anytime to:-

- (a) Suspend and/or cancel the selection process and/or amend and/or supplement the selection process or modify the dates or other terms and conditions relating thereto;
- (b) Consult with any Bidder in order to receive clarification or further information;
- (c) Retain any information and/or evidence submitted to the Board by, on behalf of and/or in relation to any Bidder; and/or
- (d) Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.
- (e) It shall be deemed that by submitting the Proposal, the Bidder agrees and releases the Board, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.
- (f) If the Agency does not complete the work within the stipulated time or desired quality, the same may be got done by the Board at the risk and cost to borne by the Agency, without prejudice to any other action that may be taken against the agency.

### **3.15 Force Majeure**

Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.

A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal as soon as possible.

### **3.16 Arbitration**

Hon'ble Gauhati High Court shall have the jurisdiction and the venue of arbitration shall be at Guwahati and will be governed by provisions of the Indian Arbitration Act, 1996 and subsequent amendments therein.

**3.17 Eligibility Criteria:** The Bidder shall meet the below mentioned criteria:

**TABLE-3**

<b>Sl No</b>	<b>Criteria</b>	<b>Documentary Evidence</b>
<b>1</b>	<p>The Bidder shall have undertaken to successfully organised events in the last 3(three) Financial Years (viz., 2017-18, 2018-19, 2019-20 as on 31<sup>st</sup> March 2020,of which:-</p> <ul style="list-style-type: none"> <li>➤ <b>1 (one)</b>with a minimum value of not less than Rs.50 Lakhs (or) <b>2 (two)</b> with a minimum value ofRs. 30 Lakhs</li> <li>➤ <b>1 (one)</b> should have been held in the State of Assam against which the Bidder is submitting his bids.</li> <li>➤ <b>1 (one)</b>of the programme should be at the level of Chief Minister/Union Minister Events or similar programme of National/International Level.</li> </ul> <p>For the purpose of determining and satisfying Conditions of Eligibility and for evaluating the Proposals under this RFP, the Assignments in respect of <i>Event Management &amp; Exhibition Projects</i>, the following projects shall be deemed as eligible assignments (the “Eligible Assignments”) :-</p> <p><i>(Hospitality &amp;Tourism Industry projects from Government / State Government / Semi- Government / PSUs / Departments / Chambers of Industry Associations/ Tourism Boards / Companies / Multinational brands/ River Rafting Events, etc.)</i></p>	<p>Letter of Award/ Agreement / Work Order duly certified by the authorized signatory of the bidding Agency along with event brochure, circular, any other promotional material, event photographs to be enclosed in support of projects.</p> <p>Sub-contracted or sublet job on their name will not be considered towards eligibility.</p> <p><b>Note: Bidders are required to provide services as in para 11 of Section-3 of this RFP.</b></p>
<b>2</b>	<p>The firm should have an average annual turnover of at least <b>INR 100 Lakh</b> in each of the last 3 financial years (FY2017-18, 2018-19 &amp; 2019-20)</p>	<p>Average Annual Turnover statements duly certified by Chartered Accountant for the last three Financial Years along with PAN card details and GST Registration certificate</p>
<b>3</b>	<p>Firm must not be disqualified/ blacklisted/ terminated/ debarred by any State/Central Government or their agencies</p>	<p>Self-Declaration by the authorised signatory. Nondisclosure of the same will lead to the elimination from the short-listing process</p>
<b>4</b>	<p>Firm should be a registered entity with minimum 3 (three) years of existence as on 31<sup>st</sup> March, 2020</p>	<p>Certificates of Registration / Incorporation</p>

### 3.18 Submission of Proposals by Eligible Bidders:

Bidders must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Bidders who satisfy the Conditions of Eligibility will be considered for Evaluation. Bidders should submit copy of the documents as required in the above **Table-3** along with the following:

- i. No-refundable cost of bid of Rs. 1,000/- in the form of a Demand Draft/Bankers Cheque drawn on any nationalized / scheduled bank in favour of “Financial Adviser, Brahmaputra Board” payable at Guwahati, Assam.
- ii. Proposal would need to be accompanied with a “**Bid Securing Declaration Form**” in lieu of Earnest Money Deposit as per format provided with the bid document. {**Ref. Form I(H)**}.
- iii. In-lieu of EMD, a bid securing document as in the format-**Form-I(H)**&Cost of bid instruments shall be placed in Technical Envelope only. Technical proposal shall not contain any financial details. Technical and Financial proposals should be sealed in separate envelopes.
- iv. The eligible bidder shall submit the proposal, supporting documents etc. along with the covering letter format attached **Form-I(A)**.

### 3.19 Instructions for Submission of Financial Proposals:

- 1) Applicants shall submit the financial proposal in the format at **Form-II(A)** (the “Financial Proposal”) clearly indicating the cost in both figures and words, in Indian Rupees, and signed by the Applicant’s Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
- 2) While submitting the Financial Proposal, the Applicant shall ensure the following:
  - a. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
  - b. The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all other taxes, **excluding GST**, shall be deemed to be included in the costs shown under different items of the Financial Proposal. GST must be reflected separately as in the format **Form-II (A)** for Financial Proposal
  - c. The bidders are required to submit the Details of Items as in the Format **FORM-II (B)**. For the avoidance of doubt, it is clarified that **only Form II (A)**

**i.e.** amount quoted by the Bidder exclusive of GST shall be considered for evaluation of the Financial Score. Form-II(B) is only to help Brahmaputra Board understand and interpret the proposal of the Bidder, as such **Form-II (B) will NOT** be considered for evaluation of the Financial Score

- d.** Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

### **3.20 INSTRUCTIONS :**

1. Submission of bids should be as per two bid system i.e. Technical and Financial bid placed separately in two different SEALED envelopes. Those envelopes should be superscribed "Technical Bid" and "Financial Bid" as below which should be superscribed as below :

<b>Technical proposal</b> Agency Name : _____
--

<b>Financial proposal</b> Agency Name : _____
--

<p style="text-align: center;"><b>“REQUEST FOR PROPOSAL FOR ENGAGEMENT OF EVENT MANAGEMENT SERVICES FOR BRAHMAPUTRA AAMANTRAN ABHIYAAN FOR ASSAM PART OF THE EXPEDITION</b></p>
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**Both envelopes (‘Technical’ and ‘Financial’) shall be put inside a larger envelope and properly sealed before submission of bids in the Tender Box.**

2. If the envelope is not sealed and marked as instructed above, Brahmaputra Board assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and consequent losses, if any, suffered by the Applicant.
3. Bidders are also requested to confirm the documents required as per the **Checklist for Technical & Financial Envelope** provided in this RFP. Non submission of documents may lead to disqualification.
4. The sealed envelope (containing Technical & Financial bids **Ref. Clause 3.18, 3.19, 3.20**) shall be submitted as per the date specified in this RFP physically by dropping in the sealed TENDER BOX placed at the Brahmaputra Board Headquarters, Basistha, Guwahati-781029, Assam

**CHECKLIST FOR TECHNICAL PROPOSAL ENVELOPE**

<b>Sl No</b>	<b>DOCUMENT</b>	<b>YES/NO</b>
1	<b>FORM I(A) : Letter of Proposal</b>	
2	<b>FORM I(C) : Power of Attorney</b>	
3	<b>FORM I(D) : Organizational Details &amp; Annual Turnover</b>	
4	<b>FORM I(E) : Organization Experience Form</b>	
5	<b>FORM I(F) : Undertaking of Key Personnel Deployment</b>	
6	<b>FORM I(G) : Self Declaration Form</b>	
7	<b>FORM I(H) : Bid Securing Declaration Form</b>	
8	<b><u>Documentary proof of Working Experience :</u></b> Letter of Award/ Agreement / Work Order for Event Management & Exhibition assignments in the last 3 (three) Financial Years (viz. 2017-18, 2018-19, 2019-20 as on 31 <sup>st</sup> March 2020. <b>(Subject to fulfilling the minimum eligibility criteria)</b>	
9	Average Annual Turnover statements duly certified by Chartered Accountant for the last 3(three) Financial Year ending 31 <sup>st</sup> March 2020.	
10	PAN card details	
11	GST Registration certificate	
12	Certificates of Registration / Incorporation.	
13	Demand Draft/Bankers Cheque as Cost of Bid Document Rs. 1000/-	
14	Any other relevant Document(s) <b>(Please Note : Technical proposal shall not contain any financial details)</b>	

**CHECKLIST FOR FINANCIAL PROPOSAL ENVELOPE**

<b>Sl No</b>	<b>DOCUMENT</b>	<b>YES/NO</b>
1	<b>Form II(A) : Financial Proposal</b>	
2	<b>Form II(B) :Details of Items</b>	
3	Any other Document(s) Please Note: Documents should be strictly related only to the Financial Proposal will be enclosed in the Financial Envelope	

### 3.21 Proposal Evaluation

The Methodology for Evaluation will be will be Quality cum Cost Based Selection (QCBS)

### 3.22 Evaluation of Technical Proposals

In the first stage, the Technical Proposal will be analyzed and evaluated by the Procurement Committee (PC) constituted by the Brahmaputra Board. In case the bidder does not fulfill the Minimum Eligibility Criteria as specified in Clause 3.17, the bid shall be disqualified.

The **Technical Score (TS)** of the proposal shall be as under:

**TABLE-4**

<b>Sl No</b>	<b>Evaluation Criteria</b>	<b>Max. Points</b>
1	<b>Number</b> of Events costing Rs. 30 Lakhs or more organized in the last 3(three) Financial Years (Viz. 2017-18, 2018-19, 2019-2020 as on 31st March 2020	30
2	<b>Plan for the event</b> (including Conceptual and Thematic understanding of the Event, Layout, Quality of Visual Appeal, Quality of Artists, Blend of Cultural Experiences, Overall Project Management Capabilities, Development & Execution)	50
3	<b>Infrastructure Plan and Layout for the event</b> (including setup of stage, Infrastructure Material to be used, Sounds and other equipment's and units as per the proposal, Safety, Security, Event Crew, Technical Crew &Manpower)	20
<b>TOTAL</b>		<b>100</b>

**Note:**

1. In case the Event Management Agency fails to submit the documentary proof in respect of above, then the Event Management Agency will not be allotted proportionate marks in respect of the unavailable documentary proof for those particular item/criteria.
2. **The minimum qualifying Technical Score is 60**, Bidders whose score is less than 60 will not be technically qualified and their financial evaluations will not be carried out.

### 3.23 Evaluation of Financial Proposal:

In the second stage, the RFP Inviting Authority shall open the financial bids of only those bidders who have been declared technically qualified by the Procurement Committee. Further analysis or financial evaluation will be carried out by the Procurement Committee as well. Financial Proposal will be assigned a **Financial score (FS)**.

For evaluation of Financial Scoring (FS), the total cost indicated in the Financial Proposal **Form II (A)** (Amount Quoted in INR **exclusive** of GST) for all of the services will be considered.

The Board will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services for each services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the scope of work within the total quoted price shall be that of the Selected Agency. The lowest Financial Proposal (FM) will be given a financial score (FS) of 100 points.

The financial scores will be computed as follows:

$$FS_i = 100 \times (FM/F_i) \dots\dots\dots$$

Where,

- FS<sub>i</sub> = Financial Score of the i<sup>th</sup> Bidder
- FM = Amount of Lowest Financial Proposal
- F<sub>i</sub> = Amount of Financial Proposal quoted by the i<sup>th</sup> Bidder)

### 3.24 Combined and Final Evaluation:

The QCBS-combined technical (TS) and financial (FS) scores will be evaluated as follows:

$$S = \{TS \times Tw\} + \{FS \times Fw\}$$

Where S is the combined score and **Tw** and **Fw** are weights assigned to Technical Proposal and Financial Proposal that shall be **0.70 and 0.30** respectively.

### 3.25 Minimum Combined Score (S)

The Minimum Combined Score(S) is 50, Bidders whose combined score is less than 50 will not be considered for the ranking or award of contract.



### 3.26 Ranking of Bidders

- Bidders who fully conform to the above criteria i.e. minimum-eligibility criteria, minimum technical score, minimum combined score as stipulated above will be considered for RANKING.
- The combined scores of the ELIGIBLE Bidders shall decide the RANKING.
- The Selected Bidder will be the FIRST ranked Bidder having the HIGHEST final combined score. The second ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Bidder withdraws, or fails to comply with the requirements specified in this RFP, as the case maybe.

### 3.27 Negotiations

Negotiations will be scheduled with the first ranked bidder. If negotiations do not reach any conclusions with the first ranked bidder, the Board may then invite the second ranked bidder for negotiations, if negotiations do not reach any conclusions with the second ranked bidder, the Board may then invite the third ranked bidder.

### 3.28 Commencement of Services

The bidder with whom the negotiation is successful shall be issued the LoA. On issue of LoA the bidder shall have to enter into a contract with the Board within 2 (two) days from the date of receipt of such LoA, followed by furnishing (a) Performance Security of **3 % (three percent)** of Agreement Value (in the form of BG/Fixed Deposit/Term Deposit Receipt) and (b) after acceptance of Inception Report the awarded agency should submit BG as mention in **Table-5**.

### 3.29 Monitoring the Services.

The Board will regularly assess the conduct of consultancy services throughout by Procurement Committee to continuously monitor the performance of the consultant(s) so that the output of the consultancy is in line with the objective in this RFP.

### 3.30 PAYMENT SCHEDULE AND TIMELINE

The Bidder who successfully qualifies and is selected to work on the Project would be paid as per the following terms:-

**TABLE-5**

<b>Sl. No</b>	<b>Description</b>	<b>Payment as % of Total Contract Value</b>
<b>1</b>	On submission of Inception Plan and after acceptance by Brahmaputra Board against submission of Bank Guarantee of equal amount in Form I (B).	30%
<b>2</b>	After start of the expedition and the coverage upto Tezpur station	30%
<b>3</b>	After successful completion of the event duly certified by the Procurement Committee on the basis of certificate/ documents of completion issued by the respective Nodal Officer	40%

### **3.31 LIQUIDATED DAMAGES AND PENALTIES**

#### **3.31.1 Liquidated Damages for error/variation**

In case any error or variation is detected in the work of the Bidder and such error or variation is the result of negligence or lack of due diligence on the part of the Bidder, the consequential damages thereof shall be quantified by the Board in a reasonable manner and recovered from the Bidder by way of deemed liquidated damages, subject to a maximum of 50% (fifty per cent) of the Agreement Value.

#### **3.31.2 Liquidated Damages for delay**

In case of delay in completion of Services, liquidated damages not exceeding an amount equal to 2% (two per cent) of the Agreement Value per day, subject to a maximum of 25% (twenty five per cent) of the Agreement Value will be imposed and shall be recovered by appropriation from the Performance Security or otherwise. However, in case of delay due to reasons beyond the control of the Bidder, suitable extension of time shall be granted.

#### **3.31.3 Encashment and appropriation of Performance Security**

The Board shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without notice to the Bidder in the event of breach of this Agreement or for recovery of liquidated damages specified in this **Clause 3.31**.

#### **3.31.4 Penalty for deficiency in Services**

In addition to the liquidated damages not amounting to penalty, as specified in **Clause 3.31**, warning may be issued to the Bidder for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Event or on the reputation of the Board, civil, criminal and other penal actions including debarment for a specified period may also be initiated as per policy of the Board and blacklist the Bidder for all future projects. If the performance by the Bidder is unsatisfactory or upto the requirement, suitable penalty or compensation shall be imposed on the Bidder at rates as decided fit by the Board.

### **3.32 Conflict of Interest**

The Bidder shall not have a Conflict of Interest and any breach hereof shall constitute a breach of the Agreement.

### 3.33 Prohibition of conflicting activities

The Bidder nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- (a) During the term of this Agreement, any business or professional activities which would conflict with the activities assigned to them under this Agreement
- (b) After the termination of this Agreement, such other activities as may be specified in the Agreement; or
- (c) At any time, such other activities as have been specified in the RFP as Conflict of Interest.
- (d) The Bidder and its Personnel shall observe the highest standard of ethics and should not have engaged in and shall not hereafter engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices")
- (e) Notwithstanding anything to the contrary contained in this Agreement, the Board shall be entitled to terminate this Agreement forthwith by a communication in writing to the Bidder, if it determines that the bidder has directly or indirectly or through an agent, engaged in any prohibited practices in the selection processes before or after entering into of this Agreement. In such an event, the Board shall forfeit and appropriate the Performance Security, if any, as mutually agreed genuine pre-estimated compensation and damages payable to the Board towards, inter alia, time, cost and effort the Board, without prejudice to the Board's any other rights or remedy hereunder or in law.
- (f) Without prejudice to the rights of the Board under Clause above and the other rights and remedies which the Board may have under this Agreement, if the Bidder is found by the Board to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices, during the selection process or before or after the execution of this Agreement, the Bidder shall not be eligible to participate in any tender / bid or RFP issued during a period of 2 (two) years from the date the Bidder is found by the Board to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices.

The following terms shall have the meaning hereinafter respectively assigned to them:

- (a) **"corrupt practice"** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the actions of any person

connected with the selection process (for removal of doubt, offering of employment or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Board who is or has been associated in any manner, directly or indirectly with the selection process or LOA or dealing with matters concerning the Agreement before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Board, shall be deemed to constitute influencing the actions of a person connected with the selection process); or (ii) engaging in any manner whatsoever, whether during the selection process or after the issue of LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical adviser to the Board in relation to any matter concerning the Project.

(b) **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the selection process;

(c) **“coercive practice”** means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the selection process or the exercise of its rights or performance of its obligations by the Board under this Agreement;

(d) **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Board with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the selection process; or (ii) having a Conflict of Interest; and

(e) **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the selection process.

### **3.34 Disclosure obligation**

Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Board, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Bidder or the termination of its Contract

## **SECTION-4: STANDARD FORMAT TECHNICAL**

### **APPENDIX-I: TECHNICAL PROPOSAL**

#### **FORM-I(A): Letter of Proposal (On Bidder's Letter Head)**

(Date \_\_\_\_\_ and Reference No \_\_\_\_\_)

**To**  
**The DIRECTOR,**  
**NEHARI**  
**Brahmaputra Board**

**Sub: Engagement of Event Management Services for Brahmaputra Aamantran Abhiyaan for Assam part of the expedition**

Dear Sir,

1. With reference to your RFP Document No \_\_\_\_\_ dated ....., I/we, having examined all relevant documents and understood their contents, hereby submit our Proposal for engagement as **Event Management Services** for Brahmaputra Aamantran Abhiyaan **for Assam** part of the expedition. The proposal is unconditional and unqualified.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying the Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the **Event Management Agency** for the aforesaid Project.
4. I/We shall make available to the Board any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I/We acknowledge the right of the Brahmaputra Board to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial Board or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public Board nor have had any contract terminated by any public Board for breach on our part.

7. I/We declare that:
  - (a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Board;
  - (b) I/We do not have any conflict of interest in accordance with Clause of the RFP Document;
  - (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender / bid or request for proposal issued by or any agreement entered into with the Brahmaputra Board or any other public sector enterprise or any government, Central or State; and
  - (d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/We understand that you may cancel the selection process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Event Management Agency, without incurring any liability to the Bidders in accordance with Clause of the RFP document.
9. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory Board which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.
10. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
11. I/We further certify that no investigation by a Regulatory Board is pending either against us or against our Associates or against our CEO or any of our Directors/Managers/employees.
12. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Board in connection with the selection of Event Management Agency or in connection with the Selection Process itself in respect of the above mentioned Project.

13. In-lieu of EMD, the Bid Securing Declaration Form as in format **Form I(H)** is attached in this proposal, in accordance with the RFP document.
14. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the contract for the Project is not awarded to me/us or our proposal is not opened or rejected.
15. I/We agree to keep this offer valid for 120 (one hundred and twenty) days from the Proposal Due Date specified in the RFP.
16. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith. **Ref Format Form I(C).**
17. In the event of my/our firm being selected as the Event Management Agency, I/we agree to enter into an Agreement with the Board.
18. I/We have studied RFP and all other documents carefully and also surveyed the Project sites. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Brahmaputra Board or in respect of any matter arising out of or concerning or relating to the selection process including the award of Contract/Project.
19. The Financial Proposal is being submitted in a separate sealed envelope. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding onus.
20. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder)

**APPENDIX-I: TECHNICAL PROPOSAL**

**FORM-I(B) : Sample Format of Bank Guarantee for Performance  
Security / Guarantee**

**To**  
**The DIRECTOR**  
**NEHARI**  
**Brahmaputra Board**

Inconsideration of \_\_\_\_\_ acting on behalf of Brahmaputra Board (hereinafter referred to as “Board”), 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 \_\_\_\_\_ (herein after referred as the “Event Management Agency” which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), vide the [Board]’s Agreement no. \_\_\_\_\_ dated \_\_\_\_\_ valued at Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_), (hereinafter referred to as the “Agreement”) “Event Management Services for Brahmaputra Aamantran Abhiyaan for Assam part of the expedition” and the Event Management Agency having agreed to furnish a Bank Guarantee amounting to Rs./- \_\_\_\_\_ (Rupees .....Lakhs Only) to the [Board] for performance of the said Agreement. (The Bank Guarantee should be 3% of the Agreement Value rounded off to the next TEN THOUSAND)

1. We, \_\_\_\_\_ (hereinafter referred to as the “Bank”) at the request of the Event Management Agency do hereby undertake to pay to the Brahmaputra Board an amount not exceeding \_\_\_\_\_ /-(Rupees ..... lakhs Only) against any loss or damage caused to or suffered or would be caused to or suffered by the Brahmaputra Board by reason of any breach by the said Event Management Agency 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 Brahmaputra Board stating that the amount/claimed is due by way of loss or damage caused to or would be caused to or suffered by the Brahmaputra Board by reason of breach by the said Event Management Agency of any of the terms or conditions contained in the said Agreement or by reason of the Event Management Agency’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\_Lakhs Only).

**3.** We, \_\_\_\_\_(indicate the name of Bank) undertake to pay to the [Board] any money so demanded notwithstanding any dispute or disputes raised by the Event Management Agency 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 Event Management Agency 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 Brahmaputra Board under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Brahmaputra Board certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Event Management Agency 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.

We, (indicate the name of Bank) further agree with the [Board] 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 Event Management Agency from time to time or to postpone for any time or from time to time any of the powers exercisable by the Brahmaputra Board against the said Event Management Agency 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 Event Management Agency or for any forbearance, act or omission on the part of the Brahmaputra Board or any indulgence by the Brahmaputra Board to the said Event Management Agency 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.

**5.** This Guarantee will not be discharged due to the change in the constitution of the Bank or the Event Management Agency(s).

6. We, \_\_\_\_\_ (indicate the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Brahmaputra Board in writing.

7. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. \_\_\_\_\_ /-(Rupees ..... Lakhs) only. The Bank shall be liable to pay the said amount or any part thereof only if the Brahmaputra Board 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 ..... , 2020

(Signature,

Name and

Designation of the authorized signatory)

**NOTE:**

1. The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
2. 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.
3. Only Successful Bidders should submit the Bank Guarantee for Performance Security within 5 (five) days of issue of Letter of Award (LoA).

## **APPENDIX-ITECHNICAL PROPOSAL**

### **FORM-I(C): Power of Attorney**

Know all men by these presents, we, name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr./Ms. \_\_\_\_\_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 "Authorized Representative") 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 Proposal for engagement of **Event Management Services of Brahmaputra Aamantran Abhiyaan for Assam part of the expedition**, proposed to [be organized by Brahmaputra Board including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the [Board], representing us in all matters before the [Board], signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Brahmaputra Board in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the[Board].

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative 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 Authorized Representative 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, 2020

For \_\_\_\_\_(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

**Notarized Accepted**

\_\_\_\_\_  
(Signature, name, designation and address of the Attorney)

#### **Note:**

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 executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non- judicial stamp paper of Rs. 100 (Rupees One Hundred) and duly notarized by a notary public. Wherever required, the Bidder should submit for verification the extract of the charter documents and other 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.

**APPENDIX-I TECHNICAL PROPOSAL**

**FORM I (D) :Organization Details & Annual Turnover**

**(a) Organization details:**

[Provide here a brief description of the background and organization of your firm / entity and each associate for this Assignment / job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.]

**Your Name (Agency or Individual)** \_\_\_\_\_  
\_\_\_\_\_

**Your Address** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Contact Telephone Number(s)** \_\_\_\_\_ **GST No-** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_ **PAN No-** \_\_\_\_\_

**(b) Years in Business** \_\_\_\_\_  
**(Please attach copy of Certificate of Incorporation)**

**(c) Turnover:**

Indicate Agency's total annual turnover in INR(Rs).( \_\_\_\_Lakhs) for the last three years as below :-

**FY 2019-2020 Rs.** \_\_\_\_\_

**FY 2018-2019 Rs.** \_\_\_\_\_

**FY 2017-2018 Rs.** \_\_\_\_\_

**Please attach Average Annual Turnover statements for the above FY duly certified by Chartered Accountant, PAN, CARD, GST Registration and Certificate of Registration/Incorporation**

**APPENDIX-I TECHNICAL PROPOSAL**  
**FORM I (E) :Organization/Agency Experience**

**[Using the format below, provide information on each Assignment for which your firm, was legally contracted either individually or as a corporate entity, for carrying out the Assignment similar to the ones requested under this Assignment:**

**(1) ELIGIBLE ASSIGNMENT DETAILS:**

Sr. No.	Eligible Assignment Name	Financial Year of Eligible Assignments	Name of Client	Value of Eligible Assignment
	*****			

\*\*\*\*\*The List may be extended

**(2) OTHER ASSIGNMENT DETAILS:**

Sr. No.	Other Assignment Name	Year of Other Assignments	Name of Client	Value of Other Assignment
	*****			

\*\*\*\*\*The List may be extended

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

**Awards:**

**[Please provide details of awards won by your Agency, if any. You are requested to submit copy of the award certificate along with the Technical Bid].**

**Name and Signature of Authorized Signatory**

**APPENDIX-I TECHNICAL PROPOSAL**

**FORM-I(F) :: UNDERTAKING FOR KEY PERSONNEL DEPLOYMENT**

Sl No	Name of the Key Staff	Assignment /Role	Years of Experience	Email id	Mobile & Whatsapp No
	*****				

\*\*\*\*\*The List may be extended

**Note :** Under any circumstances, change of Key Personnel during the engagement for Brahmaputra Aamantran Abhiyaan will NOT be considered without prior intimation/approval by the Board. Key Personnel Deployed will not be engaged for any other clients and will devote themselves full time for Brahmaputra Aamantran Abhiyaan until completion of the Programme/Event.

Name & signature of the HR Head of the bidder

Name & signature of the authorized signatory

**APPENDIX-I TECHNICALPROPOSAL**  
**FORM-I(G) :: DECLARATION**

**SELF DECLARATION OF CONFLICTING ACTIVITIES**

We hereby declare that our firm, is not indulged in any such activities which can be termed as the conflicting activities. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Board which shall be binding on us.

**Authorized Signatory [In full and initials]**

**Name:**

**NON-BLACKLISTING SELF DECLARATION**

This is to notify you that our Firm/Agency/Organization\_\_\_\_\_ intends to submit a proposal in response to invitation for RFP No: \_\_\_\_\_dated \_\_\_\_\_ for providing Event Management Services. In accordance with the above we declare that:

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
2. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.
3. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Board which shall be binding on us.

**Authorized Signatory [In full and initials]**

**Name:**

**APPENDIX-I TECHNICAL PROPOSAL**

**FORM I (H) :: BID SECURING DECLARATION FORM**

Date: \_\_\_\_\_ RFP No. \_\_\_\_\_

To

The Director  
NEHARI  
Brahmaputra Board

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the bid, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

(Signature)

(Name of person signing the bid declaration form with designation)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Seal : .....

**\*\* To be provided in bidders letter head**



## SECTION-5: STANDARD FORMAT FINANCIAL

### ANNEXURE-II: FINANCIAL PROPOSAL

#### FORM-II (A)

Sr. No	Particulars/Items	Quoted Amount in INR. (Exclusive of GST**)	Total Amount of GST** in INR.	Total Amount in INR. (Inclusive of GST**)
		"A"	"B"	"A+B"
1	<i>Providing Event Management Services for Brahmaputra Aamantran Abhiyaan on turn-key basis for Assam part of the expedition</i>			
<b>TOTAL COST (in words)</b>				

\*\*GST= Goods & Services Tax

Authorized Signature &

Seal of the Bidder

Date

**Note :**For the avoidance of doubt, it is clarified that:

- For evaluation of Financial Scoring (FS), only the amount reflected at FORM-II(A) **exclusive** of GST as above will be considered.
- In addition to Form-II(A), the bidder should also submit Details of Items as in the Format-Form II(B) for the above quoted amount along with this bid.
- Form II-(B) is a just an illustrative tool to help Brahmaputra Board understand & interpret the proposal of the bidder.

**ANNEXURE-II : FINIANCIAL PROPOSAL**

**FORM-II (B): DETAILS OF ITEMS**

**Note: Authorized signature & Agency Seal in each Page**

<b>Sl No</b>	<b>Item</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>	<b>GST</b>	<b>Other tax ( if any)</b>	<b>Total Amount</b>
		****					
<b>TOTAL</b>							

\*\*\*\*\*List may be extended

**Total Rs (In Words)**

Authorized Signature &

Seal of the Bidder

Date

**Note : :** For the avoidance of doubt, it is clarified that

- For evaluation of Financial Score(FS), **only** the amount reflected at FORM-II(A) **exclusive** of GST as in pre-page will be considered.
- This, **Form II-(B)** is a just an illustrative tool to help Brahmaputra Board understand & interpret the proposal of the bidder and is **NOT** part of any evaluation for financial scoring.

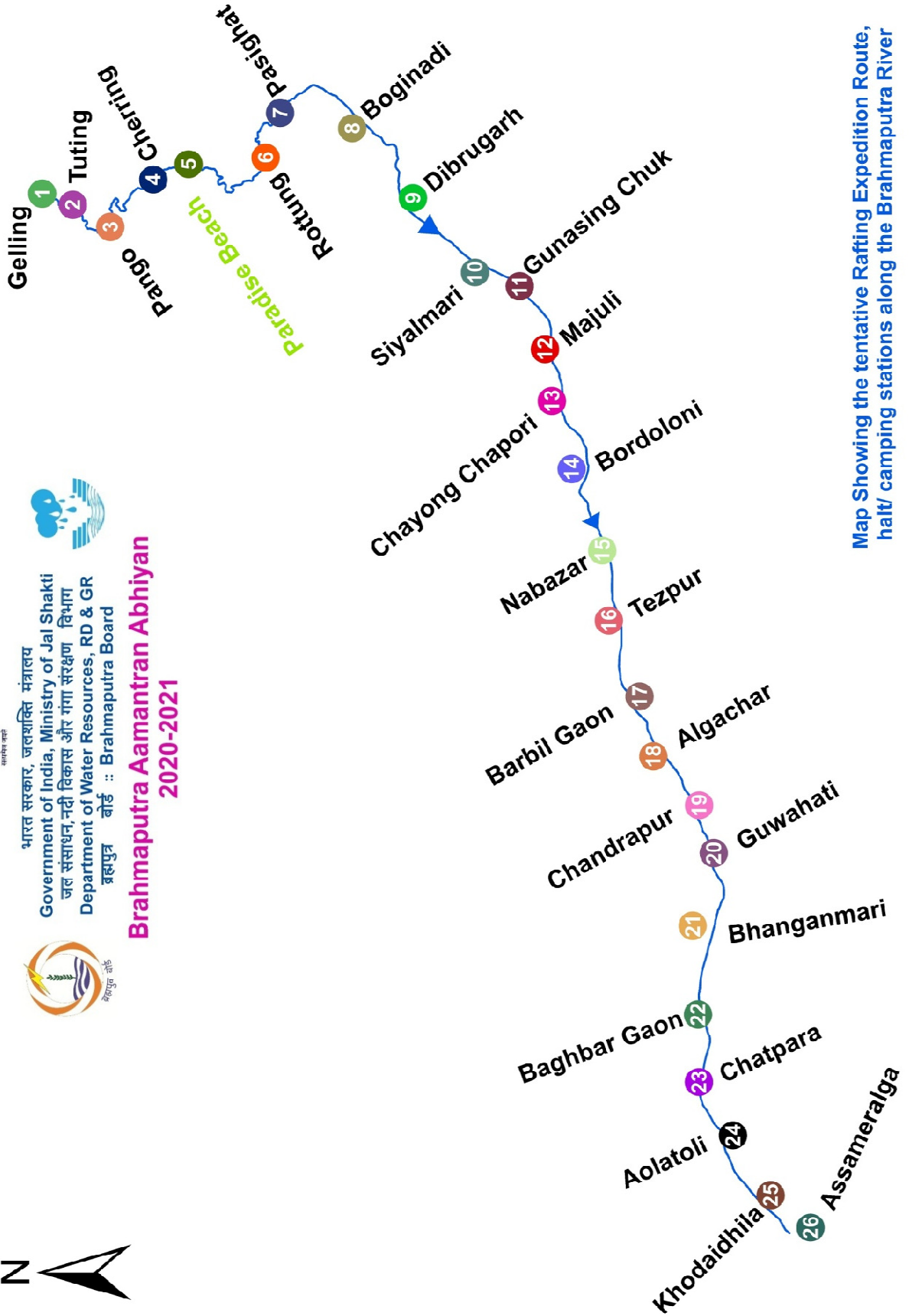


भारत सरकार, जलशक्ति मंत्रालय

Government of India, Ministry of Jal Shakti  
जल संसाधन, नदी विकास और रंगा संरक्षण विभाग  
Department of Water Resources, RD & GR  
ब्रह्मपुत्र बोर्ड :: Brahmaputra Board



### Brahmaputra Aamantran Abhiyan 2020-2021



Map Showing the tentative Rafting Expedition Route, halt/ camping stations along the Brahmaputra River