

Government of Rajasthan
Directorate, Department of Tourism
'Paryatan Bhawan' Sanjay Marg, (Oppo. Vidhayakpuri Police Thana)
Jaipur, Telefax No 0141-5155100/101/147, cotraj@gmail.com

No.F3(224)/Mktg/DT/PR & Social Media/2016-17/8568 Date: 25.07.2017

Online Invitation of Expression of Interest (EOI) from Agencies for Public Relations & Media Coordination Work for Rajasthan Tourism (Bid No 74)

E-Bids (EOIs) are invited from eligible and reputed agencies for selection of a suitable PR agency for the Department of Tourism, Govt. of Rajasthan, as per schedule given below :-

S. No	Name of Work	E-bid invited from	Estimated cost of work for two years	Bid Security	releases of EOI Advt.	Pre Bid Meeting Schedule and place	Time & last date for submission of tender document	Time and date for opening of technical bid
1.	PR & Media coordination work for Rajasthan Tourism for two years	Reputed PR firms	Rs. 60 lac	Rs. 1.2 lac	27/07 2017	3 pm on 9/8/2017 At Paryatan Bhawan ,Jaipur	upto 12 noon on 21/08/2017	4 PM on 21/08/2017

This EOI can be downloaded from <http://eproc.rajasthan.gov.in>, <http://sppp.rajasthan.nic.in> or www.tourism.rajasthan.gov.in and duly filled bids can be submitted online upto 12 noon of 21/08/2017. Rs 1000/- for E-bid processing fee in favor of MD, RISL Jaipur, Rs 1000/- for Bid Application Fee and Rs 1.2 lac for Bid Security will have to be deposited to this office offline upto 12 noon of 21/08/2017 in such forms as prescribed in the bid document.

-----Sd-----
(Pradeep Kumar Borar)
Director Tourism

**Online Invitation of Expression of Interest (EOI) from
PR Agencies**

For undertaking PR & Media Coordination work for Rajasthan Tourism

Directorate, Department of Tourism

'Paryatan Bhawan'

Sanjay Marg (Opposite Vidhayakpuri Police Thana)

Jaipur

+91-141-5155100/101/147

cotraj@gmail.com, adotadm@gmail.com, mktg.rajasthantourism@gmail.com

File No:- No.F3(224)Advt./DT/PR&Media Coordination/2017-18/

Bid No: 74

Date of Issue: 27/07/17

Last Date of Submission of E-bid: 21/08/17

SCHEDULE OF BID PROCESS

Event Description	Scheduled Date
First Stage: (Technical Bid)	
Release of EOI Advertisement	27/07/2017
Last Date & Time of Receiving Queries for Pre Bid Conference	8/08/2017 upto 12 noon
Pre-Bid Conference Date, Time & venue	9/08/2017 at 3 pm, Committee room of Paryatan Bhawan, Jaipur
Department's Response to Queries	11/08/2017
Last Date for submission of online bid (EOI) and financial bids	21/08/2017 upto 12 noon
Date & Time of Opening of Technical Bids	21/08/2017 at 4 pm
Date of AV Presentation	To be apprised by Deptt. (it can be held at a very short notice after 21st August)
Date of Opening of Financial Bid	To be apprised by Deptt. (It can be held on the day of AV presentations or thereafter)
Bid Application Fee <i>(Demand Draft should be drawn in favor of "Director, Department of Tourism" from any Nationalized / Scheduled Bank, Payable at Jaipur)</i>	Rs. 1000/-
Bid Processing fees (Demand Draft should be drawn in favour of M.D. RISL from any nationalized scheduled bank payable at Jaipur)	Rs .1000/-
Date of Award of Contract	After finalization of financial bid
Bid Security <i>(Either in the form of a DD drawn in favor of "Director, Department of Tourism, Government of Rajasthan", payable at Jaipur or in the form of an irrevocable Bank Guarantee issued by one of the Nationalized/Scheduled Banks in India and having branch in Jaipur. The bid security must remain valid thirty days beyond the original or extended validity period of the bid.</i>	Rs. 1.2 Lac

SCOPE OF WORK & TERMS OF REFERENCE

1.0 BACKGROUND

Rajasthan, the largest state of India is bestowed with natural beauty and rich heritage. Its architectural memoirs built with studied detail, effervescent colours, stunning handicrafts, glittering gems, vibrant towns, wildlife sanctuaries, cattle fairs, or pulsating festivities and touching hospitality are the major attractions for tourist. The state has many UNESCO world heritage sites besides a series of protected monuments. The state was visited by more than 35 million tourists in year 2016.

Department of Tourism is actively engaged in promoting and marketing Rajasthan in the Domestic and International Tourist Market through its new Brand Positioning and Media Campaigns. In this context, the Department is seeking the services of the reputed PR firms working in the field of PR & Media Coordination to assist it in further amplifying the message and strengthen Brand Rajasthan through traditional PR and Media Coordination with Public at large, Media and key stakeholders.

1.1 OBJECTIVE

The objective of this exercise is to select a suitable agency which will assist Department of Tourism in promoting tourism in the state by:

- a) Defined PR activities and Media Coordination
- b) Enhance strong brand identity and brand recall through strategic dissemination of communication and its suitable positioning in Public domain, Media, Stakeholders, Influencers & Opinion Makers through effective content etc.

1.2 Minimum Pre Qualification Criteria: the bidders should have

1. Kindly note that agencies working in field of Traditional PR can submit their bids. **Those who are working only in Digital PR field are not eligible for bidding.**
2. Gross Annual Turnover for last three years: minimum Rs 4.0 Crore each in last three years (2013-14, 2014-15 and 2015-16) – CA certified final accounts of the last three financial years must be enclosed as evidence.
3. Agency must be able to offer integrated services mainly related to PR,

Media Coordination and related works. This includes traditional PR works as well.

4. Bidder existence: minimum 3 years (kindly enclose evidence)
5. Minimum two members of the team must have minimum 5 years of experience in the field of PR
6. Bidder must attach atleast 3 case studies of major PR works done with tangible impact
7. Bidder must have either its own offices in key markets abroad or partnership/affiliations besides having offices in India in multiple cities.

1.3 SCOPE OF SERVICES & DELIVERABLES

1. Based on a comprehensive understanding and research on the target audience and stakeholders in the key source markets within the country, the PR Agency will develop a detailed PR and Media Coordination strategy and content for dissemination in Public Domain, Media and key stakeholders that includes print, electronic, online and other media, Travel Bodies and Associations and other important Travel & Hospitality related forums.
2. Coordination with other agencies engaged by the Department for Social Media, Website Management and other promotional activities.
3. For overseas markets, the agency will provide its PR & Media Coordination services as and when required, based on mutually agreed terms for third party and out of pocket expenses on case to case basis.
4. Any other PR related work on mutually agreed terms.

1.4 Specific Scope of Work:

PR and Media Coordination work:

Specific Deliverables, Frequency and timelines

<i>SN</i>	<i>Deliverables</i>	<i>Frequency in a year</i>	<i>Timeline/s</i>
1	Strategy and Road Map		
A	Annual Rollout Plan with Month wise activities proposed, responsibilities, measures of success	1	Annual plan within first 30 days (from date of signing of the agreement)
B	Identification of 6 to 8 communication pillars in sync with new brand slogan- (Jaane Kya Dikh Jaye /You haven't Seen It All)	1	Within first 30 days
C	Message development and Content Creation in sync with point B above, to follow as monthly process	Continuous process	Month wise topics/themes & timelines to be decided in first 30 days
2	Mapping		
A	Map target media and stakeholder universe and develop a national media list for the brand	Once (To be updated continuously during contract period)	Within first 30 days
B	Media information kit including: Rajasthan Brand and Product profile, Briefing Book, profiles of spokespersons, Spokesperson Speeches and Transcripts of interviews, FAQs, photo/Video library and material required for sound PR and Media Coordination. Inputs for preparing entries for major Travel & Tourism related award as and when required Research based Inputs for Multimedia AV presentation as and when required	Action plan once: (Model Q&As, Speeches, other inputs from time to time as per requirement of the Deptt.) As and when required As and when required	Within first 30 days
3	Traditional PR: Press Releases		
A	Press Releases with suitable pictures/animations or info-graphic in Hindi and English will be sent to all leading Media in Print, Electronic and Digital on all important occasions including on the occasion of events, fairs and festivals, new initiatives etc. (The Press Releases can be adapted and uploaded on Deptt's website also)	One major (full length article, feature) release and one minor each month Note: There would be plenty of press releases for local media and media coordination works for important fairs and events which should be handled by local team with quick response time	Broad subject/theme to be discussed in first 30 days
4	Specific PR Requirement		

A	<p>Event based PR support: For pre event promotion and post event coverage of 13 major Fairs & Festivals organized by the Deptt. in national media, Similar coverage of events like Jaipur Lit-Fest, Music Festival, International Photo Festival, Sacred Festival , Great Indian Travel Bazaar and Travel Marts in which Rajasthan Tourism participates actively etc. (Agency will also be required to collate information on cultural activities organized by bodies such as Jawahar Kala Kendra, Ravindra Rang Manch, Jewelers Association, FICCI and CII for public and tourists in Rajasthan and use this information in its PR)</p> <p>Organize pre & post event press conferences and media briefings at events or in big cities outside State as per requirement of the Deptt (Expenses on Logistic arrangements to be borne by the Deptt) Note- Works done for point 4A can be accounted for work mentioned at point 3A to the extent possible.</p>	<p>As per annual calendar of Fairs & Festivals and events</p> <p>Atleast 2 such Press Conference in a year to be organized outside Rajasthan, (in year 2017-18; only one Press conference to be done). As and when required agency will have to organize local press conference with help of Deptt's logistic support</p>	<p>Action plan to be submitted 45 days prior to the event</p>
B	<p>PR around celebrity presence/visit to Rajasthan: Film, Sports related and other celebrities visit Rajasthan frequently. Media can be approached to publish Stories/Interviews around their experiences (Expenses on Logistic arrangements to be borne by Deptt)</p>	<p>Atleast 4 Stories/Interviews/trav ealogues around such visits to be prepared and disseminated/publishe d</p>	
C	<p>Create Special Media Event: Conceive and Create one day (4-6 hours) media/Influencer/ blogger/travel writer's meet and media networking events in metro cities (in geographic coverage given in bid) as per requirement of the Deptt. (Expenses on Logistic arrangements to be borne by Deptt)</p>	<p>At least four such events in a year to be organized (in year 2017-18; only two such events to be done)</p>	<p>Action plan and requirements to be submitted 60 days prior to the event</p>
D	<p>PR support in Crisis and other emergent situations: countering situations and negative news, incidents with well thought out plan</p>	<p>As per requirement of situation</p>	
E	<p>Regular Feed and Network based</p>	<p>Emailing Monthly E</p>	

	PR support: Be the bridge between Deptt and Travel Trade, Media, Travel Planners, Travel Critics and Writers, Freelancers, Photographers, Content Portals, Wedding Planners, Trade Magazines, Other State Tourism boards and Ministries of Central Government, UNWTO, WTTC, Embassies/consulates in India and share PR related information to these whenever required	Newsletter covering important events and initiatives of the Deptt to a database of minimum 2500 Travel Trade/Media/Influencer/Bloggers email IDs	
5	Content Platforms		
A	Traditional Media (this also includes International Media stationed in India)	An annual plan to line-up story angles for pitching to target Travel & Hospitality Ecosystem, Media and Influencers across the target markets and provide customized content to these. All press releases and e-newsletter will also be shared with this target group. In follow up, monthly plans to be submitted	
B	Ticketing sites		
C	Influencers		
6	PR Through Interaction and Visits/FAM Trips		
A	Pitch for interviews by senior Journalists/Editors/Influencers with Tourism Minister/ officials. Key messages, FAQs, list of anticipated questions and answers, sound-bites and quotes to be prepared for these interviews. (Expenses on Logistic arrangements- travel expense etc of journalists etc to be borne by Deptt)	Arrange at least two such interviews each quarter	
B	Schedule and organize journalists/blogger's/influencer's visits to Rajasthan: Programme trips to Rajasthan and handle all necessary groundwork, research and follow up. (FAM tours of mix of top journalists, bloggers, influencers, travel writers, critics etc is expected) (Expenses on Logistic arrangements to be borne by Deptt)	minimum three in a quarter (ideally during or before a major event or Fair/Festival) In year 2017-18, minimum 6 FAM tours to be done)	
7	PR through and Films, TV and related shows		
A	Negotiate and co-ordinate with TV companies, Film producers/Line	Create/Arrange atleast one tie up/meeting	

	Producers, Ad film makers to do location shooting and produce episodes of popular TV serials, shoot ad films and feature films in Rajasthan. Leverage such films/create events around such films and serials in media to bring more visibility for Rajasthan Tourism products. Work also includes bringing in big Film/TV award functions to Rajasthan	with a big film production house/producer in a quarter with a follow up	
8	Engagements at Ticketing Sites		
A	Track and participate in conversations about Rajasthan as a tourist destination across minimum 5 popular travel discussion forums in a month in India such as: (Agency will also liaison with travel/content portals for sharing of content with the Deptt.)		
	Trip Advisor	(This is tentative list)	
	Lonely Planet		
	Virtual Tourist		
	Destination 360		
	Yatra.com		
	Airbnb		
	Make My Trip		
9	Tracking and Analytics		
A	Communication tracker: track, monitor and report news, events, policy changes and new initiatives, Govt. dictates and information relevant to Rajasthan Tourism and its key stakeholders, competitors -State Tourism Boards and associated industry (Hotels, Entertainment Properties)	Daily/Weekly/Monthly Based on gravity and relevance of published news/articles etc	Format to be finalized in first 30 days
10	Regular Reporting to Deptt		
A	Weekly call	Conference calls will be arranged by agency	
B	Monthly call and reports	As above	
C	Quarterly in-person meeting with Director/ACS/Pr Secretary/ Secretary Tourism/ members of steering committee/CMAC etc	Frequency may increase as per requirement	
D	Developing metrics for effective monitoring and communication		metrics to be finalized in first 30 days
11	Coordination with Other agencies Agency is required to work in close coordination with other agencies engaged by the Deptt. for promotional and marketing activities for seamless		

	promotion		
12	Full time local Coordinator		
A	A coordinator of the selected bidder will assist Deptt. and will be stationed in Jaipur for day to day coordination between the Deptt. and the bidder.		

Successful bidder will provide one PR coordinator who will be liable to coordinate between the department and single points of contact for overall execution of work. The coordinator will work in Head Office of Department of Tourism in Jaipur and should have a sound knowledge of Rajasthan and/or a bachelor's degree or Post Graduate Diploma in Public Relations/ Marketing/ Business communications or related field. Coordinator must possess minimum of 2 years of job experience in PR and media Coordination or related field.

1.5 Special Terms & Conditions

The following terms and conditions shall apply additionally:

1. In general, all travel, boarding –lodging and related expenses incurred by the agency on its staff in relation to bidding process and execution of Scope of Work mentioned under point **1.4 Specific Scope of Work**, shall be borne by the agency.
2. Where it is mentioned that the Department will provide logistic support, it is meant that the Deptt will bear the expenses of venue booking, boarding and lodging, Travel by Taxi, Train (AC2 and below) or air (economy class), local transportation. Agency's representatives/employees will not be considered for any personal reimbursement for any of the events. *It is expected that agency will foresee all such expenses related to its own representatives/employees and thus will cover it in its quoted fee.* For visit to Head Office, Jaipur, by the agency representative/s for planning, reporting or monitoring/review meetings, no reimbursements of any kind shall be made.
3. All costs incurred by the bidder in respect of submission of RFP and presentation shall be borne by the bidder concerned.
4. DOT reserves the right to accept or reject any application, without assigning any reasons thereof.

1.6 Geographic Coverage: The Public Relations and Media Coordination work will primarily cover New Delhi, Mumbai, Kolkata, Hyderabad, Chennai, Ahmadabad, Vadodara, Pune, Bangalore, Lucknow, Bhopal, Ranchi, Kochi and whole of Rajasthan. Language of communication within these geographical areas will be English and Hindi, however if required content has to provided in one regional language also.

For rest of geographic areas within country and outside India, the Department has sought a financial quote from the bidders for organizing a

Road Shows/ Press Meets or event of similar nature in financial bid proforma as prescribed on E Procurement portal. **(Kindly note that no financial quote or estimate has to be enclosed in technical bid).**

There is no commitment from Deptt to have these Road Shows organized, these may or may not be required during contract period. Neither this quote will be considered for evaluation of bids. But these rates will be applicable whenever Deptt. requests the agency to organize such Road Shows or Press Meets during contract period.

1.7 Other Expenses payable outside Fixed Monthly Retainer Fee:

The fixed retainer fee shall not include expenses toward:

- **Expenses on Invited guests and Hospitality etc:** Taxi hiring, Train journeys (AC 2 and below), Airfare (economy), boarding – lodging, local transport, sightseeing, guide charges etc for invited guests. In particular cases depending upon stature of the guest, reimbursement for higher category ticket/s can be considered by the Deptt. Deptt will require actual bills/vouchers/invoices for reimbursements. No extra agency charges or fee/commission shall be payable to the agency in such cases.

- **creating an event/activation programs** (other than those mentioned and are to be done as part of fixed deliverables as mentioned in Scope of Work section), translations in extra languages other than Hindi, English and one regional/local language, press kits, bags etc, souvenirs, travel, boarding-lodging to new places (other than geographies mentioned in the bid and activities fixed in scope of work) for events/ activities.

- **Visits by the agency representative** to Head Office, Jaipur for monitoring and review etc shall be part of fixed deliverable and no extra payment shall be made.

- **Designing & Printing of special stationery**- brochures and pamphlets, AV presentations etc, standees, backdrop and other branding collaterals,

- **Arranging and commissioning special** events like seminars, conferences and workshops- cost of venue, F&B charges, translation of press release in languages other than Hindi & English (over and above those mentioned in fixed deliverable and thus not covered)

- **Bulk Postage etc.** Bulk photocopying, cost of electronic media monitoring, and CD coverage (over and above those mentioned in fixed deliverable under Media Tracking head and thus not covered in monthly fee)

- **Special projects** like Market Research and dip stick surveys

- **All other out of pocket/incidental expenses** which are not covered or related with scope of work and deliverables covered under fixed retainer fee. For all these expense, the firm will submit an invoice of estimated expenditure for prior approval. Only after receiving the approval of the Deptt, the agency will proceed and incur expenditure as per RTPP Act

2012 & Rules 2013. In urgent cases, approval can also be obtained through email and other means of communication. Final settlement of these expenses will require supporting bills and vouchers. No agency fee or commission shall be payable on such activities.

Bidders may note that the Deptt has several event managers on its panel. New events (those not covered in fixed deliverables) can be organized through these event managers. Active support of the PR firm is expected in geographical reach specified in scope of work. Likewise PR firm will also be required to coordinate with website management agency of the Deptt. and other such agencies for seamless communication, PR and promotion.

1.8 Terms and Mode of Payment

- **Fixed Monthly Fee:** The agency will provide monthly bills for activities done for the month alongwith report/s stating the status of works mentioned in Scope of Work (fixed deliverables) and delays alongwith reasons thereof, if any.
- Bills for other works (outside fixed deliverables) such as Management Fee payment for organising Road Shows/Press Meets out of geographic coverage, out of pocket or third party expenses as mentioned above, shall be billed separately. These will be paid on the basis of prior approval/s given by the Deptt and as per actual for which bills and vouchers have to be submitted by the agency.
- For the purpose of payment of retainer fee, the Deptt will examine the monthly bills and payments claimed in context of the deliverables mentioned in the bid document vis a vis execution of responsibilities to ensure deliveries.
- For the purpose of payments, all the 12 components of fixed deliverable shall be treated of equal value. Pro-rata deductions shall be made or payment may be held for that particular component from monthly bills if it is found that the agency has not done work on any particular component/s satisfactorily or that the work is delayed without valid reasons.
- Where the deliverable are not of fixed nature or are not quantifiable, it will be the responsibility of the agency to prove that sincere efforts have been made for that deliverable in the month for which bill has been claimed.
- Where deliverables are subject to requirement and needs of the Deptt. they will be deemed to have been completed if the Deptt has not stated its requirements in writing for a particular month. There may be deliverables/activities which are one time activity such as strategy and planning etc. and where frequency and timelines are not specified or given in bid document, in such cases if the agency has completed the activity, it will not be counted as a component in remaining monthly bills.

1.9 Criteria for Selection: The department will select the most suitable bidder on the basis of

a- Technical Strength- It carries 70% weightage. Bidder's agency profile, its understanding and the solutions proposed by it for effective PR and Media Coordination will be assessed through a marking system as per criteria given below. The bidder will have to make an AV presentation for the same:

SN	Criteria	Maximum Marks	Awarded Marks
1	<p>Overall understanding of the work:</p> <p>a- Comprehension of new brand positioning of Rajasthan Tourism and identification of communication pillars in sync with positioning –max. 10 marks</p> <p>b- Understanding about tourism products of Rajasthan- max. 10 marks</p> <p>c- PR Strategy and annual rollout plan for Rajasthan Tourism- max. 10 marks</p>	30	
2	<p>Agency's Experience & Turnover:</p> <p>Experience- max.15 marks (on fulfilling minimum eligibility criteria- 10 marks) for each subsequent year 1 mark upto max. 15 marks. Experience in Travel and Hospitality sector will be an advantage)</p> <p>Turnover: max.15 marks (on fulfilling minimum eligibility criteria- 10 marks) For each 5 Crore additional turnover 1 mark, up to max. 15 marks) This turnover should be related to PR activities only</p>	30	
3	<p>Profile and experience of Agency's key officials/technical team: (on fulfilling minimum eligibility criteria)-5 marks For each extra member- 1 mark each up to max 10 marks</p>	10	
4	<p>Two case studies where agency's PR intervention has been remarkable: (Case studies related to Travel and Hospitality would be advantage. Case studies should be backed up by proof and analytics)</p>	20	
5	<p>Media Tracking strength, reporting format and ability to quickly respond to adverse publicity: Media Tracking Strategy and Reporting format for client- 5 marks Strategy to deal with adverse News: 5 marks</p>	10	
	Total	100	S _T (score)

			Technical)
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S_T is (Technical Score)

A committee of the Deptt will view the presentation and award marks for the creative content. The financial bids of all those bidders will be opened who score 70 or above marks out of 100.

b- Financial Bid: Financial bid shall carry 30% weightage

Financial bid is the amount in Indian Rupees which is being sought by a bidder from the Deptt. for the work of PR and Media Coordination in the Financial Bid Proforma (BOQ) given on E procurement portal.

(Management fee/cost quoted for Road Shows/Press Meets/PR during foreign marts, shall not be considered for purpose of evaluation of bids)

Financial Score (SF) shall be computed as under:

$$SF = 100 \times FM/F$$

Where: SF is the financial score of the Price Proposal being evaluated.

FM is lowest amount quoted by any applicant shortlisted.

F is the amount quoted in bid being considered.

Evaluation of Technical and Financial Scores and calculation of Total Score:

Technical score will be given weightage of 70% as per formula given below

$$\frac{\text{Total technical score obtained } (S_T)}{100} \times 70/100 = y$$

Where y is weighted Technical Score

Financial score will be given weightage of 30% as per formula given below

$$\frac{\text{Total financial score obtained } (S_F)}{100} \times 30/100 = z$$

Where z is weighted Financial Score

The total of y and z will be total score assigned to each bid and the work will be awarded to the bidder whose bid is assigned highest score.

1.5 Request Letter for EOI

The Director
Deptt. of Tourism, Govt. of Rajasthan
Jaipur

Subject : EOI for selection of PR and Media Coordination work for Rajasthan Tourism

Sir,

The undersigned having read and examined in detail all the EOI document pertaining to your assignment do hereby express the interest to do the work as specified in the scope of work.

General Information about the bidding firm:

<u>SN</u>	<u>Description</u>	<u>Response</u>	(Kindly indicate page number/s in this column, of the supporting document/s attached with the bid in support of claim made)
1.	Bidder's detail: -Name of the bidder -Nature (Proprietorship, Society, Registered Company etc) -Full postal address of Main/Head Office with website and email address: Contact Number: Land line: Fax: Mobile :		
2.	Whether exclusively a PR firm or a division/ vertical		
3.	Organization Structure- (Provide in chart format)		
4.	Year of establishment and Duration of Experience in field of PR and Media Coordination (Provide proof of the same):		
5.	-Offices in India and		

	- Overseas offices or tie-ups/partnerships		
6.	Financial Strength-Turnover, net worth and net profits of the bidder for the preceding 3 years (year 2013-14, 14-15 and 15-16) duly attested by the Chartered Accountant:		
6.	Profile of key team members- (Give in one small paragraph on each key member)		
7.	Team Strength- (provide nos.)		
8.	Company's PAN, TIN, Service Tax/GST registration Number:		
9.	Awards or accolades won in last three years		
10.	Proposed PR and Media coordination Strategy and Plan for Rajasthan Tourism		

(Very Important Note: Bidders will upload their financials, costs/fee/quotes/BOQ only in online mode as prescribed in financial bid section given on the E Proc portal. The bidder shall, under no circumstance, submit any financial quote etc in technical section or in any other form. Failing these instructions, the bids shall be summarily rejected and treated as non responsive and erroneous bid.)

We (bidders) have uploaded the following documents on E-procurement portal:

1. Letter of authorization to participate in the bid
2. General Information about the bidder in format given above
3. Proposed PR and Media Coordination Strategy and Plan (A more detailed AV presentation on the same will be done by the bidders for evaluation of technical bid)
4. Financial bid in format (BOQ) prescribed on portal- (the bidders should give their financial quotes only in financial bid section of the portal failing which bid liable for rejection)
5. All relevant supporting documents including attached Annexures A, B, C & D and Form A duly signed along with seal.

We hereby declare that my/our bid is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking you,

Yours faithfully,
(Signature of the Applicant)

Name:

Designation:

1.8 Pre Bid Meeting

1. A pre-bid meeting will be held for the interested bidders in committee room of Paryatan Bhawan, Sanjay Marg Jaipur-1 at 3 pm on 9/08/2017, for clarifications required on any aspect pertaining to this EOI Document. The pre-bid queries could be sent to the Deptt. of Tourism prior to the meeting till 12 noon of 8/08/2017, as per the following format to :-

Sh. Pradeep Kumar Borar, Director Tourism, email cotraj@gmail.com or

Smt. Rashmi Sharma. Addl. Director (Adm.) Tourism, email

adotadm@gmail.com

S.no.	EOI provision	page no.	current requirement	clarifications requested
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2. Based on discussions held during the pre-bid meeting, amendments / clarifications in the bid document will be uploaded on the websites of the Deptt. of Tourism www.rajasthantourism.gov.in, on e-procurement and spps portals of the Government of Rajasthan on 11/08/2017.
3. **All the interested bidders are advised to ensure participation in the pre bid meeting as important points may be discussed in this meeting.**
4. **It will be in the interest of the bidders to share their views in the pre bid or prior to it on the deliverables and scope of work to make it clearer and implementable to the extent possible.**

1.9 Guidelines for Preparation of Proposals

Agencies are required to submit (upload) their bids online on e-procurement portal in following 2 sections as per the details given below:-

(a) **First section (Technical Bid):-** Request Letter, General information about the bidder as per ten points with enclosures/certificates/registrations/documents/audited balance sheet/strategy and plan etc. Technical bid should clearly show that the agency fulfills the pre qualification criteria laid down in the bid. Kindly put page numbers on each page of uploaded document and mention it in 10 point column. If in absence of page numbers, the Department fails to verify and confirm eligibility of the bidder, the responsibility shall lie with the bidder. **No financial quote should be uploaded in technical bid section.**

(b) **Second section (Financial Bid):-** To be filled in format (BOQ) prescribed on E Proc portal.

2.0 Bid Security:

1. Bid security :

- (a) Tender shall be accompanied by a bid security of Rs 1.20 lac without which bids will not be considered. The amount should be deposited in either of the following forms in favour of Director, Tourism Department, Rajasthan, Jaipur.
 - (1) Cash through treasury Challan Deposited under head "8443-Civil Deposits - 103 – Security Deposits".
 - (2) Bank Draft /Bankers Cheque of the Nationalized scheduled Bank.
- (b) Refund of Bid security: The bid security of unsuccessful bidder shall be refunded soon after final acceptance of bidder.
- (c) The central Government and Government of Rajasthan Undertaking need not furnish any amount of bid security.
- (d) The bid security /security deposit lying with the Department/office in respect of other bids awaiting approval or rejection or on account of contracts being completed will not be adjusted towards bid security /security money for the fresh tenders. The bid security may, however, be taken into consideration in case tenders are re-invited.
- (e) No interest shall be payable on bid security deposited with the Department

2. Forfeiture of bid security : The bid security will be forfeited in the following cases:

- (I) When tender withdraws or modifies the offer after opening of tender but before acceptance of tender.
- (II) When tender does not execute the agreement if any, prescribed within the specified time.
- (III) When the tender does not deposit the security money after the supply order is given.
- (IV) When he fails to commence the supply of the items as per supply within the time prescribed.

2.1 Signing of the Agreement and Performance Security Deposit:

(1) Agreement and Security deposit:

- (I) Successful bidder shall have to execute an agreement in format GA- 17 given in GF&AR within 15 days date of dispatch of work order and also have to deposit security money equal to 5% of the estimated value of the work order.
- (II) The bid security deposited at the time of bidder will be adjusted towards security amount.
- (III) No interest shall be paid by the Department on the security money.
- (IV) The forms of security money shall be as below:

- (a) Cash/Bank draft/Bankers Cheque /Receipt copy of Challan.
 - (b) Post Office Saving Bank Pass Book duly pledged.
 - (c) National Saving Certificate, Kisan Vikas patras, or any other script/instrument under National Saving Scheme for promotion of small savings, if the same can be pledged. These certificates shall be accepted at surrender value.
- (V) The security money shall/may be refunded within one month of successful completion of the contract or after the expiry of the period of guarantee/warranty, if any, whichever is later.

The Performance Security Deposit shall be returned to the agency within 90 days of the successful completion of the contract.

2.2 Submission of Proposals

- I. The proposals -Technical Proposal shall be prepared in indelible ink without overwriting or correction.
- II. An authorized representative of the firm should authenticate all pages of the Pre-Qualification, Technical and Financial Proposals.
- III. All pages in the bid should be signed, stamped and numbered and put in sequence as required in 10 point table.
- IV. The Technical Proposal and the Financial Proposal should be submitted (uploaded) online as per the schedule and guidelines mentioned at the procurement portal.
- V. No Proposal will be accepted after the deadline for submission and in the event of any proposal being received after the closing time for submission of proposals, the same shall be returned un-opened.
- VI. The Bid Security amount, E-Bid processing Fee for RISL and the Bid Application Fee amount have to be deposited offline to this Deptt. as per directions, by 12 noon of 21/08/17
- VII. As per the RTPP Act 2012 and Rules 2013, Annexures A (for Code of Integrity), B (Declaration by the Bidders),C (Grievance Redressal) & D (Additional Conditions) have to duly filled by the agencies and annexed with the Technical Bids.

2.3 Opening of Proposals and Selection Process

- I. The documents received in technical bid will be examined in the Deptt. to ascertain fulfilment of pre qualification criteria. The bidders having submitted all the relevant documents in their Technical Proposals proving their pre qualification will be invited to make AV presentations at a place/date/time before a designated committee, date of which will be conveyed by the Deptt. of Tourism in due course.
- II. Based on the strength of their Technical Proposals, AV presentations and proposed PR Plan the agencies will qualify for opening of their financial bids.

- III. The bid which is found to be most beneficial and gets highest weightage point as per the selection criteria mentioned in the bid shall be awarded the contract. Technical bid will carry 70% weightage which will be evaluated through AV presentation on the basis of criteria given in the bid. Financial bid will carry 30% weightage.
- IV. Monthly fee quoted for PR and Media Coordination related work related work shall be treated as financial quote.

2.4 Terms of Payment to the Selected PR Agency.

- I. Request for Advance payment will **not** be considered unless approved for emergent cases or is mandated by the Deptt as per rules.
- II. Payment will be made by way of electronic transfer of billed and passed amount in the bank account of the agency in Indian Rupees. The Agency will submit pre-receipt bills in triplicate, on monthly basis towards activities completed during the month, for settlement. The bills should be submitted clearly indicating the fixed monthly charges and other third party/out of pocket charges, if any, separately along supporting vouchers.
- III. The final month's payment, shall be released only after completion of the required works specified by the Deptt. for the year/contract period and on submission of a statement of work having been executed as per the requirements detailed in the EOI Document, or communicated subsequently by the Deptt. of Tourism from time to time.
- IV. Tax/GST/VAT etc shall be paid extra and as applicable.
- V. For facilitating Electronic Transfer of funds, the selected PR Agency will be required to indicate the name of the Bank & Branch, account number (i.e. bank name, IFSC Code and Bank A/c No.) and also forward a cheque leaf duly cancelled, to verify the details furnished. These details should also be furnished on the body of every bill submitted for payments by the selected PR Agency.

2.5 Other Important General Terms and Information

- I. Period of validity of this EOI is 3 months from the closing date for submission of the proposals.
- II. The contract would be effective till two year from the date of signing of agreement which would be extended as per rules on basis of satisfactory services and appraisal from time to time. This extension would be done on mutual agreement retaining same terms and conditions, as per the provisions of RTPP Act 2012 and Rules 2013.
- III. The Deptt. of Tourism is not bound to accept any bid or assign any reason for non-acceptance. The Deptt. of Tourism reserves its right to accept the bidder either in full or in part. **Conditional, erroneous and incomplete Bids will be rejected outright.**

- IV. The Deptt. of Tourism reserves its right to summarily reject offer received from any PR Agency on national security considerations, without any intimation to the bidder.
- V. The Deptt. of Tourism reserves its right not to accept bids from PR Agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government Investigating Agencies / Vigilance Cell.
- VI. The cost/rates should be valid for up to the period of the contract.
- VII. Kindly note that the Deptt. may take longer time for processing of first few bills due to nature of the assignment and due completion of formalities.
- VIII. The Bids shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.
- IX. The Technical Proposal should be uploaded in “Technical Proposal” section only. **Similarly, the Financial Proposal shall be uploaded in “Financial Proposal” section of bid on E-procurement portal only. Financial Proposal cannot be made part of or clubbed with technical bid in any form or condition.**
- X. Interested bidders should submit their bids well in advance to avoid last minute rush.

2.6 Recoveries, Penalty Clause and Liquidated Damages :

Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinarily be made from bills. Amount may also be withheld to the extent of short supply, breakage, rejected articles and in case of failure in satisfactory replacement by the agency along with amount of liquidated damages shall be recovered from his dues and security deposit available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.

Penalties: Any delays in delivery from the time schedule finalised by the Deptt. for items of works listed in the Scope of Work and the work order or underperformance would invite a penalty to be imposed upon the agency as per the provisions of GF&AR, including forfeiture of Security Deposit. Serious lapse in responsibilities may also lead to blacklisting of the PR Agency, as may be deemed fit by the Deptt. of Tourism, Govt. of Rajasthan.

- (I) The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful tenderer shall arrange supplies within the period on receipt of the firm order from the Purchase Officer/department.
- (II) Liquidated damages : In case of extension in the delivery period with liquidated damages the recovery shall be made on the basis of following percentage of value of stores :-

(a) Delay up to one fourth period of the prescribed delivery period	2 ½ %
(b) Delay exceeding one fourth but not exceeding half of the prescribed period	5%
(c) Delay exceeding half but not exceeding three fourth of the prescribed period	7 ½ %
(d) Delay exceeding three fourth of the prescribed period	10%

(III) Fraction of a day in reckoning period of delay in services shall be eliminated if it is less than half a day.

(IV) The maximum amount of liquidated damages shall be 10%.

(V) If the agency requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the work order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

(VI) Delivery period may be extended with or without liquidated damages if the delay in the services of goods/services is on account of hindrances beyond the control of the tenderer.

2.7 Termination:

Deptt. of Tourism may terminate the Contract of the PR Agency in case of the occurrence of any of the events specified below :

- I. If the Agency becomes insolvent or goes into compulsory liquidation.
- II. If the Agency, in the judgment of Deptt. of Tourism, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
- III. If the Agency submits to the Deptt. of Tourism a false statement which has a material effect on the rights, obligations or interests of Deptt. of Tourism.
- IV. If the Agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to Deptt. of Tourism.
- V. If the Agency fails to provide the quality services as envisaged under this Contract. Reasons for the same would be recorded in writing. In case of such an occurrence Deptt. of Tourism shall give a written advance notice before terminating the Contract of the PR Agency.

2.8 Force Majeure :

- I. Neither party will be liable in respect of failure to fulfil 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.

- II. 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 conditions as soon as possible.

2.9 Arbitration :

(i) In event of any dispute or difference between the Deptt and the Agency, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Deptt. of Tourism. The provision of Arbitration and Conciliation Act, 1996 (No.26 of 1996) shall be applicable to the arbitration. The Venue of such arbitration shall be at Jaipur or any other place, as may be decided by the arbitrator. The language of arbitration proceedings shall be English. The arbitrator shall make a reasoned award (the "Award"), which shall be final and binding on the Deptt. and the Agency. The cost of the arbitration shall be shared equally by the Deptt. and the Agency to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

(ii) Pending the submission of and /or decision on a dispute, difference or claim or until the arbitral award is published; the Deptt. and the Agency shall continue to perform all of their obligations under this Agreement without prejudice to a final adjustment in accordance with such award.

3.0 Jurisdiction :

a-The contract shall be governed by laws of Rajasthan/India and all Government rules on purchase matter issued from time to time and in force for the time being are applicable to this contract tender.

b- All legal proceedings, if necessary arise to institute by any of the parties (Government or Contractor/firm) shall have to be lodged in courts situated in Jaipur city and no elsewhere.

3.1 Services shall be made available at the office: Directorate, Department of Tourism, Government of Rajasthan, "Paryatan Bhawan", Sanjay Marg

(Opposite Vidhayakpuri Police Thana) Jaipur-302001 or FOR destination as specified in the work order

-----Sd-----
Director Tourism
Rajasthan Tourism

Proforma for Financial Bid (BOQ):

Kindly see the E procurement portal for detail of this proforma. Kindly note that this has to be filled on the portal in Financial bid section only. Financial bid or quote can't be filled, clubbed or attached alongwith technical bid section. Failing this, the bid will be rejected outrightly.

Annexure - A

Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall -

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
 - a. have controlling partners/ shareholders in common; or
 - b. receive or have received any direct or indirect subsidy from any of

- them; or
- c. have the same legal representative for purposes of the Bid; or
 - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
 - e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
 - f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
 - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/consultant for the contract.

Declaration by the Bidder regarding Qualifications

Declaration by the Bidder

In relation to my/our Bid submitted to for procurement of in response to their Notice Inviting Bids No Dated I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

- 1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;**
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

Place :

Signature of bidder Name:

Designation: Address:

Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is

.....

The designation and address of the Second Appellate Authority is

.....

(1) Filing an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings: Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be tiled only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall Endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.
- (4) **Appeal not to lie in certain cases**
No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-
 - (a) determination of need of procurement;
 - (b) provisions limiting participation of Bidders in the Bid process;
 - (c) the decision of whether or not to enter into negotiations;
 - (d) cancellation of a procurement process;
 - (e) applicability of the provisions of confidentiality.
- (5) **Form of Appeal**
 - (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
 - (b) Every appeal shall be accompanied by an order appealed against, if any,

affidavit verifying the facts stated in the appeal and proof of payment of fee.

- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.

(6) Fee for filing appeal

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-
- (i) hear all the parties to appeal present before him; and
- (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

[See rule 83]

Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012

Appeal Noof

Before the (First/Second Appellate Authority)

1. Particulars of appellant:
 - (i) Name of the appellant:
 1. Official address, if any:
 2. Residential address:

2. Name and address of the respondent(s):
 - (i)
 - (ii)
 - (iii)

3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:

5. Number of affidavits and documents enclosed with the appeal:

6. Grounds of appeal:

.....

.....

.....(Supported by an affidavit)

7. Prayer:

Place

Date

Appellant's Signature :

Additional Conditions of Contract**1. Correction of arithmetical errors**

Provided that a Financial Bid is substantially responsive, the procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

2. Procuring Entity's Right to Vary Quantities

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by

limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

**3. Dividing quantities among more than one Bidder at the time of award
(In case of procurement of Goods)**

- (i) As a general rules all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

Tender Inviting Authority: Director, Department of Tourism, Government of Rajasthan

Name of Work: EOI from Agencies for Public Relations & Media Coordination Work for Rajasthan Tourism (Bid No 74), Quotes in this sheet will not be considered for evaluation of bids

Contract No: 74 dated 25.07.2017, PR and Media Coordination work

Name of the Bidder/ Bidding Firm/ Company:				
PRICE SCHEDULE				
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)				
NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl No.	Item Description	Per Event Amount to be charged by the bidder in Indian Rupees excluding of all taxes/VAT/GST Rs. P	Per Event Amount to be charged by the bidder in Indian Rupees excluding of all taxes/VAT/GST Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5
1	Management fee for arranging one day (4 to 6 hours duration) Road Shows/Press meets and event of similar nature for about 75 to 100 guests in a city in India not covered in Geographics/cities covered in fixed deliverables. (All other logistics cost such as venue hiring, boarding-lodging, transport, AV and other equipments, beverage & food and other out of pocket/third party expenses of similar nature and directly linked to the cause will be paid extra as per actual if not procured by the Deptt.) (Only travel- Airfare etc, Boarding and Lodging, local transport of agency's team shall be included in management fee quoted here)		0.00	INR Zero Only
2	Management fee for arranging one day (3 to 5 hours duration) Road Shows/Press meets and event of similar nature for about 40 to 100 guests in a city in Europe, US, Middle East, China, Asia-Pacific, Australia & NZ or other major cities outside India (All other logistics cost such as venue hiring, boarding-lodging, transport, AV and other equipments, beverage & food and other out of pocket/third party expenses of similar nature and directly linked with the cause will be paid extra as per actual if not procured by the Deptt.) (Travel- Airfare etc, Boarding and Lodging, local transport of agency's team shall be included in management fee quoted here)		0.00	INR Zero Only
3	Managing PR activity of Rajasthan Tourism for International Travel Marts such as WTM London, ITB Berlin, ITB Singapore, TopResa Paris and FITUR Madrid. (Work includes pre fixing B2B meetings with travel trade and Media, travel writers, bloggers to attract them to Rajasthan Pavilion in big numbers, sharing with them stories and information about Rajasthan, creating key market wise database of tour operators/media for follow up. (Agency is expected to depute atleast one of its representatives at Rajasthan pavilion/stall for whole duration of the event which can range from 3 to 5 days)		0.00	INR Zero Only
Total in Figures			0.00	INR Zero Only
Quoted Rate in Words			INR Zero Only	

Tender Inviting Authority: Director, Department of Tourism, Government of Rajasthan

Name of Work: EOI from Agencies for Public Relations & Media Coordination Work for Rajasthan Tourism (Bid No 74) . Quotes in this sheet will be considered for evaluation of bids

Contract No: 74 dated 25.07.2017, PR & Media Coordination Work

Name of the Bidder/ Bidding Firm / Company :				
PRICE SCHEDULE				
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)				
NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
SL No.	Item Description	Amount to be charged by the bidder for 24 months in Indian Rupees excluding of all taxes/VAT/GST Rs. P	Amount to be charged by the bidder for 24 months in Indian Rupees excluding of all taxes/VAT/GST Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5
1	Fixed deliverables related to PR and Media Coordination work as mentioned under Scope of Work head in the bid (excluding all out of pocket or third party expenses)		0.00	INR Zero Only
Total in Figures			0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only		