

REQUEST FOR PROPOSAL
(Bidding Terms & Scope of Work)
FOR

Dated: XX MM 2021

Ministry of _____

DISCLAIMER

1. This Request for Proposal ("RFP") is issued by Ministry of _____, Government of India.
2. The information contained in this RFP or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of Ministry of _____ or any of its employees or advisors, is provided on the terms and conditions set out in this RFP.

3. This RFP is not a contract and is not an offer by Ministry of _____ to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by Ministry of, in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for Ministry of _____, its employees, or advisers to consider the objectives, technical expertise, and particular needs of each party, who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP may not be complete, accurate, adequate, or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
4. Information provided in this RFP to the bidders is on a wide range of matters and is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Ministry of _____ accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the laws expressed herein. Ministry of _____, its employees and advisers make no representation or warranties and shall have no liability to any person including any bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, claims, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP or arising in any way in this selection process. Ministry of _____ 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.
5. Ministry of _____ is entitled, in its absolute discretion, but without being under any obligation, to update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that Ministry of _____ is bound to select a bidder or to appoint the selected bidder, as the case may be, for this project and Ministry of _____ reserves the right to reject all or any of the proposals of any bidder, without assigning any reason whatsoever.
6. Ministry of _____ or its authorized officers / representatives / advisors reserve the right, without prior notice, to change the procedure for the selection of the selected bidder or terminate discussions and the delivery of information at any time before the signing of any agreement for the project, without assigning reasons thereof.
7. The RFP does not address concerns relating to diverse investment objectives, financial situation, and particular needs of any party. The RFP is not intended to provide the basis for any investment decision and each bidder must make its / their own independent assessment in respect of various aspects of the techno-economic feasibilities of the project. No person has been authorized by Ministry of _____ to give any information or to make any representation not contained in the RFP.
8. Ministry of _____ may terminate the bid process at any time and without assigning any reason and makes no commitments, express or implied, that this process will result in a business transaction with anyone.

LETTER OF INVITATION

Dear Sir/Madam,

1. Ministry of Culture invites proposals from empaneled vendors against RFE/21-22/MOC-1001 request for empanelment dated 01st November 2021 for “REQUEST FOR EMPANELMENT For Event Management Company”
2. The empaneled vendors under this Request for Proposal are requested to carefully study the Scope of Work and technical requirements attached below.
3. Please inform us within two (2) days of issue of RFP at the below mentioned address (email), upon receipt:

3.1 that you will submit your proposal/bid by XX MM 2021 5:00 PM
4. The information may be submitted at the following address via email to:

Ministry of _____

Yours faithfully,

INTRODUCTION

Ministry of _____, Government of India is the ministry charged with preservation and promotion of art and culture of India. The ministry is responsible for promoting art and cultural heritage in India.

BACKGROUND

IMPORTANT DATES:

RFP Issue Date	XX MM 2021
Last Date for Query Submission	XX MM 2021 5:00 PM
Last Date for Bid Submission	XX MM 2021 5:00 PM
Technical Bid Opening	XX MM 2021 11:00 AM
Technical Solution Presentation & Evaluation	XX MM 2021 12:00 PM
Financial Bid Opening & Evaluation	XX MM 2021 11:00 AM
Declaration of Results	XX MM 2021

Submission and Evaluation of Proposal:

- The original proposals needs to be submitted via email to _____ [Cc to _____] and must be addressed to:

Ministry of _____,

The e-mail must clearly indicate the name of the project “ _____ ”

The Evaluation Committee shall evaluate the Technical & Financial Proposals for bidders based on their presentation and CV cum Interview of candidates proposed for the project.

Technical Evaluation Process:

- Ministry of _____ had empaneled several top tier event management firms to provide services for Ministry’s and other departments of Government of India. These empanelled agencies are hereby invited to bid based on the Scope of Work, financial bids and evaluation process laid down below.

- The Empaneled vendors will be requested to send in their presentations and CV of candidates based on which a presentation/interview shall be conducted for the proposed project.
- The Evaluation shall be done out of 100 marks.

S. No.	Testing Criteria	Score
1	<p>The presentation should include -</p> <ul style="list-style-type: none"> • Bidder's understanding of the current ecosystem and assignment (Basis the current scope of work laid down in the RFP) (15 marks) • Proposed modus operandi with workflow of team members (15 marks) • Two Case Studies (one each for the two Parts) with the following – <ul style="list-style-type: none"> • Approach and methodology used in the projects. (20 marks) • Bidder's prior experience in similar assignments in projects – Please list projects and role/experience separately for each Part (10 marks) <p><i>The aforementioned can be provided separately for the Two Parts/Work Packages of the Scope of Work.</i></p>	60
2	<p>Profile of Candidates proposed to be Deployed -</p> <ul style="list-style-type: none"> • Experience of team members in similar projects in past (10 marks) • Innovation and adaptability to situation (10 marks) • Knowledge of tools and database management system (10 marks) • Presentation, Body Language and Communication skills (10 marks) 	40

Financial Evaluation Process:

- After the technical evaluation is completed, the qualified bidders shall be informed about the time and location for opening the Financial Proposals. Bidder's attendance at the opening of Financial Proposals is mandatory but it shall be recorded and signed by all present.
- Financial proposals of only those bidders will be evaluated, who secure a minimum of 70% marks in the technical evaluation. The proposal with the lowest total bid value as given in FORM FIN 2 shall be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their total bid value.

Combined Evaluation Process:

Combined Evaluation

- The combined score shall be obtained by weighing the technical and financial scores in the ratio of 70:30 and adding them up. On the basis of combined weighted score for technical and financial, the bidder shall be ranked in terms of total score obtained.
- The proposal obtaining the highest combined score in evaluation will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc. The bidder securing the highest combined marks will be considered for award of the contract.

Example:

As an example, the following procedure will be followed. The minimum qualifying marks for technical qualifications are 70 and the weightage of the technical bids and financial bids is kept as 70:30. Assuming that in response to the RFP, 3 proposals, A, B & C are received. The technical evaluation committee awards them 75, 80, and 90 marks respectively. The minimum qualifying marks are 70. All the 3 proposals are, therefore, found technically suitable and their financial proposals will be opened after notifying the date and time of bid opening to the successful participants. Assuming that the evaluation committee examines the financial proposals and the quoted total bid values are as under:

Proposal Total Bid Value

A : Rs.120

B : Rs.100

C : Rs.110

Using the formula $LTBV / TBV$, where LTBV stands for Lowest Total Bid Value and TBV stands for Total Bid Value, the committee will give them the following points for financial proposals:

A : $100 / 120 = 83$ points

B : $100 / 100 = 100$ points

C : $100 / 110 = 91$ points

In the combined evaluation, thereafter, the evaluation committee will calculate the combined technical and financial score as under:

Proposal A : $75 \times 0.70 + 83 \times 0.30 = 77.4$ points.

Proposal B : $80 \times 0.70 + 100 \times 0.30 = 86$ points

Proposal C : $90 \times 0.70 + 91 \times 0.30 = 90.3$ points.

The three proposals in the combined technical and financial evaluation will be ranked as under:

Proposal A: 77.4 points: H3

Proposal B: 86 points: H2

Proposal C: 90.3 points: H1

Proposal C at the total bid value of Rs.110 will, therefore, declared as winner and recommended for approval, to the competent authority.

In the event of a tie in the final scores, the agency having the lower financial quote amongst the two would be given preference.

Form Fin 1: Financial Proposal Submission Form

[Location, Date]

To: Ministry of _____,

Dear Sir

We, the undersigned, offer to provide the Assignment/job for [Event Management Agency _____] in accordance with your Request for Proposal dated [XX-MM-202X] and our Technical Proposal. Our attached Financial Proposals (in one sealed envelope) is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of all taxes. We hereby confirm that the financial proposals are unconditional, and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposals.

Our Financial Proposals shall be binding upon us up to expiration of the validity period of the Proposal, i.e., till XX-MM-202X.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Agency:

Address:

Form Fin 2: Lump sum Cost as per TOR of Section 5

BID PROPOSAL SHEETS

Name of the work: Selection of Agency for Event Management Agency _____.

Quotes submitted provide complete solutions to **Error! Reference source not found.**, Ministry of _____ is the Nodal Ministry of Government of India responsible for the promotion of culture in India., are in accordance with the scope of work and terms & conditions mentioned under Scope of Services of this RFP.

S.No	Scope of Work	INR
1		
2		
3		
Total Bid Value (Exclusive of all taxes)		
GST @		
Total Bid Value (Inclusive of all taxes)		

(The amount should be inclusive of all Taxes and for the entire scope of services)

Note:

1. The prices stated in the Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other intellectual property rights.
2. For the purpose of evaluation for Selection of Bidder, the total cost inclusive of taxes of all the above will be considered.
3. No out-of-pocket expenses shall be paid separately unless prior approval for the same has been received from Ministry of _____ representative in writing.
4. Bidder must submit their financial bid for the total scope of work.
5. The lumpsum rates provided hereunder shall remain the same for the entire duration of the contract.

Signature of the Authorized Signatory

Place:

Name:

Date:

Designation:

Name & Address of the Bidder:

Scope of Work:

The scope of work is divided into two parts or work packages.

Indicative Timeframe and Key Deliverables:

S. No	Deliverables	Timeframe
1	XX	T+12 weeks
2	XX	Continuous during the contract period
3	XX	Continuous during the contract period

The team will be responsible for daily, weekly, and monthly reporting on the key deliverables as mentioned above based on parameters/KPIs as decided after finalization of engagement.

Note:

Ministry of _____ and selected bidder may mutually agree to extend the timeline of assignment as per the requirements of the project on the rates finalised for additional scope of work.

Tenure:

The Agency shall be hired initially for a period of 12 months from the date of signing of the engagement letter. There will be an evaluation after the completion of 12 months post which the decision to extend the agreement with mutual consent can be taken.

Terms and Conditions:

- For all other terms of this project will be dealt in accordance with the empanelment and RFE/21-22/MOC-1001 request for empanelment dated 01st November 2021 for “REQUEST FOR EMPANELMENT For Event Management Company”
- In case of any disputes the terms and conditions of empanelment and RFP shall be followed.

In case of any further clarifications feel free to contact the undersigned.
