



**UTTARAKHAND TOURISM DEVELOPMENT BOARD, (UTDB)  
PT. DEEN DAYAL UPADHYAY, PARYATAN BHAWAN,  
NEAR O.N.G.C. HELIPAD, NIMBUWALA,  
GARHI CANTT, DEHRADUN 248 003  
Ph. 91-135-2559898, Fax, 91-135-2559988**

**Invites**

**Request for Proposal**

**For**

**Selection of Agency for organizing International Yog Festival, Rishikesh from  
1<sup>st</sup> to 7<sup>th</sup> March 2024**

**Issued on 10.02.2024**

**Client:** Chief Executive Officer (CEO)  
Uttarakhand Tourism Development Board  
Pt. Deen Dayal Upadhyay, Paryatan Bhawan,  
Near O.N.G.C. Helipad, Nimbuwala,  
Garhi Cantt, Dehradun

## **DISCLAIMER**

The information contained in this Request for Proposals document (“RFP”) or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Client or any of its employees or advisers, is provided to Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the Client 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 in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client, 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.

Information provided in this RFP to the Bidders may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in anyway in this Selection Process.

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

The Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Client is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the assignment and the Client 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 Client 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 Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

## **Proposal Submission Procedure: -**

- (a) The proposal documents shall be published online on the e-Government Procurement System (e-GPS) portal i.e. <http://www.uktenders.gov.in> on the date and time as mentioned in the tender time schedule (Key Dates).
- (b) The Proposal must be submitted online through [www.uktenders.gov.in](http://www.uktenders.gov.in) only within the scheduled time. Submission of the proposal in any other mode shall not be entertained and shall be rejected. The e-portal shall not accept any late proposal as per Server clock.
- (c) All the interested bidders are required to register on e-GPS portal i.e. <http://www.uktenders.gov.in> which is free of cost.
- (d) The bidder is also required to obtain Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities (CA). Digital Signature is mandatory to participate in the e-tendering. More information on how to obtain a DSC and also its use is available under the link "Information about DSC" on the e-GPS portal i.e. <http://www.uktenders.gov.in>. Bidders already possessing the digital signature issued from authorized CAs can use the same in these tenders.
- (e) Proposals shall be submitted online on the same e-GPS portal i.e. <http://www.uktenders.gov.in> after signing them electronically using a Digital Signature Certificate (DSC) within the stipulated time as mentioned in tender time schedule (Key Dates). Online Proposals, ready for submission / upload, shall include bidding document, scanned copy of Cost of bidding document, proposal security & all the Supporting Documents in support of qualification other than rates filled by the bidder in BOQ.
- (f) Offline submission of Original Documents: - The bidders are also required to submit original documents listed in Clause 14.1 of I.T.B., either by registered post / speed post or by hand, in the office UTDB Dehradun within prescribed time. UTDB will not be responsible for any reason for non-receipt of the required original documents within prescribed time.
- (g) Proposals will be opened in the office of the UTDB, Dehradun by the designated Tender Opening Committee in the presence of intending bidders or their authorized representatives on the date and time as mentioned in tender time schedule (Key Dates) If the office happens to be closed on the date of opening of the Proposals as specified, the proposals will be opened on the next working day at the same time. The electronic bidding system would not allow any late submission of proposals.
- (h) The proposals shall remain valid for a period not less than 120 days from deadline date of proposal submission.
- (i) Bidders are advised to visit the respective sites before quoting their rates. Once the proposals are accepted, no claim whatsoever will be acceptable.
- (j) A pre-proposal meeting to clarify the issues regarding the tenders is proposed to be held in the Office UTDB Dehradun on date & time as stipulated in ITB Clause 13.
- (k) Any Addendum / Corrigendum including any date extension and clarifications will be uploaded on [www.uktenders.gov.in](http://www.uktenders.gov.in) and will not be published in newspapers. Hence, interested bidders should regularly visit this website to keep them abreast with the latest developments
- (l) UTDB shall not be held liable for any delays due to system failure beyond its control. Even though the system will attempt to notify the bidders of any proposal updates, the Authority shall not be liable for any information not received by the bidder. It is the bidders' responsibility to verify the website for the latest information related to this proposal.

**LETTER OF INVITATION**

1. Uttarakhand Tourism Development Board (UTDB) invites proposals from all eligible bidders for **organizing International Yog Festival, Rishikesh from 1<sup>st</sup> to 7<sup>th</sup> March 2024**. More details on the services are provided in the Scope of Work in this RFP.
2. Agency will be selected through “**Two Packet System (Technical and Financial Bid)**” procedure as described in this RFP and in accordance with Uttarakhand Procurement Rules, 2017.
3. The Technical and Financial Proposals shall be submitted online through [www.uktenders.gov.in](http://www.uktenders.gov.in) only. No other mode of submission shall be accepted / considered. The Bidders will submit the proposal by the date & time indicated in Data Sheet.

Yours sincerely,

Chief Executive Officer (CEO)  
Uttarakhand Tourism Development Board  
Pt. Deen Dayal Upadhyay, Paryatan Bhawan,  
Near O.N.G.C. Helipad, Nimbuwala,  
Garhi Cantt, Dehradun– 248 003  
E-mail: [publicityutdb@gmail.com](mailto:publicityutdb@gmail.com)

## I. Instruction to Bidder (ITB)

Uttarakhand Tourism Development Board (UTDB) invites proposals through e-procurement portal for **organizing International Yog Festival, Rishikesh from 1<sup>st</sup> to 7<sup>th</sup> March 2024** as per details given in this tender following Uttarakhand Procurement Rules, 2017.

### 1. Definitions:

- (a) “**Client**” means the Agency who have invited the Proposals and/ or with which the selected Bidder signs the Contract for the Services and to which the selected Bidder shall provide services as per the terms and conditions and Scope of Work of the contract.
- (b) “**Bidder**” means any entity or person or associations of person who have been requested to submit their proposals.
- (c) “**Contract**” means the Contract signed by the Parties and all the attached documents.
- (d) “**Day**” means calendar day.
- (e) “**Government**” means the Government of Uttarakhand.
- (f) “**Instructions to Bidders**” means the document which provides Bidders with information needed to prepare their proposals.
- (g) “**Proposal**” and “**Bid**” means the Technical Proposal and the Financial Proposal.
- (h) “**RFP**” means the Request for Proposal prepared by the Client for the selection of Bidders.
- (i) “**Assignment / job**” means the work to be performed by the Bidder pursuant to the Contract.
- (j) “**Sub-contract**” means any person or entity with whom the Bidder subcontracts any part of the Assignment/job.
- (k) “**Scope of Work**” means the document included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Bidder.
- (l) **Good Industry Practice** shall mean practices, methods, techniques and standards as changed from time to time that are generally accepted for use in the infrastructure, construction and real estate industry or any other good industry practice which is relevant to the said project.
- (m) “**Services**” means the work to be performed by the Bidder pursuant to the contract.
- (n) “**Document Fees**” means the amount to be paid to UTDB as Charges for the Bid Document/RFP.
- (o) “**Proposal Security**” stands for Earnest Money Deposit (EMD) and have the same meaning.

THE WORDS AND EXPRESSIONS BEGINNING WITH CAPITAL LETTERS AND DEFINED IN THIS DOCUMENT SHALL, UNLESS REPUGNANT TO THE CONTEXT, HAVE THE MEANING ASCRIBED THERETO HEREIN.

## 2. Introduction:

International Yog Festival, Rishikesh is one of the biggest International Yog Events in India. The Event is being organised since the inception of the state of Uttarakhand. The event is scheduled to be held at Rishikesh from 1<sup>st</sup> to 7<sup>th</sup> March 2024.

The Event shall host yoga practitioners from various countries as well as different parts of the country. Hence, the entire conduct of the event has to be on the lines of an Internationally acclaimed event. The Divine/spiritual Lectures, Panel Discussions etc. should be planned keeping in mind the overall theme and international audience. The panelists, speakers should be of international repute.

The effort should be to make this an event which the world looks forward to participate in the future.

Efforts are to be made to make the event truly international, in terms of participation from several countries, performances appealing to both international and Indian audience, Knowledge sharing through Panel Discussions/Talks by internationally renowned persons, speakers with international following.

The event is also to be promoted as a Minimal Plastic Event and all collaterals to be designed accordingly.

**Dates:** 1<sup>st</sup> to 7<sup>th</sup> March 2024

**City:** Rishikesh, Uttarakhand

**Location(s):** 1. Yog Bharat Ghat (near GMVN Ganga Resort)  
2. GMVN Ganga Resort Auditorium

### Tentative Plan of Activities (Yog Bharat Ghat and GMVN Ganga Resort)

Day/Date	06:30 - 09:30 hrs	10:00 - 12 noon
Day 1 (01.03.2024)	Yoga/meditation sessions	Divine Lectures, Panel Discussions
Day 2 (02.03.2024)	Yoga/meditation sessions	Divine Lectures, Panel Discussions
Day 3 (03.03.2024)	Yoga/meditation sessions	Divine Lectures, Panel Discussions
Day 4 (04.03.2024)	Yoga/meditation sessions	Divine Lectures, Panel Discussions
Day 5 (05.03.2024)	Yoga/meditation sessions	Divine Lectures, Panel Discussions
Day 6 (06.03.2024)	Yoga/meditation sessions	Divine Lectures, Panel Discussions
Day 7 (07.03.2024)	Yoga/meditation sessions	Divine Lectures, Panel Discussions

Day/Date	12:00 - 17:00 hrs	17:00 hrs – 18:00 hrs	18:00 hrs onwards
Day 1 (01.03.2024)	Break	Kirtans / Spiritual Music etc.	<b>Inaugural Function at 17:30/18:00</b> Ganga Aarti Cultural Programmes
Day 2 (02.03.2024)	Break	Kirtans / Spiritual Music etc.	Ganga Aarti Cultural Programmes Bands
Day 3 (03.03.2024)			
Day 4 (04.03.2024)			
Day 5 (05.03.2024)			
Day 6 (06.03.2024)	Break	Break	Closing Ceremony
Day 7 (07.03.2024)			

**The above Plan of Activities is only indicative. The Event Management Agencies may have to modify the programs as per actual requirements.**

## 2.1 Schedule dates of the RFP

The following shall be the schedule dates of Selection Process:

Sl. No.	Event Description	Date	Time
1	Uploading of Request for Proposal on e-portal	10.02.2024	3:00 PM
2	Last date for receiving Queries/Suggestions	12.02.2024	11:00 AM
3	Start and time for uploading of proposals in e-Procurement platform	10.02.2024	3:00 PM
4	Last date and time for uploading of proposals in e-Procurement platform	17.02.2024	12:00 Noon
5	Time and date for opening of Technical Proposals	17.02.2024	12:15 PM
6	Time and date for opening of Financial Proposals	To be intimated later	
	Venue of opening of proposals	Uttarakhand Tourism Development Board Pt. Deen Dayal Upadhyay, Paryatan Bhawan, Near O.N.G.C. Helipad, Nimbuwala, Garhi Cantt, Dehradun – 248 003	

2.2 The Bidders shall adhere to the date and time and address for submission of the proposals.

2.3 The Bidders are invited to submit a Technical Proposal and a Financial Proposal.

2.4 Each Bidders shall submit one proposal only. No Bidder or its Associate shall submit more than one Proposal. If a Bidder submits or participates in more than one proposal, all such proposals shall be disqualified.

2.5 Bidders should familiarize themselves with Local conditions and take them into account in preparing their Proposals.

2.6 Bidders shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. Client will not be responsible in any way liable for such costs, regardless of the conduct or outcome of bidding.

2.7 The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders.

2.8 The Proposal as well as all related correspondence exchanged by the Bidders and the Client shall be written in English language.

2.9 The Bidders are required to submit Technical Proposal on the prescribed formats. **Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.**

## 3. Eligible Bidders:

3.1 For determining the eligibility of Bidders for their pre-qualification hereunder, the following shall apply:

- (i) The firm should be registered in India at least for the last 10 years.
- (ii) The firm must have organized at least 3 similar events for Govt. of India / State Govt. / PSUs / Autonomous Bodies under GoI / State Govt. etc., each of value not less than Rs. 1 crore in the last five Financial Years. (2019-20, 2020-21, 2021-2022, 2022-23 and 2023-24) (submit Client's certificate or CA certificate as per Annexure-5).

- (iii) The firm should have minimum Average Annual Turnover of **Rs. 5 crores** in last five financial years i.e. 2018-19, 2019-20, 2020-21, 2021-2022 and 2022-23 as per Annexure -6 (CA certificate).  
**Note:** - Turnover Certificate from CA should bear UDIN number.
- (iv) Joint Venture (JV) is not permitted.
- (v) If any bidder, during three years prior to last date for proposal submission, has not signed the Contract after issue of Letter of Award (LOA) by UTDB or failed to execute the Contract after signing for UTDB, is not eligible against this tender.
- (vi) The Bidder should not have been black listed as on the last date of proposal submission by any Ministry / Department / under taking of Government of India or any State or Union Territory Administration.
- (vii) In accordance with the provisions of Uttarakhand Government Order No. 1542/VII-3-19/143-Industry/2003 dated 20th August 2019, the eligible bidders (enterprises) are exempted from applicability of qualification criteria related to Financial Turnover and Past Performance.

#### **4. The Proposal:**

4.1 The Bidders are required to submit their proposals in two folders:

##### **Folder 1: Technical Proposal**

##### **Folder 2: Financial Proposal**

Essential Submissions required in the proposals are mentioned below: -

##### **A. Technical Proposal:** -Technical Proposal shall consist of;

- (i) Covering Letter on format.
- (ii) Power of Attorney in favor of authorized representative, (If the proposal is signed by proprietor or MD then POA is not required).
- (iii) Affidavit of Correctness on format.
- (iv) Litigation Certificate on format.
- (v) GST Registration Certificate.
- (vi) PAN registration Certificate.
- (vii) Proof of Tender Document Fee.
- (viii) Proof of Earnest Money Deposit (EMD).
- (ix) Turnover Certificate on format.
- (x) Past Experience Form on format.
- (xi) Bidder's Information Sheet on format
- (xii) Bid Securing Declaration on format
- (xiii) Documents in support of eligibility criteria
- (xiv) Detailed note on event plan and layout

##### **B. Financial Proposal:**

As per the BoQ in financial folder.

5. The Bidders should submit along with the proposal, all relevant documents to establish their eligibility.

#### **6. Qualification Criteria:**

The bidders should qualify in the Eligibility Criteria prescribed in Clause **3 above**.

Minimum 70 marks out of 100 in the detailed note.

Financial Bids of only those bidders which qualify in the Eligibility Criteria and secure minimum 70 marks out of 100 in the detailed note shall be opened.



## **7. Tender Document Fee:**

Bidders are required to submit a non-refundable Tender fee of Rs. 5,900/- (Rupees 5,000/- + GST) in the form of DD / Banker's cheque from a Scheduled Bank, drawn in favour of "CEO, UTDB" payable at Dehradun OR to be paid online as per details given under ITB Clause No. 8 (8.8) before opening of technical proposals. **In case of non-submission of the required Tender Document Fee within time will lead to rejection of the proposal.**

## **8. Earnest Money Deposit (EMD):**

8.1 Bidders are required to submit a refundable EMD of Rs. 6.00 (Six) Lakhs only in the form of DD / Banker's cheque from a Scheduled Bank, drawn in favour of "CEO, UTDB" payable at Dehradun OR to be paid online as per details given under ITB Clause No. 8 (8.8) OR Bank Guarantee issued by a scheduled bank located in India. **In case of non-submission of the required EMD within time will lead to rejection of the proposal.**

8.2 Bank Guarantee as per format in Annexure - 7 for EMD will also be acceptable.

8.3 No interest shall be payable by the Client for the sum deposited as Earnest money deposit.

8.4 EMD shall be valid for a period of 60 days beyond bid validity period.

8.5 The EMD of the unsuccessful Bidders would be returned within one month of signing of the contract with successful Bidder. EMD of successful bidder shall be returned after submission of the required Performance Security and signing of the Contract.

8.6 Bids accompanied with lesser value of EMD or Tender Document Fee shall be summarily rejected as non-responsive.

8.7 The EMD shall be forfeited by the Client in the following events:

- (a) If Proposal is withdrawn during the validity period or any extension agreed by the Bidder thereof.
- (b) If the Proposal is varied or modified in a manner not acceptable to the Client after opening of Proposal during the validity period or any extension thereof.
- (c) If the Bidder tries to influence the evaluation process or bidder is found involved in any activity of Fraud and Corruption as per Annexure-3.
- (d) If the successful Bidder fails to submit the required Performance Security and sign the contract within prescribed time.

8.8 Bank details for net-banking are:

- (i) Beneficiary name – CEO Uttarakhand Tourism Development Board Dehradun
- (ii) Bank's name – Indian Bank
- (iii) Account Number - 50517934250
- (iv) Branch – Nimbuwala, Garhi Cantt
- (v) Address – Nimbuwala, Garhi Cantt, Dehradun
- (vi) IFSC – IDIB000N599
- (vii) GST No. – 05AAALU0031F1ZK
- (viii) PAN – AAALU0031F

8.9 The bidders (enterprises) complying with the provisions of Uttarakhand Government Order No. 1542/VII-3-19/143-Industry/2003 dated 20<sup>th</sup> August 2019 shall be eligible for the applicable exemptions. Such bidders availing the exemption for EMD shall submit "Bid Securing Declaration" in lieu of EMD as per format provided in Annexure - 14.

## **9. Proposal Preparation Cost:**

The Bidder shall be responsible for all the costs associated with the preparation of its proposal and its participation in the bidding process. UTDB will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of bidding.

## **10. Clarifications:**

10.1 Bidders requiring any clarification on the tender document through e-mail to

[publicityutdb@gmail.com](mailto:publicityutdb@gmail.com) with CC to [procurement.utdb@gmail.com](mailto:procurement.utdb@gmail.com) prior to the time and date given in the Instructions to Bidders Clause 2.1.

- 10.2 To assist in the process of evaluation of proposals, UTDB may, at its sole discretion, ask any Bidder for clarification including additional information and documents. In case of any additional documents, same can be accepted only if they are of historical nature i.e., either the documents or facts in the documents should have existed prior to proposal submission time and same could be verified independently. However, no change in the substance of the proposal would be permitted by way of such clarifications. The request for clarification and the response shall be in writing or e-mail or by fax.

#### **11. Amendment of RFP Document:**

- 11.1 At any time prior to the Proposal Due Date, UTDB may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the Proposal Document through Addendum / Corrigendum which will be posted on the website: [www.uktenders.gov.in](http://www.uktenders.gov.in) only.
- 11.2 In order to afford Bidders reasonable time in which to take an Addendum into account, or for any other reason, UTDB may, at its own discretion, extend the proposal due date.

#### **12. Validity of Proposal:**

- 12.1 The Proposal shall be valid for not less than 120 (One hundred Twenty) days from the last date for Proposal submission (but excluding the day of Proposal submission). Proposals of lesser validity shall be summarily rejected as non-responsive.
- 12.2 Prior to expiry of the original Proposal Validity Period, UTDB may request that the Bidders extend the period of validity for a specified additional period. A Bidder may refuse the request without forfeiting its Proposal Security. The Proposal of any bidder refusing to extend the Proposal Security shall be returned and shall not be included in the further proposal process. A Bidder agreeing to the request of extending the Proposal Security will not be allowed to modify its Proposal, but would be required to extend the validity of its Proposal Security for the period of extension.

#### **13. Original Documents Required:**

- 13.1 The Bidder shall submit the below mentioned original documents through in person or registered post / speed post / courier to Publicity Section of UTDB, Pt. Deen Dayal Upadhyay, Paryatan Bhawan, Near O.N.G.C. Helipad, Nimbuwala, Garhi Cantt, Dehradun, before last date and time for opening of Technical Proposal. Non submission of the required original submissions within scheduled time may lead to rejection of the proposal.
- (a) Original Document Fee (not required in case on online payment);
  - (b) EMD (not required in case on online payment);
  - (c) Power of Attorney (if applicable) and;
  - (d) Affidavit.

**No other original documents are required at this stage.**

14. Bidders may note that UTDB will not entertain any deviations to the proposal Document at the time of submission of the Proposal or thereafter. The Proposal to be submitted by the Bidders will be unconditional and unqualified and the Bidders would be deemed to have accepted the terms and conditions of the proposal Document with all its contents including the Contract. Any conditional Proposal shall be regarded as non-responsive and shall be rejected.

15. No interpretation, revision, or other communication from UTDB regarding this solicitation is valid unless posted on website: [www.uktenders.gov.in](http://www.uktenders.gov.in).

**16. Submission, Receipt and Opening of Proposal:**

- 16.1 The Bidders submit their Technical and Financial Proposals online through [www.uktenders.gov.in](http://www.uktenders.gov.in) only in the respective formats. **Submission of Proposals through any other mode is not acceptable and shall be rejected.**
- 16.2 Technical Proposal including the detailed note shall be uploaded in the prescribed format along with scanned copy of Proposal Document Fee, EMD and other supporting documents as per the RFP in the “Technical Folder” on e-portal. Similarly, Financial Proposal shall be uploaded in the “Financial Folder” in the prescribed format as per the BoQ.
- 16.3 An authorized representative of the Bidders shall initial all pages of the Technical Proposal. The authorization shall be in the form of a written Power of Attorney accompanying the Proposals.
- 16.4 UTDB, at its sole discretion, may extend the last date for Proposal submission by issuing an Addendum on the website: [www.uktenders.gov.in](http://www.uktenders.gov.in) only.
- 16.5 The Bidder is expected to examine all instructions, forms, terms, and specifications in the tender document. Failure to furnish all information required by the bidding documents or submission of a proposal not substantially responsive to the tender document in every respect will be at the Bidder’s risk and may result in rejection of its proposal.

**17. Modification and Withdrawal of Proposals:**

- 17.1 The Bidder may modify or withdraw its Proposal on e-portal before the Proposal Due Date and time. However, no Proposal can be modified or withdrawn thereafter.
- 17.2 Withdrawal of a proposal during the interval between the proposal due date and expiration of the proposal Validity Period would result in forfeiture of the EMD.

18. UTDB reserves the right to reject any Proposal which in its opinion is non-responsive and no request for modification or withdrawal shall be entertained by UTDB in respect of such Proposals.

19. Conditional Proposal shall not be considered. Any Proposal found to contain conditions attached, shall be rejected.

**20. Proposal Opening:**

- 20.1 Bidders’ representatives who choose to be present may attend the Proposal opening.
- 20.2 If the office happens to be closed on pre-proposal meeting or proposal opening day, same stands postponed to the next working day without any change in time or venue. **However, there will be no change in Proposal submission date on e-portal, unless it is also extended.**

**21. Confidentiality:**

- 21.1 In case of the bidders, any act of interference or attempt to influence the personnel associated with the evaluation shall be viewed seriously; and may also result in declaring the proposal as invalid.
- 21.2 Information relating to the examination, clarification, evaluation and recommendation shall not be disclosed to any person not officially concerned with the process. UTDB will treat all information submitted as part of proposal in confidence and will ensure that all who have access to such material treat it in confidence. UTDB will not divulge any such information unless it is ordered to do so by any Government authority that

has the power under law to require its disclosure.

**22. Technical Bid (Packet A)** in addition to the minimum eligibility criteria, shall comprise of the following:

22.1 **Detailed Note** on the planning and execution plan of the Event Management Company for the IYF 2024 giving details of the Hangar Setup, Daily Floral Installations, Yoga set up, Stage Set Ups, AV Equipment, ICT Equipment details, Manpower Planning, Themes for uniforms, Website/App Planning, Yog Schools, Cultural Programmes, Speakers etc.

**The Detailed Note has to be submitted as part of the technical bid. This shall be evaluated by UTDB and the bidders are required to score minimum 70 marks out of 100 to become eligible for their financial bids to be opened.**

**Please note that the List of Yoga Schools, Topics for Panel Discussions with names of Panelists, Spiritual/Divine Lectures with names of speakers, List of Evening Cultural performances with details of artists and the programmes shall form part of this note.**

The bidders are required to provide brief of Yoga Schools, Panelists on Panel Discussions, Speakers on Divine/Spiritual topics and Cultural Programmes as mentioned below:

Yoga Schools: Maximum 6.  
Divine Lectures: Maximum 6.  
Panel Discussions: Maximum 4.  
Cultural Programmes: Maximum 15.

- **The cost in BOQ should include air transport, road transport, hotel stay, meals, local movement etc. of all participants, Yog Teachers, speakers, panel discussion members etc.**
- **The Opening and Closing Ceremonies should be grand and the remaining days should include performances which are related to the event, spirituality etc.**
- **UTDB intends to conduct Yoga sessions (1 per day) of 5-6 different Schools of Yoga for which set up has to be planned at the Yog Bharat Ghat inside the hangar with partitions which are somewhat sound proof.**
- **The speakers, panelists, Yog School Masters and cultural programs should be professional well know figures in their respective fields and should have requisite experience.**

#### **Suggestive Yoga Schools for Yoga/Pranayam/Meditation Sessions**

<b>SN</b>	<b>Suggestive Yoga School Names</b>
1	Isha Yoga
2	Art of Living
3	Sivananda Yoga
4	Krishnamacharya Healing & Yoga Foundation
5	Heartfulness
6	Bihar/Munger School of Yoga
7	Iyenger Yoga
8	Kaivalyadham

### Suggestive Topics for Discussion/lectures

Discourses/Lecture Topics	Suggested names/Agency
Breathe right	Pranayama practitioners. Yoga Gurus
Eat right	Nutritionist
Gut reset	Nutritionist
The science of spices	Nutritionist
The idea of Self	Isha Foundation
Me and my surroundings	Brahmakumaris
The art of giving	Spiritual Speaker
Spirituality in daily life	Spiritual leader
Lessons from the Gita	ISKCON
Nature and us	Sonam Wangchuk
Overcoming Self Doubt	Deepak Chopra Foundation
Sitting – The next big pandemic	TED-X Speaker
Mindfulness and You	Transcendental Meditation Speaker

### Suggestive activities for cultural and other performances

SI	Activity	Suggestive activities
1	Laser Show	Depicting some aspect of Shiva (ex. Dev Deepawali-Varanasi, Deepotsav-Ayodhya, Lumbini Park-Telangana, Statue of Unity-Gujarat)
2	Semi Classical Performance	Manjari Dance Group, Aditi Mangal Das etc.
3	Song & Dance	Samarthanam Trust (Sunadha Dance Troupe)
4	Fusion Dance	Shivanshu Soni etc
5	Sounds of Himalayas	Pandavas, Bhairavas
6	Popular Singer	Pawandeep Rajan
7	Spiritual Bands/Performances	Kabir Café/Shabnam Virmani/Rahul Ram
8	Uttarakhand Folk	Parvatiya Kala Kendra (NSD), State Culture Dept
9	Classical Music	Art of Living Sitar group, Gandharva Mahavidyalaya, Shubha Mudgal etc
10	Percussion Troupe	Jayant Patnayak, Himalayan Drummers (Rhythm of Manipur) etc

#### 4. Hotel and Transport Cost

UTDB shall also be hosting guests from other countries and states during the event. The Event Management Company shall be required to organise transport and hotels for these guests. Rates for Hotel and Transport shall be made by the Event Management Company and paid by UTDB on actuals.

#### Note:

- The Transport Vehicles should be Registered Taxis. No Private Vehicles should be used.

- The Transport Vehicles may be required to provide Pick-Up and Drop from/to Dehradun Airport/Railway Station.
- A dedicated Team Member of the Event Management Company shall function as the Transport and Hotel Coordinator

**23 Financial Bid (Packet B)** shall comprise of the following:

23.1 **Fixed Cost:** The Fixed Cost shall include all costs for organising the 7-day Event as per Scope of Work except the costs mentioned in Variable Cost.

(The Event Management Company should plan and foresee all incidental costs associated with the smooth and successful conduct of the Event and submit the costs accordingly).

23.2 **Variable Costs:** The Variable Costs shall include the costs towards:

- 1- Yoga Schools
- 2- Panelists on Panel Discussions
- 3- Speakers on Divine/Spiritual topics
- 4- Cultural Programmes according to the mutually agreed names and rates.

(The cost shall be offered in the BOQ as a bundled cost and should include all transport, hotel stay, meals, local movement etc.)

23.3 **Formula for calculating the L1 bidder**

- The total of Fixed Cost and Variable Cost shall be taken as quoted by the bidder.
- The bidder offering the lowest Total of Fixed Cost and Variable cost shall be declared as L1.

**24 Proposal Evaluation:**

24.1 To assist in the examination, evaluation and comparison of Proposals, UTDB may utilize the services of Consultant/s or Advisor/s.

24.2 Evaluation of technical Proposals will be done in two stages – minimum eligibility criteria followed by evaluation of detailed note in which the qualifying marks shall be 70/100. The financial proposals of only those bidders shall be opened who will qualify in both stages of technical evaluation.

24.3 From the time Proposals are opened to the time the Contract is awarded, the Bidders should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Bidders to influence the Client in the examination, evaluation, ranking of Proposals and recommendation for award of Contract may result in the rejection of the Bidders' Proposal.

24.4 TSC while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.

24.5 Financial proposals of only those firms who are technically qualified shall be opened publicly in the presence of the Bidders' representatives who choose to attend.

24.6 The TSC will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail. In addition to the above corrections, the items described in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal no corrections are applied to the Financial Proposal in this respect.

24.7 As part of Evaluation, UTDB reserves the right to seek additional information and / or documents from individuals / organizations referred to in the Proposals. Further, to assist in the process of evaluation, UTDB may also seek from Bidders documents of historical nature i.e., either the documents or facts in the documents should have existed prior to

proposal submission time and same could be verified independently. However, no change in the substance of the Proposal would be permitted by way of such clarifications. The request for clarification and the response shall be in writing.

- 24.8 In addition, the Client reserves the right to verify the authenticity of documents / information from any source, including with the client/s of respective project / assignment.
- 24.9 With regard to Qualification criteria, Evaluation criteria and Bidders' proposals, the interpretation and decision of the TSC shall be final and binding on all Consultants.

## **25 UTDB's Right to Accept or Reject Proposal:**

- 25.1 UTDB reserves the right to accept or reject any or all of the proposals with or without assigning any reason and to take any measure as it may deem fit, including annulment of the bidding process, at any time prior to award of Work, without liability or any obligation for such acceptance, rejection or annulment.
- 25.2 UTDB reserves the right to reject any Proposal including that of the Preferred bidder if:
- (a) at any time, a material misrepresentation is made or uncovered; If a fraud or fraudulent practice adopted by any Bidder is established, the Bidder may be blacklisted and /or appropriate legal proceedings may be initiated against such Bidder as per the prevailing laws, OR
  - (b) the Bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the proposal.
- 25.3 If such disqualification/ rejection occurs after the Financial Proposals have been opened and the lowest ranked (L1) Bidder gets disqualified / rejected, then UTDB reserves the right to:
- (a) either invite the next lowest ranked Bidder to match the Financial Proposal submitted by the Successful Bidder; OR
  - (b) Take any such measure as may be deemed fit in the sole discretion of UTDB, including annulment of the bidding process.

## **26 Negotiation**

Ordinarily no negotiation shall be done. However, where price negotiation is necessary in the opinion of UTDB the same shall be resorted to with the successful bidder.

## **27 Notifications:**

- 27.1 Upon acceptance of the Financial Proposal of the Preferred Bidder with or without negotiations, UTDB shall declare the Preferred Bidder as Successful Bidder.
- 27.2 UTDB will notify the Successful Bidder by facsimile or e-mail and by a letter (Speed Post / Registered Post) that its Proposal has been accepted.

## **28 Acceptance of Letter of Award (LOA):**

Within three (3) days from the date of issue of the LOA, the Successful bidder shall confirm acceptance of the LOA.

## **29 Execution of Contract:**

- 29.1 The Successful Bidder shall execute the Contract within seven (7) days of the issue of LOA or such time as indicated by UTDB.
- 29.2 The draft Contract is given in Annexure - 10

## **30 Performance Security:**

- 30.1 Before signing of the Contract, the Successful Bidder shall furnish Performance Security for an amount equivalent to 10% of Contract amount including GST quoted by the Bidder by way of DD or Banker's cheque payable in favour of "Chief Executive Officer, UTDB"

- at Dehradun or an irrevocable and unconditional Bank Guarantee (Annexure 11) issued by a scheduled bank located in India in favour of UTDB with validity for 60 (sixty) days beyond the performance of the Contract.
- 30.2 The Performance Security of the Bidder shall be returned by UTDB without any interest within 1 month of the completion of the contract tenure subject to terms and conditions of the contract.
- 30.3 The Performance security shall be forfeited and en-cashed in the following cases:
- (a) If the Successful Bidder withdraws midway during the work completion.
  - (b) Any other act or acts of the successful Bidder which renders the work un-operational and UTDB establishes sufficient reasons to forfeit the performance guarantee.
- 30.4 Failure of the successful Bidder to furnish the Performance Security shall constitute sufficient grounds for the annulment of the award in which event the UTDB may make the award to the next lowest evaluated Bidder or call for new proposals.
- 31 **Suspension for participation in UTDB tenders:** Withdrawing the proposal or failure to sign the Contract or its execution in full or part after signing shall result in suspension from participation in the tenders of UTDB of the bidder in future. The suspension shall be effective from the date of occurrence of the event for a period of three years except under *force majeure* circumstances, in addition to forfeiture of EMD or Performance Security, if already submitted.
- 32 **Debriefing and Appellate:**
- 32.1 Any bidder may request in writing to CEO, UTDB for debriefing after award of contract.
- 32.2 Any bidder may also choose to submit representation to Secretary Tourism, Government Uttarakhand, who may take appropriate decision and action based on the merit of the case



## Scope of Work

The Scope of Work is divided into the following areas:

1. Infrastructure creation
2. Manpower planning
3. Transport and Logistics
4. Information and Communications Technology
5. Designing and Printing Plan
6. Cleanliness and Hygiene
7. VIP Handling
8. Branding
9. Media Engagements
10. Online Influencer Campaign
11. Hoardings
12. Miscellaneous

### **1. Infrastructure creation**

- Planning, designing and erection of a Hangar of approx. 200 x 45 ft at Yog Bharat Ghat with water proof ceiling. The Hangar should have provision for creating partitions for organising various events. The size can be modified by the Event Management Company.
- Designing and set up of Stages – upto 6 for conducting the Yoga sessions and one for Opening/Closing Ceremony, evening cultural performances.
- Designing and development of around 5-6 Octonorm Stalls along the wall of the Ghat of around 5-6 sqm area for display and sale of handicraft items, organic products etc. and to allot them to the respective vendors/firms with approval of UTDB.
- Design and development of Registration Desk, Shoe Storage Area, Water Dispensers etc.
- Designing and development of a VIP Room at the Yoga Bharat Ghat for hosting the VIPs with catering facility.
- Designing and development of Green Room for the performers.
- Designing and development of Storage Areas for the equipment etc.
- Setting up of one of the conference rooms on the Ground Floor of Ganga Resort, Rishikesh as Media Room, with catering arrangements.
- Setting Up of Auditorium at Yog Bharat Ghat for sessions with AV Equipment, water dispensers etc.
- Setting Up of floral installations around GMVN Ganga Resort, Rishikesh at designated areas/hotel premises. Heavy floral set up on all days is required in the premises.
- Planning floral yoga cutouts and other installations in the vicinity of the GMVN Ganga Resort and changing them on daily basis. The Main Hangar and VIP Room should also have floral arrangements, floral rangolis on daily basis.
- MDF/Wooden Props/Selfie Points with “TYF 2024’ mentioned.
- Silent Gensets at the Yog Bharat Ghat for the event.
- Adequate heating arrangements/cooling arrangements through Gas/electricity-based heaters/mist fans/fans during the Yoga Sessions and other programs.

- Adequate arrangements for Packaged Drinking Water.
- Adequate Tech Rider for the performances with digital backdrop.

The Hangar should present a modern look with collapsible transparent walls so as to give a clear view of the Ganges from the venue. Theme based graphics should be planned. Pahadi/Uttarakhandi Theme should reflect in the design layout of the structures.

The Hangar should be decorated with chandeliers, floral murals (to be changed daily)

The Event Manager shall be responsible for creating the entire infrastructure causing zero damage to the area. In case of any damage to Public Property by the Event Management Company or their staff, suitable penal action shall be initiated by UTDB against the Event Management Company.

For the Inaugural Function and Closing Ceremony, the Event Management Company shall be required to create digital backdrops at the Main Stage and create adequate seating arrangements on the stage. The Inaugural Function and Closing Ceremony shall see heightened activity at the venue. Hence, the Event Management Company should deploy additional manpower including Escorts and Security personnel to handle the crowd during these two activities.

The Event Management Company shall be required to place hoardings, digital screens etc. at Yog Bharat Ghat and other designated areas around Rishikesh during the period of the event. The location of hoardings, screens shall be informed by UTDB after the Award of Contract. The LEDs should be of adequate size and visible during the day also.

The bidders are requested to visit [internationalyogfestival.com](http://internationalyogfestival.com) (the website of IYF 2023) to get insight of the event organized in 2023.

## 2. Manpower Planning

The Event Management Company shall have to depute the following dedicated Managers/Team Leaders:

1. Overall Event Manager
2. Stage Coordinators
3. Media Coordinators
4. AV Coordinators
5. ICT Coordinators
6. VIP Handlers
7. Media Coordinators
8. Anchors/Emcees
9. Lady Staff for welcoming VIPs, Celebrities etc.
10. Security Staff
11. Support Staff including F&B Staff, Ushers, Ladies in Sarees, Housekeeping/Cleaning etc.

The Event Management Company shall be responsible for providing accommodation and meals to the manpower deployed by them. All staff deployed by the Event Management Company shall be provided uniform by the Event Management Company.

## 3. Transport and Logistics

- The Event Management Company shall be responsible for transporting their equipment, men and material.
- The Event Management Company shall be responsible for arranging accommodation, local transport and meals for their staff.
- The Event Management Company shall have to provide at least **04 Tempo Travelers for Shuttle Service Rishikesh and Tapovan** as complimentary service for the guests from different hotels. The Tempo Travellers shall be branded with IYF 2024.
- The Event Management Company shall have to provide at least **6-8 E-Rickshaws at the entry point from Natraj Gate to GMVN Ganga Resort**. The E-Rickshaw Drivers should be

properly groomed and available round the clock. The E-Rickshaws should be branded with IYF 2024.

- The Event Management Company shall have to provide at least **2 Golf Carts at GMVN Ganga Resort** for ferrying VIPs to the VIP Area near the stage.
- The Event Management Company shall provide at least **2 Innova Cars at disposal** of UTDB Officials.
- The Event Management Company shall make adequate arrangements for boarding and lodging of the Yoga Masters, Performers, Speakers etc. In case these people are accompanied by support staff, arrangements for them should also be made by the Event Management Company.
- The Event Management Company should appoint a Travel Manager who shall take care of all logistics and hotel bookings.
- The Event Management Company shall provide Parking Management Services at designated Parking Spaces. There should be adequate Security Staff to control the vehicles. At present, 3 Parking Spaces have been earmarked for the purpose. The Shuttle Buses should make a stopover at the Parking Spaces to ferry the guests.

#### **4. Information and Communication Technology**

- Updation of the website with information and registration facility for the participants. At present, the website of 2023. International Yog Festival is available through url - **<https://internationalyogfestival.com>** which can be updated by the Event Management Company for developing the IYF 2024 website. The Registration Process should be able to capture various details of the guests such as length of stay, country of origin, tour operators name, hotel where staying etc.
- Creation of a system of Live Streaming of the Events through YouTube/Facebook Channels of UTDB.
- Setting Up and Installation of Digital Screens at various locations in Rishikesh to live stream the activities/events being conducted at the venues. These digital screens should also be able to display information about the various programs during the 7 day Events. 3-4 such screens are expected around Rishikesh.
- Development of a Bar Code Based system for registration of the participants onsite. This system should have facility to capture the name of the Tour Operator through which the guests have booked.
- Music and Light arrangements at the stages, AV Equipment, ICT set up, LED Panels etc. at the event venue to suit the tech riders demanded by artists.
- LED/projection based Stage Backdrops for the events.
- 8-10 LED Screens at the Yog Bharat Ghat for live display of the Yoga Sessions and events.

#### **5. Designing and printing of collaterals, uniforms etc.**

- Designing of a Logo for the event.
- Designing of creatives including banners/gifs/mp4s for Social Media.
- Designing, procurement and supply of Yoga Mats, Tote Bags, Metal/Mud Water Bottles (500 ml) etc to the guests. (Approx. 500)
- Designing and printing of stationery and other collaterals. (For apps 2000 guests)
- Designing, procurement of gift/mementoes, souvenirs. (Approx. 500 guests)
- Designing and printing of Press Briefs, Program Schedule, souvenirs, folders, bags etc. for Media (Approx. 600 during the event)
- Printing of the flyers, leaflets etc. to be distributed to nearby hotels.
- Designing and printing of badges, lanyards etc. of different types. (Plastic Free)
- Designing and printing of Wrist Bands (Plastic Free)
- Designing and printing of Bags and Caps with branding (approx. 1000)
- Designing and printing of Certificates for Yoga Teachers, demonstrators etc (200 nos.)
- Designing and dissemination of E-Certificates and transmission online.

**All designs should be approved by UTDB and efforts should be made to make most of the items plastic free.**

**6. Catering Plan**

- The Event Management Company shall have to provide Catering Arrangements at the VIP Venue set up near the stage.
- Uttarakhandi Food Items should form part of the Menus.

**7. Cleanliness and Hygiene**

- Provision of Bio-Toilets/Waterless Toilets with a mix of Male and Female Toilets for around 50 guests capacity at one time. There should be attendants at the Toilets to maintain cleanliness at all times.
- Provision of Dustbins with bin liners at different locations at the Venue.
- Overall cleanliness and hygiene are most important during the event. In case any of the area is found to be dirty, toilet are not cleaned properly, this shall be viewed seriously by UTDB and suitable penalty shall be imposed.

**8. VIP Handling Services**

- A separate VIP Handling Team to be created with 1-2 unarmed Security Personnel. VIP Parking shall be created at GMVN Ganga Resort, from where they shall be escorted in Golf Carts to the stage/VIP Room near the stage.

**9. Branding**

- The entire event shall be promoted as an event of Uttarakhand Govt/Uttarakhand Tourism. The Event Management Company shall at no time promote itself as a partner/organiser etc. of the event in any of the branding, creatives etc.
- The Event Management Company shall be required to design creatives, banners for print as well as digital media which shall be circulated by UTDB.
- The Event Management Company may also promote the Event through the Yoga Schools and other personalities who are part of the event. However, the event shall always be branded as an Uttarakhand Tourism Event.

**10. Media Engagements**

- One of Rooms at GMVN Ganga Resort shall be converted into a Media Center with Tea, Coffee, other beverages and snacks to be provided by the Event Management Company on all 7 days of the event. On an average 30-40 media personnel visit the event daily.
- Separate lanyards for Media to be printed and provided.
- The Event Management Company shall depute one Media Manager with Media Kits including Press Brief, Activities of the Event, Souvenirs, Bags, Folders, Lanyards with Name Tags for Media etc.
- The Event Management Company should strictly its staff members to refrain from giving any media briefings.
- The Media Center shall be equipped with printed material like Day’s Programmes, Press Notes etc. which can be made available to the media personnel in the folder and bag.
- In case of planned interviews/media briefings, these shall be organised at the venue by the Event Management Company.

**11. Online Influencer Campaign**

The Event Management Company shall ensure Influencer Campaign through Wellness/Yoga Influencers having minimum 1 lakh followers and Engagement Rate of minimum 3% on any of the Social Media Channels (Youtube/Instagram/Facebook) as per below requirements:

<b>During Event</b>
At least 5 Influencers to be present at the event venue spread over 7 days.

The influencers should have a following of at least 1 lac on at least one social media channel. The Event Management Agency shall get the names of the Influencers approved from UTDB.

## **12. Miscellaneous**

- Basic Fire Fighting Gear like Fire Extinguishers to be provided.
- Basic First Aid Equipment with Trained Paramedic Staff to be available at Ganga Resort, GMVN.
- Announcement System in the surrounding areas for general information, emergency announcements etc.
- Any other requirement considered necessary for the conduct of successful event.
- Lamp Lighting for opening ceremony

### **Seating at the Venues (Hangar)**

- Two types of Seating provision to be planned - on mattresses during the Yoga sessions and on sofas/chairs during evening activities. The total capacity plan should enable seating of upto 500 guests.
- Two types of seating on stage also to be planned - on chairs as well as on bajots with bolsters. The seating plan should include upto 20 guests on stage.
- Dias, Lectern, Collar Mics, Fixed Mics, Wireless Mics etc. in adequate quantity.

### **Morning Yoga Sessions**

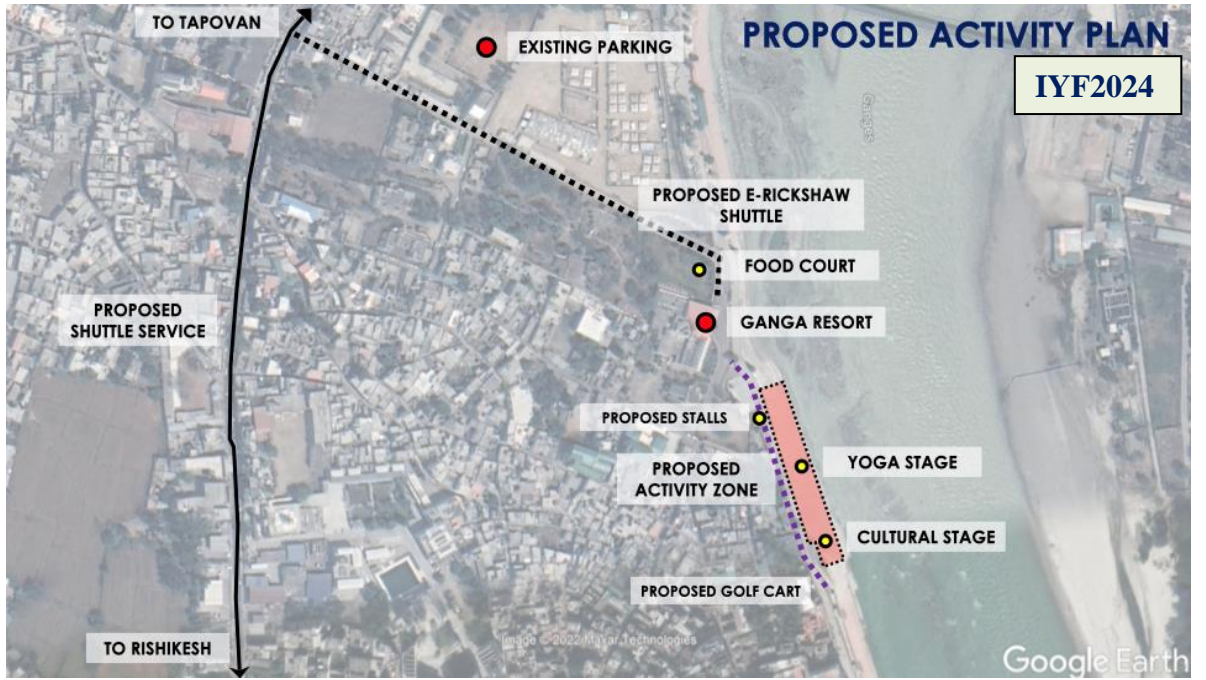
- It is expected that the Event Management Company shall coordinate with different Yoga Schools of International Repute for the Yoga sessions.
- For the Yoga sessions small stage for each Yoga School, one large screen television for each Yoga School, wireless mics, Yoga mats for participants should be provided.
- It is expected that Yoga sessions shall be organized once a day (morning) by different yoga schools with meditation, Pranayam etc.
- The Registration Facility (both online and offline) should enable the participants to book for 1 Yoga School per participant. The Yoga Sessions are to be organized facing the Ganges and small partitions (4-5 depending upon the Yoga Schools) each having a capacity of around 50-60 yoga practitioners are to be developed. The partitions should be temporary and easy to dismantle to ready the area for other programmes.
- Some sessions may be organized in the auditorium and hall of GMVN Ganga Resort also for which adequate audio-visual arrangements should be made.

### **Master of Ceremony**

1. Excellent Hindi Orator for Opening & Closing Ceremony with experience of at least 10 Events with presence from senior govt functionaries.
2. English cum Hindi MC for Day programs with experience as MC and Moderator of Talk Shows.
3. Excellent Hindi and English orator for Evening Programs with experience of at least 10 events with multiple cultural activities.

**Chief Executive Officer,  
UTDB**

Map of the Area



## System of Award of Contract

The Evaluation Process shall comprise of the following stages:

<b>TECHNICAL EVALUATION</b> <ul style="list-style-type: none"><li>• <b>Minimum eligibility criteria</b></li><li>• <b>Minimum 70 marks out of 100 in the detailed note</b></li></ul>	<b>Stage 1</b>
<b>FINANCIAL EVALUATION</b>	<b>Stage 2</b>

The contract would normally be awarded to the L1 bidder.

## **II. CONDITIONS OF CONTRACT**

### **1. Definitions:**

- 1.1 In this Contract, the following terms shall be interpreted as indicated:
  - (a) "The Contract" means the agreement entered into between the UTDB and the Service provider, as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
  - (b) "The Contract Price" means the price payable to the Service provider under the Contract for the full and proper performance of its contractual obligations;
  - (c) "The Goods" means all the equipment, machinery, and/or other materials which the Service provider is required to supply to the UTDB under the Contract;
  - (d) "Services" means services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other obligations of the Service provider covered under the Contract;
- 1.2 The Service provider shall permit UTDB to inspect the Service provider's accounts and records relating to the performance of the Service provider and to have them audited by independent auditors appointed by UTDB, if so decided.

### **2. Indemnity:**

- 2.1 The Service provider shall indemnify UTDB against all third-party claims arising out of this Contract including any legal and financial issues.
- 2.2 In addition, the Service provider shall undertake an insurance cover against all third-party claims for the value not less than the Contract value including GST.
- 2.3 The Service provider shall take all other appropriate insurance covers to protect its own property and employees.
- 2.4 The Service provider shall further insure for appropriate sum the users of its services as required under relevant Law of the State or India.

### **3. Payment:**

- 3.1 Advance Payment of upto 25% of the value of the contract against Bank Guarantee of same amount may be paid by UTDB to the successful bidder.
- 3.2 The method and conditions of payment to be made to the Service provider (in Indian Rupees) under this Contract shall be 100% after completion of the Event.
- 3.3 The Service provider's request(s) for payment shall be made to the UTDB in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and the Services performed, and by documents, submitted and upon fulfillment of other obligations stipulated in the contract.
- 3.4 Payments shall be made promptly by the UTDB but in no case later than sixty (60) days after submission by the Service provider the invoice and acceptance by authorized authority.

### **4. Prices:**

- 4.1 Prices charged by the Service provider for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Service provider in its proposal.
- 4.2 Service provider shall be entirely liable to pay and responsible for remittance with appropriate authorities all taxes, duties, license fees, permits, etc., incurred for and during the execution of this Contract.



- 4.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.
- 5. Period of Contract:**  
Seven days i.e 1<sup>st</sup> to 7<sup>th</sup> March 2024.
- 6. Contract Amendments:**  
No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
- 7. Assignment:**  
The Service provider shall not assign, in whole or in part, its obligations to perform under the Contract, except with the UTDB's prior written consent.
- 8. Liquidated Damages:**
- 8.1 In case any service/ item is not provided by the successful bidder, the expenses paid by UTDB to get the service/ item rendered from any other vendor will be borne by the Service Provider.
- 8.2 If the Service provider fails to deliver any or all of the Goods or to perform the Services specified in the Contract, the UTDB shall forfeit the full amount of the Performance Security submitted by the service provider under this Supplementary Contract as per Clause 22 of RFP.
- 9. Force Majeure:**  
The Service provider shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 10. Settlement of Disputes:**
- 10.1 The UTDB and the Service provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 10.2 If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the UTDB or the Service Provider may give notice to the other party of its intention to commence arbitration, as to the matter in dispute, specifically, defined therein, and no arbitration in respect of this matter, shall be commenced unless such notice is given and served. The Arbitration proceedings shall be commenced by a Sole Arbitrator to be agreed by both the parties, on failure the parties either party may invite three names from the President, Indian Council of Arbitration, and parties may agree to any of the name mentioned in the list, on failure it will be open for the parties to approach, as per the provision of section 11 of the Arbitration and Conciliation Act 1996 (as amended by Act No. 03 of 2016). The Service Provider shall initially bear the cost of the Arbitral Tribunal, unless it is decided by the Arbitral Tribunal under section 31(8) read with section 31A of the Act.
- 10.3 All disputes shall be subject to jurisdiction of courts in Dehradun.
- 11. Other conditions:**
- 11.1 UTDB may retain any information and/ or evidence submitted to UTDB by, on behalf of, and/ or in relation to any Bidder;

- 11.2 UTDB shall be entitled to make recoveries from the bidder's bills, Security Deposit, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.
- 11.3 Service provider shall be responsible for all the compliances to all social and environmental obligations.
- 11.4 Service provider will obtain all necessary permissions from the concerned authorities for operation of generators, sound system, parkings etc. however UTDB shall provide its support wherever required
- 11.5 Service provider shall be responsible for the payments of all taxes, duties and license fee etc.
- 11.6 Service Provider shall be responsible to take all safety measurements including firefighting arrangements etc. during this event UTDB shall not be responsible for any incident, accident or mishappenings.
- 11.7 The Contract between successful bidder and UTDB for the execution of work shall be executed on a non-judicial stamp paper as required by the Law. Cost of judicial stamp paper of appropriate value shall be borne by the Successful bidder.
- 11.8 In case of any contradiction in the terms mentioned in this document, the Financial Handbook Rules and Uttarakhand Procurement Rules 2017 will be applicable.
- 11.9 As per income Tax rules, UTDB shall deduct income Tax at source from the bills payable to the successful bidder.
- 11.10 GST will be deposited by Service Provider. Service Provider has to register in Uttarakhand State if required, if not registered earlier.
- 11.11 Sub-contractors / sub-lessees also should not have been blacklisted by any government department or organisation or undertaking and the Service Provider should get all of them approved by UTDB.
- 11.12 The Service Provider shall comply with all the applicable statutory provisions with regard to environment protection, safety of the users (e.g., adventure sports) and general public during execution of the Contract including at the time of the Event.

**{Note:**

1. To be given on Stamp paper of value not less than Rs. 100, and also should be Notarised.
2. Only in case of Proprietary firms and if signed by proprietor himself / herself, this Power of Attorney is not required.}

**Power of Attorney for signing of Application**

Know all men by these presents, We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr/ Ms (name), ..... son/daughter/wife of ..... and presently residing at ....., who is presently employed with us and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for **Organizing International Yog Festival, Rishikesh from 1<sup>st</sup> to 7<sup>th</sup> March 2024** proposed by Uttarakhand Tourism Development Board, (the “UTDB”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participate in Pre-Applications and other conferences and providing information/ responses to UTDB, representing us in all matters before UTDB, signing and execution of all contracts including the Contract and undertakings consequent to acceptance of our proposal, and generally dealing with UTDB in all matters in connection with or relating to or arising out of our proposal for the said Work and/ or upon award thereof to us and/ or till the entering into of the Contract with UTDB.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF .....2024 For .....

(Signature, name, designation and address)

(Notarised)  
 (Name, Title and Address of the Attorney)  
 Accepted  
 .....  
 (Signature)

Witnesses:

1. ....
2. ....

**Notes:**

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
2. Wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a board or shareholders’ resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed The Hague Legislation Convention 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.

(On not less than Rs. 100/- stamp paper)

**Affidavit of Correctness**

I / We, ..... who is / are Authorised to sign and submit the proposal against your tender [ title and reference number of the Invitation for proposals] do hereby undertake as follows:

- i. all the statements, documents, testimonials, certificates, etc., uploaded are genuine and the contents thereof are true,
- ii. any of our personnel, representatives, sub-consultants, sub-Service Providers, Service Providers and/or their employees will not directly or indirectly, engage in any activity that may intervene, interfere and/or influence the procurement process at any stage,
- iii. indemnify and compensate the UTDB from any penalties and costs that may be incurred due to lapse/s on our part including incorrect / misrepresented / forged documents or statements,
- iv. our firm / company, M/s. .... and our Principal M/s. .... are not blacklisted by any ministry / department / undertaking of Government of India, any State government and / or any Union territory administration in India.

2. If we are found contravening this undertaking even after award of contract in our favour or anyone else, we accept disciplinary action by the UTDB including rejection of our proposal, annulment of contract and blacklisting.

Authorized signatory for the Bidder  
 Signed: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_

(Notarised)  
 (Name, Title and Address of the Attorney)

Accepted  
 .....  
 (Signature)

Witnesses:  
 1. ....  
 2. ....

Duly Authorised to sign this Authorization on behalf of: [insert complete name of Bidder]

**Fraud and Corrupt Practices**

- 1) The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, UTDB may reject an application without being liable in any manner whatsoever to the Bidders if it determines that the Bidders has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.
- 2) Without prejudice to the rights of UTDB, if any Bidder is found by UTDB to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Bidders shall not be eligible to participate in any tender or proposal issued by UTDB or by any other Agency of Government of Uttarakhand during a period of 3 (three) years from the date such Bidders are found by UTDB to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- 3) For the purposes of this Clause 2, the following terms shall have the meaning hereinafter respectively assigned to them:
  - (a) “**Corrupt practice**” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of UTDB who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the Contract;
  - (b) “**Fraudulent practice**” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding 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 Bidding Process;
  - (d) “**Undesirable practice**” means (i) establishing contact with any person connected with or employed or engaged by UTDB with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding 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 Bidding Process.

**Anti-Collusion Undertaking**

1. We hereby certify and confirm that in the preparation and submission of this proposal, we have not acted in concert or in collusion with any other Bidder or other person/s and also not done any act, deed or thing which is or could be regarded as anti-competitive.
2. We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or Bidder in connection with the instant proposal.

**Format for Technical Proposal – Past Experience**

(Summary of relevant experience to be CA certified / statutory auditor certified)

Experience Format

[Summary – to be attached separately and be CA / statutory auditor certified] Summary:

Sl. No.	Name of the Client	Work Description	Contract no. and date	Contract value	Contract completion details	
					Start Date	Completion Date
1						
2						
3						

The Bidder may submit more details / information to substantiate its claim for past experience.

**Certified by Chartered Accountant/ Statutory Auditor**

**We, in our capacity as the Chartered Accountant/ Statutory Auditor for (name of bidder) certify that above details are correct.**

Seal and stamp of CA / Auditor

**Format for Financial Capability**

It is certified that Turnover of M/s. .... for FY 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 is as mentioned below:

<b>Financial Year</b>	<b>Turnover Amount in (Rs.)</b>
<b>2019-20</b>	
<b>2020-21</b>	
<b>2021-22</b>	
<b>2022-23</b>	
<b>2023-24</b>	

**Note:**

Turnover Certificate from CA should bear UDIN number along with his / her firm stamp.



**Format of Bank Guarantee for EMD/ Bid Security**

Whereas M/s ..... and having its registered office at .....  
(hereunder called the bidder) is desirous and prepared to submit proposal for ..... in accordance with terms and conditions of **RFP. No..... Dated .....** And whereas We, ..... Bank, agree to give the applicant a Guarantee for the Earnest Money Deposit of Rs.....in favour of CEO, UTDB payable at Dehradun.

1. Therefore, we hereby affirm that we are Guarantors on behalf of the applicant upto a total of **Rupees .....** (i.e. **Rs...../-**) and we undertake to pay the **Chief Executive Officer, Uttarakhand Tourism Development Board (UTDB), Dehradun Uttarakhand- 248 003** upon his first written demand and without demur, without delay and without necessity of previous notice of individual or administrative procedure and without necessity to prove the bank the defects or short coming or debit of the contractor any sum within the limit of **Rupees .....**

2. We further agree that the guarantee here in contained shall remain in full and effect during the period that would be taken for the acceptance of tender. However, unless a demand or claim under this guarantee is made only in writing on or before the ..... we shall be discharged from all liabilities under the guarantee thereafter.

We undertake not to revoke the guarantee during its currency except with the previous consent of the **Chief Executive Officer, Uttarakhand Tourism Development Board (UTDB), Dehradun Uttarakhand- 248 003** in writing.

We lastly undertake not to revoke the guarantee for any change in constitution of the applicant or the Bank.

Signature and Seal of Guarantor

Date :

Bank :

**Format for Covering Letter \*\*\***

To

The CEO  
Uttarakhand Tourism Development Board,  
Pt. Deendayal Upadhaya Paryatan Bhawan,  
Near ONGC Helipad, Garhi Cantt.  
Dehradun – 248 003

Dear Sir,

**Ref.: Request for Proposals through e-procurement portal for selection of agency for Organizing International Yog Festival, Rishikesh from 1<sup>st</sup> to 7<sup>th</sup> March 2024**

1. We have read, understood and accept all the terms and conditions given in the RFP including Fraud and Corrupt Practices (Annexure – 3) and Anti-Collusion Certificate (Annexure – 4) in respect of the captioned proposal and we hereby submit our proposal.
2. We have uploaded Technical and Financial Proposals appropriately on the e-procurement portal: [www.uktenders.gov.in](http://www.uktenders.gov.in)
3. We confirm that our proposal is valid for a period of 120 (One Hundred and Twenty) days from last date for proposal submission.
4. We hereby agree and undertake as under:  
Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our proposal we hereby represent and confirm that our proposal is unqualified and unconditional in all respects and we agree to the terms of the Contract, a draft of which also forms a part of the proposal provided to us.

Dated this .....Day of ....., 2024.

Name of the Bidder

.....

Signature of the Authorised Person

Note:

**\*\*\* On the Letterhead of the Bidder.**

## **Format for Financial Proposal**

**Annexure - 9**

As per BOQ in the Financial Folder of e-portal.

**CONTRACT FORM**

This CONTRACT AGREEMENT (hereinafter called the “Contract”) is made the ..... day of the month of ..... between, on the one hand **Uttarakhand Tourism Development Board**, Pt. Deendayal Upadhyay Paryatan Bhawan, (Near ONGC Helipad), Garhi Cantt., Dehradun – 248 003 represented by its ..... (designation) (Mr. ....) (hereinafter called the “Client”) and, on the other hand, M/s .....(address) represented by its .....(designation) (Mr. ....) (hereinafter called the “Service Provider”)

**WHEREAS** the UTDB is desirous that certain services viz., **Organizing International Yog Festival, Rishikesh from 1<sup>st</sup> to 7<sup>th</sup> March 2024** (Brief Description of Goods and Services) and has accepted a proposal by the Service Provider for the same in the sum of ..... (Contract Price in Words and Figures) (Hereinafter called "the Contract Price").

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) Letter of Award
  - (b) Power of Attorney;
  - (c) All Affidavits;
  - (d) Covering letter;
  - (e) Price Schedule uploaded by the Bidder;
  - (f) Scope of Services;
  - (g) Conditions of Contract;
  - (h) Minutes of pre-contract negotiation meeting; and
  - (i) Performance Security;
3. In consideration of the payments to be made by the UTDB to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the UTDB to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The UTDB hereby covenants to pay the Service Provider in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. The Contract value is Rs. .... (excluding GST).
6. Duration of the Contract is .....
7. The mutual rights and obligations of the Client and the Service Provider shall be as set forth in this Contract.
8. If the Service Provider fails to execute its obligation as per the Scope of Work, the Client may terminate this Contract and forfeit the Performance Security submitted by the Service Provider.
9. UTDB reserves the right to terminate this Contract at any stage at its discretion with or without assigning any reason.
10. In the case of dispute arising between the Client and the Service Provider, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996 and subsequent amendments from time to time. All disputes shall be subject to jurisdiction of courts in Dehradun.

Brief particulars of the services which shall be provided by the Service Provider are as under:

**IN WITNESS** whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

For and on behalf of Uttarakhand Tourism  
Development Board

For and on behalf of M/s. ....

(Sri. ....)  
.....

(Sri. ....)  
.....

Witness 1:

Witness 2:

(Signature)

(Signature)

(Name)

(Name)

(Address)

(Address)

**(Proforma of Performance Bank Guarantee)**

**THIS DEED OF GUARANTEE** executed on this the \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ by \_\_\_\_\_ (Name of the Bank) having its Head/Registered office at \_\_\_\_\_ hereinafter referred to as “the Guarantor” which expression shall unless it be repugnant to the subject or context thereof include successors and assigns;

**In favour of**

Uttarakhand Tourism Development Board, Pt. Deendayal Upadhaya Paryatan Bhawan, Near ONGC Helipad, Garhi Cantt Dehradun-248003 hereinafter referred to as “UTDB”, which expression shall, unless repugnant to the context or meaning thereof include its administrators, successors or assigns.

**WHEREAS**

By the Contract entered into between UTDB and \_\_\_\_\_, a company incorporated under the provisions of the Companies Act, 2013 / registered under....., having its registered office/permanent address at \_\_\_\_\_ (“the Service Provider”), has been granted the permission for **Organizing International Yog Festival, Rishikesh from 1<sup>st</sup> to 7<sup>th</sup> March 2024** for a period of ..... (hereinafter referred to as “the work”).

A. In terms of the Contract, the Service Provider is required to furnish to UTDB, an unconditional and irrevocable bank guarantee for an amount of Rs.....as security for due and punctual performance/discharge of its obligations under the Contract, relating to Work by the Service Provider.

B. At the request of the Service Provider, the Guarantor has agreed to provide bank guarantee, being these presents guaranteeing the due and punctual performance/discharge by the Service Provider of its obligations relating to the work.

**NOW THEREFORE THIS DEED WITNESSETH AS FOLLOWS:**

1. The Guarantor hereby irrevocably guarantees the due and punctual performance by M/s. \_\_\_\_\_ (hereinafter called “the Service Provider”) of all its obligations relating to the Work and in connection with achieving the work objectives by the Service Provider in accordance with the Contract.

2. The Guarantor shall, without demur, pay to UTDB sums not exceeding in aggregate Rs. .... within seven (7) calendar days of receipt of a written demand thereof from UTDB stating that the Service Provider has failed to meet its obligations under the Contract. The Guarantor shall not go into the veracity of any breach or failure on the part of the Service Provider or validity of demand so made by UTDB and shall pay the amount specified in the demand, notwithstanding any direction to the contrary given or any dispute whatsoever raised by the Service Provider or any other Person. The Guarantor’s obligations hereunder shall subsist until all such demands are duly met and discharged in accordance with the provisions hereof.

In order to give effect to this Guarantee, UTDB shall be entitled to treat the Guarantor as the Principal Debtor. The obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Contract or other documents or by the extension of time for performance granted to the Service Provider or postponement/non exercise/ delayed exercise of any of its rights by UTDB or any indulgence shown by UTDB to the Service Provider and the Guarantor shall not be relieved from its obligations under this Guarantee on account of any such variation, extension, postponement, non-exercise, delayed exercise of any of its rights by UTDB or any indulgence shown by UTDB, provided nothing contained wherein shall enlarge the

Guarantor's obligation hereunder.

This Guarantee shall be irrevocable and shall remain in full force and effect until \_\_\_\_\_ unless discharged/ released earlier by UTDB in accordance with the provisions of the Contract. The Guarantor's liability in aggregate be limited to a sum of Rs. ....

3. This Guarantee shall not be affected by any change in the constitution or winding up of the Service Provider /the Guarantor or any absorption, merger or amalgamation of the Service Provider /the Guarantor with any other Person. The Guarantor has power to issue this guarantee and discharge the obligations contemplated herein, and the undersigned is duly authorised to execute this Guarantee pursuant to the power granted under \_\_\_\_\_.

IN WITNESS WHEREOF THE GUARANTOR HAS SET ITS HANDS HEREUNTO ON THE DAY, MONTH AND YEAR FIRST HEREINABOVE WRITTEN.

SIGNED AND DELIVERED

by

\_\_\_\_\_ Bank

by the hand of Shri \_\_\_\_\_

its \_\_\_\_\_ and authorised official.

(To be made on Rs. 100/- stamp paper)

**LITIGATION HISTORY**

*[Note: Bidder/Proposer shall provide the certification or information as per format given below. Failure to provide such certification or information (fully and accurately) may result in a determination that the Bid/Proposal is non-responsive.]*

**NO LITIGATION CERTIFICATION**

I / We, hereby certify that our firm ..... has not been involved in any litigation for five (5) years preceding the date of submittal of this Bid/Proposal.

(sign and seal of bidder)

**LITIGATION HISTORY INFORMATION (IF ANY)**

(1) Name of Case:

Court case identification number: \_\_\_\_\_

-

Jurisdiction in which case was filed:

Outcome of the case:

(2) Name of Case:

Court case identification number: \_\_\_\_\_

-

Jurisdiction in which case was filed:

Outcome of the case:

**DECLARATION:**

**I declare under penalty of perjury that the foregoing is true and correct.**

Executed this \_\_\_\_\_ day of \_\_\_\_\_ (month and year) at \_\_\_\_\_

by \_\_\_\_\_

(signature of person responsible for submission of Bid/Proposal)



**Bidder's Information Sheet**

1. Bidder's Name (Firm / Company):
2. Bidder's year of incorporation:
3. Bidder's GST Number:
4. Bidder's PAN Number:
5. Bidder's Correspondence Address:
6. Bidder's Bank Details:
  - (a) Name of Bank–
  - (b) Account Number –
  - (c) Name of Account Holder –
  - (d) Branch –
  - (e) Address –
  - (f) IFSC –
7. Bidder's authorised representative Information:
  - (a) Name
  - (b) Email Address
  - (c) Mobile no.:

**Bid Securing Declaration**

We, M/s. .... having its registered office at .....the under signed, declare that:

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

We Accept that we will automatically be suspended from being eligible for bidding in any contract with UTDB for a period of 3 (three) years starting on the date we receive a notification from the UTDB, if we are in breach of our obligations(s) under the bid conditions because we:

- (a) Have withdrawn 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 UTDB during the period of bid validity, (i) fail or refuse to execute the contract, if required or (ii) fail or refuse to furnish the Performance Security, in accordance with the ITB / ITC.

We understand this Bid Securing declaration shall expire, if we are not the successful bidder, upon the earlier of (i) our receipt of your notification to us of the successful bidder, or (ii) 45 days after the expiration of our bid.

Dated this .....Day of ....., 2024.

Name of the Bidder

.....  
Signature of the Authorised Person

.....  
Name of the Authorised Person

Note:

- *On the Letterhead of the Bidder.*