Maharashtra Tourism Development Corporation Ltd.
(A Govt. of Maharashtra Undertaking)

International Events Branch,
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Tel.Nos.022 2283 6690, FAX: 022 2202 1830.
Tel: 022-22844567 / 22044040 Fax: 022-22021830 / 22024521

NO.MTDC/INTL CELL/StallConst/2017
DATE: 13th October 2017

Request For Proposal


Maharashtra Tourism Development Corporation (MTDC) requires to empanel four professional agencies with annual turnover of Rs. 1:00crore or more and having similar experience of handling works of similar nature at domestic and international fairs and exhibitions especially in tourism sector for conceptualization, designing and construction of Maharashtra Tourism Pavilion / stand.

A detailed tender document giving guidelines for submission of proposals has been posted on the official website of MTDC www.maharashtraturism.gov.in. The interested agencies may download the Request for Proposal for submission of their proposals.
The last date for submission of proposals is 19th October by 16:00 hrs.

Sd/-
Managing Director
M.T.D.C. Ltd.
A] BACKGROUND AND OBJECTIVE

Maharashtra Tourism Development Corporation (MTDC) regularly participates in number of events, travel marts, travel exhibitions, in India as well as overseas. While participating in these events / exhibitions / fairs / travel marts, Maharashtra Tourism would like to have agencies empanelled for designing, installation, erection and decoration of stand at the required venues. Maharashtra Tourism intends to participate in below mentioned events at domestic and international level respectively.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>List of Events / Exhibitions / Fairs / Travel Marts</th>
<th>Period</th>
<th>Size (approx) in Sq. Meters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>IITE, Global Trade Fair and Convention, Mangalore</td>
<td>27th – 29th October 2017</td>
<td>18</td>
</tr>
<tr>
<td>2</td>
<td>Holiday Expo, Vishakapatnam</td>
<td>3rd – 5th November 2017</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>IITE, Global Trade Fair And Conventions, Vijayawada</td>
<td>17th – 19th November 2017</td>
<td>18</td>
</tr>
<tr>
<td>4</td>
<td>IITM, Sphere Travel Media, Pune</td>
<td>24th – 26th November 2017</td>
<td>60</td>
</tr>
<tr>
<td>5</td>
<td>IITM, Sphere Travel Media, Hyderabad</td>
<td>1st – 3rd December 2017</td>
<td>100</td>
</tr>
<tr>
<td>6</td>
<td>IITE, Global Trade Fair And Conventions, Madurai</td>
<td>8th – 10th December 2017</td>
<td>18</td>
</tr>
<tr>
<td>7</td>
<td>IITM, Sphere Travel Media, Kochi</td>
<td>18th – 20th January 2018</td>
<td>36</td>
</tr>
<tr>
<td>8</td>
<td>IIIT, Abec Asia, Mumbai</td>
<td>11th – 13th January 2018</td>
<td>200</td>
</tr>
<tr>
<td>9</td>
<td>OTM Fairfest Media, Mumbai</td>
<td>18th – 20th January 2018</td>
<td>200</td>
</tr>
<tr>
<td>10</td>
<td>Holiday Expo, Coimbatore</td>
<td>26th – 28th January 2018</td>
<td>18</td>
</tr>
<tr>
<td>11</td>
<td>IITE, Global Trade Fair And Conventions, Nagpur</td>
<td>27th – 29th January 2018</td>
<td>18</td>
</tr>
<tr>
<td>12</td>
<td>SATTE, Delhi</td>
<td>31st January – 2nd February 2018</td>
<td>200</td>
</tr>
<tr>
<td>13</td>
<td>ITM, I Creative, Chandigarh</td>
<td>3rd – 5th February 2018</td>
<td>18</td>
</tr>
<tr>
<td>14</td>
<td>IITM, Sphere Travel Media, Kolkata</td>
<td>23rd – 25th February 2018</td>
<td>36</td>
</tr>
<tr>
<td>15</td>
<td>IITE, Global Trade Fair And Conventions, Bhubaneswar</td>
<td>9th – 11th March 2018</td>
<td>18</td>
</tr>
<tr>
<td>International</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>World Travel Market (WTM) London</td>
<td>6th to 8th November 2017</td>
<td>75</td>
</tr>
<tr>
<td>2</td>
<td>International Tourisms Bourse (ITB) Berlin</td>
<td>7th to 11th March 2018</td>
<td>86</td>
</tr>
<tr>
<td>3</td>
<td>Arabian Travel Market (ATM) - Dubai</td>
<td>22nd to 25th April 2018</td>
<td>18</td>
</tr>
<tr>
<td>4</td>
<td>PATA Travel Mart (PTM) (2018 - Langkawi – Malaysia)</td>
<td>12th to 14th September 2018</td>
<td>18</td>
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</tbody>
</table>

The primary objective of MTDC in participating in these events is to showcase Maharashtra as one of the ideal tourist destination with its wide range of tourism products to be promoted to attract international tourists. To fulfill this objective MTDC encourages participation of stakeholders of Maharashtra Tourism like inbound tour operators, travel agents, hoteliers and enterprises promoting alternative, eco and sustainable tourism concepts like agri-tourism, eco-tourism, medical tourism, MICE Tourism, sports tourism, etc. MTDC provides platform to these interested stakeholders to promote their products of Maharashtra Tourism as co-exhibitors of Maharashtra Tourism Pavilion / stand.
MTDC requires the services of professional agencies with an annual turnover of Rs. 1:00 crore in last three financial years and having previous experience of handling work of similar nature at preferably above listed domestic and international travel trade events / exhibitions / fairs / marts for conceptualization, designing and construction of the Maharashtra Tourism Pavilion / stand and providing other related ancillary services during the World Travel Market (WTM) as per the scope of work given below.

The interested applicants are requested to submit Rs. 5,000/- as Request For Proposal document fee which is non-refundable.

**B) TERMS OF REFERENCE AND ELIGIBILITY CRITERIA:**

**The basic job requirement of the agency will be:**

- Organise design, construction and decoration of Maharashtra Tourism stand in domestic and International Tourism Fairs and Exhibitions covered space approximately as given in the above table.

- Do necessary coordination with the organisers for necessary permissions and purchase electrical and technical equipments at the stall as required.

- Dispatch of publicity material from MTDC office to the event / exhibition / fair / mart venue MTDC pavilion/ stand.

- Design the stall based on the specific theme as given by MTDC for eg. Heritage, Wildlife, Caves, etc. so that it reveals the given very belonging characteristic of the state.

- All pictures used should be high resolution and a three dimensional effect is to be brought in them.

- The Maharashtra Tourism pavilion / stand at the above fairs shall have suitable tables along with executive seating to accommodate each of the co-exhibitors of Maharashtra tourism to conveniently conduct business meets.

- Flooring of the pavilion / stand should have wall to wall carpet (where not provided by organisers)

- The pavilion / stand (in case of bigger stall size i.e. 40 Sq. Meters and above) should have VIP lounge sitting arrangement comfortable for conducting business meets, holding press interviews, etc. for senior officials of Government of Maharashtra and MTDC.

- The pavilion / stand should essentially reflect a decor and ambience of Maharashtra with a professional business type layout which is conducive for conducting buyer – seller meetings and effective Maharashtra Unlimited branding.

- There should be easy accessibility and visible, double sided signages / placards for all participants / co-exhibitors in the pavilion / stand. Their names / type of products to be prominently mentioned under the banner of Maharashtra Tourism.
✓ Decorative tables showing flavours of Maharashtra, to keep the promotional materials like brochures, DVD’s, informative booklets / magazines of Maharashtra, etc. with a logo of unlimited Maharashtra on the front visible side are required.

✓ Individual safe storage space / lockers for all participants and separate larger storage area for promotional materials are essential.

✓ Areas for activities such as handicraft display / demonstrations, cultural performances, etc. are required.

✓ Well located and visible / easily accessible information counters and office space are required.

✓ A small platform of about 8ft X 6ft and 1ft high for cultural performances (of two pax) is required.

✓ Internet connectivity, individual sufficient electrical connections, light fittings with lamps, spot lights, etc. should be provided. To enable cultural performances, music system with sound, mike and light effects are required.

✓ Depending on the size of the stall, two numbers of 42” LED TVs or LED wall with DVD players should be provided.

✓ Provide about 2 hostesses as per requirement of MTDC.

✓ Provision of sufficient dustbins and daily cleaning of pavilion / stand during the course of the exhibition, should be made.

✓ Tea / coffee / juice / biscuits / water, etc. should be served to the officials and co-exhibitors at the stand as per requirement of MTDC. Wines also to be served to the travel trade during business meets / wine promotion session, etc. as required by MTDC.

✓ The scope of work also includes construction of the pavilion / stand at the site well in time i.e. one day prior to the event, maintenance activities during the event, proper security, dismantling of the pavilion / stand after the event and site clearance.

C] **SUBMISSION OF EMD:**

The applicants shall have to submit Rs. 50,000/- (Rupees fifty thousand only) along with the pre-qualification envelope towards Earnest Money Deposit (EMD). Note: EMD fee can be submitted online through SBI / Net Banking Transactions.

The agency has to submit sealed proposal along with the EMD at the time of submission of tender documents otherwise the proposal would be out rightly rejected.

D)] **ELIGIBILITY CRITERIA:**

1. The agency should have average annual turnover of at least Rs. 1:00 crore per annum for last three years specifically from handling stall design and construction work with connected ancillary requirements.
2. Must have successfully organised similar work for tourism departments / boards / airlines / MNCs at least 5 pavilions / stalls constructed in last 2 years at bigger renowned exhibitions each for domestic and international ones.
3. The agency must have executed similar work at least three work orders value not below Rs. 25 lakhs.

E] PROPOSAL SUBMISSION PROCESS:

The proposal should be submitted in 2 (two) envelopes.
1. Technical Bid
2. Financial Bid

F] VALIDITY OF THE PROPOSAL:

The proposal shall remain valid for the year November 2017 to March 2020.

G] OPENING OF PROPOSALS:

The Technical Bid shall be opened on 23rd October at 11:00 am in the presence of the bidders or through their authorised representative. The Financial Bid shall be opened only for those applicants who qualify the minimum eligibility criteria.

**Envelope - 1**

Subscribing Technical Bid which shall include following documents / details.

- a) Profile of the agency / company (details of applicant)
- b) Date of establishment of the agency / company (submit evidence)
- c) Tender document fees (Rs. 5,000/-)
- d) Total work experience (in years)
- e) Is your agency / company a Proprietorship / Partnership / Joint Venture or registered under Companies Act (Submit details and enclose certificate)
- f) EMD (Rs. 50,000/-); which may be returned to the unsuccessful applicants after the empanelment of the agencies / companies.
- g) Details of Income Tax Registration (Enclose copy)
- h) Service Tax Registration Copy
- i) Annual turnover of Rs. 1:00 crore for last 3 financial years. Copy of Chartered Accountants
- j) Successfully executing similar work for minimum 5 major renowned events / exhibitions / fairs / travel marts individually at domestic and international level.
k) Successfully executing similar work at least three work orders value not less than Rs. 25:00 Lakhs.

l) Professional Qualifications, Technical expertise & past experience. (Enclose copies of relevant documents)

m) Design for MTDC Pavilion / stall at WTM London 2017 scheduled from 6\textsuperscript{th} to 8\textsuperscript{th} November 2017. For this exhibition MTDC has taken a stall space of 75 Sq. Meters with dimensions 12.5 meters in length and 6.5 meters in width, an Island stand, open from all sides. Two designs to be submitted with two separate themes to be amongst – 1) Wildlife; 2) Heritage 3) Any other theme of Maharashtra Tourism as desired by the bidder

n) Equipments and facilities at the stall to be provided considering the basic job requirement of the agency / company.

o) A CD / Pen Drive with presentation which would be delivered by the agency / company representative on day of opening of Technical bid.

H] EVALUATION CRITERIA FOR TECHNICAL BID –

The technical bids will be evaluated on the basis of following criteria as detailed below:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Item</th>
<th>Evaluation Criteria</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The average annual turnover of the Agency (Maximum marks – 5)</td>
<td>Above Rs. 1:00 Crore &amp; upto Rs.5:00 Crores</td>
<td>2 marks</td>
</tr>
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<td></td>
<td></td>
<td>Above Rs. 5:00 Crores &amp; upto Rs. 10 Crores</td>
<td>4 marks</td>
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<tr>
<td></td>
<td></td>
<td>Above Rs. 10 Crores</td>
<td>5 marks</td>
</tr>
<tr>
<td>2</td>
<td>Constructed Stalls at Domestic &amp; International Tourism events / fairs / exhibitions</td>
<td>Constructed minimum 5 stalls each for both domestic and international major exhibitions &amp; three work orders value not below Rs. 25 lakhs</td>
<td>5 marks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Constructed 10 stalls or more each for both domestic and international major exhibitions &amp; five work orders value not below Rs. 25 lakhs</td>
<td>10 marks</td>
</tr>
<tr>
<td>3</td>
<td>Maharashtra Tourism Theme with effective branding</td>
<td>Showcasing Maharashtra Tourism Pavilion / stand using indigenous concept and design within permissible limit of Rs. 35 Lakhs inclusive of all taxes.</td>
<td>Maximum up to 30 marks</td>
</tr>
<tr>
<td>4</td>
<td>Facilities and equipments being provided at the stall considering the given basic job requirement (refer para B) within the budget set of Rs. 35 Lakhs</td>
<td></td>
<td>Maximum upto 15 marks</td>
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<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td>60 Marks</td>
</tr>
</tbody>
</table>
The Technical and the Concept / Design of Maharashtra Tourism Pavilion / stand with layout, decoration plan, etc. as indicated above must be submitted in hard copy as well as on CD. On the day of technical document opening, the applicants would be required to give 10 minutes presentation on the stall designs along with equipments and facilities they would provide for the exhibition – WTM London 2017.

Envelope - 2

Subscribing “Financial Bid for WTM 2017” which shall include following documents / details.

a) A financial bid duly dated and clearly indicating the cost against the following heads.
   i) Construction, maintenance and dismantling of the pavilion per sq. mtr.
   
  ii) Decoration and display within the pavilion per sq. mtr.
   
 iii) Taxes.

All bidders should indicate separate cost as above, the total cost inclusive of all taxes (not exceeding Rs. 35 Lakhs) and exclusive of taxes. The financial bids will be evaluated on the basis of total cost inclusive of all taxes.

b) The financial bid should be in Indian Rupees only.

c) Terms of payment:
   i) No advance payments will be made.

  ii) Payment will be made to the successful bidder after satisfactory completion of the event WTM 2017 after submission of the bills.

  iii) No payment will be made in foreign currency.

Two sealed covers subscribing ‘Technical Bid’ and ‘Financial Bid’ in covers 1 and 2 respectively should be put-up in a separate cover super scribing “Technical and Financial Bid” and detailing full Name, Postal Address, Fax, Email, Telephone number of the Tenderer on the bottom left corner of the cover and submitted to the Managing Director, Maharashtra Tourism Development Corporation, International Events Branch, 4th Floor, Apeejay House, Dinshaw Vachha Road, Churchgate, Mumbai - 400020 on or before 19th October 2017.

I) Selection Procedure:

A selection committee formed under chairmanship of Managing Director, MTDC will evaluate the technical and financial bids. Technical Bids of all applicants would be opened on 23rd October 2017 at
11:00 am; wherein the representatives of all applicants would be called for presentation. The agency / company that have the similar kind of work experience in both domestic and international Tourism events / fairs / exhibitions will only be selected. The technical evaluation will carry a weightage of 60 marks. The agencies scoring 70 percent marks (42 marks) will be qualified for opening of Financial Bid. Financial Bids of qualified bidders will be opened on the same day at 4:30 pm. The Financial Bids will carry weightage of 40 marks. 

**Financial evaluation will carry a weightage of 40 marks. The lowest financial offer will be the benchmark for financial evaluation and will get 40 marks and the next higher offer will be evaluated in the form of Lowest rate X 40.**

**Offered rate**

The first four agencies scoring highest aggregate marks on the basis of cumulative marks obtained in technical and financial bids (after adding the scores from the technical and financial evaluation) will be empanelled by MTDC. Accordingly agreement will be signed.

Thereafter, the empanelled agencies would be given event wise scope of work calling for the designs and the equipments & facilities being provided at the respective MTDC stall along with a quote either to be given by the agency or fixed by MTDC in advance. The agency / company giving the best design at the competitive price would be considered during allocation of work, thereafter.

Taking into consideration time required to finalise the procedure of empanelment and work execution for WTM 2017 scheduled from 6th to 8th November, MTDC reserves the right to select the design and the proposal found best by existing agency empanelled by MTDC, for stall construction work of WTM 2017 at the cost upto Rs. 35 Lakhs inclusive of taxes.

**J] TERMS OF PAYMENT:**

iv) No advance payments will be made.

v) Payment will be made to the each selected agency for respective work, only after satisfactory completion of the respective event / exhibition / fair / travel mart.

vi) No payment will be made in foreign currency.

**K] Additional Information:**

i) MTDC reserves the right to reject or accept any offer without assigning any reasons whatsoever.

ii) Incomplete and conditional proposals will be rejected outright.

iii) Any Displays / Translits produced for the Maharashtra Tourism Pavilion / stand at the events, will be the property of MTDC, on completion of the event.

iv) Before awarding the contract of individual work, the selected Agency / Company will deposit 5% of the accepted amount as security deposit / performance guarantee in the form of Account Payee Demand Draft / Bank Guarantee from a commercial bank in an acceptable form. The Demand Draft / Bank Guarantee should remain valid for a period of sixty days beyond the date of completion of all
contractual obligations of the suppliers for the particular awarded work. The security deposit / bank
guarantee will be released after contractual period.

v) **Validity of Request For Proposal (RFP):** RFP shall remain valid for acceptance for a period of three
months from the date of opening of the proposals.

vi) **Insurance:** Insurance including transit insurance will be arranged by the supplier / contractor.

vii) **Liquidated Damages:** In the event of contractor’s failure to complete the work within the specified
time, MTDC will recover from the contractor, as Liquidated Damages, a sum of 10% of the contract price
for every day’s delay. Besides, if the execution is delayed, MTDC may take action to debar the agency / company
from participation in further tenders and / or blacklist the agency / company.

viii) **Termination by Default:** MTDC reserves right to terminate the contract of any agency in case of
change in the Government procedures or for unsatisfactory services.

viii) **Risk – Purchase Clause:** If the contractor, after submission of the proposal and the acceptance of the
same, fails to abide by the terms and conditions of the RFP document or fails to complete the work
within the specified time or at any time repudiates the contract, the MTDC will have right to:

a) Forfeit the EMD;

b) Invoke Security Deposit / Performance Bank Guarantee, debar it from participation in future
tenders and consider blacklisting of firm;

c) In case MTDC gets the incomplete job completed through alternative sources and if the price of
completing the job is higher, the contractor shall pay the balance amount to the MTDC;

d) For all purposes, the work order accepted by the bidder and issued by the MTDC will be
considered as the formal contract.

e) All rights of amendment / deletion of the terms and conditions are reserved with MTDC.

Sd/-
Managing Director
M.T.D.C. Ltd.