

Department of Panchayati Raj
GOVERNMENT OF UTTAR PRADESH

TENDER

FOR

**Selection of an Agency for Booking of Conference Venue & Hotel Accommodation at
Agra for National level Conference at Agra on 19th Nov,2024**

E-BID REFERENCE: 5/812/2024-rgsa/09/2024 dated 23 oct,2024

E-TENDER PORTAL: [HTTPS://ETENDER.UP.NIC.IN](https://ETENDER.UP.NIC.IN)

24thOct, 2024

AUTHORITY:

Department of Panchayati Raj
GOVERNMENT OF UTTAR PRADESH

1 DISCLAIMER

The information contained in this tender or subsequently provided to the bidder, whether verbally or in documentary or in any other form by or on behalf of department of Panchayati Raj, Government of Uttar Pradesh (herein after referred as PANCHAYATI RAJ) or any of its employees, is provided to the bidder on the terms and conditions set out in this tender and such other terms and conditions subject to which such information is provided.

This tender is not an agreement or an offer by the PANCHAYATI RAJ to the prospective bidder or any other person. The purpose of this tender is to provide bidders with information that may be useful to them in the formulation & submission of their bids pursuant to this tender.

This tender may not be appropriate for all persons, and it is not possible for the PANCHAYATI RAJ and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this tender. The assumptions, assessments, statements and information contained in this tender, 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 tender and obtain independent advice from appropriate sources. Information provided in this tender 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 PANCHAYATI RAJ accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The PANCHAYATI RAJ and its employees/advisors make no representation or warranty and shall have no liability to any person including any bidder under any law, statutory 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 tender or otherwise, including accuracy, adequacy, correctness, reliability or completeness of the tender and any assessment, assumption, statement or information contained therein or deemed to form part of this tender or arising in any way in this selection process.

The PANCHAYATI RAJ also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any bidder upon the statements contained in this tender. The

PANCHAYATI RAJ 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 tender.

The issue of this tender does not imply that the PANCHAYATI RAJ is bound to select a bidder or appoint the selected bidder as the case may be, for the job and the PANCHAYATI RAJ reserves the right to reject all or any of the applications/bids without assigning any reasons whatsoever.

2 INSTRUCTION FOR E-TENDERING

The bidding process for this tender will be completed online through e-tender portal. The tender document can be downloaded free of cost from the e-tender portal.

The bidder has to register with his/her Digital Signature Certificate (DSC) in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-bid submission activities. Registering the Digital Signature Certificate (DSC) is a one-time activity. Before proceeding to register his/her DSC, the bidder should first log on to the e-tendering system using the user login option on the home page with the login id and password with which he/she has registered.

For successful registration of DSC on e-procurement portal <http://etender.up.nic.in>, the bidder must ensure that he/she should possess class-2/class-3 DSC issued by any certifying authorities approved by the controller of certifying authorities, Government of India, as the e-procurement website <http://etender.up.nic.in> is presently accepting DSCs issued by these authorities only. The bidder can obtain user login id and perform DSC registration exercise even before e-bid submission date starts. The bidder shall be required to use own digital signature while uploading its bid. The bidder shall be required to upload the bid using its digital signature only. Failure to comply or usage of digital signature of other firm shall be liable for rejection of the bid.

The bidders must upload all the required documents (which would form the technical proposal) electronically in the pdf format, except for the financial proposal (BoQ), which will be electronically uploaded on the prescribed .xls format only on the e-tender portal <https://etender.up.nic.in>. It is suggested that the pdf files should be made in grayscale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-tender portal <https://etender.up.nic.in>. The required electronic documents for each document label of technical (project details, annexures, etc.) Schedules/packets can be clubbed together to make single label file. The size of single label file should not exceed 40 mb size.

3 NOTICE INVITING TENDER

The PANCHAYATI RAJ invites sealed technical and financial proposals for **Selection of an Agency for Management** of State level Conference of Block Pramukhs, Lucknow

S.NO.	DESCRIPTION	DATE/DETAILS
1.	Issue of the tender document on the e-Tender portal https://etender.up.nic.in	24/10/24 at 5.45 pm.
2.	Pre bid Query	26/10/2024 by 4 pm. At up. panchayatiraj@gmail.com
3.	Earnest Money Deposit (EMD)	INR 1,20,000/- payable in the form of demand draft/FDR, in favor of ' Director, Panchayati Raj ', Payable at 'Lucknow'
4.	Bid submission start date	24/10/24 at 5.45 pm
5.	Bid submission closing date	29/10/24 by 6 pm.
6.	Opening of technical e-bid	29/10/24 at 6 pm.
7.	Financial e-bid opening	To be confirmed, later.

The Demand Drafts for EMD has to be submitted in original (hard copy) in a separate envelop on or before the last date & time of bid submission at the address given below. The Demand Drafts should be drawn in favor of Director, Panchayati Raj and payable at Lucknow.

4 PROJECT BACKGROUND

PANCHAYATI RAJ, Lucknow is organizing a National level Conference of 7 States comprising of 400 participants at Conference hall of Taj Hotel & Convention Center. Agra with the objective of Booking of Conference hall at Taj Hotel & Convention Center, Agra and other hotel accommodations at Agra. Department of Panchayati Raj has already blocked the Taj hotel for the conference and a financial proposal has been taken from them. The price of the same has been made part of the BOQ.

In this context, the PANCHAYATI RAJ intends to take services of a professional agency for doing the work as given SoW. Interested applicants shall submit the e-bids, the scope of work and the terms & conditions of which is mentioned in this tender document.

5 SCOPE OF WORK

The scope of services to be provided by the Agency as described below is general but is not exhaustive i.e., does not mention the entire incidental services required to be carried out. The services shall be provided all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred there from. There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects. The list given below is an indicative list and shall include any other activity in association to those mentioned below:

A. National level Conference of 7 States dated 19th Nov,2024; Venue: conference hall at Taj hotel and convention center., Agra

- I. Mansion Conference hall
- II. Lunch for 400 Participants (including 40 VIP Lunch)
- III. 4 deluxe suite and 36 rooms with breakfast and dinner on 18th and 19th Nov,2024
- IV. Hi Tea Buffet at Five Star Hotel (Conference Place) for 400 participants with menu as directed by DoPR

The agency will primarily be required to:

- Co-ordinate with Taj, Agra for successful organization of the conference as per below details:

B. Booking of Hotels as per below details for the Participants

1	Hotel Accommodation on 18th & 19th Nov, 2024 in Four Star Property with double occupancy. The accommodation shall be limited to a maximum of two four star rated adjacent property in case of unavailability of all rooms in single property. (Including Breakfast & dinner)	60
2	Hotel Accommodation 18th & 19th Nov, 2024 in Three Star Property with double occupancy. The accommodation shall be limited to a maximum of two three star rated adjacent property in case of unavailability of all rooms in single property. (Including breakfast & Dinner)	120

Note 1: the applicants must quote in the 'Financial Bid' (BoQ, to be uploaded separately in .xls file) the cost for the scope of work listed above. The fees quoted must be exclusive of GST.

Note 2 Successful bidder shall establish a help desk in each hotel premises. It shall be manned for 24 hours in shifts. If the successful bidder will provide accommodation for 25 persons or less, the help desk shall be manned by one person. For accommodation in respect of 26 – 50 persons, help desk shall be manned by two persons. For accommodation in respect of 51 persons or more, help desk shall be manned by three persons. The help desk shall have a multi-function printer, stationery like paper, Pen, Pencil, Stapler etc. The multifunction printer will have ability to scan, colour print, and photocopier. The help desk shall have a laptop, and internet / wifi facility. A notice board also be provided where day to day instructions shall be displayed for information to the participants

Note 3. The person in charge of help desk shall perform the duty of a liaison officer to look after the needs of the occupants of the hotel, their food, logistics etc., and will have interaction with his / her counterparts in other hotel premises and officials of the DoPR. There will be 1 mobile phone connection with each person manning the help desk. Further each help desk will have minimum of 2 mobile phone connections. In case of change of shift the phone number of the help desk will not change.

Note 4 In case of change of shift the persons of outgoing shift will duly brief the persons of the incoming shift.

6 PROJECT DURATION

- The period of contract will be valid till the completion of the event and settlement of accounts.

7 INSTRUCTION TO BIDDERS

The selected bidder shall function as the agency for organization of an event at Azadi Ka Amrit Mahotsav, and its scope would be extended to items lists in the scope of work.

The proposal will be evaluated on the basis of the evaluation criteria set out in this tender document in order to identify the Successful Bidder ('Successful Bidder'). The Successful Bidder will be issued a work order by the PANCHAYATI RAJ. The PANCHAYATI RAJ intends to adopt a two-stage e bidding process for the Selection of the Agency for the Assignment. Hence, the Technical and Financial proposal shall be uploaded as two separate files on the e-tendering website.

Each bidder shall submit a maximum of one (1) proposal for the assignment, in response to this tender document. Any bidder who submits more than one proposal for the assignment shall be disqualified. **Any joint venture/consortium is not allowed for this e-tendering process.** The proposal shall remain valid for a period of not less than 60 days from the proposal due date (proposal validity period). The PANCHAYATI RAJ reserves the right to reject any proposal, which does not meet this requirement.

8 EARNEST MONEY DEPOSIT (EMD)

An Earnest Money Deposit (EMD) for an amount of INR 1,20,000/- (Rupees One Lakh thirty thousand only) in the form of a Demand Draft/FDR/ rtgs, in **favor of Director, Panchayati Raj, payable at Lucknow** has to be submitted for acceptance of the e-bid. The demand draft must be hand delivered to the office of the PANCHAYATI RAJ on or before the bid submission date and time. The EMD shall be valid until 45 days after the validity period of the tender. Bidders registered under MSME are exempted from EMD submission as per standard tender terms & conditions governing the EMD Clause and MSME category.

EMD shall be returned to the unsuccessful bidders within a period of one month from the date of issue of 'Work Order' to the 'Successful Bidder'. EMD submitted by the 'Successful Bidder' shall be returned one week post the submission of Performance Security. EMD shall be forfeited if any information or document furnished by the bidder turns out to be misleading or untrue in any material respect.

9 FORMAT AND SIGNING OF E-BIDS

The bidder shall provide all the information as per this tender document. The PANCHAYATI RAJ will evaluate only those proposals that are received in the required format and are complete in all respects. The bidder shall prepare the electronic copy for the e-bids (in pdf format) and upload the e-bids on etender portal <https://etender.up.nic.in> through the bidder's digital signature certificate (DSC). Each proposal shall comprise the following:

9.1 PART I SUBMISSION

- A. Scanned copy of the DD / FDR for Earnest Money Deposit (EMD), if applicable;
- B. Covering letter in the format set out in appendix A;
- C. Details of the bidder in the format set out in appendix B.
- D. Power of attorney as per appendix C, authorizing the signatory of the proposal to commit the bidder;
- E. Technical proposal comprising:
 - i. technical evaluation criteria';
 - ii. Affidavit regarding the non-debarment by any state/central government or their agencies, in the last five years;
 - iii. Others as per appendix

9.2 PART II SUBMISSION

- A. Financial proposal will be separately uploaded on the e-tendering website after dully filling the 'bill of quantities' in the excel file (boq.xls) per the provided format and marked as 'Part ii submission – financial bid';
- B. The Amount quoted in the Financial Bid (BoQ) must be exclusive of GST

Each page of the technical e-bid shall be numbered and signed by an authorized signatory of the bidder.

10 SUBMISSION OF E-BIDS

The bidders should submit their bids online only in the 'Submission' module of the e-tender portal

<https://etender.up.nic.in>. The bids shall be submitted only from the bid submission start date till the bid submission end date and time given in the e-tender portal <https://etender.up.nic.in>. Therefore, bidders are advised to submit the e-bids well in time.

The proposal, all correspondence and documents shall be written in English. In case of accompanying literature or brochures, etc. Being in a language other than English, a certified translation should accompany the documents as part of the tender. All proposals and accompanying documentation will become the property of the PANCHAYATI RAJ and will not be returned. The bidders should submit their e-bid considering the server time displayed on the e-tender portal <https://etender.up.nic.in>. The server time is the time by which the e-bid submission activity will be allowed till the permissible time on the last/end date of submission of e-bids indicated in the etender schedule. Once the e-bid submission date and time is over, the bidders cannot submit their ebid. The bidders shall only be held responsible for any delay and whatsoever reason in submission of e-bid. The procedure for submission of e-bids by the bidders on the e-tender portal <https://etender.up.nic.in> is already available on the portal and has also been explained in the tender document under 'instructions for e- tendering' section.

10.1 Late bids

The server time indicated in the bid management window on the e-tender portal <https://etender.up.nic.in> will be the time by which the e-bids submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-bids submission date and time is over, the bidder cannot submit his/her bid. Bidder has to start the e-bid submission well in advance, so that the submission process passes off smoothly. The bidder only, will be held responsible if his/her e-bids are not submitted in time due to any reasons.

It shall be deemed that prior to the submission of the proposal, the bidder has:

- A. Made a complete and careful examination of terms and conditions/requirements, and other information as set forth in this tender document;
- B. received all such relevant information as it has requested from the PANCHAYATI RAJ, and;
- C. Made a complete and careful examination of the various aspects of the project.

The PANCHAYATI RAJ shall not be liable for any mistake or error or neglect by the bidder in respect of the above.

10.2 Withdrawal and Resubmission of E-bids

Withdrawal: At any point of time, a bidder can withdraw his/her e-bids submitted online before the e-bids submission end date and time. For withdrawing, the bidder should first log in using his/her login id and password and subsequently by his/her digital signature certificate on the e procurement portal <https://etender.up.nic.in>. The bidder should then select 'My Bids' option in the 'Bid Submission' menu. The page listing all the bids submitted by the bidder will be displayed. Click 'View' to see the details of the bid to be withdrawn. After selecting the 'Bid Withdrawal' option, the bidder has to click 'Yes' to the message "Do you want to withdraw this bid?" displayed in the 'Bid Information' window for the selected bid. The bidder also has to enter the bid withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the 'Submit' button. The bidder has to confirm again by pressing 'OK' button before finally withdrawing his / her selected bid. Once the bidder has withdrawn his/her bid he/she cannot re-submit this bid again.

Resubmission: The bidder can resubmit his/her e-bids as and when required till the bid submission end date and time. The new bid will replace the e-bids submitted earlier. The payment made by the bidder earlier will be used for revised e-bids and the new bid submission summary generated after the successful submission of the revised e-bids will be considered for evaluation purposes. For resubmission, the bidder should first log in using his/her login id and password and subsequently by his/her digital signature certificate on the e-tender procurement portal <https://etender.up.nic.in>. The bidder should then select 'My Bids' option in the 'Bid Submission' menu. The page listing all the bids submitted by the bidder will be displayed. Click 'View' to see the details of the bid to be resubmitted. After selecting the 'Bid Resubmission' option, click 'Encrypt & Upload' to upload the revised e-bids documents by following the methodology provided in clause submission of e-bids above.

The bidders can submit their revised bids as many times as possible by uploading their e-bids documents within the scheduled date & time for submission of e-bids. No e-bids can be resubmitted subsequently after the deadline for submission of e-bids.

The PANCHAYATI RAJ may, in exceptional circumstances, and at its sole discretion, extend the above proposal due date by issuing a corrigendum.

11 RECEIPT AND OPENING OF E-BIDS

Bidders are advised to submit their e-bids in 'Two-Packet' system with technical and financial bids separately on e-tender portal. **Please note that Financial Bid (BoQ) must not be shared or quoted in the technical bid.**

The prices should be quoted in the Financial Bid (BoQ) only. On receipt on the e-tender portal, the technical proposals will be opened by the Bid Evaluation Committee (BEC) members in the Office of Director, Panchayati Raj, Uttar Pradesh.

The PANCHAYATI RAJ will open all e-bids, in the presence of bidder's authorized representatives who choose to attend **at the office of PANCHAYATI RAJ, Lucknow** on the date and time mentioned in the 'Notice Inviting Tender'. The bidder's representatives who are present shall record their attendance on the attendance sheet. In the event of the specified date of e-bid opening being declared a holiday for the purchaser, the e-bids shall be opened at the appointed time and place on the next working day.

The bidder's names & the presence and other details as the purchaser at its discretion may consider appropriate, will be announced at the opening of the e-bids. The names of such bidders not meeting the qualification requirement shall be notified subsequently.

After the evaluation of the technical e-bids, the PANCHAYATI RAJ shall notify those bidders whose e-bids were considered non-responsive to the conditions as mentioned in this tender document and not meeting the qualification requirements indicating that they did not technically qualify for selection as the agency for this project. The PANCHAYATI RAJ will simultaneously notify on the e-tender portal <https://etender.up.nic.in>, whose technical e-bids were considered acceptable and have been shortlisted for the presentation and opening of their financial e-bids.

The PANCHAYATI RAJ reserves the right to reject any proposal not submitted on time and which does not contain the information/documents as set out in this tender document. To facilitate evaluation of proposals, the PANCHAYATI RAJ may, at its sole discretion, seek clarifications in writing from any bidder regarding its proposal.

12 EVALUATION

The criteria for technical evaluation and selection of bidders are set out under section eligibility criteria and evaluation methodology.

As part of the evaluation, the Part I – technical submission shall be checked for responsiveness with the requirements of the tender document and only those proposals which are found to be responsive would be further invited to give a presentation in accordance with the criteria set out in this tender document.

PART I – submission would be considered to be responsive if it meets the following conditions:

- A. The amount towards EMD (dd) has been received on or before the proposal due date including any extension thereof.
- B. It is signed and marked as stipulated in clause ‘format and signing of e- bids’ and ‘submission of e- bids’. It contains all the information and documents including scanned copy of demand drafts for the tender fee document and EMD as requested in the tender document.
- C. It contains information in formats specified in this tender document.
- D. It conforms to the bid validity period as set out in the tender.
- E. It provides information in reasonable detail. (“reasonable detail” means that, but for minor deviations, the information can be reviewed and evaluated by the PANCHAYATI RAJ without communication with the bidder). The PANCHAYATI RAJ reserves the right to determine whether the information has been provided in reasonable detail.
- F. There are no inconsistencies between the proposal and the supporting documents.
- G. The e-bid document should be properly indexed with page numbers.

A proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one:

- A. Which affects in any substantial way, the scope, quality, or performance of the assignment, or
- B. Which limits in any substantial way, inconsistent with the tender document, the PANCHAYATI RAJ rights or the bidder’s obligations under the work order, or
- C. Which would affect unfairly the competitive position of other bidders presenting substantially responsive proposals.

The responsive proposals shall be evaluated as per the criteria set out in section eligibility criteria and evaluation methodology.

Price bid of only those bidders, who achieve a minimum benchmark score of 70 in the technical evaluation shall be opened and evaluated. Evaluation shall be done based on the total price (exclusive of GST, as quoted in the BoQ) and evaluation will be done as per QCBS procedure laid down in the bid.

13 THE PANCHAYATI RAJ RESERVES THE RIGHT TO REJECT ANY PROPOSAL, IF:

- A. At any time, a material misrepresentation is made or discovered; or the bidder does not respond promptly and diligently to requests for supplemental information required for the evaluation of the proposal.
- B. In the event of acceptance of the proposal of the preferred bidder, the PANCHAYATI RAJ shall declare the preferred bidder as the successful bidder. The PANCHAYATI RAJ will notify the successful bidder through a letter of intent (LoI) that its proposal has been accepted.

The successful bidder(s) shall be issued the work order on at the earliest.

14 PERFORMANCE SECURITY

The successful bidder shall at his own expense will deposit with the PANCHAYATI RAJ, within 3 (three) days after the receipt of notification of award of the Work Order (Letter of Award) from the PANCHAYATI RAJ, an unconditional and irrevocable Performance Bank Guarantee (PBG) amounting to 3% of the agreement value from a Scheduled Bank Acceptable to the PANCHAYATI RAJ, payable on demand, for the due performance and fulfilment of the agreement by the bidder. This Performance Guarantee shall be for an amount equivalent to 3% of the agreement value. All incidental charges whatsoever such as premium, commission, etc. With respect to the Performance Guarantee shall be borne by the bidder. The Performance Guarantee shall be valid until 30 days after the validity period of the tender. Subject to the terms and conditions in the Performance Bank Guarantee, at the end of 03 (three) months, the Performance Bank Guarantee may be discharged/returned by the PANCHAYATI RAJ upon being satisfied that there has been due performance of obligations of the bidder under the agreement. However, no interest shall be payable on the performance guarantee.

Failure of the successful bidder to comply with the requirements of clause performance security shall constitute sufficient grounds for the annulment of the Work Order/LoA and forfeiture of the EMD. In such an event, the PANCHAYATI RAJ reserves the right to:

- A. Either invite the next best bidder to match with the financial proposal of the successful bidder, or;
- B. Take any such measures as may be deemed fit in the sole discretion of the PANCHAYATI RAJ, including annulment of the bidding process and blacklisting of the firm from the PANCHAYATI RAJ for any future work.

Notwithstanding anything contained in this tender document, the PANCHAYATI RAJ reserves the right to accept or reject any proposal, or to annul the bidding process or reject all proposals, at any time without any

liability or any obligation for such rejection or annulment.

The bidding process shall be governed by, and construed in accordance with, the laws of India and the courts in Lucknow shall have exclusive jurisdiction over all disputes arising under, pursuant to and or in connection with the bidding process.

15 PAYMENT

Payment will be made to the agency, upon the successful completion of the event and submission of the post event report along with photographs and videos. The final payment will be made only upon the verification of the BoQ and satisfactory performance of the work.

16 Breach of Contract and Penalties

(S) Breach of SLA is defined as performance lower than requisite performance in this agreement.

(ii) Penalties will be levied on the service provider, for the violation of Service Level Agreement of the contract as mentioned below:

Sr. No	Particulars	Financial Implications
1	Not able to deliver the rooms as per contract.	Panchayati Raj can use the clause of Failure to Deliver Service and forfeit PBG for such cases and backlisting of the Agency.
2	Non-delivery of any milestone/deliverable as per scope of work. E.g. – non-delivery of the seating arrangement as per the requirement of the Panchayati Raj	1 st instance – 0.05% of the contract value 2 nd instance – 0.1% of contract 3 rd instance – 0.2% of contract

Sr. No	Particulars	Financial Implications
3	Non-deployment of total manpower mentioned in the contract as per the Schedule	0.5% of overall contract value for every week of delay in deployment of manpower or every day of the event/duration of event
4	If the employee of service provider is found responsible for disobedience/ misconduct or has misbehaved in any manner or resorted to any violent behavior etc. with the employees of Panchayati Raj or other employees of service provider	1 st instance – 0.05% of contract 2 nd instance – 0.1% of contract 3 rd instance – 0.2% of contract
5	If cumulative penalties reach 10% of the contract value	Termination of contract

17 ELIGIBILITY CRITERIA AND EVALUATION METHODOLOGY

Bidders which are registered on the e-tender portal are eligible to participate in this e-tendering process. E-bids submitted by any other bidders will be treated as non-responsive and will not be considered against this e-bid. New bidders who wish to participate should initiate new registration on the e-tender portal to be able to participate in the process.

Note: qualitative comparative evaluation of work credentials amongst the participating bidders and with the scope of work will be applied work credentials will be considered as on last date of submission of e-bids.

Important: since the characteristics of the job is special in nature and is being desired for a marquee event,

the PANCHAYATI RAJ will perform sufficient analysis & checks on the technical capability/credentials of the bidders and comparison for each of the projects suggested by the bidder. Evaluation will be finally based on the decision of PANCHAYATI RAJ.

18 Technical evaluation CRITERIA

S. No.	Basic Requirement	Specific Requirement	Document Required
1	Legal Entity	The bidder must be registered under Companies Act, 1956 or reputed Partnership Act/ Proprietorship firm registered in India.	Certificate of Incorporation/ Registration Certificate
2	Financial Turnover of the Company	The Bidder average annual turnover for the last three financial years should be at least Rs.100.00 Lakh.ending FY 23-24	CA Certificate with CA's Registration no and Seal/P& L account of this effect of last three financial years.
3	Experience of the Agency	The bidder should have 3 Year similar work experience ending FY 23-24. Or ongoing FY 24-25.	Related Work orders / MoUs/ Agreements/ Lols BEC & completion Order
4	Projects	Past Experience of Similar Services: The Bidder must have successfully executed / completed at least- One single order of above 80 % or two order each of 50% or three orders of 40% of the Estimated Bid Value.	Copies of contracts /work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.
5	Mandatory undertaking	The bidder firm/ Owner/Director/ Partner should not have any criminal background /insolvency/liquidation occurrence in the past. The bidder firm should not have been ever suspended or debarred or blacklisted from any central/state Govt. department in the past. Notarized affidavit to this effect is to be submitted with the bid. The technical committee will evaluate and decide the technical qualification of the bidders in above context.	Self-Certificate on Company Letter head.
6	Authorization of hotels	Agency should submit the Authorization Letter on blocking the venue from the Hotel.	Authorization from the hotels proposed.

7	Proof of 4 star and 3-star Hotel	Agency must submit proof of the 4 star and 3 star Hotel accommodation	Proof
8	GST Registration	Agency should be registered under GSTN	Copy of the Certificate.
9	EMD (2%) of the estimated bid value	Bidders can also submit the EMD with Account Payee Demand Draft / FDR in favor of Director Panchayati Raj, Uttar Pradesh UP payable at Lucknow. Bidder has to upload scanned copy / proof of the DD along with bid.	Scanned Copy of the same. (Without EMD bid shall not be considered)

The agency who fulfil the above criteria will be considered technically qualified bidder. Failure to comply with criteria shall render the bidder ineligible. The financial proposal of in- eligible bidder shall not be considered.

Note: submission of forged documents will also result in summary rejection of the bid.

E-bid should comprise of following sections:

1. TECHNICAL BID
2. FINANCIAL BID

19 EVALUATION METHODOLOGY

19.1 Technical Bid Evaluation

Meeting all the criteria of technical evaluation criteria mentioned above.

19.2 Commercial Bid Evaluation (percentage based bid processing .

The maximum estimated budget is given in the BOQ. The bidder has to quote in percentage basis. The technically qualified bidder whose rates are lowest (L1) would be awarded the tender. DoPR will issue a letter of Award of Contract to L1 for providing hotel accommodation and other services. However, in case L1 is not able to provide all hotel accommodation as may be required, contract may be awarded to L2 bidder at the rates offered by L1 bidder. In case both L1 and L2 bidder fail to meet the requisite demand then order for such additional requirement will be given to L3, L4,bidders in that order, at the rates offered by L 1 bidder. In case DoPR want to increase or decrease the number of quantity mentioned in the BoQ then in same manner discount would be applied (as quoted by the bidder in terms of percwentage)

20 FRAUD AND CORRUPT PRACTICES

The bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process and subsequent to the issue of the LoA and during the entire project duration. Notwithstanding anything to the contrary contained herein, or in the LoA, the PANCHAYATI RAJ may reject a bid, withdraw the LoA, or terminate the association with the selected bidder, as the case may be, without being liable in any manner whatsoever to the bidder, if it determines that the bidder, 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. In such an event, the authority shall be entitled to forfeit and appropriate performance security, as damages, without prejudice to any other right or remedy that may be available to the PANCHAYATI RAJ under the bidding documents and/or the LoA, or otherwise.

Without prejudice to the rights of the PANCHAYATI RAJ under the clause '**fraud and corrupt practices**' hereinabove and the rights and remedies which the PANCHAYATI RAJ may have under the LoA, or otherwise if a bidder, is found by the PANCHAYATI RAJ 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, or after the issue of the LoA or the project duration, such bidder shall not be eligible to participate in any tender or RFP issued by the PANCHAYATI RAJ for a period of 2 (two) years from the date such bidder, is found by the authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be.

For the purposes of this clause '**fraud and corrupt practices**', 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 the PANCHAYATI RAJ 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 or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the PANCHAYATI RAJ, shall be deemed to constitute influencing the actions of a person connected with the bidding process); or (ii) save and except as permitted under the clause 'Performance Security' (b) of this tender, engaging in any manner whatsoever, whether during the bidding process or after the issue of the LoA or during the project duration, as the case may be, any person in respect of any matter relating to the project or the LoA, who at any time has been or is a legal, financial or technical adviser of the PANCHAYATI RAJ in relation to any matter concerning the project;
- B. 'fraudulent practice' means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the 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 the PANCHAYATI RAJ 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.

21 Arbitration: Director, Panchayati Raj, Uttar Pradesh

22 Jurisdiction Area: Lucknow

23 APPENDIX A

**COVERING LETTER
(ON THE LETTERHEAD OF THE BIDDER)**

DATE:

TO:

REF: 'Tender for SELECTION OF AN AGENCY FOR Booking of Hotel accommodation for National level Conference at Agra

Being duly authorized to represent and act on behalf of..... (hereinafter referred to as 'the bidder'), and having reviewed and fully understood all of the proposal requirements and information provided and collected, the undersigned hereby submits the proposal on behalf of _____(name of bidder) for the captioned project in one (1) original, with the details as per the requirements of the tender document, for your evaluation. we confirm that our proposal is valid for a period of 60 days from _____(insert proposal due date).

We also 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 proposed scope of work, which forms a part of the tender document provided to us. We hereby certify and confirm that in the preparation and submission of our 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 anticompetitive.

Yours faithfully,

For and on behalf of (name of bidder)

Duly signed by the authorized signatory of the bidder
(name, title and address of the authorized signatory)

24 APPENDIX B**DETAILS OF BIDDER
(TO BE PROVIDED ON 'COMPANY LETTER HEAD')**

1.	Name of the project		
2.	Name of the bidder firm		
3.	Registered Office	Address (With Pin Code)	
		Telephone Nos. (With STD Code)	
		Fax Nos. (With STD Code)	
		E-mail ID	
		Website	
4.	GSTIN (Copy to be Enclosed)		
5.	PAN Card No (Copy to be Enclosed)		
6 A.	Name and designation of the Chief Executive of the firm		
6 B.	Address		
7 A.	Name and designation of the authority that is authorized to sign the e-Bid document		
7 B.	Address		
8.	EMD amount (Details of the DD/FDR etc)		
9.	Other Eligibility documents as per Prequalification criteria mentioned in the RFP:		
9 A.	Documents in evidence of Past Experience		

25 APPENDIX C

**POWER OF ATTORNEY
(ON STAMP PAPER OF INR 100/-)**

Know all men by these presents, we. (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms. (name and residential address) who is presently employed With us and holding the position of.....As our attorney, to doing our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for *'Tender for SELECTION OF AN AGENCY FOR Booking of Hotel accommodation for National level Conference at Agra* including signing and submission of all documents and providing information/responses to the PANCHAYATI RAJ in all matters in connection with our proposal for the said assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this power of attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the _____ day of _____ 2024
for _____
(name and designation of the person(s)
signing on behalf of the bidder)

Accepted

_____ (signature)

(name, title and address of the attorney)

Date:

NOTE:

1. To executed only if the bidder is a company, agency or firm.
2. 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. Copy of such document should be submitted along with the power of attorney.
3. Also, wherever required, the bidder should submit for verification the extract of the charter

documents and documents such as a resolution / power of attorney in favour of the person
executing this power of attorney for the delegation of power hereunder on behalf of the

26 APPENDIX D

On letter Head.

DATE:

TO:

Ref: *'SELECTION OF AN AGENCY FOR Booking of Hotel accommodation for National level Conference at Agra*

Dear Sir,

I/we _____ hereby declare that statements, project documents, credentials, documentary evidences, financial statements and other tender documents in the proposal are true, authentic to the best of my/our knowledge. I/we have not incorporated any information not undertaken by us, in the proposal. I/we, for the purpose of the said tender, have not forged, misrepresented & misled any information that has not been undertaken by us. For the purpose of the evaluation, the PANCHAYATI RAJ, Government of Uttar Pradesh, has the right to verify the authenticity of the proposal submitted by us.

I/we fully understand that in case of furnishing any false documents or statements, forging, misrepresentation & producing misleading information in the proposal, and failure to abide by the terms and conditions of the tender, i/we are liable to any actions that may be taken against us by the PANCHAYATI RAJ, Government of Uttar Pradesh.

Yours faithfully,

For and on behalf of (name of bidder)

Duly signed by the authorized signatory of the bidder (name, title and address of the authorized signatory)

27 APPENDIX F

Financial proposal submission form (Rates to be quoted as per the BOQ enclosed below)

Separate MS excel sheet has been provided for the financial proposal (boq).

S.No.	Description of Goods	Qty
	Conference location : Taj Hotel & Convention Center	
1	Deluxe suite Accommodation at Conference location on 18th & 19th Nov,2024	4
2	Noraml room Accommodation at Conference location on 18th & 19th Nov,2024	36
3	Conference Lunch	360
4	VIP Lunch @ Conference	40
Other Hotel Accommodations		
5	Hotel Accommodation on 18th & 19th Nov,2024 in Four Star Property with double occupancy. The accommodation shall be limited to a maximum of two four star rated adjacent property in case of unavailability of all rooms in single property. (Including Breakfast & dinner)	60
6	Hotel Accommodation 18th & 19th Nov,2024 in Three Star Property with double occupancy. The accommodation shall be limited to a maximum of two three star rated adjacent property in case of unavailability of all rooms in single property. (Including breakfast & Dinner)	120
7	Hi Tea Buffet at Five Star Hotel (Conference Place) with menu as directed by DoPR	400

Note: financial proposal (quote) shall have to be given on the .xls format file of the e-tender portal

<https://etender.up.nic.in>

28 APPENDIX G

Lunch Menu:

- a) Soup & b) Two Dry Vegetable c) One Vegetable curry and Paneer based curry d) Dal (Fry Dal,

Dal Makhani,) e) Chole/ Rajma/ Kadhi/ Malai Kofta/ Veg Kofta f) Zeera Rice & Pulao Or Veg Biryani g) (Tawa Roti/ Tandoori Roti/ Missi Roti/ Naan Roti) with Butter h) Salad, Pickle, Papad, i) j) Sweet (Gulab Jamun/ Rasmalai/ Rasgulla) and Ice Cream and Curd/ Raita/ Fruit Raita/ Pineapple Raita k) RO Water or Mineral water

Dinner Menu in the Hotel Accommodations

Buffet Dinner will comprise of the following:

Thick Veg Soup (Cream of Tomato / cream of Mushroom / Almond Shorba)/ soup sticks with butter, Mixed green Salad, Curd / Raita, Roti, Naan, Missi Roti, butter, Boiled Rice (both brown and white), Peas/Jeera Rice, Daal/ DaalMakhani/Chole/Rajma, fruits (three seasonal fruits), papad, sugar,sugar free, condiments, Lemon Pickle, Mango Pickle, water.

AND

3 hot dishes out of – Mixed vegetable / Seasonal vegetable / Vegetable Kofta/ Dum Aaloo, one Paneer dish / MalaiKofta/Veg Manchurian with noodles, Peas Mushroom

AND

1 hot dish out of – Grilled/Baked Chicken/Mutton/Fish dish with gravy as an option.

AND

2 desserts out of – GulabJamun)/ Rasgulla / RasMalai, Pastry / Chocolate Brownie, Ice cream (butter scotch / chocolate)

Buffet Breakfast comprise of the following :

Early Morning : Biscuits (non-cream/Glucose) with tea/coffee followed by Milk, bread (white as well as brown – both types), butter, jam, cornflakes, paneer (sauted/bhurji), Porridge (Dalia), baked potato/sweet potato, apple (uncut), banana(uncut), sprouts, fresh Orange juice, yoghurt, tea, coffee, milk provided separately for tea and coffee, sugar, sugar free, sauce, condiments, water.

AND

2 hot dishes out of –Idly with sambhar and coconut chutney + vegetable/tomato chutney + masala powder/Dosa with sambhar and coconut chutney vegetable/tomato chutney + masala powder / Upma with sambhar and coconut chutney

vegetable/tomato chutney + masala powder / Vermicelli with vegetables / stuffed potato paratha / Poha

AND

1 hot dishes out of – Omelette / Boiled egg / Poached Egg/Egg Bhurji/French toast

Taj Lunch menu: 2 veg soups, 3 simple salad, 2 compound salad, achar , papad , raita

Main course : 1panner dish, 3 vegetable,1 dal, 1 rice, Indian bread, 2 desserts, 1 ice cream.

Hi-tea : Tea ,coffee, cookies, sandwiches