

REQUEST FOR PROPOSAL

For

**Engagement of a Firm/Agency/Business-House for Running the Craft Center in
Mahabahu Brahmaputra River Heritage Centre at Panbazar,Guwahati-01**



**Guwahati Metropolitan Development Authority
Bhangagarh,Guwahati-05**

Request For Proposal

The Chief Executive Officer, (CEO) invites Guwahati Metropolitan Development Authority (GMDA) invites sealed request for proposals (RFP) affixing court fee stamp of Rs. 8.25 from interested firms/parties/business-houses to run the crafts centre in Mahabahu Brahmaputra River Heritage Centre at Panbazar , Guwahati.

The Procurement Summary are as follows:

Name of Project	Engagement of a Firm/Agency/Business-House for Running the Craft Center in Mahabahu Brahmaputra River Heritage Centre at Panbazar,Guwahati-01
Cost of Bid Document (Non-Refundable)	Rs. 500/- (Five Hundred Only) in form of DD/Bankers Cheque in favour of CEO, GMDA
EMD Deposit	Rs. 10,000/- (Ten Thousand Only) in form of DD/Bankers Cheque in favour of CEO, GMDA
Issue Date	02-11-2021
Application Submission Deadline	22-11-2021
Process of Selection	Quality and Cost Based System (QCBS)
Time of Assignment	Initially for 1 year, extendable subject to satisfactory performance assessment.

1. Background:

Request for Proposals (RFPs)are hereby invited from interested firms/parties/business-houses having experience of similar work of the highest quality to run the Craft Centre inside Mahabahu Brahmaputra River Heritage Centre located at Panbazar ,Guwahati-01,developed by Guwahati Metropolitan Development Authority(GMDA). The Craft Centre should be one of a unique kind accentuating the charm and grandeur of the Heritage Centre displaying different artifacts, handicrafts, handloom and other interesting collectibles of the region which would be totally locally made but should have the quality of highest repute, which would go a long way to fascinate the visitors as well as taking our locally made products to national and international showground.

2. Objective and Broad Scope of Work:

The objective is to provide a showcasing as well as selling/marketing platform to the art, craft, artefacts and such other products of Assam manufactured by the local artisans, women, groups, entrepreneurs etc. through an efficient and well-organized firm/agency. GMDA

seeks RFPs from interested parties/firms/agency so that the Craft Centre would be operated & managed by a professionally run agency having similar experience of the highest quality.

Interested Parties will submit a list of products(handicrafts, artefacts, handloom, woodcraft etc.) to be displayed with comprehensive description as detailed in scope of work revelling the rich cultural value and significance of these products to be submitted in the form of Annexure-IB as given in the RFP document.

The dimension of the Craft Centre is 3.6x4.4m.(The detailed Site Plan can be downloaded from the official website of GMDA www.gmda.assam.gov.in along with the tender document)

The initial term for the assignment would be 12 months with possibilities of further extension subject to satisfactory performance.

The aim of the selected Firm/Agency would be to develop ways/strategies to display/sell the products which are appealing and pleasing to the eyes of visitors with its colourful presentation and unique and attractive design.The engaged firm may use social media platform and also work on feedbacks from public, thereby aiming for more and more outreach, appreciation and productivity.

Terms and Conditions:

1. Existing structure of the already built Craft Centre can't be changed, However, any internal modifications will be subject to approval from the Authority.
2. Time of opening: From 10 A.M. to 8P.M.every day,except Mondays when the entire Heritage Centre will be closed for maintenance.
3. Electricity Charge will be borne by GMDA.
4. Overall maintenance/cleaning of the Heritage Centre will be done by GMDA but in-house maintenance of the Craft Centre will be done by the firm to be engaged.
5. The dimension of the Crafts Centre is 3.6x4.4m.(The detailed Site Plan can be downloaded from the official website of GMDA www.gmda.assam.gov.in along with the tender document)
6. EMD of Rs.10,000/- (Ten Thousand) in the form of DD/BG needs to be submitted by the parties in favor of CEO,GMDA. No interest is payable on EMD and EMD's of unsuccessful bidders will be returned.
7. Selected Party will have to sign an agreement with GMDA.
8. The bid security shall remain valid for a duration of 60 days, counted from the last date for submission of proposals.
9. Interested Parties will submit a list of products (craft, handloom, handicrafts, artefacts etc.) to be displayed with comprehensive description as detailed in Annexure-IB of the RFP document championing the rich cultural value of these locally produced products along with their uniqueness. This will be part of their

Technical Proposal evaluation along with Presentation on these products including video presentation.

10. Monthly rent to be quoted by firms/agency as Financial Proposal at Annexure-IIA & IIB
11. The agency/firm selected shall be liable for all costs, expenses accrued from any damage to the existing structure of the Craft Centre.
12. Termination of Contract: The works may be terminated at any time by the Hiring Authority upon one month notice in writing being given to agency, if the agency work is not found to be satisfactory according to the terms of the agreement or fails to take action as per the directions of Authority's official.
13. Any issues arising will be resolved by Mutual Committee with representatives from both the parties if required and only if the Authority thinks so.

Qualification Criteria:

- I. The agency must be incorporated /registered under Central/State/Local Authorities or any other act in India or in the state of Assam.
- II. The agency must have experience of running minimum 1 similar kind of projects.
- III. The bidder must not be debarred by any procuring entity in Assam as per provisions U/s 46 of Assam Public Procurement Act, 2017 on the last date of submission of proposals.
- IV. Participating firm should not have any conflict of interest as laid down in the act. Any bidder found to have conflict of interest will be disqualified and its bid security will be forfeited.
- V. The agency must have average annual turnover of at least Rs. 20 Lakh during past three Financial Years i.e. FY: 2017-18, 2018-19 and 2019-20

How to Apply: Procedure for Submission and Opening of Proposals:

1. Participating firms shall prepare the proposals and shall submit the Technical and Financial proposals in two separate sealed envelopes both kept inside a Larger Envelope.
2. Both the envelopes should be super-scribed as **“Proposal for Engagement of a Firm/Agency/Business-House for Running the Craft Center in Mahabahu Brahmaputra River Heritage Centre at Panbazar,Guwahati-01”**.
3. Court Fee Stamp worth Rs.8.25 must be affixed on the right top corner of the front page of the proposal. Proposals without correct stamp shall be treated as incomplete.
4. Proposals must be submitted not later than 2 PM on 22 November, 2021 at the following address: To Chief Executive Officer,GMDA

Statefed Building ,1st Floor, Bhangagarh,Ghy-05.

5. Late bids(including courier/e-mail/registered post etc) shall not be accepted.
6. Technical proposals shall be opened on in presence of bidders and their authorized representatives at a time decided by the Special Evaluation Committee constituted for this purpose.
7. Proposals must be accompanied with bid security amount of Rs. 10,000, submitted in the form of a demand draft /bank guarantee drawn in favor of CEO,GMDA.Proposals unaccompanied by bid security shall be treated as incomplete.
8. The financial bids of technically qualified bidders will be opened on suitable date and time under intimation to the qualified bidders.

Procedure for Evaluation of Proposals:

- 1) Incomplete bids or bids not submitted in the appropriate format or conditional bids shall be treated as non-responsive and rejected.
- 2) Responsive technical proposals shall be evaluated by the Special Evaluation Committee on the basis of following criteria:

SN	Criterion	Marks
1	Relevance of Organization's Past Experience (No. of Assignments and Extent of Similarity)	20
2	Average Turnover in the last 3 years (Firm having the highest average turnover will have the highest marks of 10,rest will be marked proportionately.	10
3	<i>List of locally produced products submitted with description explaining their uniqueness championing rich cultural values of Assam.</i>	20
4.1	<i>Presentation Quality</i>	15
4.2	<i>Video Presentation on the products</i>	35
TOTAL		100

- 3) Only those firms which secure **at least 70 Marks** in the Technical Evaluation shall be considered for Financial Evaluation. The date of financial proposal opening shall be informed to such firms in advance.
- 4) Financial proposals shall be considered excluding GST.
- 5) Combined Evaluation Scores shall be calculated using the following method:

The highest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following: $Sf = 100 \times F/Fm$, in which "Sf" is the financial score, "Fm" is the highest price, and "F" the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are: T = 80, and P =

20. Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T+ P = 1) as following: $S = St \times 0.8 + Sf \times 0.2$

- 6) Firm obtaining the highest combined score (S) shall be considered for award of contract.

Documents to be submitted along with:

- 1) Bid security /EMD amount of Rs. 10,000, to be submitted in the form of a demand draft /bank guarantee drawn in favor of CEO, GMDA with the Technical Proposal.
- 2) Non-Refundable cost of RFP document @ Rs.500 in shape of DD/BG in favor of CEO, GMDA with the Technical Proposal.
- 3) Incorporation/Registration Certificate.
- 4) PAN Card, upto date GST Certificate.
- 5) Trade License of the existing outlet/establishment if any.
- 6) Past Experience documents to be submitted as in Annexure-III
- 7) Turnover documents for the three financial years duly audited by CA as in Annexure-IV
- 8) Technical and Financial Proposal documents as stated in the RFP document.
- 9) Detail Address of Establishment of the Firm/Agency/Organisation etc name, address, contact details, email, brief introduction etc.
- 10) Self Declaration stating that:
 - a) The bidder is not debarred by any procuring entity in Assam as per provisions U/s 46 of Assam Public Procurement Act, 2017 on the last date of submission of proposals.
 - b) Participating firm doesn't have any conflict of interest as laid down in the act. Any bidder found to have conflict of interest will be disqualified and its bid security will be forfeited.
- 11) Self-Attested copies of all the submitted records/documents stated above along with duly signed RFP Document on all pages.
- 12) The bidders have to submit documents as specified along with technical bid in conformity with the detail terms & conditions in bid documents.
- 13) If the Bid submission date is declared as a holiday, than the next subsequent working day will be considered for submission and opening of the bid.
- 14) Authority reserves the right to accept/reject or change the terms and conditions of the bid document during the entire selection process without assigning any reason whatsoever.

Sd/-

Chief Executive Officer,
Guwahati Metropolitan Dev. Authority
Bhangagarh, Guwahati-05

Annexure IA – Technical Proposal Submission Form

<Location / Date>

To:
Chief Executive Officer
Guwahati Metropolitan Dev. Authority
Bhangagarh, Guwahati- 781 005

Dear Sir:

We, the undersigned hereby submit our technical proposal for the work _____ in accordance with your Request for Proposals dated *[Insert Date]*. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in separate envelopes.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP.
- (c) We have no Conflict of Interest in accordance with the RFP.
- (d) We are not debarred by any procuring entity under Assam Government.
- (e) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment as decided by the Authority.

We understand that the Authority is not bound to accept any Proposal that the Authority receives.

Yours sincerely,

<Authorized Signature>

<Name and Title of Signatory>

<Name of Consultant (company's name)>

In the capacity of: <>

<Address>

<Contact information (phone and e-mail)>

Annexure IB – Technical Proposal Submission Form

Detailed list of products to be displayed (handicrafts, artefacts, handloom, woodcraft etc.) to be displayed with comprehensive description are as follows:

Product Category	Product Description	Significance
Handicrafts		
Artefacts		
Handloom		
Woodcraft		
**		

N.B. ** Prospective bidders may add any other product category if they desire.

** Any other relevant details may be added below by the bidders

Annexure IIA – Financial Proposal Submission Form

<Location / Date>

To:

Chief Executive Officer
Guwahati Metropolitan Dev. Authority
Bhangagarh, Guwahati- 781 005

Dear Sir:

We, the undersigned, offer to provide the hereby submit our Financial proposal for the work _____
__in accordance with your Request for Proposals dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of Rupees {Insert amount in words and figures}.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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

Yours sincerely,

<Authorized Signature>

<Name and Title of Signatory>

<Name of Consultant (company's name)>

In the capacity of: <>

<Address>

<Contact information (phone and e-mail)>

Annexure IIB – Financial Proposal Submission Form

Sl.No.	Name of Work	Rate per Month in Rs. (INR)	
		In Figures	In Words
1.	Engagement of a Firm/Agency/Business-House for Running the Craft Center in Mahabahu Brahmaputra River Heritage Centre at Panbazar,Guwahati-01		

Annexure III – Relevant Experience

SN	Location of Establishment (if any)	Name of the Work/Establishment	Details of the establishments/works presently in operation or earlier run by the applicant.
1.			
2.			
3.			
4.			
5.			

N.B. Details of Past Experience may supported by documentary evidence.

Annexure -IV Financial Turnover of the Applicant

SNo.	Financial Year	TurnOver(in INR)
1	2017-2018	
2	2018-2019	
3	2019-2020	
	Total	

(The bidder to attach audited annual report, certified by C.A.)