

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), GMDA invites sealed Request for Proposals affixing court fee stamp of Rs.8.25 from interested parties /firms/business-houses to run the Craft Centre in Mahabahu Brahmaputra River Heritage Centre at Panbazar,Guwahati-01.

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 DD/Bankers Cheque in favor of CEO, GMDA.
EMD Deposit	Rs.10000/-(Ten Thousand Only) in form DD/Bankers Cheque in favor of CEO, GMDA.
Issue Date	07-12-2021
Application Submission Deadline	28-12-2021
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 artefacts, 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

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 Cost 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 in the form of DD/BG needs to be submitted by the parties in favor of CEO, GMDA. No Interest will be payed on EMD and EMDs 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, artifacts 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 seven days' 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 28th December, 2021 at the following address:
To Chief Executive Officer, GMDA
Statfed 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: $Sf = 100 \times \frac{F}{Fm}$, 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: $S = S_t \times 0.8 + S_f \times 0.2$

- 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.

Chief Executive Officer
GMDA, Bhangaighar PS