

Gujarat State Child Protection Society

TENDER DOCUMENT FOR ADVENTURE CAMP

**BID
PURCHASING**

**From 21/04/2018 to
27/04/2018
Till 12:00 Hr.**

**LAST DATE OF BID
SUBMISSION**

**27/04/2018
Till 15:00 Hr.**

**Bid Opening and
PRESENTATION**

**Date and time shall
be intimated
separately**

Gujarat State Child Protection Society

Block No: 19, 3rd floor,
Dr. Jivraj Mehta Bhavan,
Sec. 10A, Gandhinagar. 079-23242521/2/3
www.gspcsdsd.in

1. INVITATION TO BID

Bids are invited from firms having experience of minimum 5 years in handling adventure sports and Camps for organizing adventure camp at Manali, Himachal Pradesh during May-June 2018.

- 1.1 Tender document can be downloaded up to 27/04/2018 till 12.00 noon from website www.gspcsdsd.in. Tender fee of 500/- (Rupees five hundred only) (non-refundable) payable to the following office in the form of cash/DD only, at the time of tender submission on or before 27/04/2018

Gujarat State Child Protection Society

Block No: 19, 3rd floor,
Dr. Jivraj Mehta Bhavan,
Gandhinagar

- 1.2 Bids are invited in two bid systems. Bidders are requested to submit, one sealed envelope containing Earnest Money Deposit, one sealed cover having technical forms in prescribed format and one sealed cover containing price bid. All envelopes shall be placed in a large envelope and sealed with super scribing the envelope with name of work i.e. Tender for 'Adventure camp at Manali
- 1.3 Qualification requirements specifying financial capacity, technical, minimum acceptable levels with regards to Bidders experience in relevant activity and other related factors as given and described will be evaluated first and those qualification criteria will be considered for further evaluation. Technical Proposal, which is not considered substantially responsive, will be rejected. The short-listed bidders may be required to make a presentation. Based on Presentation and Technical Evaluation, Price bids shall be opened for further evaluation in the presence of the Bidders who choose to attend the opening.
- 1.4 Technical forms and EMD must be delivered at the above stated address not later than 27/04/2018 up to 3:00 PM. Bids must be accompanied by an Earnest Money Deposit of **1,00,000/- (Rupees One Lack only)**. EMD shall be in a form of Demand draft drawn on any Nationalized Bank payable at Gandhinagar, drawn in favor of "Gujarat State Child Protection Society".

2. QUALIFICATION OF THE BIDDER

2.1. To be qualified for tender, bidder shall have to fulfill following requirements: -

Sr.	Qualification criteria	Documentary Evidence
1	The bidder should have a minimum experience of Five years in running campsite/Adventure sports.	Work Order/Work Completion certificate /other relevant documents
2	The Bidder should have achieved a minimum Annual Financial Turnover (in camping/adventure activity in similar nature, etc) of Rs. 20.00 Lakhs in average of past 3 years (2016-17, 2015-16 & 2014-15)	CA certificate
3	The Bidder should have satisfactory handled at least one similar nature of programme/Event of Rs. 5.00 Lakhs in the last three years with Gujarat Government or any other state or central Government	Work Order/Work Completion certificate /other relevant documents
4	The bidder shall submit a power of attorney authorizing the Signatory of the proposal to sign and execute the contract	Power of Attorney as per the format given in Annexure -2
5	The bidder shall provide PAN, GST Number	A copy of PAN, GST
6	The bidder shall provide a valid EMD acceptable to GSCPS. Tender EMD/security deposit of Rs.1,00,000/- has to be submitted along with proposal document	DD of EMD
7	History of Litigation	As per the format given in Annexure -3
8	The bidder has to submit self-certified letter indicating that they have not been blacklisted by any Government Department, Organisation, Corporation	Self-certified letter
9	The bidder should be owner of the campsite	Affidavit on stamp paper of Rs. 100(Non-Judicial)

2.2 CLIENTS RIGHT

GSCPS reserve its right to call for clarifications/original of the supporting document for verification, as deemed fit and also to cross check for any details as furnished by the Bidder from past-executed projects/clients etc. Bidder shall have no objection whatsoever in this regard.

3. PREPARATION OF BIDS

3.1 LANGUAGE OF BID

The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the GSCPS shall be written in the English or Gujarati language.

3.2 EARNEST MONEY DEPOSIT

3.2.1 Earnest Money Deposit shall be of 1,00,000/- (Rupees One Lack only) in the form of Demand Draft in the name of "Gujarat State Child Protection Society".

3.2.2 The EMD will not carry any rate of interest.

3.2.3 When contract for the work is finalized with a successful bidder, the EMD of the remaining unsuccessful bidders shall be returned not later than thirty (30) days from the date of issue of work order to the successful bidder.

3.2.4 The Bid security maybe fortified,

- If the bidder withdraws the Bid after its opening during the period of Bid validity
- If the Bidder does not accept the correction of the bid price
- In the case of a successful bidder, if the bidder fails within the specified time limit to Sign the agreement.

3.3 FORMAT AND SIGNING OF BID

3.3.1 The Bidder shall prepare and submit prescribed forms in hard copy with supporting documents.

3.3.2 The bid shall contain no alterations, interlineations, erasures or overwriting except those as necessary to correct errors made by the bidder, in case of occurrence such corrections shall initialed by the person or persons signing the bid.

3.3.3 The bid shall be filled only by the firms in whose name the Bid documents have been issued. No bidder shall participate in the bid of another for the contract in any relation whatsoever.

3.3.4 All pages of the bid, except for unimpeded printed literature, shall be initiated by the person signing the bid. A copy of this document signed on all pages must accompany the bid

4. SUBMISSION OF BIDS

4.1 SEALING AND MARKING OF BIDS.

4.1.1. The envelope shall be addressed and submitted to the office as follows:

Gujarat State Child Protection Society

Block No: 19, 3rd floor,

Dr.Jivraj Mehta Bhavan,

Gandhinagar

4.1.2. The above envelopes shall be properly sealed.

4.1.3. No bid shall be accepted unless it is properly sealed and marked as instructed above. Bidders shall not be allowed to fill in or seal their Bids at the GSCPS's office.

4.2. DEADLINE FOR SUBMISSION OF BIDS

4.2.1. The bids must be received by the GSCPS at the address as specified in relevant clause not later than the time and date as specified.

4.2.2. The GSCPS may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with relevant clause, in which case all rights and obligations of the GSCPS and bidders previously subject to the original deadline shall thereafter be subject to the deadline as extended.

4.3 Bid Validity

60 Days from the date of opening of bid

4.4. LATE BIDS

Any bid received by the GSCPS after the deadline of submission of bids will be returned unopened to the bidder

4.5. MODIFICATION OF BIDS

No Bid for modification or substitution of bid after submission shall be entertained.

4.6. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of his bid and the GSCPS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4.7. ONE BID PER BIDDER

Each bidder shall submit only one bid. A bidder who submits or participates in more than one Bid will cause all the proposals with the Bidder's participation to be disqualified.

5. BID OPENING AND EVALUATION

5.1. OPENING OF THE TECHNICAL BIDS BY GSCPS

- 5.1.1. First of all envelope containing Earnest Money of 1,00,000/- in form of DD drawn on any nationalized bank in favour of "Gujarat State Child Protection Society", Gandhinagar shall be opened.
- 5.1.2. If envelope doesn't contain above DD, the offer shall not be considered valid and shall stand rejected and other envelopes shall not be opened and shall be sent back to the address mentioned in the bid envelope.
- 5.1.3. The GSCPS will open Bids of all the bidders in the presence of Bidders representatives who choose to attend the opening in the office of;
Gujarat State Child Protection Society
Block No : 19, 3rd floor,
Dr.Jivraj Mehta Bhavan, Gandhinagar
- 5.1.4. Bidder's representatives shall sign a register as proof of their attendance. In the event of the specified date of Bid opening being declared a holiday for the GSCPS, the Bids shall be opened at the appointed time and location on the next working day, or otherwise intimated.
- 5.1.5. The bidder shall nominate only one representative to attend the Bid opening on his behalf.

5.2. PRELIMINARY EXAMINATION

- 5.2.1. Initially only Technical data shall be evaluated.
- 5.2.2. The GSCPS shall then examine the bids to determine whether they are complete and satisfy the requirements of the Instructions to Bidders, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 5.2.3. GSCPS may waive at his discretion any minor informality or non-conformity or irregularity in a Bid, which does not constitute a material deviation, provide such waiver, does not prejudice or affect the relative ranking of any Bidder. It may be noted that the GSCPS reserves the right to take final decision about responsiveness of the bidder and decision cannot be challenged by the bidder.
- 5.2.4. The Bidder, whose Technical Bids are received and opened, shall be further short listed after undertaking detailed exercise.
- 5.2.5. At the end of technical evaluation and the Bids shall be classified as technically responsive and technically non-responsive. Technically responsive bids may or may not be pre-qualified, as will depend on the marks scored by the bidder.

5.3. TECHNICAL EVALUATION

The GSCPS will carry out a detailed evaluation of the bids previously determined to be substantially responsive in order to determine whether the technical aspects are in accordance with the requirements set forth in the Bid Documents. The data called for the detailed evaluation is given in relevant clause in order to reach such a

determination, the GSCPS will examine and compare the technical aspects of the Bids on the basis of the information supplied by the Bidders.

5.4. CONTACTING THE GSCPS

5.4.1. Subject to this clause, no bidder shall contact the GSCPS on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.

5.4.2. Any effort by a bidder to influence the GSCPS in the GSCPS's decisions in respect of bid evaluation or Contract award shall result in the rejection of that bidder's bid.

5.5. GSCPS'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY / ALL BIDS

5.5.1. The GSCPS reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the GSCPS's action. GSCPS also reserves the right to modify the selection criteria without informing the bidders.

5.5.2. The tender is likely to be rejected if on opening it is found that:

- a. The bidder has not strictly followed the procedure laid down for submission of tender.
- c. The bidder has not signed the forms and documents.
- d. The bidder has specified any additional condition.
- g. The bidder has quoted financial offer anywhere other than specified in Financial Bid.

5.6. EVALUATION OF THE PRESENTATION

5.6.1. After the evaluation of all the bids received from the point of view of qualifying criteria, the eligible bidders will be intimated about the presentation meet where the bidders are expected to make presentation on the concept and overall execution of the Camp.

5.6.2. The evaluation will be QCBS (Quality Cost Based System) Evaluation.

5.6.3. The eligible bidders will have to make a presentation on the date and time intimated before the Committee constituted by GSCPS for a final selection. Eligible bidders will be informed about the date and time by LETTER, E- mail or by Telephonic communication. The bidder shall come with his laptop for presentation. The bidder shall submit a soft copy of the presentation to GSCPS.

5.6.4. The Committee will select the agency by giving **60% weightage on the Quality of Campsite and Programme** presented before it and **40% weightage to the Price Bid.**

5.6.5. Comparison of Price Proposal shall be done by the formula as under;

$$FS = 100 \times Fm/F$$

Where: FS is the financial score of the Price Proposal being evaluated

Fm is the lowest priced Price Proposal.

F is the Total Price of the Price Proposal under consideration

The lowest Price Proposal will receive the maximum score of 100 marks; however it will be given weightage of 40 %

5.7. SCORING SYSTEM

The financial and technical capabilities shall be assessed by assigning scores spread over as follows:

Sr. No	Criteria	Marks
1.	Experience	40
2.	Campsite	20
3.	Activities	20
4.	Presentation	20
	Total	100

To qualify, the bidder shall score minimum **50%** in each individual criterion and total minimum score shall be **60%**.

In case of a tie between bidders after combining the quality and price score, the bidder with higher quality score would be selected.

5.8. OPENING OF PRICE PROPOSALS

The bidder's names, the Bid Prices, the total amount bid and such other details as the GSCPS may consider appropriate, will be announced and recorded by the GSCPS at the opening.

5.9. PROCESS TO BE CONFIDENTIAL

Information relating to the examination, clarification, evaluation and comparison of bids and recommendation for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any effort by a bidder to influence the GSCPS's, processing of bidders or award decisions may result in the rejection of the bidder's bid.

5.10. CORRECTION OF ERRORS

Price Proposals will be checked by the GSCPS for any arithmetic errors. Arithmetic errors will be rectified on the following basis:

If there is discrepancy between total bid amount and summary of total cost, then the following will be procedure.

Where there is discrepancy between the rates in figures and in words, whichever is less shall govern

However, the decision of GSCPS in this regard shall be final and binding.

6. Scope of Work and General Conditions

6.1 Suggestive programme

Day 1: Travelling

Day 2: Travelling

Day 3 to Day 8

Trek to Jogni Water Falls

Trek to Vashishth Temple

Trek to Manu Temple

Trek to Hadimbadevi Temple

Trek to Monastery

Trek to snow/Bhrigu Lake

Manali Market Visit

Activities like Rock Climbing, Repelling, Zip Line, River Crossing and leadership/life skill/behavior change games in free time

Day 9: Travelling

Day 10: Travelling

6.2 The Bidder has to submit day wise schedule of 10 days trekking programme including above activities at Manali, Himachal Pradesh

6.3 Travelling: Travelling form Ahmedabad/Gujarat to Delhi/other nearest railway station by 3 tier AC and from Delhi/other nearest railway station by AC Volvo/Similar Bus.

6.4 Food

Bidder need to provide vegetarian food. Bidder need to submit menu to be served at Campsite.

During Journey bidder need to provide all food (Breakfast, Lunch and Dinner)

At Campsite

In breakfast minimum one hot item (everyday new, No repeat) with bread butter or jam and Tea, coffe, bournvita and milk.

In Lunch Roti/puri, two sabji, Dal, rise, papad, salad, buttermilk (sweet or farsan for three days)

At 3 o'clock Tea, coffe, bournvita and milk and light snake

In dinner everyday different menu like Gujarati, Kathiyavadi, Punjabi, Chinies etc.

There should not be any limited portion in menu all servings should be unlimited. GSCPS reserve its right to change menu anytime.

6.5 Campsite

The campsite should have sufficient numbers of tents to accommodate around 100 children and caretakers. All tents should be all weatherproof tents with proper ventilation and tents should be placed on proper platform. Campsite should be on good location with easy access.

6.6 Bidder need to send two representatives during journey with all decision taking powers and capability.

6.7 GST / other taxes

Bidders have to quote their rates inclusive of all taxes.

o8. DATA SHEETS TO BE FILLED UP BY THE BIDDER

Information submission

Format of

8.1.1. General Information	: Form-C1
8.1.2. Overall organization structure	: Form-C2
8.1.3. List of assets	: Form-C3
8.1.4. List of important Events done in last three years	: Form-C4
8.1.5. GST	: Form-C5
8.1.6. Financial statements	: Form-C6

Note:

- 1 If necessary, additional sheets may be added to the forms.
2. Some of the forms will require attachments. Such attachments should be clearly marked as follows: Attachment I to Form # Attachment 2 to Form #. etc.

General Information**: Form-C1**

1	Name of firm:	
2	Type of firm: Proprietary/ Partnership/ Pvt. Ltd./Public Ltd	
3	office address:	
5	Mobile:	Contact:
6	Landline:	Contact:
8	E-mail:	
10	Main lines of business:	
	1.	Since:
	2.	Since:
	3.	Since:
	4.	Since:

Non-disclosure or wrong information/non-acceptance any shall result the disqualification of the firm.

Overall organization structure	: Form-C2
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Give;

1. Overall organization chart of the firm
2. Give list of employees: technical and non-technical

List of important Events done in last three years	: Form-C3
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Please finish information about the relevant Event completed over the last three years.

Sr. No	Name of Employer	Location and description of event	Value of contract
1	2	4	5

NOTES:

- 1) At least 5 Photographs of the campsite shall be attached.

GST	Form-C4
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Attach copy of GST registration

Financial Statements	Form-C5
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Attach true copy of last three years financial statement

List of Assets	Form-C6
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Please provide here the list of all assets

Sr. No	Details	Capacity / Size	Model (YYYY)	Quantity	Remarks
1					
2					

ANNEXURE -1 TECHNICAL PROPOSAL SUBMISSION LETTER

Date

To:

CEO, Gujarat State Child Protection Society,
Block No: 19, 3rd floor,
Dr. Jivraj Mehta Bhavan,
Gandhinagar.

Dear Sirs,

We / I, the undersigned, offer to the Selection of Agency for adventure camp at Manali, Himachal Pradesh, as per the Guidelines, terms & conditions mentioned in this tender document. We / I are/am here by submitting our Proposal, which includes the Technical Proposal.

The enclosed technical proposal includes the authority document in partners of the Authorized Signatory and Consent letters, in Original and Copy.

We confirm that we are qualified as per the Qualification Criteria specified in your document. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., 60 calendar days from the last date of proposal submission, we undertake to negotiate without any alteration in the quality of the programme. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

Thanking You, Yours Sincerely,

Authorized Signature : Name and Title of Signatory:

Name of Firm:

Address:

ANNEXURE - 2 PROFORMA OF GENERAL POWER OF ATTORNEY (To be signed and executed in non-judicial stamp paper of Rs. 100/=)

GENERAL POWER OF ATTORNEY

Be it known all to whom it concern that:

1. Shri/Smt _____ S/O _____ Residing
at _____

2. Shri/Smt _____ S/O _____ Residing
at _____

3. Shri/Smt _____ S/O _____ Residing
at _____

I/We all the Partners/Proprietor/Directors/Board members/ Executive council members of M/S _____ having its registered office at _____ hereby appoint Shri _____ S/O _____ residing at _____ as my/our attorney to act my/our name and on behalf and sign and execute all Documents/ Agreements binding the firm for all contractual obligations (including reference of cases to arbitrators) arising out of contracts to be entered into by the company/ Corporation/ society/ trust/ firm with the Gujarat State Child Protection Society, Gandhinagar in connection with its TENDER No. _____ Dated _____ For the supply of _____ due for opening on _____ In short, he is fully authorized to do all, each and everything requisite for the above purpose concerning M/s _____ and I/We hereby agree to confirm and ratify his all and every act of this or any documents executed by my/ our said Attorney within the scope of the authority hereby conferred on him including references of cases to arbitration and the same shall be binding on me/ us and my/ our company/ Corporation/ society/ firm as if the same were executed by me/ us individually or jointly.

Witness (with address)

1.

Signature:

Signature of the Partners/Directors/Board members/ Executive council members/
proprietors/ Leaders /proprietors

Signature:

(Seal and Signature of Signatory of the company/ Corporation/ society/ trust/ firm)

ANNEXURE -3 HISTORY OF LITIGATION

Application should provide information on any history of litigation or arbitration resulting from contracts in last five year or currently under execution.

Year	Award for/ or against bidder	Name of Client	Litigation & Dispute Matter	Disputed Amount in Rs.

NOTE: If the information to be furnished in this schedule will not be given and come to the subsequently will result in disqualification of the bidder.

Format for Price Bid (To be submitted in a separate sealed cover)

Date:

To,

**CEO,
Gujarat State Child Protection Society**

Block No: 19, 3rd floor,
Dr.Jivraj Mehta Bhavan,
Gandhinagar

Subject: Price bid for Adventure Camp at Manali.

Dear Sir,

With respect to above mentioned subject, our Price bid is as per the following table. I have thoroughly read and understood the tender conditions and agree to abide by the same.

1.	Amount In Figure	
	Amount in words	

Note:

1. Rates should be given for per person inclusive of all expenses for 10 days programme as per tender document.
2. Rate should be inclusive of all taxes

I, thereby agree to have understood all the terms and conditions as stated in the tender document and agree to abide by the same.

Yours Sincerely,

(Name and Signature of the bidder with Date)