



**Jungle Lodges and Resorts Limited (JLR)**

**Invites**

**Request for Proposal**

**(RFP No. JLRL/2024-25/SE0010)**

**for**

**Selection of Event Management Agency for the Second  
Edition of Karnataka International Travel Expo**

*[Approval vide Letter No. DPAR 57 MCC (Addl.CEO-1) 2024 dated 11-04-2024]*

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## **Section 1. Letter of Invitation**

**Jungle Lodges and Resorts Limited (JLR) invites proposals for Selection of Event Management Agency for the Second Edition of Karnataka International Travel Expo.** The objectives and details of the Services are provided in the attached Terms of Reference.

The Agency will be selected under Quality and Cost Based Selection (QCBS) and in line with the procedures described in this RFP.

The RFP includes the following documents –

- Section 1 – Letter of Invitation
- Section 2 – Information to Bidders
- Section 3 – Technical Proposal – Standard Forms
- Section 4 – Financial Proposals – Standard Forms
- Section 5 – Terms of Reference
- Section 6 – Draft Contract for Agency's Services

The details of the request for proposal for ***Selection of Event Management Agency for the Second Edition of Karnataka International Travel Expo*** are as follows.

[Through Karnataka Public Procurement Portal only]

**REQUEST FOR PROPOSAL FOR SELECTION OF EVENT MANAGEMENT AGENCY FOR THE SECOND EDITION OF KARNATAKA INTERNATIONAL TRAVEL EXPO**

Jungle Lodges and Resorts Limited (JLR) invites bids from professional Agency with requisite experience in organizing international travel marts / expos through the Karnataka Public Procurement Portal (<https://kppp.karnataka.gov.in/>).

JLR intends to select an Event Management Agency for supporting the organisation of the second edition of Karnataka International Travel Expo in accordance with the scope of services as envisaged in the Terms of Reference of this RFP document.

Interested Bidders may submit their Request for Proposals (RFP) and requisite Earnest Money Deposit (EMD) for providing the services for JLR and requisite EMD electronically through the Karnataka Public Procurement Portal of GoK at <https://kppp.karnataka.gov.in/>. The following shall be the calendar of events for tendering:

Sl. No.	Event Description	Date
1	Date of Pre-bid Meeting	22 <sup>nd</sup> May 2024, 12.30 hrs
2	Last date for receiving queries/clarifications	22 <sup>nd</sup> May 2024, 17:00 hrs
3	Last date for submitting proposals	30 <sup>th</sup> May 2024, 16:00 hrs
4	Opening of Technical Proposal	1 <sup>st</sup> June 2024, 16:30 hrs
5	Presentation on Technical Proposal	To be notified to qualified bidders
6	Opening of Financial Proposal	To be notified to qualified bidders
7	Earnest Money Deposit	INR 1,00,000/- (Rupees One Lakh only)

Postponement of Calendar of events (if any), subsequent notification, changes, amendments and selection / rejection of proposal shall be intimated only through Karnataka Public Procurement Portal and will not be published in newspapers. JLR reserves the right to accept or reject any or all the tenders received without assigning any reasons thereof.

More details on the Services are provided in the attached Terms of Reference (TOR).

Sd/-

Tender Inviting Authority  
Jungle Lodges and Resorts Limited,  
Bengaluru, Karnataka

## **Section 2. Information to Bidders**

### **1. INTRODUCTION**

- 1.1. The Client named in the “Data Sheet” will select a Bidder among those who submit a valid and responsive technical and financial proposal in accordance with the method of selection indicated in the Data Sheet.
- 1.2. The Bidders are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet (the Proposal) for consulting services required for the Assignment named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected Bidder.
- 1.3. The Assignment shall be implemented in accordance with the phasing indicated in the Data Sheet. When the Assignment includes several phases, the performance of the Bidder under each phase must be to the client’s satisfaction before work begins on the next phase.
- 1.4. The Bidders must familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment and on the local conditions, Bidders are encouraged to pay a visit to the Client and the Project Site specified in the Data Sheet before submitting a Proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. The Bidder’s representative should contact the officials named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Bidders should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.5. The Client will provide the inputs specified in the Data Sheet, assist the selected Bidder in obtaining licenses and permits needed if any to carry out the services and make available relevant project data and reports.
- 1.6. Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and (ii) the Client is not bound to accept any of the Proposals submitted.
- 1.7. Government of Karnataka (GoK) expects Bidders to provide professional, objective, and impartial advice and at all times hold the Client’s interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Bidders shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
  - 1.7.1. Without limitation on the generality of this rule, Bidders shall not be hired under the circumstances set forth below:
    - a. A firm which has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, firms hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm’s earlier consulting services) for the same project.

- b. Bidders or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the Bidders.
- 1.7.2. As pointed out in para. 1.7.1 (a) above, Bidders may be hired for downstream work, when continuity is essential, in which case this possibility shall be indicated in the Data Sheet and the factors used for the selection of the Bidder should take the likelihood of continuation into account. It will be the exclusive decision of the Client whether or not to have the downstream assignment carried out, and if it is carried out, which Agency will be hired for the purpose.
- 1.8. It is GOK's policy to require that Bidders observe the highest standard of ethics during the execution of such contracts. In pursuance of this policy, the GOK:
- a. defines, for the purposes of this provision, the terms set forth below as follows:
    - i. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
    - ii. "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of GOK and includes collusive practices among Bidders (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive GOK of the benefits of free and open competition.
  - b. will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
  - c. will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a GOK-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a GOK-financed contract; and
  - d. will have the right to require that, GOK to inspect Bidder's accounts and records relating to the performance of the contract and to have them audited by auditors appointed by GOK.
- 1.9. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by GOK in accordance with the above sub para 1.8 (d).
- 1.10. Bidders shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.
- 1.11. The Client reserves the right to request any further supporting documents from the Bidders at any time prior to the signing of the Contract.

## **2. CLARIFICATION AND AMENDMENT OF RFP DOCUMENTS**

- 2.1. Bidders may request a clarification of any item of the RFP document up to the date and time indicated in the Data Sheet before the Proposal submission date. Any request for clarification must be sent in writing by electronic mail (e-mail) to the Client's e-mail address respectively, as indicated in the Data Sheet. The Client will respond to such requests and will upload the response (including an explanation of the query but without identifying the source of inquiry) in the Karnataka Public Procurement website of Government of Karnataka (<https://kppp.karnataka.gov.in/>).
- 2.2. At any time before the submission of Proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, modify the RFP documents

by amendment. Any amendment shall be issued in writing through corrigenda / addenda. Such corrigenda / addenda shall be uploaded on the Karnataka Public Procurement Portal and will be binding on them. The Client may at its discretion extend the deadline for the submission of Proposals.

### **3. PREPARATION OF PROPOSAL**

3.1. Bidders are requested to submit a Proposal (para 1.2) written in the language(s) specified in the Data Sheet.

#### **TECHNICAL PROPOSAL**

3.2. In preparing the Technical Proposal, Bidders are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.

3.3. While preparing the Technical Proposal, Bidders must give particular attention to the following:

- a. If a Bidder considers that it does not have all the expertise for the Assignment, it may obtain a full range of expertise by associating with an individual Bidder(s) and/or other Agency or entities in a joint venture or sub-consultancy, as appropriate. Bidders may associate with the other Bidders invited for this Assignment only with the approval of the Client as indicated in the Data Sheet.
- b. For assignments on a staff-time basis, the estimated number of key professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of key professional staff-months estimated by the Bidder along with sub key and support staff, surveys and investigations required to be carried for a project.
- c. It is desirable that the majority of the key professional staff proposed to be permanent employees of the Bidder or have an extended and stable working relationship with it.
- d. Proposed key professional staff must at a minimum have the experience indicated in the Data Sheet.
- e. Alternative key professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- f. Reports to be issued by the Bidders as part of this assignment must be in the language(s) specified in the Data Sheet. It is desirable that the Bidder's personnel have a working knowledge of the Client's official language.

3.4. The Technical Proposal should provide the following information using the attached Standard Forms (Section 3):

- i. Technical Proposal Submission Form duly signed by the authorised representative of the Bidder (Section 3A)
- ii. A brief description of the Bidder's organization and an outline of recent experience on assignments (Section 3B) of a similar nature.
- iii. Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 3C).
- iv. A description of the methodology and work plan for performing the assignment (Section 3D). The Bidder should submit this document at the time of the technical presentation.



- v. The list of the proposed staff team by speciality, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
  - vi. CVs recently signed by the proposed key professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include number of years working for the firm/entity, and degree of responsibility held in various assignments.
  - vii. Power of Attorney of Authorised Signatory (Section 3G)
  - viii. Details of the Bidder (Section 3H)
  - ix. Auditor Certificate for Bidder's Experience (Section 3I)
  - x. Certificate of Financial capacity of the Bidder including from statutory auditor in the prescribed format (Section 3J)
  - xi. Undertaking for the Bidder's experience in Travel and Tourism Events (Section 3K)
  - xii. Details of Experience in Sourcing Buyers (Section 3L)
  - xiii. Any additional information requested in the Data Sheet
- 3.5. The Technical Proposal shall not include any information pertaining to the Financial Proposal. Bidders submitting any Financial Proposal information along with the Technical Proposal shall be disqualified.

#### **FINANCIAL PROPOSAL**

- 3.6. In preparing the Financial Proposal, Bidders are expected to take into account the requirements and conditions of the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the Assignment, including (a) remuneration for staff, and (b) reimbursable such as subsistence (per diem, housing), transportation (national and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys; and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity.
- 3.7. Bidder shall express the price of their services as per the information provided in Data Sheet.
- 3.8. The Bidder should quote their price offer as per Form 4A in the relevant slot provided on the Karnataka Public Procurement Portal for all the services sought by the department in the Terms of Reference, including all the applicable GST and cesses. In the event of any revision to GST in the future, the quoted rate shall be revised accordingly.
- 3.9. The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the Bidder is expected to keep available the key professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the Bidders who do not agree have the right not to extend the validity of their proposals.

#### **4. SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS**

- 4.1. The Technical Proposal and Financial Proposal; see para 1.2 shall be uploaded to the Karnataka Public Procurement Portal. The documents and details mentioned in Clause 3 above shall be submitted online on website <https://kppp.karnataka.gov.in/>. Details and process of online submission of the tender and relevant documents are given on the website mentioned above

- 4.2. Downloading of tender documents, submission of proposal all will be through the Karnataka Public Procurement Portal <https://kppp.karnataka.gov.in/>. Bidders must get themselves registered, acquainted and trained on the procedure of participating in Karnataka Public Procurement Portal.
- 4.3. Bidders are requested to go through the RFP carefully and submit the required information without exception otherwise proposals will be rejected.
- 4.4. The completed proposal comprising documents indicated in Clause 3, should be uploaded on the website given above through e-tendering along with scanned copies of requisite certificates as are mentioned in different sections in the RFP document
- 4.5. **EARNEST MONEY DEPOSIT**
  - 4.5.1. The Bidders are requested to submit Earnest Money Deposit (EMD) as indicated in the Karnataka Public Procurement Portal along with the Technical Bid
  - 4.5.2. The Agency can pay the EMD in the Karnataka Public Procurement Portal using any of the valid payment modes.
  - 4.5.3. EMD amount will have to be submitted by the Agency taking into account the terms and conditions as per the Karnataka Public Procurement Portal.
- 4.6. The original Proposal (Technical Proposal and Financial Proposal; see para 1.2) shall be prepared as per RFP document.
- 4.7. An authorized representative of the Agency shall digitally sign the Proposal in Karnataka Public Procurement Portal. The representative's authorization is confirmed by a written power of attorney accompanying the Proposal.
- 4.8. The Agency shall submit the bids separately i.e., Technical and Financial electronically online in Karnataka Public Procurement Portal.
- 4.9. Agency has all the time to modify and correct or upload any relevant document in the portal before submission on Karnataka Public Procurement Portal.
- 4.10. The last date and time including hours, minutes and seconds for submission will be mentioned in the Karnataka Public Procurement Portal, the bid will disappear automatically immediately after the time of submission is elapsed.
- 4.11. After the deadline for submission of proposals, the Technical Proposal shall be opened by the evaluation committee and evaluation will be done. The bidders who are technically qualified will be intimated through Karnataka Public Procurement Portal only and the Financial Proposal of qualified bidders will be opened in presence of the bidders who choose to attend.
- 4.12. Proposals must be received by the Client online not later than the time specified in the proposal data sheet. The electronic system would not allow any late submission of proposals after due date and time as per server time.
- 4.13. After the deadline for submission of Proposals, the Technical Proposal will be opened as per the date and time notified on the Karnataka Public Procurement Portal. The Financial Proposal of the successful Bidder only will be opened after completion of technical proposal evaluation.
- 4.14. **REFUND OF EMD**

- 4.14.1. Based on the instructions of Tender Accepting Authority (TAA) the EMD amount of the unsuccessful Bidders will be refunded to the respective Bank accounts of the supplier/ Agency registered in the Karnataka Public Procurement Portal system.
- 4.14.2. The earnest money deposit of unsuccessful Bidders will be returned after the award of the proposal to the successful Bidder.
- 4.14.3. The earnest money deposit of the successful Bidder will be discharged when the successful Bidder has furnished the required Performance Security and signed the Contract.
- 4.14.4. The earnest money deposit may be forfeited:
  - a. if the Bidder withdraws the proposal after the deadline for submission of proposals, during the period of proposal validity;
  - b. if the Bidder does not accept the correction of the Contract Price; or
  - c. in the case of a successful Bidder, if the Bidder fails within the specified time limit to:
    - i. furnish the required Security deposit; or
    - ii. sign the draft Contract with the client; or
    - iii. sign and return the duplicate copy of the Letter of Acceptance
  - d. In case of the Bidder submitting fake documents such as Annual financial turnover, work done certificate etc., relevant to the proposal.

## **5. PROPOSAL EVALUATION**

### **GENERAL**

- 5.1. From the time the proposals are opened to the time the contract is awarded, if any Agency wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the Bidder to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the Agency's proposal.
- 5.2. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, including its approval by competent authority is obtained

### **EVALUATION OF TECHNICAL PROPOSALS**

- 5.3. The evaluation committee appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria and point system specified in the Data Sheet. Each responsive proposal will be given a technical score (*St*). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet

### **PUBLIC OPENING AND EVALUATION OF FINANCIAL PROPOSALS; RANKING**

- 5.4. After the evaluation of quality is completed, the Client shall notify those Bidders whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the Bidders that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The notification may be sent by registered letter, facsimile, or electronic mail.

- 5.5. The Financial Proposals shall be opened publicly in the presence of the Bidders' representatives who choose to attend. The name of the Agency, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 5.6. The evaluation committee will determine whether the Financial Proposals are complete, (i.e., whether they have costed all items of the corresponding Technical Proposals, if not, the Client will cost them and add their cost to the initial price), correct any computational errors.

The lowest Financial Proposal ( $Fm$ ) will be given a financial score ( $Sf$ ) of 100 points. The financial scores ( $Sf$ ) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be 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;  $T+P = 1$ ) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$ . The Agency achieving the highest combined technical and financial score will be invited for negotiations.

## **6. NEGOTIATIONS**

- 6.1. Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.
- 6.2. Negotiations will include a discussion of the proposed methodology (work plan), staffing and any suggestions made by the Bidder to improve the Terms of Reference. The Client and Agency will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the Agency can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the Assignment.
- 6.3. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates.
- 6.4. Having selected the Bidder on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the Proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff was offered in the proposal without confirming their availability, the Bidder may be disqualified.
- 6.5. The negotiations will conclude with a review of the draft form of the contract. To complete negotiations the Client and the Agency will initial the agreed contract. If negotiations fail, the Client will invite the Bidder whose proposal received the second highest score to negotiate a contract. The process will be repeated until an agreed contract is concluded.

## **7. AWARD OF CONTRACT**

- 7.1. The Bidder whose offer has been accepted will be notified by the Client prior to the expiration of the validity of proposal by, email or facsimile or through a letter (hereinafter called the "Letter of Acceptance"). After notifying the successful Bidder, the Client will promptly notify other Bidders that they were unsuccessful through Karnataka Public Procurement Portal only.

- 7.2. The Bidder is expected to commence the Assignment on the date and at the location specified in the Data Sheet.
- 7.3. Notwithstanding Clause 7.1 the Client reserves the right to accept or reject any proposal and to cancel the tender process and reject all proposals, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders or Bidders of the grounds for the Clients action.

## **8. PERFORMANCE SECURITY**

- 8.1. Within 7 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Client a Security deposit in any of the forms given below for an amount as indicated in the Data Sheet
- i. Banker's cheque / Demand draft / Pay Order in favour of in favour of the Client, payable at Bengaluru.
  - ii. A bank guarantee in the form given in Appendix F of the draft Contract; or.
  - iii. Fixed Deposit Receipts (FDR) Pledged in the name of the Client
- 8.2. Performance Security shall be provided to the Client not later than the date specified in the Letter of Acceptance and shall be issued in an amount and form and type of instrument acceptable to the Client. The performance security shall be valid until a date 90 days from the date of expiry of the Contract.
- 8.3. The Performance Security shall be furnished from any Nationalised Banks/ Scheduled Commercial Banks approved by Reserve Bank of India.
- 8.4. Failure of the Selected Bidder to furnish the Performance Security as provided in Clause 8.1 or enter into Contract with the Authority as provided in Clause 7.1 would constitute sufficient grounds for the annulment of Letter of Acceptance. In such event, the Authority reserves the right to –
1. either invite the Bidder with the next best offer for negotiations, or
  2. take any such measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

## **9. CONFIDENTIALITY**

- 9.1. Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the proposals or to other persons not officially concerned with the process until the winning Bidder has been notified that it has been awarded the contract.

## DATA SHEET - INFORMATION TO BIDDERS

Sl. No.	Section	Title	Details
1.	1.1	Name of Client	Jungle Lodges and Resorts Limited (JLR)
2.	1.1	The Method of Selection is	Quality and Cost based Selection (QCBS)
3.	1.2	A Technical and a Financial Proposals are requested:	Yes
4.	1.2	Name and Description of Assignment	<p>The name, objectives, and description of the Assignment are:</p> <p><b>Assignment Name:</b> "Selection of Event Management Agency for the Second Edition of Karnataka International Travel Expo"</p> <p><b>Objective:</b> The Department of Tourism, Government of Karnataka (DoT) proposes to host Karnataka International Travel Expo (KITE) as a 3-day hosted biennial B2B event with the objective to showcase Karnataka Tourism and its potential to attract business opportunities for the State's travel, tourism and hospitality sectors. Jungle Lodges and Resorts Limited (JLR) is vested with the mandate to conduct the second edition of KITE. In this regard, JLR intends to appoint an Event Management Agency to plan and organize the second edition of KITE and manage the end-to-end operations and event management.</p> <p>The ultimate objective of KITE is to make Karnataka premier global hub of tourism activity through fostering business opportunities, leveraging the traditional strengths of the state resulting in equitable socio-economic growth, standing at par among other successful tourist destinations. The Karnataka Tourism Society (KTS) shall ensure the participation of stakeholders from Karnataka's tourism industry and support in organising KITE event.</p> <p>The Agency shall provide Services in accordance with the scope of services as envisaged in <i>Section 5. Terms of Reference</i> of this RFP document.</p>
5.	1.3	The Assignment is phased	No
6.	1.4	Pre-proposal conference time and date	<p>A Pre-proposal conference will be held: Yes</p> <p>Time &amp; Date as notified in the Karnataka Public Procurement Portal</p>
7.	1.4	Pre-proposal	Conference Room,

Sl. No.	Section	Title	Details
		conference venue	Jungle Lodges and Resorts Limited Ground Floor, West Wing Khanija Bhavan 49 Race Course Road Bengaluru – 560 001  Phone: 080 4055 4044 Email: <a href="mailto:yuvaraj@junglelodges.com">yuvaraj@junglelodges.com</a> with a cc marked to <a href="mailto:info@junglelodges.com">info@junglelodges.com</a>
8.	1.5	The Client will provide the following inputs:	As per Terms of Reference
9.	1.7.2	The client envisages the need for continuity in downstream work	No
10.	1.10	Clauses on fraud and corruption	The clauses on fraud and corruption in the contract are Sub-Clause 2.7.1 d of G.C.C.
11.	2.1	Clarification of any item of the RFP	Clarifications may be requested up to the date and time notified in the Karnataka Public Procurement Portal through email to <a href="mailto:yuvaraj@junglelodges.com">yuvaraj@junglelodges.com</a> with a cc marked to <a href="mailto:info@junglelodges.com">info@junglelodges.com</a>  Requests for clarifications must carry the subject line “ <i>Queries for Request for Proposal for Selection of Event Management Agency for Second Edition of Karnataka International Travel Expo</i> ”
12.	3.1	Language of the Proposal	English
13.	3.3 a	Bidder may associate with other participating Bidders	No, Consortium and Joint Venture are not permitted for this assignment.
14.	3.3 b	The estimated number of Key Professional Staff Months required for the assignment	Based on the Scope of Work, the Agency shall form a multi-disciplinary team for undertaking this assignment.
15.	3.3 d	The minimum qualification and experience required for the proposed key and sub key professional staff	As per the Terms of Reference
16.	3.3 f	Language of	English

Sl. No.	Section	Title	Details
		reports	
17.	3.4 xiii	Additional Information in the Technical Proposal includes	Not Applicable
18.	3.7	Price of Services	The Bidder shall quote their <b>Consultancy Fee</b> as a <b>lump sum fee</b> , inclusive of all applicable taxes, duties and cess. The Financial Bid should not include any conditions attached to it and any such conditional proposal shall be rejected.  The accepted Financial Proposal shall be applicable for the entire duration of the Contract. No escalation in these costs shall be allowed during the Contract Period without significant variation in scope of work or additional activities. Any escalation in costs or modification in scope of work shall be as per the provisions of the Contract.
19.	3.9	Validity of Proposal	180 days from submission of Proposal
20.	4.12	Last Date and time for submission of proposal	As notified in the Karnataka Public Procurement Portal
21.	5.1	The address to send information to the Client is:	Jungle Lodges and Resorts Limited Ground Floor, West Wing Khanija Bhavan 49 Race Course Road Bengaluru – 560 001  Phone: 080 4055 4044 Email: <a href="mailto:md@junglelodges.com">md@junglelodges.com</a> with a cc marked to <a href="mailto:yugaraj@junglelodges.com">yugaraj@junglelodges.com</a>
22.	5.3	Evaluation criteria for Technical Proposal	As detailed below –

### 5.3.1. Pre-Qualification Criteria

The Technical bids of only the Agency satisfying all the following pre-qualification criteria will be evaluated –

Sl. No.	Eligibility Criteria	Supporting Document to be Submitted (all documents to be submitted unless indicated otherwise)
1.	<b>Legal Entity:</b> The Bidder should be either a registered Company incorporated in India under The Indian Companies Act, 1956 and subsequent amendments thereto or a registered Partnership Firm under The Indian Partnership Act 1932 and subsequent amendments thereto or a registered LLP Firm under the Limited Liability Partnership Act 2008 and subsequent amendments thereto or a registered Sole Proprietorship under	<ul style="list-style-type: none"> <li>• If the Bidder is a company – <ul style="list-style-type: none"> <li>○ Copy of Certificate of Incorporation</li> <li>○ Copy of Memorandum of Association and Articles of Association</li> </ul> </li> <li>• If the Bidder is a limited liability partnership – <ul style="list-style-type: none"> <li>○ Copy of Registration Certificate</li> <li>○ Copy of LLP Agreement</li> </ul> </li> <li>• If the Bidder is a partnership firm – <ul style="list-style-type: none"> <li>○ Copy of Registration Certificate</li> </ul> </li> </ul>



Sl. No.	Eligibility Criteria	Supporting Document to be Submitted (all documents to be submitted unless indicated otherwise)
	applicable laws of India.	<ul style="list-style-type: none"> <li>○ Copy of Partnership Deed</li> <li>● If the Bidder is a sole proprietorship –               <ul style="list-style-type: none"> <li>○ Copy of registration under applicable Shops and Establishment Act in name of the Bidder</li> </ul> </li> <li>● Details of the Bidder in the format at <b>Section 3H</b></li> <li>● All Bidders must submit self-attested copies of the following documents –               <ul style="list-style-type: none"> <li>○ IT Returns for the last completed financial year (FY 2022-23)</li> <li>○ PAN card</li> <li>○ GST Registration</li> </ul> </li> </ul>
2.	<p><b>Years of Experience:</b> The Bidder should have at least 5 years of experience as on date of notice inviting tender in the business of event management for travel and tourism events such as marts, fairs, exhibitions, and expos.</p>	<ul style="list-style-type: none"> <li>● Details of the Bidder in the format at <b>Section 3H</b></li> <li>● Signed undertaking and supporting documents for experience with travel and tourism events in the format at <b>Section 3K</b></li> </ul>
3.	<p><b>Average Annual Turnover:</b> The Bidder should have had an average annual turnover of at least INR 5 Crore (Rupees Five Crore only) for any 3 (three) of the last 5 (five) completed financial years (i.e., FY 2018-19, FY 2019-20, FY 2020-21, 2021-22, and FY 2022-23).</p>	<ul style="list-style-type: none"> <li>● Certificate from a Statutory Auditor / Independent Auditor showing the turnover of the company for 3 (three) of the last 5 (five) completed financial years (i.e., FY 2018-19, FY 2019-20, FY 2020-21, 2021-22, and FY 2022-23) in the format at <b>Section 3J</b></li> </ul>
4.	<p><b>Not Blacklisted / Barred and Not Involved in Major Litigation Affecting Service Delivery:</b> The Bidder should not have been blacklisted / barred by any Central or State Government or PSU and should not be involved in any major litigation that may affect or compromise the delivery of service required.</p>	<ul style="list-style-type: none"> <li>● Technical Proposal Submission Form at <b>Section 3A</b></li> </ul>
5.	<p><b>Power of Attorney:</b> The Bidder must submit a duly executed Power of Attorney in favour of the Authorized Signatory of the Bidder or a Copy of Board Resolution duly authorizing signatory for signing this bid.</p>	<ul style="list-style-type: none"> <li>● Duly executed Power of Attorney in favour of the Authorized Signatory of the Bidder or a Copy of Board Resolution duly authorizing signatory for signing this bid in format at <b>Section 3G</b></li> </ul>
6.	<p><b>Number of Event Management Assignments for International Marts, Fairs, Exhibitions, or Expos for Tourism Sector:</b> The Bidder should have experience of event management in at least 2 (two) international marts, fairs, exhibitions, or expos for tourism sector in the last 10 (ten) years from the date of notice inviting tender. The contract price for each</p>	<ul style="list-style-type: none"> <li>● Bidder's References at <b>Section 3B</b></li> <li>● Auditor Certificate for Bidder's Experience at <b>Section 3I</b></li> <li>● Proof of Commencement of Assignment: Copy of work order / contract / purchase order / letter of award issued by the client for the assignment(s). The</li> </ul>

Sl. No.	Eligibility Criteria	Supporting Document to be Submitted (all documents to be submitted unless indicated otherwise)
	<p>assignment should be at least INR 50 Lakh (Rupees Fifty Lakh only). The event may have been organized for an international client within India or for a domestic client outside India.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <i>Event management services must include setting up of pavilion / booths / stands and at least some of the associated activities of design, decoration, fabrication, installation, maintenance and dismantling to be eligible for this criteria. Event management services must also include setting up B2B meetings or networking meetings during the event.</i></li> <li>• <i>If the event management services comprised only of marketing and / or public relations activities the assignment shall not be eligible for this criteria.</i></li> <li>• <i>Virtual events are not eligible for this criteria.</i></li> </ul>	<p>document submitted should meet all the requirements as per the criteria.</p> <ul style="list-style-type: none"> <li>• <b>Proof of Substantial Completion of Assignment:</b> At least one of the following documents issued by the client for the assignment(s) should be submitted as proof of substantial completion for the respective assignment. <ul style="list-style-type: none"> <li>○ Certificate of Completion from the Client, signed by authorized representative for the Client</li> <li>○ Self-certification from Authorized signatory of the Bidder along with the supporting documents issued by respective Clients substantiating completion of the assignment</li> <li>○ The receipt of payment(s) to the Bidder of at least INR 50 Lakh (Rupees Fifty Lakh only) per event towards the assignment and certified by an independent auditor / statutory auditor.</li> </ul> </li> </ul>
7.	<p><b>Number of Event Management Assignments for Domestic Marts, Fairs, Exhibitions, or Expos for Tourism Sector:</b></p> <p>The Bidder should have experience of event management in at least 5 (five) domestic marts, fairs, exhibitions, or expos for tourism sector in the last 10 (ten) years from the date of notice inviting tender. The contract price for each assignment should be at least INR 30 Lakh (Rupees Thirty Lakh only).</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <i>Event management services must include setting up of pavilion / booths / stands and at least some of the associated activities of design, decoration, fabrication, installation, maintenance and dismantling to be eligible for this criteria. Event management services must also include setting up B2B meetings or networking meetings during the event.</i></li> <li>• <i>If the event management services comprised only of marketing and / or public relations activities the assignment shall not be eligible for this criteria.</i></li> <li>• <i>Virtual events are not eligible for this criteria.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Bidder's References at <b>Section 3B</b></li> <li>• Auditor Certificate for Bidder's Experience at <b>Section 3I</b></li> <li>• <b>Proof of Commencement of Assignment:</b> Copy of work order / contract / purchase order / letter of award issued by the client for the assignment(s). The document submitted should meet all the requirements as per the criteria.</li> <li>• <b>Proof of Substantial Completion of Assignment:</b> At least one of the following documents issued by the client for the assignment(s) should be submitted as proof of substantial completion for the respective assignment. <ul style="list-style-type: none"> <li>○ Certificate of Completion from the Client, signed by authorized representative for the Client</li> <li>○ Self-certification from Authorized signatory of the Bidder along with the supporting documents issued by respective Clients substantiating completion of the assignment</li> <li>○ The receipt of payment(s) to the Bidder of at least INR 30 Lakh (Rupees Thirty Lakh only) per event</li> </ul> </li> </ul>

Sl. No.	Eligibility Criteria	Supporting Document to be Submitted (all documents to be submitted unless indicated otherwise)
		towards the assignment and certified by an independent auditor / statutory auditor.
8.	<p><b>Experience in Sourcing 50+ Buyers from Foreign Countries for a Single International-Level Tourism Event:</b></p> <p>The Bidder should have experience in sourcing at least 50 Buyers from foreign countries for a single international-level mart, fair, exhibition, or expo for tourism sector in the last 10 (ten) years from the date of notice inviting tender. The Buyers should have been members of reputed tourism association of their respective country.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• If the event management services comprised only of marketing and / or public relations activities the assignment shall not be eligible for this criteria.</li> <li>• Virtual events are not eligible for this criteria.</li> </ul>	<ul style="list-style-type: none"> <li>• Details of Experience in Sourcing Buyers at <b>Section 3L</b> along with the below mentioned supporting documents</li> <li>• Proof of Commencement of Assignment: Copy of work order / contract / purchase order / letter of award issued by the client for the assignment(s). The document submitted should meet all the requirements as per the criteria.</li> </ul>
9.	<p><b>Experience in Sourcing Buyers from Multiple International Markets for a Single International-Level Tourism Event:</b></p> <p>The Bidder should have experience in sourcing Buyers from at least 5 foreign countries for a single international-level marts, fairs, exhibitions, or expos for tourism sector in the last 10 (ten) years from the date of notice inviting tender. The Buyers should have been members of reputed tourism association of their respective country.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• If the event management services comprised only of marketing and / or public relations activities the assignment shall not be eligible for this criteria.</li> <li>• Virtual events are not eligible for this criteria.</li> </ul>	<ul style="list-style-type: none"> <li>• Details of Experience in Sourcing Buyers at <b>Section 3L</b> along with the below mentioned supporting documents</li> <li>• Proof of Commencement of Assignment: Copy of work order / contract / purchase order / letter of award issued by the client for the assignment(s). The document submitted should meet all the requirements as per the criteria.</li> </ul>
10.	<p><b>Office in Bengaluru:</b></p> <p>The Bidder should have an office in Bengaluru.</p> <p>If no such office exists, the Bidder shall set up an office for the purpose of this assignment at their own cost within 7 (seven) days of award of contract. Failure to set up such an office will lead to termination of the Contract and forfeiture of the Performance Security.</p>	<ul style="list-style-type: none"> <li>• Technical Proposal Submission Form at <b>Section 3A</b></li> </ul>
11.	<p><b>Key Personnel</b></p> <p>The Bidder shall submit CVs of the Key</p>	<ul style="list-style-type: none"> <li>• CVs of the following Key Personnel</li> </ul>

Sl. No.	Eligibility Criteria	Supporting Document to be Submitted (all documents to be submitted unless indicated otherwise)
	Personnel in accordance with the Terms of Reference of the RFP document.	(Suggested format available at <b>Section 3F</b> ) <ul style="list-style-type: none"> <li>○ Event Management Expert – Team Leader</li> <li>○ Creatives Expert</li> <li>○ Public Relations Expert</li> </ul>

**NOTE:**

1. Financial Year (FY) covers the period from 1<sup>st</sup> April of a calendar year to 31<sup>st</sup> March of the next calendar year.
2. The Technical Experience and Financial Turnover of the parent / subsidiary / associate entities of the Bidder shall not be considered for assessment of eligibility.
3. For assignments where the Bidder has worked as a consortium member, the Bidder shall furnish documents to substantiate the role of their organization in the project. The Client reserves the right to request any further supporting documents from the selected Agency prior to the signing of the contract
4. The Client shall be free to make enquiries from previous clients of the Bidder about the work, conduct, performance, quality of service and such other related general enquiries about the Bidders. The Bidder would have no objection to the Client making such enquiries from their existing/past clients.
5. The Bidder cannot submit the same assignment for consideration for eligibility of qualification for Eligibility Criteria 6 and Eligibility Criteria 7.
6. The Bidder can submit the same assignment for consideration for eligibility of qualification for Eligibility Criteria 8 and Eligibility Criteria 9.

**5.3.2. Technical Evaluation Criteria**

- i. The Bidder shall be evaluated according to the below mentioned parameters –

Sl. No.	Criteria	Maximum Marks
<b>A.</b>	<b>Experience of the Bidder as an Independent Firm</b>	<b>60 marks</b>
<b>B.</b>	<b>Approach and Methodology</b>	<b>40 marks</b>
<b>TOTAL</b>		<b>100 marks</b>

- ii. Details of the evaluation criteria are as follows –

**A. Experience of the Bidder as an Independent Firm**

Sl. No.	Technical Criteria	Maximum Marks	Supporting Documents
1	<b>Number of Event Management Assignments for International Marts, Fairs, Exhibitions, or Expos for Tourism Sector:</b> The Bidder should have experience of event management in at least 2 (two)	15 marks	<ul style="list-style-type: none"> <li>● Bidder's References at <b>Section 3B</b></li> <li>● Auditor Certificate for Bidder's Experience at <b>Section 3I</b></li> <li>● Proof of Commencement of Assignment: Copy of work order / contract / purchase order / letter of</li> </ul>

Sl. No.	Technical Criteria	Maximum Marks	Supporting Documents
	<p>international marts, fairs, exhibitions, or expos for tourism sector in the last 10 (ten) years from the date of notice inviting tender. The contract price for each assignment should be at least INR 50 Lakh (Rupees Fifty Lakh only). The event may have been organized for an international client within India or for a domestic client outside India.</p> <ul style="list-style-type: none"> <li>• At least 2 such events – <b>9 marks</b></li> <li>• For each such event above 2 such events – <b>1 additional mark per event, up to additional 6 marks total</b></li> </ul> <p>Hence, the Bidder may submit up to 8 (eight) eligible events for this criteria</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <i>Event management services must include setting up of pavilion / booths / stands and at least some of the associated activities of design, decoration, fabrication, installation, maintenance and dismantling to be eligible for this criteria. Event management services must also include setting up B2B meetings or networking meetings during the event.</i></li> <li>• <i>If the event management services comprised only of marketing and / or public relations activities the assignment shall not be eligible for this criteria.</i></li> <li>• <i>Virtual events are not eligible for this criteria.</i></li> </ul>		<p>award issued by the client for the assignment(s). The document submitted should meet all the requirements as per the criteria.</p> <ul style="list-style-type: none"> <li>• Proof of Substantial Completion of Assignment: At least one of the following documents issued by the client for the assignment(s) should be submitted as proof of substantial completion for the respective assignment. <ul style="list-style-type: none"> <li>○ Certificate of Completion from the Client, signed by authorized representative for the Client</li> <li>○ Self-certification from Authorized signatory of the Bidder along with the supporting documents issued by respective Clients substantiating completion of the assignment</li> <li>○ The receipt of payment(s) to the Bidder of at least INR 50 Lakh (Rupees Fifty Lakh only) per event towards the assignment and certified by an independent auditor / statutory auditor.</li> </ul> </li> </ul>
2	<p><b>Number of Event Management Assignments for Domestic Marts, Fairs, Exhibitions, or Expos for Tourism Sector:</b></p> <p>The Bidder should have experience of event management in at least 5 (five) domestic marts, fairs, exhibitions, or expos for tourism sector within India in the last 10 (ten) years from the date of notice inviting tender. The contract price for each assignment should be at least</p>	15 marks	<ul style="list-style-type: none"> <li>• Bidder's References at <b>Section 3B</b></li> <li>• Auditor Certificate for Bidder's Experience at <b>Section 3I</b></li> <li>• Proof of Commencement of Assignment: Copy of work order / contract / purchase order / letter of award issued by the client for the assignment(s). The document submitted should meet all the requirements as per the criteria.</li> </ul>

Sl. No.	Technical Criteria	Maximum Marks	Supporting Documents
	<p>INR 30 Lakh (Rupees Thirty Lakh only).</p> <ul style="list-style-type: none"> <li>• At least 5 such events – <b>9 marks</b></li> <li>• For each such event above 5 such events – <b>1 additional mark per event, up to additional 6 marks total</b></li> </ul> <p>Hence, the Bidder may submit up to 11 (eleven) eligible events for this criteria.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <i>Event management services must include setting up of pavilion / booths / stands and at least some of the associated activities of design, decoration, fabrication, installation, maintenance and dismantling to be eligible for this criteria. Event management services must also include setting up B2B meetings or networking meetings during the event.</i></li> <li>• <i>If the event management services comprised only of marketing and / or public relations activities the assignment shall not be eligible for this criteria.</i></li> <li>• <i>Virtual events are not eligible for this criteria.</i></li> </ul>		<ul style="list-style-type: none"> <li>• Proof of Substantial Completion of Assignment: At least one of the following documents issued by the client for the assignment(s) should be submitted as proof of substantial completion for the respective assignment. <ul style="list-style-type: none"> <li>○ Certificate of Completion from the Client, signed by authorized representative for the Client</li> <li>○ Self-certification from Authorized signatory of the Bidder along with the supporting documents issued by respective Clients substantiating completion of the assignment</li> <li>○ The receipt of payment(s) to the Bidder of at least INR 30 Lakh (Rupees Thirty Lakh only) per event towards the assignment and certified by an independent auditor / statutory auditor.</li> </ul> </li> </ul>
3	<p><b>Experience in Sourcing 50+ Buyers from Foreign Countries for a Single International-Level Tourism Event:</b></p> <p>The Bidder should have experience in sourcing at least 50 Buyers from foreign countries for a single international-level mart, fair, exhibition, or expo for tourism sector in the last 10 (ten) years from the date of notice inviting tender. The Buyers should have been members of reputed tourism association of their respective country.</p> <ul style="list-style-type: none"> <li>• At least 1 such event – <b>9 marks</b></li> <li>• At least 2 such events – <b>12 marks</b></li> <li>• 3 or more such events – <b>15 marks</b></li> </ul>	15 marks	<ul style="list-style-type: none"> <li>• Details of Experience in Sourcing Buyers at <b>Section 3L</b> along with the below mentioned supporting documents</li> <li>• Proof of Commencement of Assignment: Copy of work order / contract / purchase order / letter of award issued by the client for the assignment(s). The document submitted should meet all the requirements as per the criteria.</li> </ul>
4	<p><b>Experience in Sourcing Buyers from Multiple International Markets for a</b></p>	15 marks	<ul style="list-style-type: none"> <li>• Details of Experience in Sourcing Buyers at <b>Section 3L</b> along with</li> </ul>

Sl. No.	Technical Criteria	Maximum Marks	Supporting Documents
	<p><b>Single International-Level Tourism Event:</b></p> <p>The Bidder should have experience in sourcing Buyers from at least 5 foreign countries for a single international-level marts, fairs, exhibitions, or expos for tourism sector in the last 10 (ten) years from the date of notice inviting tender. The Buyers should have been members of reputed tourism association of their respective country.</p> <p>The Bidder should have experience of at least one international-level mart, fair, exhibition, or expo for tourism sector with</p> <ul style="list-style-type: none"> <li>• Buyers from between 5 and 7 foreign countries – <b>9 marks</b></li> <li>• Buyers from between 8 and 10 foreign countries – <b>12 marks</b></li> <li>• Buyers from 11 or more foreign countries – <b>15 marks</b></li> </ul>		<p>the below mentioned supporting documents</p> <ul style="list-style-type: none"> <li>• Proof of Commencement of Assignment: Copy of work order / contract / purchase order / letter of award issued by the client for the assignment(s). The document submitted should meet all the requirements as per the criteria.</li> </ul>
<b>Total</b>			<b>60 Marks</b>

**NOTE:**

1. The Bidder cannot submit the same assignment for consideration for evaluation for Evaluation Criteria 1 and Evaluation Criteria 2.
2. The Bidder can submit the same assignment for consideration for evaluation for Evaluation Criteria 3 and Evaluation Criteria 4.
3. For assignments where the Bidder has worked as a consortium member, the Bidder shall furnish documents to substantiate the role of their organization in the project. The Client reserves the right to request any further supporting documents from the selected Agency prior to the signing of the contract
4. The Client shall be free to make enquiries from previous clients of the Bidder about the work, conduct, performance, quality of service and such other related general enquiries about the Bidders. The Bidder would have no objection to the Client making such enquiries from their existing/past clients.
5. Event management services must include setting up of pavilion / booths / stands and at least some of the associated activities of design, decoration, fabrication, installation, maintenance and dismantling to be eligible for the evaluation criteria. If the event management services comprised only of marketing and / or public relations activities the assignment shall not be eligible for any of the evaluation criteria. Virtual events are not eligible for any of the evaluation criteria.

**B. Approach and Methodology**

- i. The Bidders meeting the pre-qualification criteria shall make a detailed Technical Presentation on the aspects listed under this criteria to the Evaluation Committee formed by the Client. The proposed Team Leader along with key resources should be present in-person during the presentation.

- ii. The Presentation is not required to be submitted at the time of submission of the Technical Proposal on the Karnataka Public Procurement portal. It must be presented to the Evaluation Committee as notified by the Client. A soft copy and one hard copy of the presentation and any associated supporting documents are to be submitted along with a covering letter to the Evaluation Committee at the time of Technical Presentation.

Sl. No.	Criteria	Maximum Marks
1.	<b>Understanding of Assignment:</b> <ul style="list-style-type: none"> <li>Understanding of the objectives of the assignment</li> <li>Understanding of the Client's requirements</li> </ul>	<b>2 marks</b>
2.	<b>Experience of the Bidder:</b> <ul style="list-style-type: none"> <li>Demonstration of experience with similar assignments in travel, tourism, and hospitality sector – <b>3 marks</b></li> <li>One Case study of how the bidder was able to create value through similar services one of its previous / existing tourism clients. Case study should be backed by proof and data – <b>3 marks</b></li> </ul>	<b>6 marks</b>
3.	<b>Approach of the Bidder for Marketing and Publicity:</b> <ul style="list-style-type: none"> <li>Proposed Theme for the second edition of KITE – <b>1 mark</b></li> <li>Strategy, proposed activities, and expected results for marketing and publicity for the second edition of KITE – <b>4 marks</b></li> <li>Proposed list of media personnel for second edition of KITE – <b>3 marks</b></li> <li>Innovative ideas for improving the scope of marketing and publicity activities that the Bidder has included in their proposal – <b>2 marks</b></li> </ul>	<b>10 marks</b>
4.	<b>Approach of the Bidder for Sourcing of Buyers:</b> <ul style="list-style-type: none"> <li>Strategy, proposed activities, and expected results for sourcing of Buyers for the second edition of KITE – <b>3 marks</b></li> <li>Proposed list of Buyers for second edition of KITE – <b>4 marks</b></li> <li>Innovative ideas for improving the scope of identification and sourcing of Buyers that the Bidder has included in their proposal – <b>2 marks</b></li> </ul>	<b>9 marks</b>
5.	<b>Approach of the Bidder for KITE Website:</b> <ul style="list-style-type: none"> <li>Strategy, proposed activities, and expected results for the KITE Website – <b>3 marks</b></li> <li>Innovative ideas for improving the scope of KITE Website that the Bidder has included in their proposal – <b>2 marks</b></li> </ul>	<b>5 marks</b>
6.	<b>Approach of the Bidder for Event Management:</b> <ul style="list-style-type: none"> <li>Strategy, proposed activities, and expected results for event management for the second edition of KITE – <b>5 marks</b></li> <li>Innovative ideas for improving the scope of work that the Bidder has already included in their proposal – <b>3 marks</b></li> </ul>	<b>8 marks</b>
<b>Sub Total</b>		<b>40 marks</b>

Sl. No.	Section	Title	Details
23.	5.3	Minimum technical score	The Bidder must achieve a minimum of <b>70 marks overall</b> to be eligible for opening of the Financial Proposal.
24.	5.7	Ranking of the Bidders	The formula for determining the financial scores is the



Sl. No.	Section	Title	Details
			<p>following:  <math>Sf = 100 \times Fm/F</math>, in which <i>Sf</i> is the financial score, <i>Fm</i> is the lowest price, and <i>F</i> is the price of the proposal under consideration</p> <p>The weights given to the Technical and Financial Proposal are:  <math>T = 0.75</math>, and  <math>P = 0.25</math></p> <p>The Bidder achieving the highest combined technical and financial score will be invited for negotiations.</p> <p>In case of a tie, the Client shall select the Bidder who had received a higher score during the technical presentation on approach and methodology.</p>
25.	6.1	Address for negotiation	Jungle Lodges and Resorts Limited Ground Floor, West Wing Khanija Bhavan 49 Race Course Road Bengaluru – 560 001
26.	7.2	The assignment is expected to commence on [Month, Year] at [Location]	Tentative Date: <i>Within 7 days of the signing of the Contract at Bengaluru</i>
27.	8.1	Performance Security	5% (Five Percent) of the Contract Price

### **Section 3. Technical Proposal – Standard Forms**

3A. Technical Proposal Submission Form

3B. Bidder's References

3C. Comments and suggestions on the Terms of Reference and on data, services, and facilities to be provided by the Client

3D. Description of the methodology and work plan for performing the assignment (Not applicable)

3E. Team composition and task assignments

3F. Format of Curriculum Vitae of proposed key professional staff

3G. Power of Attorney of Authorised Signatory

3H. Details of the Bidder

3I. Auditors Certificate for Bidders Experience

3J. Financial Capacity of the Bidder

3K. Undertaking for Experience in Travel and Tourism Events

3L. Details of Experience in Sourcing Buyers

### 3A. Technical Proposal Submission Form

(On the Letterhead of the Bidder)

[Location, Date]

FROM:

(Name of the Bidder)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

Managing Director,  
Jungle Lodges and Resorts Limited,  
Ground Floor, West Wing,  
Khanija Bhavan,  
49, Race Course Road,  
Bengaluru – 560 001

Dear Sir / Madam,

**Subject: Proposal for “Selection of Event Management Agency for the Second Edition of Karnataka International Travel Expo”**

We, the undersigned, offer to provide services for the above in accordance with your Request for Proposal notified in the Karnataka Public Procurement Portal as indent no:..... We are hereby submitting our Proposal which includes this Technical Proposal, and a Financial Proposal on the Karnataka Public Procurement Portal. I/we, having examined all relevant documents and understood their contents, hereby submit our Proposal for **Selection of Event Management Agency for the Second Edition of Karnataka International Travel Expo.**

We hereby undertake as follows:

1. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
2. The company / firm / LLP / proprietorship M/s. \_\_\_\_\_ has \_\_\_\_ years \_\_\_\_ months of experience in the business of event management for travel and tourism events such as marts, fairs and exhibitions as on date of notice inviting tender of this tender.
3. I/We shall make available to the Client any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We certify that in the last two years, we or any of our Associate have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
5. I/we have not blacklisted/banned by the Government of Karnataka or any of its agencies for any reasons whatsoever.
6. I/we have not been blacklisted/banned by the Central / any other State / UT Government or its agencies for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices or for backing out from the execution of contract after an award of work.

7. I/we am/are not involved in any major litigation that may affect or compromise the delivery of service required if we were to be awarded with this work.
8. I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by JLR.
9. I/We do not have any conflict of interest
10. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Sub-Clause 2.7.1(d) of General Conditions of Contract in the RFP document, in respect of any tender or request for proposal issued by or any Contract entered into with JLR or any other public sector enterprise or any government, Central or State; and
11. The Proposal is unconditional
12. I/We agree to keep this offer valid for 180 (One Hundred and Eighty) days from the Proposal Due Date specified in the RFP.
13. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Bidder, without incurring any liability to the Bidders in accordance with Clause 2.7.3 of the RFP document. I/we hereby declare that the information / documents / certificates submitted by M/s ..... (Name of the Bidder) along with this Selection of Event Management Agency for the Second Edition of Karnataka International Travel Expo are genuine, and nothing has been concealed. I / we shall have no objection in case JLR verifies them from issuing authority(ies). I / we shall also have no objection in providing the original copy of the document(s), in case JLR demand so for verification.
14. I hereby confirm that in case, any document, information & /or certificate submitted by me found to be incorrect/false/fabricated, JLR at its discretion may disqualify / reject my application for pre-qualification out rightly and also debar ..... (Name of the Bidder) from participating in any future tenders.
15. I, hereby submit a declaration that the tender submitted by the undersigned on behalf of the tenderer ..... (Name of the Bidder) shall not be withdrawn or modified during the period of validity or extended period of validity.
16. I, on behalf of the tenderer ..... (Name of the Bidder), also accept the fact that in case the tender is withdrawn or modified during the period of its validity / extended validity period or if we fail to sign the contract in case the is awarded to us or we fail to submit and Performance Security, and Additional Performance Security, if any, before the deadline fixed in the tender document, then ..... (Name of the Bidder) will be debarred for participation in the tendering process of the procurements of this procurement entity for a period of **one year** from the date of default.

If negotiations are held by the Client, we undertake to attend negotiations. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

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

Yours sincerely,

Authorised Signatory:

Name and Title of Signatory:

Name of the Bidder:

Address:

### 3B. Bidder's References

Relevant Services carried out in the last 10 (ten) years that best illustrate Qualifications

#### A. Summary of Experience

##### A.1 For Pre-qualification Criteria Sl. No. 6, 7, 8 and 9, and Technical Evaluation Criteria Sl. No. A.1, A.2, A.3 and A.4

Using the format below, the Bidder shall provide a summary of their work experience –

Sl. No.	Name of Client	Name and Brief Description of Assignment	Target Industry Sector	Location of Assignment	Start Date (Month, Year)	End Date (Month, Year)	Value of Assignment	Size of Pavilion / Stall / Booth set up	Proof of Commencement for Assignment Provided (Type of Document, Date of issue of document)	Proof of Completion for Assignment Provided (Type of document, Date of issue of document)
1.										
2.										
3.										
4.										
5.										

(Add more rows as necessary)

#### B. Details of Experience

##### B.1 For Pre-qualification Criteria Sl. No. 6, 7, 8 and 9, and Technical Evaluation Criteria Sl. No. A.1, A.2, A.3 and A.4

Using the format below, provide information on each reference assignment for which your Firm/ Entity, either as a single firm as a corporate entity or as one of the major companies within an association, was legally contracted. Attach relevant work order and certificate of completion/satisfactory performance for each reference assignment.

Sl. No.	Particulars	Details
1.	Name of Client	
2.	Location of Client	

*Selection of Event Management Agency for the Second Edition of Karnataka International Travel Expo  
Jungle Lodges and Resorts Limited*

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
3.	<b>Contact Person for Client</b>	Name: Designation: Phone: Email:
4.	<b>Start Date of Assignment</b>	
5.	<b>End Date of Assignment</b>	
6.	<b>Value of Assignment (Contract Value or Payments Received)</b>	
7.	<b>Brief description of the Event</b>	Name of Event: Location of Event: Objectives of Event:
8.	<b>Narrative description of assignment</b>	
9.	<b>Description of Actual Services provided by your staff</b>	
10.	<b>Key Personnel / Senior Staff involved for Event</b>	
11.	<b>Name and Role of Associated Consultants/ Agency, if any</b>	
12.	<b>Target sector for Event</b>	
13.	<b>Number of attendees and Brief description of attendee profile</b>	
14.	<b>Number of Domestic Buyers</b>	
15.	<b>Number of Foreign Buyers</b>	
16.	<b>Number of Countries from which Buyers attended</b>	
17.	<b>Brief Description of Results Achieved</b>	
18.	<b>Proof of Commencement for Assignment issued by Client</b> <i>Copy of work order / contract / purchase order / letter of award issued by the client for each eligible assignment. The document submitted should meet all the requirements as per the criteria.</i>	Type of Document: Date of Issue of Document: Enclosed: [ ] Yes [ ] No
19.	<b>Proof of Substantial Completion for Assignment</b> <ul style="list-style-type: none"> <li>At least one of the following documents issued by the client for the assignment(s) should be submitted as proof of substantial completion for the respective assignment</li> </ul>	Type of Document: Date of Issue of Document: Enclosed: [ ] Yes [ ] No

SI. No.	Particulars	Details
	<ul style="list-style-type: none"> <li>o <i>Certificate of Completion from the Client, signed by authorized representative for the Client</i></li> <li>o <i>Self-certification from Authorized signatory of the Bidder along with the supporting documents issued by respective Clients substantiating completion of the assignment</i></li> <li>o <i>For Pre-qualification Criteria SI. No. 6 and Technical Evaluation Criteria SI. No. A.1: The receipt of payment(s) to the Bidder of at least INR 50 Lakh (Rupees Fifty Lakh only) per event towards the assignment and certified by a statutory auditor.</i></li> <li>o <i>For Pre-qualification Criteria SI. No. 7 and Technical Evaluation Criteria SI. No. A.2: The receipt of payment(s) to the Bidder of at least INR 30 Lakh (Rupees Thirty Lakh only) per event towards the assignment.</i></li> <li>o <i>For Pre-qualification Criteria SI. No. 8 and 9, and Technical Evaluation Criteria SI. No. A.3 and A.4: The receipt of payment(s) to the Bidder equivalent to the Contract value and certified by a statutory auditor.</i></li> </ul>	

**Note:**

1. Event management services must include setting up of pavilion / booths / stands and at least some of the associated activities of design, decoration, fabrication, installation, maintenance and dismantling to be eligible for this criteria. If the event management services comprised only of marketing and / or public relations activities the assignment shall not be eligible for this criteria. Virtual events are not eligible for this criteria.
2. The Technical Experience of the parent / subsidiary / associate entities of the Bidder shall not be considered for assessment of eligibility.
3. For assignments / projects where the Bidder has worked as a consortium member, the Bidder shall furnish documents to substantiate the role of the firm in the project. The Client reserves the right to request any further supporting documents from the selected Agency prior to the signing of the contract
4. The Client shall be free to make enquiries from previous clients of the Bidder about the work, conduct, performance, quality of service and such other related general enquiries about the Bidders. The Bidder would have no objection to the Client making such enquiries from their existing/past clients.
5. The work order / contract should meet all the requirements as per the criteria as per Clause 5.3.1 and Clause 5.3.2 of the Data Sheet.
6. The Bidder cannot submit the same assignment for consideration for eligibility of qualification for Pre-Qualification Criteria 6 and 7.
7. The Bidder can submit the same assignment for consideration for eligibility of qualification for Pre-Qualification Criteria 8 and 9.
8. The Bidder cannot submit the same assignment for consideration for evaluation for Evaluation Criteria A.1 and Evaluation Criteria A.2.
9. The Bidder can submit the same assignment for consideration for evaluation for Evaluation Criteria A.3 and Evaluation Criteria A.4.
10. The Client reserves the right to request any further supporting documents from the selected Bidder at any time prior to the signing of the contract.

**Authorised Signatory:** \_\_\_\_\_

**Name and Title of Signatory:** \_\_\_\_\_

**Name** \_\_\_\_\_ **of** \_\_\_\_\_ **the** \_\_\_\_\_ **Bidder:** \_\_\_\_\_

**3C. Comments and suggestions on the Terms of Reference and on data services, and facilities to be provided by the Client.**

**On the Terms of Reference:**

1.

2.

3.

4.

5.

**On the Data, Services, and Facilities to be provided by the Client**

1.

2.

3.

4.

5.

**Name of the Bidder:** \_\_\_\_\_



**3D. Description of the methodology and work plan for performing the assignment**

*As per Technical Evaluation Criteria B. Approach and Methodology*

### 3E. Team Composition and Task Assignments

**BIDDER'S NAME:** \_\_\_\_\_

*Note: One resource shall be proposed for only one position, i.e., the same resource cannot be proposed for more than one position. The resources proposed cannot be currently working full-time on any ongoing assignment for Department of Tourism, Government of Karnataka or its undertakings – Karnataka State Tourism Development Corporation, Jungle Lodges and Resorts Limited, Karnataka Tourism Infrastructure Limited, or Karnataka Exhibition Authority.*

#### 1. Managerial/Technical Staff

<b>Sl. No.</b>	<b>Name</b>	<b>Position</b>	<b>Tasks</b>
1		Event Management Expert – Team Leader	
2		Marketing and Publicity Expert	
3		Public Relations Expert	

#### 2. Support Staff

<b>Sl. No.</b>	<b>Name</b>	<b>Position</b>	<b>Tasks</b>
1			
2			
3			
4			

**Authorised Signatory:** \_\_\_\_\_

**Name and Title of Signatory:** \_\_\_\_\_

**Name of the Bidder:** \_\_\_\_\_

### 3F. Format of Curriculum Vitae of proposed key professional staff

<b>Name of the Entity</b>							
<b>Name of Staff</b> <i>[Provide full name]</i>							
<b>Proposed Position</b> <i>[Only one candidate to be nominated for each position]</i>							
<b>Name of current employer</b>							
<b>Years with the current employer</b> <i>[in years and months]</i>							
<b>Total Years of Experience</b> <i>[in years and months]</i>							
<b>Association with the Bidder</b>	a. In what capacity: <i>Full time/Part time/Contract employee</i> b. Since when: <i>Month, Year</i> c. Whether association is for this project alone: <i>Yes/No</i>						
<b>Date of Birth</b> <i>[dd/mm/yyyy]</i>							
<b>Nationality</b>							
<b>Key Educational Qualifications</b> <i>[Summarize college/university and other specialised education of staff member, giving names of schools, dates attended, and degrees obtained]</i>	<b>Sl. No.</b>	<b>Start Date</b>	<b>End Date</b>	<b>School/ College</b>	<b>University</b>	<b>Location</b>	<b>Degree Obtained</b>
	1						
	2						
	3						
<b>Employment Record</b> <i>[Starting with the present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organisation, titles of positions]</i>	<b>Sl. No.</b>	<b>Name of the Organization</b>		<b>Designation</b>	<b>From (month, year)</b>		<b>To (month, year)</b>
	1						
	2						
	3						
<b>Papers presented / research carried out/ trainings / books published / awards received / honours conferred, if any</b>	<i>[List of papers presented / research carried out/ trainings / books published / awards received / honours conferred, if any]</i>						
<b>Key Work Experiences</b> <sup>1</sup> <i>[replicate the above parameters and list all the</i>	<i>Brief of key experience of the proposed Key Personnel</i>						

<sup>1</sup> Kindly ensure experience covers the requirements as per Clause 7 of Section 5. Terms of Reference

<i>assignments to be considered for Technical Evaluation of the proposed Key Personnel]</i>				
Assignment 1: <i>[Name of the assignment]</i> Year: <i>[From-To]</i> Location: Client: Position held: Main features of the Assignment: <i>[Brief of the project]</i> Experience or Training (pertinent to current Assignment)				
Assignment 2: <i>[Name of the assignment]</i> Year: <i>[From-To]</i> Location: Client: Position held: Main features of the Assignment: <i>[Brief of the project]</i> Experience or Training (pertinent to current Assignment)				
<i>(additional rows may be added to showcase more assignments)</i>				
<b>Membership with Professional bodies:</b>	<i>[List of memberships]</i>			
<b>Proficiency in Languages</b> <i>[Excellent, good, fair and poor]</i>	<b>Language</b>	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>
	English			
	Kannada			
	Hindi			

**Undertaking for Relevant Qualification and Experience:**

I hereby undertake that I meet the following requirements for the position of \_\_\_\_\_ (proposed position) for the assignment "Selection of Event Management Agency for the Second Edition of Karnataka International Travel Expo"

- Work Experience: \_\_\_\_\_  
\_\_\_\_\_

*[Kindly specify work experience as per the requirements specified in Clause 8 of Section 5. Terms of Reference for the proposed position of the staff]*

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_

(Signature of staff member)

Full Name of Staff Member: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of authorised representative of the Bidder)

Full Name of Authorized Representative: \_\_\_\_\_

### 3G. Power of Attorney of Authorised Signatory

(To be stamped in accordance with Applicable Stamp Act, if any)

Know all men by these presents, we..... (Name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr/Ms (name), ..... son/daughter/wife of ..... and presently residing at ....., who is presently employed with us and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the "Authorized Signatory") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for pre-qualification and submission of our bid for Services for the proposed assignment "**Selection of Event Management Agency for the Second Edition of Karnataka International Travel Expo**" by the Managing Director, Jungle Lodges and Resorts Limited (the "Client") including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Proposal Conference and other meetings and providing information/ responses to the Client, representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our bid, and generally dealing with the Client in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us

AND we hereby agree to ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Signatory in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE NAMED IN PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20..... in line with the following points

- 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 executants(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

For

.....  
(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

(Notarised)

Accepted

.....  
(Signature)

(Name, Title and Address of the Authorized Signatory)

### 3H. Details of the Bidder

(On the Letterhead of the Bidder)

Sl. No.	Criteria	Details
<b>1.</b>	<b>Bidder Details</b>	
<b>a.</b>	Name of Company/Firm/Proprietorship	
<b>b.</b>	Country of Incorporation	
<b>c.</b>	Date of Incorporation and/or Commencement of Business	
<b>d.</b>	Brief description of Company/Firm including details of its main lines of business and proposed roles and responsibilities in this Project	
<b>e.</b>	Registered Office Details	Address: Contact Person: Mobile: Phone: Email: Fax:
<b>f.</b>	Branch/Regional Office Details	Address: Contact Person: Mobile: Phone: Email: Fax:
<b>g.</b>	Details of the Authorized Signatory for the Tender	Name: Designation: Address: Phone: Email:
<b>h.</b>	Details for individual(s) who will serve as Point of Contact	Name: Designation: Mobile: Phone: Email:
<b>i.</b>	Nature of Business (Public / Private Limited Company, Partnership Firm, Limited Liability Partnership, Sole Proprietorship)	
<b>2.</b>	Company / Firm / Proprietorship registration details with the supporting documents	<ul style="list-style-type: none"> <li>• If the Bidder is a company – <ul style="list-style-type: none"> <li>○ Enclosed copy of Certificate of Incorporation: [ ] Yes [ ] No</li> <li>○ Enclosed copy of Memorandum of Association and Articles of Association: [ ] Yes [ ] No</li> </ul> </li> <li>• If the Bidder is a limited liability partnership firm – <ul style="list-style-type: none"> <li>○ Enclosed copy of Registration Certificate: [ ] Yes [ ] No</li> </ul> </li> </ul>

Sl. No.	Criteria	Details												
		<ul style="list-style-type: none"> <li>○ Enclosed copy of LLP Agreement: [ ] Yes [ ] No</li> <li>● If the Bidder is a partnership firm – <ul style="list-style-type: none"> <li>○ Enclosed copy of Registration Certificate: [ ] Yes [ ] No</li> <li>○ Enclosed copy of Partnership Deed: [ ] Yes [ ] No</li> </ul> </li> <li>● If the Bidder is a sole proprietorship – <ul style="list-style-type: none"> <li>○ Enclosed Copy of registration under applicable Shops and Establishment Act in name of the Bidder: [ ] Yes [ ] No</li> </ul> </li> </ul>												
3.	Years of experience in the business of event management for travel and tourism events such as marts, fairs, exhibitions as on as on date of notice inviting tender of this tender.	____ years ____ months												
4.	PAN Card Number. Self-attested copy to be enclosed.	Number: _____ Enclosed: [ ] Yes [ ] No												
5.	GST Number. Submit self-attested copy of GST Registration Certificate	Number: _____ Enclosed: [ ] Yes [ ] No												
6.	Copy of IT Returns for the last completed financial year (FY 2022-23)	Enclosed: [ ] Yes [ ] No												
7.	Financial Eligibility of the Bidder	<table border="1"> <thead> <tr> <th></th> <th>FY 2018-19</th> <th>FY 2019-20</th> <th>FY 2020-21</th> <th>FY 2021-22</th> <th>FY 2022-23</th> </tr> </thead> <tbody> <tr> <td><b>Turnover in INR Crore</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Enclosed Section 3J: [ ] Yes [ ] No</p> <p>Enclose audited Balance Sheet and Profit &amp; Loss Statements for the three completed financial years (i.e., FY 2018-19, FY 2019-20, FY 2020-21, 2021-22, and FY 2022-23): [ ] Yes [ ] No</p>		FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	<b>Turnover in INR Crore</b>					
	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23									
<b>Turnover in INR Crore</b>														
8.	Enclosed Form 3A	Form Enclosed: [ ] Yes [ ] No												
9.	Enclosed Form 3B	Form Enclosed: [ ] Yes [ ] No Supporting Documents Enclosed: [ ] Yes [ ] No												
10.	Enclosed Form 3C	Form Enclosed: [ ] Yes [ ] No												
11.	Enclosed Form 3E	Form Enclosed: [ ] Yes [ ] No												
12.	Enclosed Form 3F	Enclosed: [ ] Yes [ ] No												
13.	Enclosed Form 3G	Document Type: _____ Name of Authorized Signatory: _____ Enclosed: [ ] Yes [ ] No												
14.	Enclosed Form 3I	Form Enclosed: [ ] Yes [ ] No												
15.	Enclosed Form 3J	Form Enclosed: [ ] Yes [ ] No												
16.	Enclosed Form 3K	Form Enclosed: [ ] Yes [ ] No												
17.	Enclosed Form 3L	Form Enclosed: [ ] Yes [ ] No												

Authorised Signatory: \_\_\_\_\_



**Name and Title of Signatory:** \_\_\_\_\_

**Name of the Bidder:** \_\_\_\_\_

### 3I. Auditor Certificate for Bidder's Experience

(On the Letterhead of the Auditor)

Date: \_\_\_\_\_

#### To Whomsoever It May Concern

We have verified the relevant statutory and other records of M/s \_\_\_\_\_ [Name of the Bidder] and certify that the information and supporting documents submitted by M/s \_\_\_\_\_ [Name of the Bidder] as per the following forms are true and correct.

Sl. No.	Section	Contents of Form has been Verified by Auditor	Remarks of the Auditor
1	3B. Bidder's References	[ ] Yes [ ] No	
2	3K. Undertaking for Experience in Travel and Tourism Events	[ ] Yes [ ] No	

This certificate is being issued to be produced before Jungle Lodges and Resorts Limited for "Selection of Event Management Agency for the Second Edition of Karnataka International Travel Expo".

(Seal and signature of Auditor)

Name of the audit firm: \_\_\_\_\_

CA Membership Number: \_\_\_\_\_

Date: \_\_\_\_\_

### 3J. Financial Capacity of the Bidder

(On the Letterhead of the Auditor)

Date:

To Whomsoever It May Concern

We have verified the relevant records of M/s. \_\_\_\_\_ [Name of the Bidder], and certify that their annual turnover in the last five (5) financial years is as mentioned in the table below.

Annual Turnover (INR Lakhs)				
FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23

We hereby certify that of M/s. \_\_\_\_\_ [Name of the Bidder] has an average annual turnover of INR 5 Crores (Rupees Five Crores) in any 3 (three) of the last 5 (five) completed financial years (i.e., FY 2018-19, FY 2019-20, FY 2020-21, FY 2021-22, and FY 2022-23)

Name and Address of the Bidder's Bankers:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This certificate is being issued to be produced before Jungle Lodges and Resorts Limited for **“Selection of Event Management Agency for the Second Edition of Karnataka International Travel Expo”**

(Seal and signature of Auditor)

Name of the audit firm: \_\_\_\_\_

CA Membership Number: \_\_\_\_\_

Date: \_\_\_\_\_

### 3K. Undertaking for Experience in Travel and Tourism Events

(On the Letterhead of the Bidder)

[Location, Date]

To,

Managing Director,  
Jungle Lodges and Resorts Limited,  
Ground Floor, West Wing,  
Khanija Bhavan,  
49 Race Course Road,  
Bengaluru – 560 001

Dear Sir / Madam,

Subject: **Proposal for “Selection of Event Management Agency for the Second Edition of Karnataka International Travel Expo”** – Undertaking regarding experience in Travel and Tourism Events

I/we do hereby undertake that M/s \_\_\_\_\_ [Name of Bidder] has/have at least 5 years of experience as on date of notice inviting tender, i.e., \_\_\_\_\_ in the business of event management for travel and tourism events such as marts, fairs, and exhibitions.

We have a total \_\_\_\_ years \_\_\_\_ months of experience in event management for events<sup>2</sup> such as such as marts, fairs, and exhibitions for clients from the travel, tourism, and hospitality sector.

We have experience in providing the following event management services to our clients –

[Kindly mention the type of event management services provided by the Bidder]

We have supported the following clients from the travel, tourism, and hospitality sector for events such as travel and tourism marts, fairs, exhibitions, and expos for each year of experience claimed –

Sl. No.	Year	Name of Client	Name of Assignment	Location of Assignment
1	2024			
2	2023			
3	2022			
4	2021			
5	2020			
6	2019			

Yours sincerely,

Authorised Signatory:

Name and Title of Signatory:

Name of Bidder:

<sup>2</sup> An Event shall mean a marketing or promotional activity such as marts, exhibitions, expos and festivals wherein a client sets up a stall, pavilion, or booth is set up to give the public information about a company, product, destination, etc. This scope excludes roadshows



### 3L. Details of Experience in Sourcing Buyers

(On the Letterhead of the Bidder)

Date: \_\_\_\_\_

#### To Whomsoever It May Concern

We certify that we have sourced 50+ Buyers from foreign countries for an international-level travel mart / fair / exhibition / expo for the following event –

Name of Event: \_\_\_\_\_

Start Date of Assignment: \_\_\_\_\_

End Date of Assignment: \_\_\_\_\_

Location of Assignment: \_\_\_\_\_

Details of the Buyers are as follows –

Sl. No.	Name of Buyer	Country
1.		
2.		
3.		

(add more rows as necessary)

Total Number of Buyers sourced for \_\_\_\_\_ (Name of Event) is \_\_\_\_\_.

Total Number of Countries from which Buyers have been sourced for \_\_\_\_\_ (Name of Event) is \_\_\_\_\_.

List of Countries is as follows –

Sl. No.	Country	Number of Buyers
1.		
2.		
3.		

(add more rows as necessary)

We have enclosed relevant supporting proof of commencement and proof of substantial completion for the above-mentioned assignments with this form as a part of our Technical Bid.

**Authorised Signatory:** \_\_\_\_\_

**Name and Title of Signatory:** \_\_\_\_\_

**Bidder's Name:** \_\_\_\_\_

**Note:**

The following documents may be submitted as proof of commencement –

- Proof of Commencement of Assignment: Copy of work order / contract / purchase order / letter of award issued by the client for the assignment(s). The document submitted should meet all the requirements as per the criteria.



## **Section 4. Financial Proposal – Standard Forms**

4A. Financial Proposal submission form

4B. Breakdown of Costs



#### 4A. Financial Proposal submission form

**(Not to be uploaded to Karnataka Public Procurement Portal, to be submitted by the successful bidder in the below format at the time of the negotiation meeting)**

**Note:** Bidder should quote their Fee as a lump sum fee for the tender inclusive of all taxes, duties and cess in the Karnataka Public Procurement Portal. Detailed breakdown of cost as per Section 4B shall be submitted by the selected Bidder at the time of the negotiation meeting.

To,

Managing Director,  
Jungle Lodges and Resorts Limited,  
Ground Floor, West Wing,  
Khanija Bhavan,  
49, Race Course Road,  
Bengaluru – 560 001

Dear Sir / Madam,

**Subject: Selection of Event Management Agency for the Second Edition of Karnataka International Travel Expo**

We, the undersigned, offer to provide Services for the above in accordance with your Request for Proposal dated [Date], and our Proposal (Financial Proposal). Our attached Financial Proposal is for the Lumpsum Fee of [Fee in words and figures], inclusive of all taxes, duties and cess.

We understand that the Client reserves the right to negotiate the Financial Proposal for the services as a whole or for individual sub-components of the services as specified in the Data Sheet.

We undertake that our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to the expiration of the validity period of the proposal, i.e., [Date].

We undertake that, in competing for (and, if the award to us, in executing) the above Contract, we will strictly observe the Laws against Fraud and Corruption in force in India namely "Prevention of Corruption Act 1988".

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

Yours sincerely,

**Authorised Signatory:** \_\_\_\_\_

**Name and Title of Signatory:** \_\_\_\_\_

**Bidder's Name:** \_\_\_\_\_

#### 4B. Breakdown of Costs

**(Not to be uploaded to Karnataka Public Procurement Portal, to be submitted by the successful bidder in the below format at the time of the negotiation meeting)**

**It is mandatory for the successful bidder to submit to the Client the break-up of their lump-sum quote in the below provided format at the time of the financial negotiation meeting.**

##### Second Edition of KITE

Sl. No.	Description	Amount (INR)
1.	Planning & Execution of Publicity and Campaigns	
2.	Design, Creation, Launch and Operation & Maintenance of the KITE website	
3.	Digital Marketing and Social Media Management	
4.	Costs of Sourcing Buyers	
5.	Remuneration for Event Management Expert – Team Leader	
6.	Remuneration for Marketing and Publicity Expert	
7.	Remuneration for Public Relations Expert	
8.	Remuneration of Additional Manpower (Breakup to be provided)	
9.	Cost of Post-Event Follow Up	
10.	Fabrication, installation, set up, and dismantling of the stalls based on total event space of approx. 25,000 sq ft	
11.	Out of Pocket Expenses (OPEs) such as travel, hotel, storage, stationery, printing, etc (Breakup to be provided)	
12.	Applicable taxes such as GST, Swachh Bharath Cess, Krishi Kalyan Cess etc.	
<b>Total (including all applicable taxes and cess)</b>		

**Authorised Signatory:** \_\_\_\_\_

**Name and Title of Signatory:** \_\_\_\_\_

**Bidder's Name:** \_\_\_\_\_

**Note:**

*The ceiling cost of the consultancy is the total cost. Payments will be made as per stipulations of the Special Conditions of Contract. The break-up of cost as given in format 4B is to facilitate assessment of reasonableness of costs and conducting negotiations in accordance with Clause 6 of the Information to Bidders.*

## **Section 5. Terms of Reference**

### **1. About Karnataka Tourism**

Karnataka with its wide variety of tourism offerings such as beaches, hill stations, heritage monuments, national parks, wildlife sanctuaries etc. continues to be a prime tourism destination in India. Given the variety of tourism assets, the state is promoted under the tagline “One State, Many Worlds”.

#### **1.1. About Department of Tourism**

Department of Tourism, Government of Karnataka (DoT) established in 1974, is vested with the responsibility to develop and promote Karnataka Tourism. DoT is bestowed with the responsibility of drafting and implementing enabling tourism policies to ensure growth and sustainability of tourism in the State. The Department is continuously endeavouring to promote Karnataka Tourism by developing new tourism destinations, fostering new tourism projects and by participating in national and international tourism trade fairs, investors' meet, road shows, theme campaigns, etc. Department promotes Karnataka Tourism both nationally as well as internationally through its sustained promotion campaigns. DoT is working to position Karnataka as one among the most preferred tourist destinations in the domestic and international tourism arena.

There are 4 government undertakings functioning under the Department of Tourism, namely Karnataka State Tourism Development Corporation (KSTDC), Jungle Lodges and Resorts (JLR), Karnataka Tourism Infrastructure Limited (KTIL) and Karnataka Exhibition Authority (KEA), Mysuru.

#### **1.2. About Jungle Lodges and Resorts Limited**

Jungle Lodges and Resorts Limited established in 1980, promotes eco-tourism, adventure tourism and various wildlife destinations in Karnataka. Working closely with the Department of Tourism and Forest Department, it runs 26 properties across national parks, wildlife sanctuaries and the coast, making it India's largest chain of resorts in wildlife tourism/ eco-tourism. Various outdoor activities such as trekking, camping, safaris, white water rafting, etc. are offered at these resorts. Apart from this, JLR also provides consultancy services to other state governments in promoting eco-tourism.

Department of Tourism has mandated Jungle Lodges and Resorts Limited as the nodal agency for the conduct and coordination for KITE 2024.

### **2. About Karnataka International Travel Expo**

Karnataka International Travel Expo (KITE) 2019 was the first of its kind Hosted Buyer Travel Event in Karnataka that provided a B2B platform to showcase the best of Karnataka Tourism to a global audience. KITE 2019 was organised from 25<sup>th</sup> to 27<sup>th</sup> August 2019. Key highlights of KITE 2019 are –

- ~300 Buyers from 30 Countries
- 100+ Exhibitors from Karnataka
- Over 10,000 B2B Meetings
- Coverage by 40+ Domestic Media and 13 International Media personnel
- 15 types of tourism offerings showcased
- FAM trips covering more than 700 room nights

The largest number of International Buyers came from France, Germany, Netherlands, Russia, South Africa, United States, and United Kingdom. The largest number of Domestic Buyers came from Maharashtra, Delhi NCR, and Gujarat.

FAM trips were conducted before and after KITE 2019 for domestic and international buyers respectively. The destinations covered included Bengaluru, Mysuru, Nagarhole National Park, Bandipur National Park, Kodagu, Hassan, Belur, Halebeedu, Shravanbelagola, Chikkamagaluru, Badami, Hampi, and Vijayapura among others.

### 3. About the Assignment and its Objectives

The Government of Karnataka proposes to host Karnataka International Travel Expo (KITE) as a 3-day hosted biennial B2B event with the objective to showcase Karnataka Tourism and its potential to attract business opportunities for the State's travel, tourism and hospitality sectors. Jungle Lodges and Resorts Limited ("JLR" or the "Client" or the "Authority") is vested with the mandate to conduct of the second edition of KITE event.

In this regard, the Client intends to appoint an Event Management Agency to plan and organize the second edition of KITE and manage the end-to-end operations and event management.

The second edition of KITE (i.e., KITE 2024) is proposed to be held in the last week of August 2024 in Bengaluru at a venue suitable for hosting ~100 exhibitors and ~500 buyers and media personnel. However, the dates are subject to change and shall be notified in advance to the Event Management Agency.

The ultimate objective of KITE is to make Karnataka premier global hub of tourism activity through fostering business opportunities, leveraging the traditional strengths of the state resulting in equitable socio-economic growth, standing at par among other successful tourist destinations. The Karnataka Tourism Society (KTS) shall ensure the participation of stakeholders from Karnataka's tourism industry and support in organising KITE.

The Government of Karnataka shall appoint an Executive Committee comprising of key tourism officials and stakeholders to drive the planning, organisation, and management of KITE.

### 4. Tentative Schedule of the Event

The tentative schedule for of KITE is as follows –

Day	Key Events and Activities
Pre-Event	<ul style="list-style-type: none"><li>Familiarization Tours</li></ul>
1	<ul style="list-style-type: none"><li>Registration</li><li>Inaugural Ceremony</li><li>Cultural Performance</li><li>Welcome Dinner</li></ul>
2	<ul style="list-style-type: none"><li>B2B Meetings</li><li>Networking Meet with Key GoK Officials</li><li>Themed Sessions / Panel Discussions</li><li>Lunch</li><li>Cultural Performance</li><li>Experiential Offerings</li><li>Dinner</li></ul>
3	<ul style="list-style-type: none"><li>Press Conference</li><li>B2B Meetings</li></ul>

Day	Key Events and Activities
	<ul style="list-style-type: none"> <li>• Themed Sessions / Panel Discussions</li> <li>• Lunch</li> <li>• Cultural Performance</li> <li>• Experiential Offerings</li> <li>• Farewell Dinner</li> </ul>
Post-Event	<ul style="list-style-type: none"> <li>• Familiarization Tours</li> </ul>

The schedule provided above is tentative and subject to change. The event schedule is subject to modifications at the sole discretion of the Client and any changes shall be informed well in advance to the selected Agency.

## 5. Broad Scope of Services

5.1. The Agency's scope of work includes but is not limited to the following broad scope of work for KITE –

1. Overall event management support for KITE
2. Align KITE with the overall strategy for development and promotion of Karnataka Tourism
3. Identification and Finalization of Theme
4. Identification of Priority Markets
5. Preparation of Event Plan
6. Planning and Execution of Marketing and Publicity
7. Digital Marketing for KITE
8. Identification and Sourcing of Media Personnel, domestic and international
9. Media Coverage and Media Management
10. Content Creators Campaign during KITE
11. Promotional Competitions and Contests
12. Identification and Sourcing of International Buyers
13. Identification and Sourcing of Domestic Buyers
14. Identification and Participation of Sellers
15. Identification and Invitation to Key Invitees and Dignitaries
16. Design, Develop, Operate and Maintain the KITE Website
17. Design, Development, and Management of Digital Services for KITE including Online Booking Platform
18. Event Management for the KITE Venue
19. Support in organizing of the key events for KITE which includes Welcome Session, Inaugural Ceremony, Themed Sessions / Panel Discussions, Press Conference, and Closing Ceremony
20. Development and management of the Karnataka Tourism Pavilion for the event
21. Event Management for Karnataka Tourism Pavilion
22. Planning of Sessions and Selection of Speakers
23. Planning and Execution of Webinars
24. Identification and Onboarding of Partners
25. Support for Meetings and Stakeholder Database
26. Provide on-site staff for event coordination, information desks, and emergency response
27. Coordination and Event Management Support
28. Event Management for Allied Events such as Curtain Raiser, District-level / Regional-level Connect Event, Press Conferences, etc.
29. Organize B2B Meetings during the event

30. Coordination for hospitality, logistics, FAM trips, and other activities with Karnataka Tourism, Karnataka Tourism Society, and key Event Partners as per the event requirements
31. Preparation of KITE Event Report
32. Feedback collection from buyers, sellers, and stakeholders for 6 months after the second edition of KITE
33. Coordination with promotional agencies for Karnataka Tourism
34. Any other event management and coordination support as required by the Client

## **6. Scope of Work of Agency**

The scope of services to be provided by the Agency as described below is general but is not exhaustive, i.e., it does not mention all 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 therefrom. The scope of services shall also be governed by the provisions of the contract (the “**Contract**”) to be entered into between the Agency and the Client which sets forth the detailed terms and conditions for the Contract. 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 of Services given below is an indicative list and shall include other activities that may need to be carried out in association to those mentioned below to attain the goal of the KITE event. The Agency is expected to provide recommendations for improving the below-mentioned scope of work.

The Agency shall be solely responsible for ensuring adherence to applicable government rules and regulations as well as privacy laws and shall indemnify the Client against any damages, lawsuits, litigation or legal action arising from the actions of the Agency.

### **6.1. Identification and Finalization of Theme**

- 6.1.1. Identify a universal theme for all aspects / programs of the event in consultation with the Executive Committee. The theme should showcase the One State, Many Worlds of Karnataka Tourism and its variety of tourism offerings.
- 6.1.2. Recommend and finalize the Tagline for the event within 5 days of commencement of the assignment.

### **6.2. Identification of Priority Markets**

- 6.2.1. Assess and recommend the priority domestic and international markets for KITE.
- 6.2.2. Identify 6 priority international markets for the second edition of KITE. The marketing, publicity, and Buyer-related activities shall focus on these markets.
- 6.2.3. Identify 3 highest priority domestic markets for the second edition of KITE and 6 high priority domestic markets for the second edition of KITE. The marketing, publicity, and Buyer-related activities shall focus on these markets.
- 6.2.4. The Agency shall also run focussed digital campaigns for the identified priority international markets towards promotion of KITE event as well as collaborate with their respective embassies for the promotion of KITE in those markets. The cost for these campaigns shall be borne by the Client. The Agency must take the Client’s approval before incurring the cost.
- 6.2.5. The Agency shall coordinate for a delegation from the Government of Karnataka to meet with the officials from the target international markets who are posted in Bengaluru.

6.2.6. The Agency should note that the scope is not limited to these priority markets but shall give a higher priority to activities for these markets.

6.2.7. The list of priority markets shall be finalized in consultation with the Client.

### **6.3. Preparation of Event Plan**

6.3.1. Conceptualize the Event Plan based on the Event Theme & Objectives

6.3.2. Design the event flow including the inaugural ceremony, business discussions, publicity events, conferences, exhibitions, closing ceremony, cultural programs, hospitality, logistics, reception, familiarization trips, issue of delegate pass etc.

6.3.3. Event Plan should also provide an indicative list of the Buyers, Sellers, Media Personnel, and Key Invitees.

6.3.4. Allocation of responsibilities to Committee / Teams as per the finalized Event Plan with clear guidelines and instructions on what are the responsibilities of each Committee / Team.

### **6.4. Planning and Execution of Marketing and Publicity**

6.4.1. It shall be the Agency's responsibility to carry out marketing of the KITE event nationally and internationally through all forms of media, in particular through travel and trade media. The Agency shall be responsible for the effective communication and branding of the event.

6.4.2. Creation of branding materials including logos, taglines, key messages, email templates, letterheads, brochures, website / web page, social media guidelines, and other relevant collaterals.

6.4.3. Preparation of content for promotional materials and marketing collaterals for the event for publishing advertisement in print media, radio, social media, and TV Channels. The Agency shall focus on promotion of KITE event in Travel and Tourism magazines / publications. The content shall be reviewed and approved by the Executive Committee prior to publication.

6.4.4. The cost advertisement (media release) for print media, radio, TV, and OOH shall be borne by the Client. The Agency must take the Client's approval before incurring the cost.

6.4.5. The marketing and publicity activities for KITE shall be undertaken in collaboration with the other marketing and publicity agencies for DoT and its undertakings. The Client shall provide the necessary coordination in this regard.

### **6.5. Digital Marketing for KITE**

6.5.1. The Agency will plan and execute strategic digital marketing activities for KITE to drive the following objectives –

- i. Promote the Karnataka Tourism brand
- ii. Drive Buyer and Seller participation
- iii. Provide information on KITE
- iv. Address queries and provide timely information regarding KITE
- v. Utilize digital platforms and tools to showcase the potential of Karnataka Tourism
- vi. Utilize digital platforms and tools to reach out to an expansive audience and engage them on various promotional activities for KITE
- vii. Work closely with other publicity, promotions, and communication agencies in ensuring consistent communications for KITE

6.5.2. The Agency shall provide services for digital marketing throughout the entire contract period with a special focus on the 5-6 months leading up to each edition of KITE.

6.5.3. The scope of work shall include but is not limited to the following activities –

- i. **KITE's Presence on Social Media Platforms:** The Agency shall create, design, maintain and promote the official Instagram Page, Facebook Page, X Profile, YouTube page, LinkedIn profile and other relevant social media platforms for KITE. The Agency shall pursue strategies that leverage the strengths of each social media platform being managed.
  - ii. **Search Engine Optimization:** Undertake SEO services for the KITE Website.
  - iii. **Updates:** Provide daily informative and promotional updates in the form of relevant text, photos, audio, video, interactive content, interviews, news, quiz etc.
  - iv. **Engagement:** Regularly organize online surveys, quizzes, contests on the platforms as per the approved strategy.
  - v. **Biweekly Newsletter:** Develop and share a biweekly digital newsletter to all target attendees for KITE by email and through social media platforms. The content of the newsletter shall be finalized in consultation with the Client.
  - vi. **Fresh Look:** Refresh all social media accounts with a new look every week by putting up new creatives and cover images on various themes relevant to Karnataka Tourism.
  - vii. **Enhancement of Reach:** Utilize digital paid promotional tools to enhance the reach of the activities. The cost of digital paid promotions shall be factored in the Agency's financial proposal.
  - viii. **Query Management:** All the queries received on the platforms must be replied to and addressed within 48 hours and appropriate records must be maintained.
  - ix. **Tagging:** Create relevant tagging, hashtags & linkages of content on the platforms.
  - x. **Maintain Photo & Video Bank:** Maintain a photo & video bank supplied by the Client and provide visual editing or visual treatment of the images wherever required for posting on digital platforms.
  - xi. **User Generated Content:** Share user generated content relevant to KITE after approval from the Client.
  - xii. **Moderation:** Moderation of the platforms daily in order to deal with spam, unauthorized advertisements, inappropriate content, trolls, etc.
- 6.5.4. **Analysis:** The Agency will undertake to critically analyse the usage patterns, data, and engagement with regards to digital marketing and social media activities to present insights relevant to KITE event. The analysis should also provide insights regarding user locations, user sentiments, and trending topics and hashtags with regards to KITE event.
- 6.5.5. The tone and language for all posts / content should be professional and appropriate for the Government of Karnataka's stature and brand.
- 6.5.6. **Reporting:** The Agency must submit status update regarding the digital media campaign as a part of the weekly status report.
- 6.5.7. **Team:** The Agency should position a suitable team to undertake the digital marketing activities during the tenure of the contract. The team should be available round the clock on all days for at least 2 months leading up to and during the KITE event.
- 6.5.8. The social media accounts should be maintained during the KITE event and shall be updated periodically during by the Agency in this interval.
- 6.5.9. The costs for digital marketing activities including paid promotions shall be factored by the Agency in their financial proposal to meet the objectives and requirements of the KITE Event.



6.5.10. Content shared online must be copyright protected and unauthorized use of this must be monitored.

#### **6.6. Identification and Sourcing of Media Personnel**

6.6.1. The Agency shall identify minimum 25 (twenty-five) distinct international media personnel and 50 (fifty) distinct domestic media personnel from print, electronic, and digital media for coverage of the KITE event. The media personnel should be from tourism / travel / hospitality trade publications or covering tourism / travel / hospitality sector for their respective publication. Media personnel not relevant specifically to the travel / tourism / hospitality trade shall not be considered for this activity.

6.6.2. The International Media personnel should be identified based on the following eligibility criteria –

- i. Should have a minimum 5 Years' experience in travel and tourism reporting
- ii. Should have published minimum 5 articles on Indian Destinations in newspaper / journals / travel magazine
- iii. Should be recommended by a media house with minimum circulation of 1,00,000 copies annually for print media representative.
- iv. Should be attached with minimum 3 media houses in case of freelance journalists

6.6.3. The Domestic Media personnel should be identified based on the following eligibility criteria –

- i. Should have minimum 5 Years' experience in tourism travel and tourism reporting
- ii. Should have published minimum 50 articles on Indian tourism destinations and / or events
- iii. Should be recommended by a media house with minimum circulation of 50,000 copies annually for print media representative
- iv. Should be attached with minimum 3 media houses in case of freelance journalists

6.6.4. The media personnel shall be from distinct organisations. The requirements do not consider multiple representatives of a single organisation / media house.

6.6.5. The list of identified media personnel proposed to be sourced has to be submitted as per the reporting requirements to the Executive Committee for review and approval.

6.6.6. Further to identification and approval of the media personnel by the Executive Committee, the Agency shall send the invitation for their participation and follow up regularly. The Agency shall provide regular reporting on the confirmed media personnel.

#### **6.7. Media Coverage and Media Management**

##### **6.7.1. Press Releases**

6.7.1.1. Issue at least 5 press releases on KITE with each more than 500 words in both Kannada and English language and circulate the same to local, domestic, and international media.

6.7.1.2. Issue at least 5 press releases on KITE with each more than 500 words in English and local language circulate the same to domestic and international travel and tourism publications.

6.7.1.3. The cost of press release shall be borne by the Client on actuals.

##### **6.7.2. Blogs and Social Media Content**

6.7.2.1. Ensure coverage by at least 10 Content Creators with at least 1 post each on KITE on the blog / social media / website / digital channel of the respective Content Creator.

6.7.2.2. Coordinate for the coverage / telecast / publication of the posts on reputed local, domestic, and international media channels.

##### **6.7.3. Media Coverage during Event**

6.7.3.1. Fabricate and manage a media lounge cum business centre at the event.

6.7.3.2. Provide inputs, photos, videos, marketing collaterals, and relevant support to media personnel and content creators.

**6.7.4. Media Feedback**

6.7.4.1. Obtain professional feedback of at least 75% of the media participants and the same should be submitted to Client along with compilation of the feedback within 15 days from the end of the event.

6.7.4.2. Format for the feedback shall be submitted to the Executive Committee for approval prior to the Event.

**6.8. Promotional Competitions and Contests**

6.8.1. The Agency shall also conduct various competitions and contests on digital platforms leading up to the KITE event to promote KITE to target audiences.

6.8.2. The prizes / awards for the competitions / contests shall be finalized in consultation with the Executive Committee. The costs for the prize / award shall be borne by the Client on actuals. The Agency shall take prior approval for the cost of the prize / award before incurring the expense.

6.8.3. The Agency may also organize a Content Creator's campaign / Blogger event subject to approval from the Client.

**6.9. Identification and Sourcing of Buyers**

*Note: Buyers refers to tour operators, travel agents, and other relevant travel and tourism stakeholders from markets outside Karnataka who should be invited for the event.*

6.9.1. The Agency shall identify International and Domestic Buyers to be invited for the event. The Buyers, both international and domestic, should be affiliated to reputed international / national / state level professional or government tourism organizations or associations.

6.9.2. The Agency shall ensure minimum 200 International Buyers from foreign markets and 300 Indian Buyers from domestic markets for the second edition of KITE event. It may be noted that the numbers indicate distinct organizations in terms of Buyers and hence shall not consider multiple Buyers from the same organisation.

6.9.3. The Agency should identify International Buyers based on the following eligibility criteria –

- i. Should be an outbound Tour Operator / Travel Agent of source market country
- ii. Should be promoting Karnataka as a tourism destination
- iii. Number of Tourists sent to Indian Destinations must be more than 1,000 in any of last 7 Years
- iv. Should be a member of recognized Travel, Tourism, or Hospitality Association of their respective country.

6.9.4. The Agency shall ensure participation of minimum 100 distinct International Buyers from the priority / high-priority target international markets. The Agency shall also ensure participation of minimum 100 distinct International Buyers from other international markets.

6.9.5. The Agency should identify Domestic Buyers based on the following eligibility criteria –

- i. Should be an Inbound Tour operator / Travel Agent
- ii. Should have been promoting Karnataka as a tourist destination
- iii. Should be a member of any National Association (IATO, ADTOI, ATOAI, IATA, TAAI, TAFI etc.)

The Domestic Buyers shall also include the President, Secretary and major office bearers of the aforementioned associations.

- 6.9.6. The Agency shall source at least 40 Domestic Buyers each from the highest priority domestic markets and at least 20 Domestic Buyers each five high priority domestic markets. The Agency shall also ensure the participation of minimum 60 distinct Domestic Buyers from other domestic markets.
- 6.9.7. The list of identified Buyers proposed to be sourced has to be submitted as per the reporting requirements to the Executive Committee for review and approval.
- 6.9.8. Further to identification and approval of the Buyers by the Executive Committee, the Agency shall send the invitation for their participation and follow up regularly. Only the Buyers approved by the Executive Committee should be invited for the event.

The Agency shall provide regular reporting on the confirmed Buyers.

- 6.9.9. The Agency shall ensure the confirmation of participation of minimum number of Buyers from the respective international markets as finalised with the Executive Committee.
- 6.9.10. The Agency shall be fully responsible for bringing Buyers from across India and abroad ensuring their attendance and seriousness of endeavour.
- 6.9.11. The number of Buyers may vary up to 15% and accordingly the payments to the Agency will be adjusted on pro rata basis.

#### **6.10. Identification and Participation of Sellers**

*Note: Sellers refers to tour operators, travel agents, hospitality service providers, and other relevant travel and tourism stakeholders from Karnataka and/or promoting tourism in Karnataka who should be invited for the event.*

- 6.10.1. The Agency shall ensure participation of a minimum of 150 leading distinct Sellers. The term distinct Sellers mentioned above imply distinct organizations and does not consider multiple representatives of a single organization.
- 6.10.2. The Agency shall coordinate with Karnataka Tourism Society for the identification of Sellers. The Agency shall also recommend suitable Sellers from the travel, tourism, and hospitality industry of Karnataka. The final breakup regarding the 150 distinct Sellers from Karnataka shall be mutually discussed and finalized between the Executive Committee and the Agency.
- 6.10.3. The preliminary list of Sellers should be brought to the Executive Committee as per the reporting requirements for their review and approval. Preference shall be given to the tourism trades registered with Department of Tourism under the Karnataka Tourism Trade (Facilitation and Regulation) Act, 2015.
- 6.10.4. The Agency shall also be responsible for invitation, registration and participation of the Sellers for the event. The Agency shall work with the Sellers to ensure their active participation and provide necessary handholding for using the meetings booking system.

#### **6.11. Identification and Invitation to Key Invitees and Dignitaries**

- 6.11.1. Identification of diverse delegates and representatives including those from Government of India, Ministry of Tourism, other Indian states and their respective tourism bodies, institutions, foreign embassies / consulates / missions, travel agents, reputed corporates and other influential target groups.
- 6.11.2. The list of such key invitees and delegates shall be submitted to the Executive Committee at least 60 days before the event for review and approval.

6.11.3. Further to identification, prepare and send invitation mails / letters as applicable and follow up to ensure their participation.

**6.12. Design, Develop, Operate, and Maintain the KITE Website**

6.12.1. The Agency shall design, develop, operate, and maintain the KITE Website. The website shall be live from the date as per reporting requirements and The Website shall include at least the following 4 key modules –

- i. Overview of KITE
- ii. About Karnataka Tourism
- iii. KITE Services
- iv. Additional Features

6.12.2. The KITE website must have an attractive and easy to use interface. It should be made using responsive design principles and work seamlessly across a variety of devices and form factors.

6.12.3. The Website must be compliant to the Guideline for Indian Government Websites (GIGW) as well as any applicable government laws and regulations. The Agency shall be responsible for appropriate security and data privacy features being integrated into the website.

6.12.4. The indicative functionalities on the Modules are as mentioned below. However, the Agency shall take inputs from the Executive Committee and shall develop the features in consensus with the Executive Committee.

**6.12.5. Module 1 – Overview of KITE**

This module shall provide details on the following and other similar relevant content –

- i. A brief about KITE
- ii. Objectives and expectation of the KITE
- iii. Logo of KITE
- iv. Benefit to the participants and stakeholders
- v. Overview of various events, activities and ceremonies (Inaugural Ceremony, Panel Discussions, Conferences, Exhibitions, B2B Meetings, Press Conference, Networking Meet, etc.)
- vi. Schedule of key events and sessions along with details of speakers for the session
- vii. Sponsors and Key Partners (Airline sponsors, Media Partners Organizing Partners, Member Association partnership)
- viii. Floor Plan and Layout (General information on the standard stall, samples of stall design and layout, Technical and Branding Guidelines, any other relevant information on the booths)
- ix. News and Media
- x. Downloads (Brochures, maps, schedule, list of Buyers, list of Sellers)

**6.12.6. Module 2 – About Karnataka Tourism**

This module shall provide details about Karnataka Tourism and its various features, including but not limited to –

- i. Overview of Karnataka Tourism
- ii. Information on Environment, Geography, Connectivity and Infrastructure
- iii. Key Destinations
- iv. Recommended Itineraries
- v. Tourism Policy
- vi. Overview of key entities along with contact details - Department of Tourism, JLR, KSTDC, KTS, etc.

- vii. Social Media Accounts including featured content
- viii. Contact Information

The Agency may reuse content from the Karnataka Tourism website and social media handles to provide rich, engaging, and attractive content.

#### **6.12.7. Module 3 – KITE Services**

This module shall include provide various digital services related to KITE event, including but not limited to the following the below provided features –

- i. Registration of Buyers, Sellers, Delegates, and Media
- ii. Meetings Platform for booking meetings between Buyers and Sellers
- iii. Booking for Pre-event FAM tours
- iv. Booking for Post-event FAM tours
- v. Directory of Buyers and Sellers
- vi. Payment Gateway

#### **6.12.8. Module 4 – Additional Features**

This module shall include but is not limited to the below mentioned features –

- i. Enquiry
- ii. Feedback
- iii. FAQ
- iv. Contact Us

6.12.9. The Agency shall depute suitable manpower to promptly address enquiries and respond to any communication received through the website.

6.12.10. The Agency may display advertisements in the form of banners or images from confirmed Sellers on the KITE website at rates fixed by the Executive Committee. The advertisements shall be reviewed and approved by the Executive Committee. The entire revenues from these ads shall be remitted to the Client.

#### **6.13. Event Management for the KITE Venue**

6.13.1. The KITE event shall be organised at the venue finalized by the Executive Committee. The details of the halls for opening and closing ceremony, stalls, B2B meetings, and sessions shall be provided to the selected bidder.

6.13.2. The minimum stall space of 25,000 sq ft out of which the tentative breakup is as follows –

- ~22,000 sq ft for Sellers Stalls (min. 100 sq ft per stall)
- ~2,000 sq ft for Karnataka Tourism Pavilion
- ~1,800 sq ft for media lounge cum business centre

The cost for fabrication, installation, set up, and dismantling of the stalls shall be revised on actuals based on the stall space finalized for the event.

6.13.3. The venue should combine a Karnataka-themed décor and ambience with a professional layout and setup that is conducive for conducting buyer-seller meetings.

6.13.4. The venue shall have prominent and effective branding of Karnataka Tourism. The content repository of the Client shall be used by the Agency for development of branding materials.

6.13.5. The work will include construction of the pavilions / booths at venue well in time, maintenance activities during the period of the event, and dismantling of the pavilion / booths after the event.

- 6.13.6. The Agency shall be responsible for total venue management which includes decoration of the venue, entrance gates, displays, pillars / obstacles if any, security, maintenance, cleanliness / housekeeping, hospitality, & dismantling etc. during the full course of event.
- 6.13.7. Expenditure related to the venue like electricity charges, water charges, and other facilities shall be borne by the Client.
- 6.13.8. The concept / design of the event area with layout, decoration plan along with materials to be used for the pavilion and displays/decoration must be submitted both in hard as well as soft copy to Executive Committee for approval at least 45 days prior to the event.
- 6.13.9. The venue should have the following minimum facilities –
- i. Visible and prominently located Reception area at the entrance.
  - ii. Easy accessibility and visible, double-sided signages for all visitors in the Pavilion
  - iii. A Media lounge cum Business Centre, comfortable enough to hold press interviews, meetings.
  - iv. Individual storage place for all participants / co-exhibitors area for activities such as handicraft display / demonstration.
  - v. Well located and visible / easily accessible information counter for travel mart.
  - vi. A Cafeteria / Snack Bar area in one of the corner areas which will be operated by KSTDC, or any agency assigned by the Client.
  - vii. A venue plan indicating the placement of booths with booth numbers, to be displayed properly in the four corners for facilitating visitors and business contacts of the co-exhibitors.
  - viii. Electrical fittings in the pavilion and in all booths of co-exhibitors as per requirements
  - ix. Wi-Fi, Internet connectivity and individual electrical connections.
  - x. Visible fascia for all co-participants
  - xi. Fire safety equipment in and around the venue
  - xii. First aid station
  - xiii. Information desk
  - xiv. Registration kiosk with space for issuing delegate passes
  - xv. Reception desk
  - xvi. Travel services desk
  - xvii. Insurance of venue
  - xviii. At least 4 emergency exits with proper signage and easy approach
  - xix. Ensure proper arrangement of décor (stage set up/ stadium set up), gensets, light and special effects, sound (with latest technology system), AV Equipment, podium, acoustics, photography and videography.
  - xx. A visible and prominently located cloak room for guests to keep their luggage safely as applicable.
  - xxi. Any other related facilities / amenities / services that may be required for a smooth conduct of KITE event

6.13.10. The Agency shall arrange at least two host / hostess with proficiency in English and Kannada at the venue during the entire duration of the event. The host / hostess to be dressed in traditional attire of Karnataka.

6.13.11. The Agency shall provide uniform as per industry standards for staff of the Agency working in the event.

#### **6.14. Event Management for Karnataka Tourism Pavilion**

6.14.1. A minimum of 2,000 sq. feet area shall be exclusively reserved for Karnataka Tourism pavilion as per the below minimum specifications –

- i. The pavilion shall also have a Reception Area, VIP Lounge with appropriate seating arrangement of minimum capacity of 100 people
- ii. Space for brochure and marketing collaterals stands
- iii. At least two video walls (12 feet x 8 feet) and backlit panels on other sides along with laptops and its associated cables (VGA / HDMI), connectors and good quality sound system. The placement of the television screen should be incorporated in the design of the stall.
- iv. A mini pantry with refrigerator, water dispenser and coffee vending machine with adequate supplies at all times.
- v. A larger, covered storage area, with lock for client exclusively.
- vi. Backlit displays may be used in the design of the booth.
- vii. Decoration with plants, etc. to give a natural touch as well as decorations with ethnic material.
- viii. The pavilion must be bright and well lit. Provision of adequate lighting and power points at every counter should be ensured.
- ix. All necessary arrangements like electrical connection, Wi-Fi internet connectivity, mobile and laptop charging kiosks etc. is to be provided.

6.14.2. The Agency shall supervise the pavilion throughout the period of the event and provide necessary support to the Government of Karnataka agencies and their staff during the event.

6.14.3. The design and layout plan will be submitted by the Agency to be approved by Executive Committee as per the timelines.

6.14.4. The cost for fabrication, installation, set up, and dismantling of the stalls shall be revised on actuals based on the Karnataka Tourism pavilion size space finalized for the event.

#### **6.15. Planning of Sessions & Selection of Speakers**

6.15.1. Based on the overall approach for the programs determined in consultation with the Executive Committee, topics for the panel discussions / round table discussions shall be recommended by the Agency.

6.15.2. The Agency shall also provide recommendations with respect to plenary session which include Keynote speakers and arrangements should be made for selecting and inviting speakers well in advance

6.15.3. The sessions should cover discussions about the various perspectives of Karnataka Tourism and thus should be showcase Karnataka Tourism as a prime international destination.

6.15.4. The Agency shall provide event management services for each planned session.

6.15.5. The Agency shall also be responsible for invitation, registration and participation of the Sellers for the event. The Agency shall work with the Sellers to ensure their active participation and provide necessary handholding for using the meetings booking system.

6.15.6. The sessions and speakers should be confirmed at least 30 days before the event.

#### **6.16. Planning and Execution of Webinars**

6.16.1. The Agency shall conduct at least 4 webinars leading up to the event to publicize KITE as well as to provide relevant and timely information to attendees.

6.16.2. The Agency shall finalise the plan and content for the webinars in consultation with the Executive Committee.

6.16.3. The suggested schedule for the proposed webinars is as follows –

- i. Two webinars may be conducted after the launch of the KITE website and between the date of start of registration process and the date of end of registration process.
- ii. The third webinar may be conducted for the registered sellers and buyers.
- iii. The fourth webinar may be conducted 10 days before the KITE event.

#### **6.17. Identification and Onboarding of Partners**

6.17.1. Advise the Executive Committee in identification of Key Partners for the event including but not limited to partners for Hospitality, Logistics, Media (including TV Channels, Radio, Print Media, Digital Media) and other suitable partners.

6.17.2. Support in the onboarding of Key Partners for KITE.

6.17.3. Costs for such partners shall be borne by the Client on actuals, if applicable.

#### **6.18. Support for Meetings and Stakeholder Database**

6.18.1. The Agency shall organize and be responsible for fixing the Business to Business (B2B) meetings, with the top tourism, travel, and hospitality related stakeholders.

6.18.2. The selected Event Management Agency shall supervise the Karnataka Tourism pavilion throughout the event and facilitate smooth meetings / interactions with invitees and key stakeholders.

6.18.3. The Agency shall maintain the database of the stakeholders, Buyers, Sellers, and Media Personnel follow up on regular basis the outcome of the above meetings and submit outcome report by the end of contract period.

6.18.4. Information regarding visitors to the Karnataka Tourism pavilion must be captured and emailed to Client and updated in the database. Visitor's book / collection bowl has to be arranged at the entrance along with facility for collecting visiting cards of guests.

#### **6.19. Coordination and Event Management Support**

6.19.1. The Agency shall provide coordination and event management support as required by Client for the activities included in the scope of work and also any other relevant activities pertaining to event management services that may be required for the success of the event.

6.19.2. The Agency shall coordinate with the other promotional agencies for Karnataka Tourism and shall ensure alignment of KITE with the overall strategy for the development and promotion of Karnataka Tourism.

6.19.3. The Agency shall provide coordination support as required by Client in matters pertaining to availing grants / subsidies / sponsorship for conducting the event.



6.19.4. The Agency shall provide handholding support to Sellers, Exhibitors, and Government Agencies through virtual meeting and in-person support for various matters pertaining to KITE event.

6.19.5. The Agency shall support the Client in engagement with Foreign Embassies and Consulates to promote KITE and ensure participation of the relevant stakeholders from their respective countries. The list of Foreign Embassies and Consulates shall be approved by Client.

**6.20. Event Management for Allied Events**

6.20.1. The Agency shall provide event management services for allied events for KITE such as curtain raiser, logo launch, press conference, CONNECT Event, etc.

6.20.2. The Agency shall prepare necessary presentation, speeches, talking points, letters, email, and any other relevant documents and communications for such events.

6.20.3. The cost of conducting the event as well as any associated travel shall be borne by the Client on actuals. However, the Agency should consider that up to 8 such events may be organized leading up to the second edition of KITE. This includes at least 4 CONNECT Events which shall be held across Karnataka.

**6.21. Post-Event Follow Up**

6.21.1. Feedback collection from buyers, sellers, and stakeholders for 6 months after the second edition of KITE and preparation of the Post Event Report and the KITE Follow Up Report.

6.21.2. The format and content for the reports shall be as mutually agreed upon between the Client and the Agency.

**7. Exclusions from Scope of Work**

7.1. The costs towards the following are not included in the scope of the Agency and shall be borne by the Client –

- i. Air Fare and Accommodation for the Buyers, Sellers, Media Personnel, Content Creators, and Key Invitees
- ii. Cost of Print Media Advertisement
- iii. Venue rental for the KITE event
- iv. Venue rental for Allied Events
- v. Cultural Programs
- vi. Catering and Food & Beverage Services
- vii. Local Transportation for the Event
- viii. Familiarization Tours
- ix. Cost of Prizes from any Contests / Competitions
- x. Cost of Gifts or Souvenirs for any of the events
- xi. Travel, Tours, Study Trips directed by Client

**8. Key Personnel**

8.1. The Agency shall provide the following Key Personnel for the successful undertaking of the assignment –

Sl. No.	Proposed Staff	Number	Experience Required
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Sl. No.	Proposed Staff	Number	Experience Required
1.	Event Management Expert – Team Leader	1	<ul style="list-style-type: none"> <li>• Minimum of 15 years' of relevant experience in Event Management</li> <li>• Should have event management experience of organizing 3 international travel marts / fairs/ exhibitions during the last 5 years.</li> </ul>
2.	Marketing and Publicity Expert	1	<ul style="list-style-type: none"> <li>• Minimum 5 years in preparing marketing and publicity for international travel marts / fairs/ exhibitions</li> <li>• Should have experience of marketing and publicity for at least 2 international travel marts / fairs/ exhibitions during the last 3 years.</li> </ul>
3.	Public Relations Expert	1	<ul style="list-style-type: none"> <li>• Minimum 5 years of experience in PR related activities for international travel marts / fairs/ exhibitions</li> <li>• Should have experience in PR Related activities of at least 2 international travel marts / fairs/ exhibitions during the last 3 years.</li> </ul>

8.2. In addition to the above, the Agency shall deploy suitable number of personnel and support staff leading up to and during KITE event to ensure a successful conduct of the event. Based on the scope of work, the Agency shall factor an adequate number of such personnel as a part of the financial proposal.

#### 9. Indicative Timeline for Assignment

9.1. The second edition of KITE event is expected to be held in the last week of August 2024 in Bengaluru. The indicative timelines for the Agency for the second edition of KITE event are as follows –

**Note: T = Commencement Date of the Assignment**

Sl. No.	Milestone	Timeline	Timeline from Commencement Date
1.	<ul style="list-style-type: none"> <li>• Submission of Inception Report</li> <li>• Submission of proposed Theme and Designs</li> </ul>	T1 = T + 2 weeks	2 weeks
2.	<ul style="list-style-type: none"> <li>• Approval of Inception Report</li> <li>• Approval of Logos and Design</li> </ul>	T2 = T1 + 1 week	3 weeks
3.	<ul style="list-style-type: none"> <li>• Launch of KITE Website</li> <li>• Launch of official social media profiles</li> </ul>	T3 = T1 + 2 weeks	4 weeks
4.	<ul style="list-style-type: none"> <li>• Submission of list of minimum 200 Foreign Buyers, 300 Indian Buyers and 150 Sellers</li> </ul>	T4 = T2 + 2 weeks	4 weeks
5.	<ul style="list-style-type: none"> <li>• Approval of list of Buyers and Sellers</li> <li>• Sending out of invitations to Buyers and Sellers</li> </ul>	T5 = T4 + 1 week	5 weeks

Sl. No.	Milestone	Timeline	Timeline from Commencement Date
6.	• Confirmation of participation of minimum 200 Foreign Buyers and 300 Indian Buyers through registration on the KITE Website	T6 = T5 + 4 weeks	9 weeks
7.	• Confirmation of participation of minimum 150 Sellers through registration on the KITE Website	T7 = T5 + 6 weeks	11 weeks
8.	• Submission of Media Personnel (minimum 25 international and 50 domestic)	T8 = T2 + 3 weeks	6 weeks
9.	• Approval of Media Personnel (minimum 25 international and 50 domestic) Invitation to Media Personnel	T9 = T8 + 1 week	7 weeks
10.	• Confirmation of participation of Media Personnel (minimum 25 international and 50 domestic)	T10 = T9 + 6 weeks	13 weeks
11.	• Confirmation of minimum 15,000 B2B meetings (500 Buyers * Average of 15 Meetings per day * 2 days)	T11 = T7 + 6 weeks	17 weeks
12.	• Submission of Pre-Event Report	2 weeks prior to KITE event	
13.	• Approval of Pre-Event Report	1 week prior to KITE event	
14.	• Submission of Post Event Report	3 weeks from completion of KITE event	
15.	• Approval of Post Event Report	Within 14 days from the submission of report	
16.	• Submission of KITE Follow Up Report	6 months from the completion of KITE	
17.	• Approval of KITE Follow Up Report	Within 14 days from the submission of the report	

9.2. The above timeline is indicative. The final timeline shall be decided by mutual agreement between the Agency and the Client.

9.3. The payments shall be as per the milestones and terms and conditions indicated in the Contract Agreement.

## 10. Reporting Requirements

The Agency is expected to prepare and submit the following reports over the course of the Assignment.

### 10.1. Inception Report

The report shall detail the proposed Approach and Methodology, Work Plan, Resource Deployment Plan and Risk Mitigation Plan of the Agency for achieving the objectives of the proposed assignment and obtaining the expected output.

## **10.2. Weekly Status Report**

The Agency shall submit a Weekly Status Report detailing the activities carried out by the Agency in the 5-6 months leading up to the KITE event. It should contain the following and should track with the overall reporting requirements.

- A. Lead Generation with respect to Buyers
- B. Lead Generation with respect to Sellers
- C. Lead Generation with respect to Media
- D. Status Update regarding planning & execution of the event
- E. Status Update regarding publicity and marketing campaigns
- F. Any other information relevant to the successful conduct of the KITE event

## **10.3. Pre-Event Report**

The Agency shall compile and submit a report within 3 days of the completion of Pre-Event Activities on all the pre-Event activities for the organization of second edition of KITE event.

## **10.4. Post Event Report**

The Event Management Agency shall compile and submit a report on the entire Event organized including good quality photographs and videos, list of participants, B2B meetings, follow ups, and submit outcome report by the end of contract period, feedback data from the participants, suggestions for improvement of the Event, way forward and any other information as may be found necessary for successfully organizing KITE event in the future. The report shall clearly outline any follow-up actions that need to be undertaken by the Client or any of their undertakings.

The Post Event Report shall also provide a soft copy of the KITE website and all data as well as a soft copy of the trade database developed during the KITE event.

## **10.5. KITE Follow Up Report**

The Event Management Agency shall follow up with the Buyers and Sellers for a period of 6 months after the organisation of the KITE event and prepare a report on the outcomes from the report. This shall include feedback data from the participants, information on benefits to Karnataka's tourism trade, and suggestions for improvement of the Event. The report should also include any other information as may be found necessary for successfully organizing KITE event in the future. The report shall clearly outline any follow-up actions that need to be undertaken by the Client or any of their undertakings.

## **11. Obligations of Client**

### **11.1. Coordination with Karnataka Tourism Society**

The Karnataka Tourism Society (KTS) shall ensure the participation of stakeholders from Karnataka's tourism industry and support in organising KITE. The Client shall provide necessary coordination in this regard.

### **11.2. Timely Reviews and Approvals from Executive Committee**

The Government of Karnataka shall appoint an Executive Committee comprising of key tourism officials and stakeholders to drive the planning, organisation, and management of KITE. The Client shall provide necessary coordination for timely review and approvals from the Executive Committee or its applicable sub-committees / working groups.

### **11.3. Documents**

The Client shall provide the Agency with copies of all data and reports available and considered relevant to the execution of Agency's work and liaison with other departments for access of information and data

**11.4. Liaison and Access**

The Client shall provide liaison with other Government agencies and Departments for the introduction of the Agency. The Agency shall be given unhindered access to the relevant agencies/ Departments in order to complete the event successfully.

**12. Reserved Rights of the Client**

- 12.1. The Client reserves the right to make necessary modification to the selected artwork, concept, etc. The design /artwork / structures, if any, made will be the sole property of the Client which would not be used by the Agency in any form without permission from Managing Director, Jungle Lodges and Resorts Limited. Artwork / creative once selected will be the property of the Client and it can be repeatedly used in different Karnataka Tourism Events.
- 12.2. The Client reserves the rights to procure goods / services for the Event from vendors other than the Agency. The selected Agency shall coordinate and supervise the working of any such vendors for the Event from which the Client has chosen to procure goods/services.
- 12.3. The Client will not be liable to make any payment or amount on account of conceptualization/designing/artwork etc. for the concepts/designs prepared by the other Bidders not selected. The non-selected Bidders should not have any objections to the said procedure and shall not dispute /claim any amount at any time in future.

## **Section 6. Draft Contract for Agency's Services**

Between

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[Name of Client]

And

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[Name of Agency]

Dated:

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## I. Form of Contract

This CONTRACT (hereinafter called the “**Contract**”) is made the \_\_\_\_\_ day of the month of \_\_\_\_\_, 20\_\_\_\_ between

Jungle Lodges and Resorts Limited (JLR), having its office at Ground Floor, West Wing, Khanija Bhavan, 49 Race Course Road, Bengaluru, Karnataka - 560 001 (hereinafter called the “**Client**” or “**JLR**” or the “**Authority**” which expression shall, unless it be repugnant to the context or meaning thereof, include its administrators, successors and assigns) of the First Part

AND

\_\_\_\_\_, [a company registered under the Companies Act, 1956 / a partnership firm under the Indian Partnership Act 1932 / a limited liability partnership firm under the Limited Liabilities Partnership Act 2008 / a sole proprietorship under the Shops and Establishment Act] and having its registered office at \_\_\_\_\_ (hereinafter called the “**Agency**” which expression shall include their respective successors and permitted assigns) on the Second Part

JLR and Agency are collectively referred to as “**Parties**” and individually as “**Party**”

WHEREAS

1. The Client has proposed to select a qualified Agency to *Event Management Agency for the Second Edition of Karnataka International Travel Expo (KITE)* for the period agreed herein. In this regard, the Client has issued RFP No. \_\_\_\_\_ dated \_\_\_\_\_.
2. After a competitive bidding process, the Agency was selected for the assignment to *Event Management Agency for the Second Edition of Karnataka International Travel Expo (KITE)* (hereinafter called as the “**Project**”) and in accordance with the terms and conditions of the RFP, a Letter of Acceptance (hereinafter called the “**LoA**”) No. \_\_\_\_\_ dated \_\_\_\_\_ has been issued to the Agency.
3. The Client has requested the Agency to provide certain services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the “**Services**”);
4. The Agency, having represented to the Client that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
  - a. The General Conditions of Contract (hereinafter called “**GC**”);
  - b. The Special Conditions of Contract (hereinafter called “**SC**”);
  - c. The following appendices:
    - Appendix A: Description of Services
    - Appendix B: Reporting Requirements
    - Appendix C: Resources Committed by the Agency
    - Appendix D: Services and Facilities to be provided by the Client
    - Appendix E: Breakdown of Contract Price in Indian Rupees
    - Appendix F: Form of Guarantee for Performance Security (Proforma Bank Guarantee)
    - Appendix G: Letter of Acceptance issued by Client
    - Appendix H: Proof of Authorisation of Authorized Signatory Submitted by Agency
    - Appendix I: Technical Presentation Submitted by Agency

2. The mutual rights and obligations of the Client and the Agency shall be as set forth in the Contract, in particular:
  - a. The Agency shall carry out the Services in accordance with the provisions of the Contract; and
  - b. The Client shall make payments to the Agency in accordance with the provisions of the Contract

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

FOR, AND ON BEHALF OF  
[NAME OF CLIENT]

FOR, AND ON BEHALF OF  
[NAME OF AGENCY]

By  
(Authorized Representative)

By  
(Authorized Representative)

## II. General Conditions of Contract

### 1. GENERAL PROVISIONS

#### 1.1. Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- a. "**Applicable Law**" means the laws and any other instruments having the force of law in India, as they may be issued and in force from time to time;
- b. "**Applicable Permits**" shall mean all clearances, permits, authorisations, consents and approvals required to be obtained or maintained by the Agency under Applicable Law, in connection with the Services during the subsistence of this Contract
- c. "**Commencement Date**" means the date on which the Agency begin carrying out the Services pursuant to Clause GC 2.2
- d. "**Contract**" means the Contract signed by the Parties, to which these General Conditions of Contract (GC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- e. "**Contract Price**" means the price to be paid for the performance of the Services, in accordance with Clause 6;
- f. "**Effective Date**" means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1
- g. "**GC**" means these General Conditions of Contract;
- h. "**Good Industry Practice**" means the exercise of that degree of skill, diligence, prudence and foresight in compliance with the undertakings and obligations under this Contract which would reasonably and ordinarily be expected of a skilled and an experienced person engaged in the implementation, or supervision, or monitoring thereof of any of them of the services similar to that of the Service
- i. "**Government**" means the Government of Karnataka;
- j. "**Local currency**" means Indian Rupees
- k. "**Material Adverse Effect**" shall mean a material adverse effect of any act or event on the ability of either party to perform any of its obligations under and in accordance with the provisions of this Contract and which act or event causes a material financial burden or loss to either party
- l. "**Material Breach**" shall mean and include the following
  - a. Failure by the Agency to procure the requisite insurance in accordance with this Contract;
  - b. Failure by the Agency to replenish the Performance Security Deposit in accordance with the terms and conditions of this Contract;
  - c. Failure by the Agency to comply with the instructions or orders of the Client made under this Contract;
  - d. The direct or indirect assignment of any rights, interest or obligations in this Contract by the Agency in violation of any terms of this Contract;
  - e. Failure by the Agency to observe or perform any of the Agency' undertakings, obligations, rights, duties, covenants or any failure to abide by any of the provisions of this Contract resulting in Material Adverse Effect
- m. "**Member**" in case the Agency consist of a joint venture of more than one entity, means any of these entities, and "Members" means all of these entities; "Member in Charge" means the entity specified in the SC to act on their behalf in exercising all the Agency's rights and obligations towards the Client under this Contract.
- n. "**Party**" means the Client or the Agency, as the case may be, and "Parties" means both of them;

- o. "**Personnel**" means persons hired by the Agency or by any Sub-consultant as employees and assigned to the performance of the Services or any part thereof; and "Key Personnel" means the personnel referred to in Clause GC4.2 (a)
- p. "**SC**" means the Special Conditions of Contract by which these General Conditions of Contract may be amended or supplemented;
- q. "**Services**" means the work to be performed by the Agency pursuant to this Contract as described in Appendix A; and
- r. "**Sub-consultant**" means any entity to which the Agency subcontract any part of the Services in accordance with the provisions of Clauses 3.5 and 4.
- s. "**Third party**" means any person or entity other than the Government, the Client, the Agency, or a Sub-Consultant.

## **1.2. Law Governing the Contract**

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

## **1.3. Language**

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

## **1.4. Notices**

Any notice, request or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram or facsimile to such Party at the address specified in the SC.

## **1.5. Location**

The Services shall be performed at such locations as are specified in Appendix A and, where the location of a particular task is not so specified, at such locations, whether in Karnataka or elsewhere, as the Client may approve.

## **1.6. Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Client or the Agency may be taken or executed by the officials specified in the SC.

## **1.7. Taxes and Duties**

The Agency, Sub-consultants and their Personnel shall pay such taxes, duties, fees and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

## **2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT**

### **2.1. Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date as may be stated in the SC.

### **2.2. Commencement of Services**

The Agency shall begin carrying out the Services within thirty (30) days after the date the Contract becomes effective, or at such other date as may be specified in the SC.

### **2.3. Expiration of Contract**

Unless terminated earlier pursuant to Clause 2.7, this Contract shall terminate at the end of such time period after the Effective Date as is specified in the SC.

## **2.4. Modification**

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

## **2.5. Force Majeure**

### **2.5.1. Definition**

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

### **2.5.2. No Breach of Contract**

The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

### **2.5.3. Extension of Time**

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

### **2.5.4. Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Agency shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

## **2.6. Suspension:**

The Client may by written notice of suspension to the Agency, suspend all payments to the Agency hereunder if the Agency fail to perform any of their obligations under this contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Agency to remedy such failure within a period not exceeding thirty (30) days after receipt by the Agency of such notice of suspension.

## **2.7. Termination**

### **2.7.1. By the Client**

The Client may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Agency, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause 2.7.1 and sixty (60) days' in the case of the event referred to in (e):

- a. if the Agency do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days of receipt after being notified or within such further period as the Client may have subsequently approved in writing;
- b. if the Agency (or any of their Members) become insolvent or bankrupt;
- c. if, as the result of Force Majeure, the Agency is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- d. if the Agency, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

**“corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution.

**“fraudulent practice”** means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of GOK, and includes collusive practice among consultants / agencies / bidders (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive GOK of the benefits of free and open competition.

- e. if the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

#### **2.7.2. By the Agency**

The Agency may terminate this Contract, by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause 2.7.2:

- a. if the Client fails to pay any monies due to the Agency pursuant to this Contract and not subject to dispute pursuant to Clause 7 hereof within forty-five (45) days after receiving written notice from the Agency that such payment is overdue;
- b. If the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Agency may have subsequently approved in writing) following the receipt by the Client of the Agency's notice specifying such breach;
- c. if, as the result of Force Majeure, the Agency is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

#### **2.7.3. Cessation of Rights and Obligations**

Upon termination of this Contract pursuant to Clause GC 2.7, or upon expiration of this Contract pursuant to Clause GC 2.3, all rights and obligations of the Parties hereunder shall cease, except :

- i. such rights and obligations as may have accrued on the date of termination or expiration;
- ii. the obligation of confidentiality set forth in Clause GC 3.3 hereof;
- iii. any right which a Party may have under the Applicable Law.

#### **2.7.4. Cessation of Services**

Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GC 2.7.1 or GC 2.7.2 hereof, the Agency shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Agency and equipment and materials furnished by the Client, the Agency shall proceed as provided, respectively, by Clauses GC 3.7 and GC 3.8.

#### **2.7.5. Payment upon Termination**

Upon termination of this Contract pursuant to Clauses 2.7.1 or 2.7.2, the Client shall make the following payments to the Agency:

- a. remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- b. except in the case of termination pursuant to paragraphs (a) and (b) of Clause 2.7.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.

### **3. OBLIGATIONS OF THE AGENCY**

#### **3.1. General**

The Agency shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Agency shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Sub-consultants or third parties.

#### **3.2. Conflict of Interests**

##### **3.2.1. Agency Not to Benefit from Commissions, Discounts, etc.**

The remuneration of the Agency pursuant to Clause 6 shall constitute the Agency's sole remuneration in connection with this Contract or the Services, and the Agency shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Agency shall use their best efforts to ensure that the Personnel, any Sub-consultants, and agents of either of them, similarly shall not receive any such additional remuneration.

##### **3.2.2. Procurement Rules of Funding Agencies**

If the Agency, as part of the Services, have the responsibility of advising the Client on the procurement of goods, works or services, the Agency shall comply with any applicable procurement guidelines of the funding agencies and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Agency in the exercise of such procurement responsibility shall be for the account of the Client.

##### **3.2.3. Agency and Affiliates Not to engage in certain Activities**

The Agency agree that, during the term of this Contract and after its termination, the Agency and their affiliates, as well as any Sub-consultant and any of its affiliates, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

##### **3.2.4. Prohibition of Conflicting Activities**

Neither the Agency nor their Sub-consultants nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- (a) during the term of this Contract, any business or professional activities in the Government's State which would conflict with the activities assigned to them under this Contract; or
- (b) after the termination of this Contract, such other activities as may be specified in the SC.

#### **3.3. Confidentiality**

The Agency, their Sub-consultants, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client.

#### **3.4. Insurance to Be Taken out by the Agency**

The Agency

- a) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at their (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage, as shall be specified in the SC; and

- b) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums have been paid.

### **3.5. Agency's Actions Requiring Client's Prior Approval**

The Agency shall obtain the Client's prior approval in writing before taking any of the following actions:

- a) entering into a subcontract for the performance of any part of the Services, it being understood (i) that the selection of the Sub-consultant and the terms and conditions of the subcontract shall have been approved in writing by the Client prior to the execution of the subcontract, and (ii) that the Agency shall remain fully liable for the performance of the Services by the Sub-consultant and its Personnel pursuant to this Contract;
- b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Sub-consultants"), and
- c) any other action that may be specified in the SC.

### **3.6. Reporting Obligations**

The Agency shall submit to the Client the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.

### **3.7. Documents Prepared by the Agency to Be the Property of the Client**

All plans, drawings, specifications, designs, reports and other documents and software submitted by the Agency in accordance with Clause 3.6 shall become and remain the property of the Client, and the Agency shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Client, together with a detailed inventory thereof. The Agency may retain a copy of such documents and software. Restrictions on the future use of these documents, if any, shall be specified in the SC.

### **3.8. Equipment and Materials Furnished by the Client**

Equipment and materials made available to the Agency by the Client or purchased by the Agency with funds provided by the Client shall be the property of the Client and shall be marked accordingly. Upon termination or expiration of this Contract, the Agency shall make available to the Client an inventory of such equipment and materials and shall dispose of such equipment and materials in accordance with the Client's instructions. While in possession of such equipment and materials, the Agency, unless otherwise instructed by the Client in writing, shall insure them at the expense of the Client in an amount equal to their replacement value.

## **4. AGENCY'S PERSONNEL AND SUB-CONSULTANTS**

### **4.1. Description of Personnel**

The titles, agreed job descriptions, minimum qualifications and estimated periods of engagement in the carrying out of the Services of the Agency's Key Personnel are described in Appendix C. The Key Personnel and Sub-consultants listed by title as well as by name in Appendix C are hereby approved by the Client.

### **4.2. Removal and/or Replacement of Personnel**

- a) Except as the Client may otherwise agree, no changes shall be made to the Key Personnel. If for any reason beyond the reasonable control of the Agency, it becomes necessary to replace any of the Key Personnel, the Agency shall forthwith provide as a replacement a person of equivalent or better qualifications.
- b) If the Client finds that any of the Personnel have (i) committed serious misconduct or has been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Agency shall, at the Client's written request specifying the grounds therefor, forthwith provide as a replacement a person with qualifications and experience acceptable to the Client.



- c) The Agency shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

## **5. OBLIGATIONS OF THE CLIENT**

### **5.1. Assistance and Exemptions**

Unless otherwise specified in the SC, the Client shall use its best efforts to ensure that the Government shall:

- a) issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services;
- b) assist the Agency and the Personnel and any Sub-consultants employed by the Agency for the Services from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity according to the Applicable Law;
- c) provide to the Agency, Sub-consultants and Personnel any such other assistance as may be specified in the SC.

### **5.2. Services and Facilities**

The Client shall make available to the Agency and the Personnel, for the purposes of the services and free of any charge, the services, facilities and property described in Appendix D at the times and in the manner specified in said Appendix D, provided that if such services, facilities and property shall not be made available to the Agency as and when so specified, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Agency for the performance of the Services, (ii) the manner in which the Agency shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Agency as a result thereof.

## **6. PAYMENT TO THE AGENCY**

### **6.1. Remuneration**

The method and conditions of payment to be made to the Agency under this Contract shall be as specified in the SC.

### **6.2. Contract Price**

The Contract price is set forth in the SC.

### **6.3. Payment for Additional Services**

For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump sum price is provided in Appendix E.

### **6.4. Terms and Conditions of Payment**

Payments will be made to the account of the Agency and method and conditions of payment as stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Agency of a bank guarantee for the same amount and shall be valid for the period stated in the SC. Any other payment shall be made after the conditions listed in the SC for such payment have been met, and the Agency have submitted an invoice to the Client specifying the amount due.

### **6.5. Interest on Delayed Payments**

Not applicable for this Contract

## **7. SETTLEMENT OF DISPUTES**

### **7.1. Amicable Settlement**

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

**7.2. Dispute Settlement**

Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.

### III. Special Conditions of Contract

#### Number of Amendments of, and Supplements to, Clauses in the General Conditions of GC Clause Contract

[1.1(t)] All terms and words not defined herein shall, unless the context otherwise requires, have the meaning assigned to them in the RFP.

[1.2] This Contract shall be construed and interpreted in accordance with and governed by the laws of India, and the courts at Bengaluru shall have exclusive jurisdiction over matters arising out of or relating to this Contract.

[1.4.1] The addresses are:

**Client:**

Managing Director,  
Jungle Lodges and Resorts Limited,  
Ground Floor, West Wing,  
Khanija Bhavan,  
49, Race Course Road,  
Bengaluru – 560 001

Phone: 080 4055 4044

Contact Officer: \_\_\_\_\_

Email: \_\_\_\_\_

**Agency:**

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

[1.4.2] Notice shall be deemed to be effective as follows:

- a) in the case of personal delivery or registered post, on delivery;
- b) in the case of Fax/e-mail, 24 hours following confirmed transmission.

[1.6] The Client may, from time to time, designate one of its officials as the Authority Representative. Unless otherwise notified, Managing Director, Jungle Lodges and Resorts is the Authorised Representative of Jungle Lodges and Resorts (Client). The Client's Authorised Representative shall take all the actions required with respect to the execution of this Contract.

Agency shall nominate their authorized representative for execution of this contract through appropriate Power of Attorney.

The authorized representatives for the client:

The Managing Director,  
Jungle Lodges and Resorts Limited,  
Ground Floor, West Wing,

Khanija Bhavan,  
49, Race Course Road,  
Bengaluru – 560 001

Phone: 080 4055 4044

Email: [md@junglelodges.com](mailto:md@junglelodges.com)

The authorized representatives for Agency:

Mr./Ms. \_\_\_\_\_

Designation: \_\_\_\_\_

Firm name and Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- [1.7.1] The Agency, Sub-Consultants and the Personnel shall pay all such taxes, duties, fees, levies and other impositions levied under the existing, amended or enacted laws during the life of this contract and the Client shall perform such duties in regard to the deduction of such tax as may be lawfully imposed.
- [2.1] The date on which this Contract shall come into effect is Date of signing of Contract (Effective Date)
- [2.2] The time period shall be within 7 days from the date of issue of Letter of Award (Commencement Date).
- [2.3] The Contract Period hereby granted for a period starting from the commencement date that shall be coterminous with the second edition of KITE and up to 6 months after the completion of the KITE event.
- [2.5.2 (b)] shall be read as  
A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than 14 (fourteen) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- [2.5.2 (c)] The Parties shall take all reasonable measures to minimise the consequences of any event of Force Majeure.
- [2.5.5] **Consultation**  
Not later than 30 (thirty) days after the Agency have, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in
- [2.7.1(b)] The Agency becomes insolvent or bankrupt or enters into any Contract with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary
- [2.7.1(f)] if the Agency fails to comply with any final decision reached as a result of dispute Resolution proceedings pursuant to Clause 7.2 hereof;
- [2.7.1(g)] if the Agency submits to the Client any statement, notice, or other document, in written or through email, which has a material effect on the Client's rights, obligations, or interests and which is false in material particulars

- [2.7.1(h)]** if the Agency has repudiated this Contract or has otherwise expressed an intention not to be bound by this Contract
- [2.7.1(i)]** if any representation made or warranties given the Agency under this Contract is found to be false or misleading
- [2.7.1(j)]** if a resolution has been passed by the shareholders of the Agency for the voluntary winding up of the Agency
- [2.7.1(k)]** if the Agency commits a default in complying with any other provision of this Contract if such default causes a Material Adverse Effect on the Client
- [2.7.1(l)]** if the Agency has assigned their rights and obligations under this Contract to a Third Party without the written consent of the Client
- [2.7.1(m)]** if the Agency discontinues to provide service as per the Contract.

**[3.1.2] Terms of Reference**

The scope of services to be performed by the Agency is specified in the Terms of Reference (the “**ToR**”) at Annexure A of this Contract. The Agency shall provide the services and deliverables specified therein in conformity with the time schedule stated therein. The Client may engage the Agency for events and roadshows which are included but not limited to the events and roadshows listed in the Terms of Reference.

- [3.2.4(c)]** At any time, such other activities as have been specified in the RFP as Conflict of Interest.

**[3.4] Insurance to be taken out by the Agency**

The Agency shall (a) take out and maintain, at their own cost but on terms and conditions approved by the Client, Insurance against the risks, and forth the coverage, as shall be specified below and (b) at the client’s request, shall provide evidence to the Client showing that such insurance has been taken out and maintain and that the current premiums have been paid.

The risks and the coverages shall be:

- 1) Third Party motor vehicle liability insurance as required under Motor Vehicles Act, 1988, in respect of motor vehicles operated in India by the Agency or their Personnel for the period of the contract;
- 2) Third Party liability insurance with a minimum coverage for the period of the contract;
- 3) Client’s liability and workers’ compensation insurance in respect of the Personnel of the Agency in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate;
- 4) Professional liability insurance, with a minimum coverage equal to total contract value for this contract; and
- 5) Insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Agency’s property used in the performance of the Services, and (iii) any documents prepared by the Agency in the performance of the Services.

- [3.5(c)]** The other actions are as per **Appendix A** of the Contract

- [3.6] Reporting obligations:** as defined in Terms of Reference

[3.7] The Agency shall not use these documents for purposes unrelated to this Contract without the prior written approval of the Client.

[3.8] Artwork/creative prepared by the consultant for an event, once selected will be the property of the Client and it can be repeatedly used in different Karnataka Tourism events.

[3.9.1] The Agency shall provide the Client with prompt written notice of the occurrence of any event which could jeopardize or materially impact its ability to perform its obligations under this Contract in a timely manner.

[3.9.2] The Agency shall coordinate and supervise the working of the sub-consultant/sub-vendors. The Agency shall at all times be solely responsible and liable for any defect, deficiency, or delay in the execution of the Assignment or any part thereof.

[3.9.3] The Agency shall submit all sub-vendors payment receipts to the Client for the goods/services procured along with its claims for reimbursement.

[3.10] The Agency shall provide the Client with prompt written notice of any changes in the Agency's name, ownership, or form of organisation.

[6.2] The amount of Contract is INR. .... (amount in words and figures)

[6.4] **Terms of Payment**

The Client shall cause the payment of the Agency periodically as detailed below after the receipt by the Client of bills/invoices with supporting documents. The Agency shall be paid only for those portions of the bill statement that are satisfactorily supported with supporting documents including proper bills/invoices. Should any discrepancy be found to exist between actual payment and costs authorised to be incurred by the Agency, the Client may add or subtract the difference from any subsequent payments. The Client shall pay to the Agency only the undisputed amount.

Payments in respect of the Services shall be made as follows:

- a) The Agency shall be paid for its services as per the Payment Schedule subject to the Agency fulfilling the following conditions:
- b) No payment shall be due for the next milestone till the Agency completes, to the satisfaction of the Client, the work pertaining to the preceding milestone.
- c) The Client shall pay to the Consultant, only the undisputed amount.

The rates for individual activity costs as described in Appendix E shall be used as the reference cost for activities that the Client will be undertaking for the duration of the Contract. No escalations in these costs will be allowed without significant variation in campaign components or additional activities.

For services / activities wherein the cost of the service / activity has not been described in Appendix E, payment shall be made only where the Client has provided their approval for the Agency' proposal or the Client has issued a work order to the Agency for undertaking the service / activity. The payment for such service / activity shall be on actuals as per the bills / invoices and supporting documents submitted by the Agency.

**[6.4.1 Payment for Costs Pertaining to Second Edition of KITE**

**[6.4.1.1.]** The payment towards costs pertaining to the second edition of KITE shall be made after the approval of Client for each deliverable / milestone. The following table illustrates the payments to be made under this head –

<b>Sl. No.</b>	<b>Deliverable / Milestone</b>	<b>% Cost</b>	<b>Amount</b>
1.	On approval of the Event Plan	10%	(Amount in words and figures)
2.	On successful launch of KITE Website along with Online Booking Platform and of the official Social Media Accounts	10%	(Amount in words and figures)
3.	On Approval by the Client of the list of minimum 200 Foreign Buyers and 300 Domestic Buyers to be sourced by the Consultant	10%	(Amount in words and figures)
4.	On Receipt of confirmation in the Online Booking Platform regarding participation of minimum of 200 Foreign Buyers and 300 Indian Buyers, approved by Client	10%	(Amount in words and figures)
5.	On approval by Client the list of 150 distinct Sellers from Karnataka sourced by the Consultant	5%	(Amount in words and figures)
6.	On Receipt of Confirmation in the Online Booking Platform regarding participation of minimum of 25 distinct international media personnel and 50 distinct domestic media personnel sourced by the Agency	5%	(Amount in words and figures)
7.	On Successful completion of event and submission of report providing details of minimum 15,000 B2B meetings (500 Buyers * 15 Meetings * 2 days) in second edition of KITE event	25%	(Amount in words and figures)
8.	On Approval of Post Event Report by Client	20%	(Amount in words and figures)
9.	On Approval of KITE Follow Up Report by Client	5%	(Amount in words and figures)
<b>Total of Costs for Second Edition of KITE</b>		<b>100%</b>	(Amount in words and figures)

**[6.4.2]** Payment shall be made within 60 days of receipt of the invoice/bills the relevant documents and within 90 days in case of final payment. All payments under this Contract shall be made to the account of the Agency as may be notified to the Client by the Agency.

**Account Details of the Agency**

The account details of the Agency is as follows –

The account details of the Agency are as follows –

Account Number: \_\_\_\_\_  
Name of Bank: \_\_\_\_\_  
Branch Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
IFSC: \_\_\_\_\_  
PAN: \_\_\_\_\_  
GST: \_\_\_\_\_

**[6.4.3]** The Agency shall be paid only for those portions of the invoice that are satisfactorily supported with supporting documents. Should any discrepancy be found to exist between actual payment and costs authorised to be incurred by the Agency, the Client may add or subtract the difference from any subsequent payments. The Client shall pay to the Agency only the undisputed amount.

**[6.4.4] Change in Applicable Law**  
If during the period of this Contract, there is any change in the Applicable Laws with respect to leviable taxes and duties which increases or decreases the cost, then the remuneration and reimbursable expenses otherwise payable to the Agency under this Contract shall be increased or decreased accordingly by Contract between the Parties hereto, and corresponding adjustments shall be made to the aforesaid contract amount.

**[6.4.5] Tax Deducted at Source (TDS)**  
Wherever applicable, taxes shall be deducted at source from the payment to the Agency at the rates applicable for each in accordance with the relevant Sections of the Income Tax Act.

**[6.6] Penalty for Deficiency in Services**  
The penalties mentioned under this Clause shall be levied at the sole discretion of the authorised representative of the Client. Each penalty may be enforced in addition to any other penalties that may be applicable.

**[6.6.1] Penalty for Shortfall in Number of Media Personnel for the Event**  
The Agency must ensure mandatory minimum number of Media Personnel as per the Terms of Reference.  
If the Agency fails to ensure participation of the mandatory minimum number of Media Personnel beyond a 15% variance from the specified requirements in the Terms of Reference, attributable to the Agency, a penalty of INR 5,000/- (Rupees Five Thousand only) shall be levied for each shortfall in the number of international media. Additionally, a penalty of INR 2,000/- (Rupees Two Thousand only) shall be levied for each shortfall in the number of domestic media. The penalty shall be levied at the sole discretion of the authorised representative of the Client and in addition to any other penalties that may be applicable.

**[6.6.2] Penalty for Shortfall in Number of Buyers for the Event**  
The Agency must ensure mandatory minimum number of Buyers for the event as per the Terms of Reference.  
If the Agency fails to ensure participation of the mandatory minimum number of Buyers beyond a 15% variance from the specified requirements in the Terms of Reference, attributable to the Agency, a penalty of INR 5,000/- (Rupees Five Thousand only) shall be levied for each shortfall in the number of international buyer. Additionally, a penalty of



INR 2,000/- (Rupees Two Thousand only) shall be levied for each shortfall in the number of domestic buyer. The penalty shall be levied at the sole discretion of the authorised representative of the Client and in addition to any other penalties that may be applicable.

**[6.6.3 Penalty for Shortfall in Number of Sellers for the Event**

The Agency must ensure mandatory minimum number of Sellers for the event as per the Terms of Reference.

If the Agency fails to ensure participation of the mandatory minimum number of Sellers beyond a 15% variance from the specified requirements in the Terms of Reference, attributable to the Agency, a penalty of INR 10,000/- (Rupees Ten Thousand only) shall be levied for each shortfall in the number of seller for the event. The penalty shall be levied at the sole discretion of the authorised representative of the Client and in addition to any other penalties that may be applicable.

**[6.6.4** If any of the services performed by the Agency fail to conform to the specifications of the assigned assignment or in the event of failure of the assignment due to quality of event management services, quality of materials used, indifference (such as inadequate interaction with the Client), negligence (such as quality of deliverable not up to the mark), non-supportive attitude (such as non-engagement of adequate resources in the prescribed time frame), of the Agency and the Client decides to terminate the Contract because of such failure, then the performance security shall be encashed.

This shall be without prejudice to other remedies available under the law and the Contract with the Client.

**[6.7 Performance Security**

**[6.7.1** The Agency shall furnish the Performance Security in accordance with Clause 8 of Information to Bidders of the RFP document

**[6.7.2** The Agency shall keep the Performance Security valid and enforceable throughout the Term and for a period of 90 days after the date of expiry of the Contract. In case the Performance Bank Guarantee provided by the Agency to the Client is set to expire for any reason whatsoever at any time before 90 days after the date of expiry of the Contract, the Agency shall renew and provide to the Client renewed Performance Bank Guarantee at least 30 days prior to its date of expiry. Upon any failure on part of the Agency to renew the Performance Bank Guarantee or to keep it valid and enforceable in terms of this Clause, the Performance Bank Guarantee will be encashed by the Client without giving any notice to the Agency or to any other Party.

**[6.7.2** The Performance Security will be discharged by the Client and returned to the Agency no later than 90 days following the completion of the Agency's performance obligations under the Contract.

**[6.7.3** In the event of any contract amendment, the Agency shall within 30 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the same valid for the duration of the Contract as amended for 90 days after the completion of performance obligations.

**[6.7.4 Encashment and Appropriation of Performance Security**

The Client shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without notice to the Agency in the event of:

1. Breach of this agreement or for levy of Penalty specified
2. Termination of this Contract by Client for reasons other than in GCC 2.7.1(c)

3. In case the Agency is not able to deliver the services as envisaged in the Scope of Services/Terms of Reference

**[7.2.]** In the event of a dispute relating any of the matters set out in this Contract, including termination of this Contract, the Parties shall discuss in good faith to resolve the difference within 15 (fifteen) Business Days of the dispute being raised (or such longer period as the parties to the dispute may mutually agree to in writing). All such disputes that have not been satisfactorily resolved through discussion, shall be referred to Secretary, Department of Tourism. All such disputes that have not been satisfactorily resolved after referring to Secretary, Department of Tourism shall be settled by arbitration in accordance with the following provisions

**[7.2.1.] Selection of Arbitrators**

Each dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three arbitrators, in accordance with the following provisions & as per the Circular issued by Govt. of Karnataka Vide No LAW 273 L AC 2012(p) Dtd. 10.01.2014:

Any Dispute or difference or claim arising out of, or in connection with, or relating to the present contract or the breach, termination or invalidity thereof, shall be referred and settled under the Arbitration Center-Karnataka (Domestic and International) Rules 2012, by one or more arbitrators appointed in accordance with its rules.

**[7.2.2.] Rules of Procedure**

Any Dispute or difference or claim arising out of, or in connection with, or relating to the present contract or the breach, termination or invalidity thereof, shall be referred and settled under the Arbitration Center-Karnataka (Domestic and International) Rules 2012, by one or more arbitrators appointed in accordance with its rules.

**[7.2.3.] Substitute Arbitrators**

If for any reason an arbitrator is unable to perform his function, a substitute shall be appointed in the same manner as the original arbitrator.

**[7.2.4.] Qualifications of Arbitrators**

The sole arbitrator or the third arbitrator appointed pursuant to paragraphs 7.2.1 through 7.2.3 of Clause 7.2 hereof shall be a nationally recognized legal or technical expert with extensive experience in relation to the matter in dispute.

**[7.2.5.] Miscellaneous**

In any arbitration proceeding here under:

- a) Proceedings shall, unless otherwise agreed by the Parties, be held in Bangalore.
- b) The decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objections to or claims of immunity in respect of such enforcement.

**[8.] Fairness and Good Faith**

**[8.1.] Good Faith**

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

**[8.2. Operation of the Contract**

The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the life of the Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but failure to agree on any action pursuant to this Clause shall not give rise to a dispute subject to arbitration in accordance with Clause 7.2 hereof.

**[9 Indemnification**

The Agency shall indemnify, defend and hold the Client, its officers and agents harmless against any and all

- i. Proceedings, actions and Third-Party claims arising out of a breach by the Agency of any of its obligations under this Contract, except to the extent that any such claim has
- ii. arisen due to breach by the Agency of any of its obligations under this Contract or a Force Majeure Event which is a political event.
- iii. Losses resulting from the publication of the contents of the advertisement including claims for libel, violation, privacy, copyright infringement or plagiarism.
- iv. any loss of or damage to any of the Client's property arising out of or in connection with any act, omission, or negligence of the Agency, its officers, agents, contractors, subcontractors, employees or invitees, unless such loss or damage is caused by or due to the sole negligence or wilful misconduct of the Client.

**[10 Assignment**

The rights and duties created by this Contract are personal to Agency and accordingly, except as otherwise may be permitted herein, the Agency shall not directly or indirectly assign directly or indirectly, any interest, right or obligation in this Contract, in whole or in part without the express written consent of the Client. Any such purported assignment without the Client's prior written consent shall constitute a Material Breach, which will entitle the the Client to cancel the Contract apart from such assignment being null and void ab initio.

**[11 Confidentiality**

The Agency and their Personnel shall not, either during the term or within two years after the expiration or termination of this Contract disclose any proprietary information, including information relating to reports, data, drawings, design software or other material, whether written or oral, in electronic or magnetic format, and the contents thereof; and any reports, digests or summaries created or derived from any of the foregoing that is provided by the Client to the Agency and their Personnel; any information provided by or relating to the Client, its technology, technical processes, business affairs or finances or any information relating to the Client's employees, officers or other professionals or suppliers, customers, or contractors of the Client; and any other information which the Agency is under an obligation to keep confidential in relation to the Services or this Contract ("**Confidential Information**"), without the prior written consent of the Client. Notwithstanding the aforesaid, the Agency and their Personnel may disclose Confidential Information to the extent that such Confidential Information:

- i. was in the public domain prior to its delivery to the Agency and their Personnel or becomes a part of the public knowledge from a source other than the Agency and their Personnel;
- ii. was obtained from a Third Party with no known duty to maintain its confidentiality;

- iii. is required to be disclosed by Applicable Laws or judicial or administrative or arbitral process or by any governmental instrumentalities, provided that for any such disclosure, the Agency and their Personnel shall give the Client, prompt written notice, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment; and
- iv. is provided to the professional advisers, agents, auditors or representatives of the Agency or Personnel, as is reasonable under the circumstances; provided, however, that the Agency or Personnel, as the case may be, shall require their professional advisers, agents, auditors or its representatives, to undertake in writing to keep such Confidential Information, confidential and shall use its best efforts to ensure compliance with such undertaking.

**[12] Waiver**

No waiver by a Party of failure or failures by the other Party to this Contract to perform any provision of this Contract shall operate or be construed as a waiver in respect of any another or further failure whether of a like or different character/nature.

**[13] Limitation of Liability**

The Client shall not be liable to the Agency for any lost revenue, lost profits or other incidental or consequential damages arising out of the performance of this Contract.

**[14] Survival**

In the event of any termination of this Contract in whole or in part, the clauses entitled "Indemnification", "Confidentiality", and "Limitation of Liability" shall survive and continue in effect and shall ensure to the benefit of the Client and be binding upon the Agency, their legal representatives, heirs, successors and assigns.

**[15] Severability**

If for any reason whatsoever any provision of this Contract is or becomes invalid, illegal or unenforceable or is declared by any court of competent jurisdiction or any other instrumentality to be invalid, illegal or unenforceable, the validity, legality or enforceability of the remaining provisions shall not be affected in any manner, and the Parties shall negotiate in good faith with a view to agreeing upon one or more provisions which may be substituted for such invalid, unenforceable or illegal provisions, as nearly as is practicable. Provided failure to agree upon any such provisions shall not be subject to dispute resolution under this Contract or otherwise.

**[16] Amendments**

This Contract and the Appendices together constitute a complete and exclusive understanding of the terms of the Contract between the Parties on the subject hereof and no amendment or modification hereto shall be valid and effective unless agreed to by all the Parties hereto and evidenced in writing.

**[17] Counterparts**

This Contract may be executed in two counterparts, each of which when executed and delivered shall constitute an original of this Contract but shall together constitute one and only the Contract.

## **IV. Appendices**

### **APPENDIX A: DESCRIPTION OF SERVICES**

*[Give detailed descriptions of the Services to be provided; dates for completion of various tasks, place of performance for different tasks; specific tasks to be approved by Client, etc.]*

As per Terms of Reference of the RFP

### **APPENDIX B: REPORTING REQUIREMENTS**

*[List format, frequency, contents of reports and number of copies; persons to receive them; dates of submission, etc. If no reports are to be submitted, state here "Not applicable".]*

As per Terms of Reference of the RFP Document

### **APPENDIX C: KEY PERSONNEL**

*[Names, detailed job descriptions and minimum qualifications. experience of Key Personnel to be assigned to work, and staff-months for each.]*

### **APPENDIX D: SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT**

*[List here under:*

*D-1 Services, facilities and property to be made available to the Agency by the Client.]*

As per the Terms of Reference of the RFP Document

### **APPENDIX E: BREAKDOWN OF CONTRACT PRICE IN INDIAN RUPEES**

*[List here the elements of cost used to arrive at the breakdown of the lump sum price:*

*This appendix will exclusively be used for determining remuneration for additional services.]*

As per the negotiated Financial Proposal of the Agency. The breakdown of financial proposal in the format at Section 4B and Section 4C shall be inserted here.

**APPENDIX F: FORM OF GUARANTEE FOR PERFORMANCE SECURITY (PROFORMA BANK GUARANTEE)**

[Clause 8 of Section 2. Information to Bidders in the RFP document]

*(To be stamped in accordance with Applicable Stamp Act, if any)*

To

Managing Director,  
Jungle Lodges and Resorts Limited  
Ground Floor, West Wing,  
Khanija Bhavan,  
49 Race Course Road,  
Bengaluru – 560 001

WHEREAS M/s.....[Name and address of Agency] hereinafter called the “**Agency**”) has undertaken, in pursuance of Contract No. .... dated ..... to provide the services on terms and conditions set forth in the Contract for *Selection of Event Management Agency for Second Edition of Karnataka International Travel Expo* (hereinafter called the “**Contract**”).

AND WHEREAS it has been stipulated by you in the said Contract that the Agency shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Agency such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Agency up to a total of INR ..... [Amount of Guarantee] ..... [in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of INR ..... [Amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the services to be performed there under or of any of the Contract documents which may be made between you and the Agency shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Agency or of the Bank.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to INR ..... (Rupees .....) and the guarantee shall remain valid till ..... Unless a claim or a demand in writing is made upon us on or before..... all our liability under this guarantee shall cease.

This guarantee shall be valid until 90 days from the date of expiry of the Contract Period.

Signature and Seal of the Guarantor..... In presence of

Name and Designation  
(Name, Signature & Occupation)  
Name of the Bank

Address  
(Name & Occupation)

Date.....

**APPENDIX G: LETTER OF ACCEPTANCE**

[Clause 7.2 of Section 2: Information to Bidders in the RFP document]

(To be prepared on the letterhead of the Client)

To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Name and Address of the Agency]

Dear Sir/Madam,

This is to notify you that your proposal dated..... for **Selection of Event Management Agency for Second Edition of Karnataka International Travel Expo** for the Contract Price of INR ..... (Rupees ..... ) [amount in words and figures], inclusive of all taxes as corrected and modified is hereby accepted.

In this regard, we are pleased to inform you that M/s ..... has been awarded the contract as the selected agency for the *RFP for Selection of Event Management Agency for the Second Edition of Karnataka International Travel Expo* (RFP No. ....). The Contract shall be for a period of \_\_\_ months commencing from the Effective Date of the Contract. The Services shall be provided by you in accordance with the provisions of the Contract entered between the M/s ..... and Jungle Lodges and Resorts Limited.

In accordance with the terms and conditions of the Contract, the breakdown of costs provided by your agency shall be used to determine the remuneration due for any alternative events / roadshows that the Client may wish to undertake instead of any of the proposed events / roadshows. Further, in the case of any cancellations, the breakdown of costs shall be used to determine any partial payments due to your agency.

You are hereby requested to furnish Performance Security deposit in the form detailed in Clause 8.1 of Section 2. Information to Bidders for an amount of INR. .... within 7 days of the receipt of this letter of acceptance valid up to 90 days from the date of expiry of contract period i.e., up to ..... and sign the contract, failing which action will be taken as per clause 8.4 of Section 2. Information to Bidders.

Yours Sincerely,

Managing Director,  
Jungle Lodges and Resorts Limited,  
Bengaluru, Karnataka



**APPENDIX H: PROOF OF AUTHORIZATION FOR AUTHORIZED SIGNATORY SUBMITTED BY AGENCY**

As submitted by Agency in their Technical Proposal

**APPENDIX I: TECHNICAL PRESENTATION SUBMITTED BY AGENCY**

As submitted by Agency in their Technical Proposal