

Request for Proposal (RFP) For the Selection of an Event Management Agency for the Visit of High-Level delegation from Jharkhand in the International Apparel & Textile Fair, Dubai



Request for Proposal (RFP) For the Selection of an Event Management Agency for the Visit of High-Level delegation from Jharkhand in the International Apparel & Textile Fair, Dubai

**Directorate of Industries,
Government of Jharkhand**

[Date 31/10/2025]

[Tender Id 2078]

Disclaimer

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the Bidders, by Directorate of Industries, Government of Jharkhand hereinafter referred to as Directorate, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist in the formulation of proposal. This RFP document does not purport to contain all the information each Bidder may require.

This RFP document may not be appropriate for all persons, and it is not possible for the Directorate their employees or advisors to consider the business/ investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources.

Directorate, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

Directorate may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

Request for Proposal (RFP) For the Selection of an Event Management Agency for the Visit of High-Level delegation from Jharkhand in the International Apparel & Textile Fair, Dubai

Contents

1. Fact Sheet	4
2. Introduction	5
3. Objective	6
4. Bid Details	6
5. General terms & Conditions	7
6. Scope of Work.....	9
7. Eligibility Criteria.....	10
8. Proposal Submission Guidelines.....	11
9. Evaluation Criteria	13
10. Payment terms	15
11. Annexures	16
Annexure 1: Tentative Travel Schedule	16
Annexure 2: Technical Cover Letter	17
Annexure 3: Financial Cover Letter	19
Annexure 4: Format for Performance bank Guarantee.....	20
Annexure 5: Check list for submission.....	21

1. Fact Sheet

Tenders are invited by Director of Industries, Government of Jharkhand to facilitate the upcoming international visit of the High-Level Delegation of Jharkhand to Dubai for Promotion & Exposure activities during the International Apparel & Textile Fair (IATF) -2025 scheduled from 17th - 19th Nov 2025 at Dubai World trade Centre, Dubai, UAE

Information Sheet		
S. No.	Particulars	Details
1	Publishing of RFP/ Tender on website	October 31, 2025
2	Period of downloading and Submission of tender	Start date: October 31, 2025, to End date: November 5, 2025,
3	Last date for receiving queries	November 1, 2025,
4	Response to queries	November 2, 2025,
5	Technical Proposal Opening	November 6, 2025, 11.30 AM
6	Presentation on approach & Methodology	November 7, 2025, 3.00 PM
7	Method of Selection (QCBS)	70:30
8	Financial Bid Opening	To be notified
9	Cost of Tender Fee	INR 10,000/- (Ten Thousand only) (Non-Refundable)
10	Earnest Money Deposit (EMD)	INR 1,00,000/- (Rupees One Lakh only)
12	Website for downloading Tender Documents and Submitting Proposals	https://www.jharkhand.gov.in/industries https://jharkhandindustry.gov.in/
13	Mode of submission of Tender	1. Offline Submission of both Technical & Financial Proposals 2. Hard Copy – Only Technical Proposal to be submitted compulsorily in the office of Director, Industries (as per below mentioned address) 3rd Floor, Room No. 316 Directorate of Industries, Nepal House, Doranda, Ranchi, Jharkhand 834002
14	Contact Details	Director, Directorate of Industries, Nepal House, Doranda, Ranchi, Jharkhand 834002 Website: https://www.jharkhand.gov.in/industries Email: jhr-doi@nic.in

Note:

- Directorate reserves the right to change any schedule of bidding process. Please visit website mentioned in document regularly for any update regarding the same.
- Directorate reserves the right to terminate the bid process at any time without assigning any reason.
- Proposals must be received not later than time, and date as mentioned above. Proposals that are received after the last date and time will not be entertained.

2. Introduction:

The Government of Jharkhand is seeking the expertise of a professional event Management Agency to facilitate the upcoming international visit of the High-Level Delegation of Jharkhand to Dubai, UAE for the International Apparel & Textile Fair (IATF) and for Promotion & Exposure activities. India and UAE have signed a landmark Comprehensive Economic Partnership Agreement (CEPA) which is set to transform bilateral trade relations, and nearly 90% of Indian exports to UAE enjoy zero-duty access. Handloom Export Promotion Council (HEPC), the nodal agency constituted under "The Ministry of Textiles, Government of India" intended to promote the exports of all handloom products like fabrics, home furnishings, carpets, floor coverings, etc. has invited State governments/ Ministries to participate in this mega event (IATF) to portray at this platform their economic strength in terms of textile, Apparel, fabrics, Accessories, Sustainable products other similar products. Govt. Of Jharkhand through JHARCRAFT has received a proposal from Handloom Export Promotion Council (HEPC), Ministry of Textiles, Govt. of India to participate in International Apparel and Textile Fair, Dubai to be held from 17th to 19th November 2025. A dedicated Buyer's Lounge has also been provisioned for One-on-one Business meetings and discussions, Strategic Networking and other allied activities. In this context, Jharkhand's visit has been planned as per the Communication received through HEPC for IATF scheduled from 17th-19th November 2025, Dubai World Trade Centre, Dubai, UAE. This visit is aligned with an objective to display and promote Jharkhand as a prime investment destination and to connect with world leaders in the Handloom, textile and other sectors in the IATF-2025, with a focus to show the prowess of the state as per the theme of the event. This visit may also cater discussions on investments from the Indian diaspora residing there, explore avenues for technology partnerships and business collaboration for the socio- economic development of the state.

The State's Participation would showcase the strong potentials & economic strength, culture, heritage & industrial infrastructure. It could promote Jharkhand's cultural diversity and handicrafts will enhance the state's brand value, which can also boost handloom tourism. It will also pave way for avenues of collaboration, partnerships and explore other ventures and innovations. The Jharkhand State Textile Policy is also being formulated by the Industries Department. Since the above fair is a textile-focused event, participating in this event will provide an opportunity to understand the global textile landscape, international markets, and emerging technologies, which will help in formulating the state's textile policy. Given the above, Government of Jharkhand plans to send a high-level Delegation to represent their participation in the IATF-2025. Department of Industries for this purpose tends to invite proposals from reputable Event management agencies. The selected event Management Agency will play a crucial role in ensuring the success of this venture by providing comprehensive services that include, but are not limited to, travel arrangements, accommodation, visa processing, Logistical arrangements etc. all of which are essential for effective communication during the visit.

The tender process for this engagement will be conducted through a **Quality-Cum-Cost Based Selection (QCBS)** method, where the assessment of proposals will give a 70 percent weightage to the quality of the services offered and a 30 percent weightage to the cost/price component. This approach ensures that the selected agency not only provides competitive pricing but also meets the high standards of quality required for such a prestigious and high-profile event.

The tentative travel schedule for the High-Level Delegation visit has been prepared and has been made available as part of the RFP documentation. Bidders are expected to review this schedule thoroughly to ensure their proposals align with the planned itinerary and the objectives of the visit.

We invite qualified and experienced event Management Agencies to submit their proposals in accordance with the guidelines set forth in this RFP. The Government of Jharkhand looks forward to partnering with an agency that demonstrates a deep understanding of the objectives, a commitment to excellence, and the capability to deliver a seamless and impactful experience for the High-Level Delegation's visit.

3. Objective

The objective of this RFP is to solicit proposals from experienced and reputable event Management agencies for organizing and managing the travel and allied activities associated with the High-Level Delegations of officials visit to the IATF 2025 and for Promotional & Exposure activities in Dubai, UAE. The aim aligned with HEPC's Objectives to showcase Jharkhand at the IATF-2025 Dubai as prime destination, to explore avenues in Textile, Handloom and other sectors and probable discussions from the industry leaders, collaborators, Indian diaspora, etc. on collaborations with Jharkhand in the IATF 2025 and Dubai, UAE.

4. Bid Details

(a) Process of Selection

The process of selection of successful Bidder would be as follows:

- i Issuance of RFP
- ii Pre-Bid Meeting/ Clarification/ Corrigendum (if any)
- iii Submission of Bids
- iv Technical Bid Evaluation and presentation
- v Bidders who pass through the technical evaluation will be qualified for financial evaluation.
- vi After financial evaluation the scores of both the technical and financial evaluation would be consolidated. The agency securing Rank-1 (i.e. the most responsive bid) will be offered the award of work.

(b) RFP Validity period

- RFP responses will remain valid and open for evaluation according to their terms for a period of at least 180 days from the last date of submission of bids.
- Directorate of Industries shall also have the right at its sole and absolute discretion to engage the selected bidder for similar work at any other location for future requirements after expiry of current work period.

(c) Cost of Tender Fee

A non-Refundable fee for the cost of the Tender has to be submitted by the bidder of value 10,000/- (Ten thousand only) in the form of Banker's cheque from any Nationalized bank in favour of the contact details mentioned in the Fact sheet.

(d) Bid Security/EMD

- The bidder(s) are required to submit proof of Bid Security Deposit with their bid (Bank guarantee/ Demand Draft from a Nationalized bank having its branches in Ranchi, Jharkhand of value INR 1,00,000/-) in favour of the contact details mentioned in the Fact sheet
- The EMD of the unsuccessful bidders would be returned after the selection of successful bidders in 90 days.

(e) Performance Bank Guarantee (PBG)

The Bidder selected for award of work will be required to provide an unconditional and irrevocable Performance Bank Guarantee of 2% (Two percent) of total work order value from a Scheduled Commercial Bank in Ranchi, Jharkhand, India towards due performance of the contract in accordance with the specifications, terms and conditions of RFP document. The same shall be kept valid up to 60 days, beyond the duration of work period. If the Bidder fails to furnish Performance Bank Guarantee within 14 days from the date of issue of Work Order/LoA by Directorate for any reason whatsoever, the Bidder may be penalized with suspension from participation in future procurement processes for a period of up to one year. The cost of Performance Guarantee would have to be borne by the successful Bidder(s). In case the work duration is extended for any reason, the PBG need to be extended accordingly by the Bidder keeping the validity up to 60 days, beyond the extended period. The format for the PBG is shared in annexure section.

5. General terms & Conditions

i Award of Contract:

After completion of the contract negotiation stage, the authority will notify the successful bidder in writing by issuing a work order/LoA for signing the Contract. The successful bidder will be asked to sign the Contract after fulfilling all formalities within 14 days of issuance of the work order/LoA. After signing of the Contract, no variation or modification of the terms of the Contract shall be made except by written amendment signed by both the parties.

ii Conflict of Interest:

Conflict of interest exists in the event of: (i) conflicting assignments, including implementing, providing consultation, monitoring and evaluation/ assessment of the same scheme/ project at a different level by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with officials of the authority directly or indirectly; and (iii) Practices prohibited under the anticorruption policies of the Government of India. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the authority as this would amount to their disqualification and breach of contract.

iii Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the

Request for Proposal (RFP) For the Selection of an Event Management Agency for the Visit of High-Level delegation from Jharkhand in the International Apparel & Textile Fair, Dubai authority shall be written in the English language only.

iv Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Courts of Ranchi, Jharkhand only

v Governing Law and Penalty Clause:

The scope given for delivery is to be strictly adhered to in view of the Profiles of High-level Delegates. Any unjustified and unacceptable deviation shall render the bidder liable for liquidated damages and thereafter the authority holds the option for cancellation of the contract. The authority may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the authority and the bidder under this contract will be governed by the prevailing laws of Govt of India. Failure on bidder's part to comply to the scope of work/ services as per the agreed schedule will enforce a penalty subject to maximum of 10% (Ten percent) of the total contract value. The amount will be deducted from the final payment.

vi Force Majeure:

For the purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restrictions imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the scope by the agency. If a Force Majeure situation arises, the agency shall promptly notify authority in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the authority in writing, the agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise authority in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, authority reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

vii Arbitration:

The authority and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Secretary, Department of Industries, Govt. of Jharkhand. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Ranchi, Jharkhand.

viii Authorized Signatory

Request for Proposal (RFP) For the Selection of an Event Management Agency for the Visit of High-Level delegation from Jharkhand in the International Apparel & Textile Fair, Dubai

The selected Bidder shall indicate the authorized signatories who can discuss and correspond with authority, about the obligations under the work order. The selected Bidder shall submit at the time of acceptance of work order, a certified copy of the resolution of their Board, authenticated by Company Secretary/ Director, authorizing an official or officials of the company or a Power of Attorney copy to discuss, sign agreements/ contracts with Directorate of Industries. The Bidder shall furnish proof of signature identification for above purposes as required by Directorate of Industries.

6. Scope of Work

The selected event Management agency will be responsible for the following:

- A. Travel Arrangements:** The agency will be responsible for comprehensive travel management, which includes:
- Booking of international and domestic flights for the delegation, ensuring optimal routes and fares (Tentatively: 1 pax business class, rest economy class).
 - Coordinating ground transportation, including airport transfers, inter-city travel, and local commutes.
 - Managing travel logistics, such as visa processing with one-to-one handholding of participating officials, travel insurance, and any required health and safety measures.
 - Addressing Security Protocols with the coordination of Indian Embassy, relevant State/ Central Department or Ministry
- B. Accommodation Arrangements:** The agency will handle all aspects of accommodation, which involve:
- Securing reservations at suitable hotels or guest houses that meet the comfort and security standards for the delegation.
 - Negotiating favorable rates and ensuring that all amenities and services required by the delegation are available.
 - Coordinating with the accommodation providers for any special requests or arrangements needed by the delegation members.
- C. Designing and Production of Event Collaterals:** The agency will be tasked with creating impactful promotional materials, such as:
- Designing visually appealing and informative posters, banners, brochures, and other printed materials.
 - Producing high-quality backdrops and standees (2 nos.) for events, branding related interior works of stall ensuring consistency with the branding guidelines.
 - Managing the logistics of printing, delivery, and setup of all collateral at the event location.
 - Arrangement of 4 nos. extra tables, 1 extra round table and 3-5 extra chairs at the stall.
- *The Standard built-in Booth Provided at IATF would be of 9 SqM*
- D. Additional Responsibilities:** The agency may also be required to undertake additional tasks to ensure the visit's success, such as:
- Providing on-ground support staff assistance during the entire travel schedule.
 - Inauguration day arrangements for the stall such as Bouquets, Ribbon cutting, flower decorations, water and snacks.

Request for Proposal (RFP) For the Selection of an Event Management Agency for the Visit of High-Level delegation from Jharkhand in the International Apparel & Textile Fair, Dubai

- Coordinating with media and public relations teams for coverage and publicity.
- Coordinating with other stakeholders for smooth & efficient visit to the IATF 2025, Dubai, UAE visit activities throughout the travel schedule.
- Ensuring the cuisines for the entire travel schedule of the delegates are of high quality and hygiene standards
- Handling any unforeseen challenges or requirements, emergency assistance that may arise during the visit.

Note: The Tentative nos. of high-level delegates is estimated to be 6 (Six) and would be finalized in due course. In case there is increase in this nos. beyond 10 (Ten), it would be informed prior to the agency and the payments for such would be made on actual expenditures subject to submission of invoices and bills to the Authority. In case there is change in travel plan of the delegates, Bidder would have to take care of the changed schedule. The cost barrier for cancellation of the existing travel itinerary would be considered for reimbursement by Directorate of Industries upon submission of proof of such cancellations.

7. Eligibility Criteria

- a. A Bidder can be a company/ partnership firm/ other legal entity incorporated/ established as per the applicable laws in India.
- b. The agency must be in operation in India **minimum from past five years** in the same line of business. As proof the agency may submit (Invoices/ work orders/ agreement copies/ Purchase Order) of any assignment executed 5 years before the tender due date. (**Same line of business here stands for the organising VVIP international travels, logistics, stay arrangements and other allied activities as outlined in the scope of work.*)
- c. The agency must have executed **at least two (02)** International visits (preferably associated with nature of work such as road shows/ award functions/ VVIP Visit/ Chambers of Industry Association **in last five years** out of which at least one (1) assignment must be of value **INR 1.00 Cr (One Crore)** and one (1) assignment must be of value **INR 50.00 Lakh** or more. (Documentary proof in this regard must be submitted)
- d. The Work order or Work allotment for execution of VVIP visit shall be from a Central/State Government Department.
- e. The agency must have **average annual turnover of INR 5.00 Cr (Five Crores) in last three financial years (FY)**. Last three FY shall imply FY 2022-23, 23-24, 24-25. (A CA certificate in this regard must be submitted as proof)
- f. The Bidder **should not have been blacklisted/debarred** by any Government Agency or Department of the State or Central Government, including any Public Sector Organization or by any local/ civic bodies or Municipality. An affidavit/ undertaking furnishing the same needs to be provided.

8. Proposal Submission Guidelines

i Pre-Bid Clarifications

- a. The Bidders will have to ensure that their queries (if any) are submitted offline at the office address of the authority inviting Tender, prior to the Pre-Bid meeting.
- b. All the queries should necessarily be submitted in the following format:

Sr. No.	RFP Section no.	RFP page nos.	RFP clause description	Query by bidder
1				
2				

- c. Bidders must adhere to the above template while submitting their queries.
- d. Any requests for clarifications post the indicated date/ time may not be entertained.
- e. Clarification to Pre-Bid Queries/ Issue of Corrigendum (if any), Clarification to the queries received will be published on the website as per the timeline specified.
- f. However, Directorate of Industries makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been raised by the bidders.
- g. At any time prior to the last date for receipt of bids, Directorate of Industries may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- h. After the pre-bid conference/ meeting, the Corrigendum (if any) & clarifications will be published on the website as per the timeline specified.
- i. Any corrigendum(s)/ Addendum(s) published/issued shall be deemed to be incorporated into this RFP.
- j. Bidders are suggested to visit the website frequently for any updates.

ii Cost of Tender Fee

- Bids submitted without the proof of Cost of Tender fee submission will be liable for rejection without providing any opportunity to the bidder concerned.
- The Tender fee is Non-Refundable

iii Earnest Money Deposit (EMD) i.e. Bid Security

- Bids submitted without the proof of Bid Security submission will be liable for rejection without providing any opportunity to the bidder concerned.

- Bid Security must remain valid for at least 180 days beyond the final bid validity period and the validity of the Bid Security should be extended in the event the last date of bid validity is extended

Offer of the tenderer must be complete in all respects and shall be submitted together with requisite information and appendices within the due date. Tenders should be complete and free from any ambiguity or changes. The tender should be neatly filled up and signed in all pages of Tender Documents by the authorized signatory of the organization. Offers should be submitted on A4 paper.

All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.

The bidders bid and any annotation or accompanying documentation shall be in English language. Each page of the Tender Document shall be duly signed and sealed by an authorized officer from the Bidder's organization. Bidders shall indicate their full address and telegraphic/ phone/ fax/ e-mail address in the bid document. Bidder will submit the Bid package in its entirety and no alterations will be made to the documents or the wording therein.

By tendering an offer to provide the services, Bidder accepts the terms of this Invitation to Tender in its totality. Agreed terms shall be included in the Binding Work Order. Bidders shall submit the bid based on the terms and conditions laid down in the tender document without any exception/ deviation. If bidder wishes to take the exception/ deviation then bidder shall indicate the same explicitly, including financial ramifications, if any arising out of it (i.e., including its impact on the price and consequent financial impact). Price quoted shall be firm and inclusive of all taxes, duties, & levies except GST- if any applicable and should be kept valid for a period of six months from the date of opening of tender.

The Tenderers must submit their bids in two parts prominently super scribing as Part I "Eligibility" and Part II "Financial Quote" and also indicating the Tender Number & Tender due Date. Both these parts should be inside one single cover/folder mentioning Tender title, Tender Number, Tender due Date and Name of the bidder.

Part I: Eligibility

This cover should contain all the documents as desired in the section on eligibility criteria of the RFP. Financial quote should not be mentioned here.

Part II: Financial Quote

Financial Quote is to be submitted separately as per the format provided. Quote should be clearly written in figures and in words. In case of difference between figures and words, the prices, which will be most favorable to the DIRECTORATE, will be taken for consideration as RFP quote and the same will be binding on the bidder.

9. Evaluation Criteria

For Proposals to be responsive the bidders must

- Submit the Cost of Tender fee
- Submit the Bid Security
- Submit the undertaking/ affidavit for Not blacklisting as mentioned in Technical Cover letter (annexure)
- Submit relevant details satisfying the criteria's set-in clause no.7 of this RFP

Only those bids will be technically evaluated and called for presentations whose Bid are found responsive as per the above-mentioned.

Bidders are advised to do a proper indexing, sequentially numbering and arrange documents as per the list of contents with page numbers in serial of order with sign on each page of bid submitted. Any deficiency in the documentation may result in the rejection of the Bid.

After the check of responsiveness of the bids, the eligible/ qualified proposals would be further evaluated as below.

Proposals will be evaluated based on a **Quality-Cum-Cost Based Selection (QCBS) method**, with the following weightage:

- Quality (Technical Score, **ST**): 70%
- Cost/ Price (Financial Score, **SF**): 30%;
- The individual bidder's financial score (**SF**) will be evaluated as per the formula given below:

$$SF = [F_{min} / F_b] \times 100 \text{ (rounded off to 2 decimal places)}$$

Where,

SF= Normalized financial score of the bidder under consideration

F_{min}= Minimum financial quote among the technically qualified bidders

F_b= Financial quote of the bidder under consideration

- **Combined Score (S) = ST x 0.7 + SF x 0.3**

S. No.	Parameter	Evaluation Criteria	Max. Marks
Technical Evaluation & Presentation			
1	Experience & Past Work	<ul style="list-style-type: none"> • Experience in handling at least five (05) government/ VVIP international visits (10 Marks) • At least 5 Past work experience with embassies, global forums, or similar setups (10 Marks) • References & case studies from previous international events (10 Marks) 	30

Request for Proposal (RFP) For the Selection of an Event Management Agency for the Visit of High-Level delegation from Jharkhand in the International Apparel & Textile Fair, Dubai

S. No.	Parameter	Evaluation Criteria	Max. Marks
2.	Vendor Network & Local Support	<ul style="list-style-type: none"> Established partnerships with local vendors, hotels, transport providers (10 Marks) Coordination with Indian embassies, trade bodies, govt. counterparts etc. (5 Marks) <p>*Proof of such partnerships (partnership agreement/previous orders/Invoices, etc.) with local vendors, hotels, transport, etc.</p> <p>*Substantial's of established network connect with embassies, trade bodies, govt. counterparts (previous communications in earlier completed projects/ completed orders, appreciation letters from any of these, Meeting records, MoUs/LoA/Agreements, certifications, etc.)</p>	15
3	Compliance & Documentation	<ul style="list-style-type: none"> Visa, travel permits, and official documentation expertise for at least 2 countries (10 Marks). (Preference would be given for arranging the same for UAE) Adherence to international & govt. protocols (5 Marks) <p>*Proof of arranging Visas, permits & other documentations for previously similar nature of works.</p> <p>*Proof of similar executed tender documents, SOP's, Inspection/verification reports for aligning with international & govt. protocols</p>	15
Technical Presentation			
4.	Execution Plan & Logistics Management	<ul style="list-style-type: none"> Travel & Accommodation Management (5 Marks) Travel Planning & Scheduling in Dubai, UAE (5 Marks) Venue Arrangements & Protocol Handling (5 Marks) Risk Mitigation & Contingency Planning (5 Marks) 	20
5.	Bidders Understanding of Scope	Understanding of Scope & Requirements (Clarity on objectives of the visit and Customization as per the visit) Execution Plan (Proposed itinerary management, partnership and engagements of the various aspects such as to & fro travel including visa processing, local tours etc.) for the entire schedule considering the	20

Request for Proposal (RFP) For the Selection of an Event Management Agency for the Visit of High-Level delegation from Jharkhand in the International Apparel & Textile Fair, Dubai

S. No.	Parameter	Evaluation Criteria	Max. Marks
		comfort and security standards for the high-level delegation & the supporting team.	

**Considering the significance of the delegates and their participation in this event it is recommended that one of the Senior officers/Directors/Chief officers from the Bidder should have a valid UAE visa at the time of filing the tender*

10. Payment terms

The payment terms would be guided as follows:

- a. 50% in advance as per bookings of logistics & others (subject to contentment of Directorate of Industries)
- b. Remaining 30% payment will be made as per requirement, satisfaction of Authority.
- c. Rest 20 % payment upon completion of scheduled work as per Scope of work.
- d. Quantity/Schedule mentioned in the Annexure is indicative for evaluation of bids.

11. Annexures

Annexure 1: Tentative Travel Schedule

Tour Plan to Dubai, UAE

Event: International Apparel & Textile Fair (IATF) 2025

Venue: Dubai World Trade Centre, Dubai, UAE

Event Dates: 17th to 19th of November 2025

Sr. No.	Date & Day	Activity / Event	City of Stay
1	16th of November 2025, Sunday	Travel: India to Dubai, UAE Arrival at Dubai, UAE Preparatory meeting on Textile Sector presentation and key discussion points.	Dubai
2	17th of November 2025, Monday	Day 1 – International Apparel & Textile Fair <ul style="list-style-type: none"> • Arrival at Dubai World Trade Centre. • Inaugural Ceremony of IATF 2025. • Visit to exhibition halls; interaction with international exhibitors and textile technology companies. • B2B Meetings with Global Buyers & Apparel Manufacturers (facilitated by IATF Organizing Committee). • Meeting with UAE Textile & Garment Association Representatives on investment opportunities in Textile Parks. 	Dubai
3	18th of November 2025, Tuesday	Day 2 – Business Meetings & Industry Visits <ul style="list-style-type: none"> • Meeting with major textile sourcing houses and buyers from GCC, Africa & Europe. • Roundtable discussion on “Sustainable Textile Manufacturing and Opportunities in India.” • Field visit to Jebel Ali Free Zone (JAFZA) & Textile Trading Hub for understanding logistics, warehousing, and export facilitation systems. • Meeting with trade consultants and Jharkhand-origin entrepreneurs based in UAE. 	Dubai
4	19th of November 2025, Wednesday	Day 3 – Closing Day of IATF 2025 <ul style="list-style-type: none"> • Participation in “Investment Forum on Apparel & Textile Innovation. • Meeting with Dubai Chamber of Commerce & Industry and 	Dubai

Request for Proposal (RFP) For the Selection of an Event Management Agency for the Visit of High-Level delegation from Jharkhand in the International Apparel & Textile Fair, Dubai

		<p>UAE India Business Council (UIBC) for exploring partnerships and investment opportunities.</p> <ul style="list-style-type: none">• Visit to Indian Pavilion – interactions with Jharkhand-based exhibitors and exporters.• Travel: Dubai, UAE to India	
--	--	--	--

* The above is a tentative plan which can be modified.

Annexure 2: Technical Cover Letter

Date:

The Director, Directorate of Industries,
Government of Jharkhand
3rd floor, Nepal House, Doranda,
Ranchi, Jharkhand, Pin – 834002

**Subject: Selection of an Event Management Agency for the visit of High-Level
Delegation from Jharkhand in the International Apparel & Textile Fair 2025, Dubai.**

Reference: RFP Ref no.

With reference to your RFP cited above, I/we, having examined all relevant documents and understood their contents, hereby submit our proposal. The proposal is unconditional and unqualified.

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. This statement is made for the express purpose of this bid.

I/We acknowledge DIRECTORATE's right to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

I/ We certify that we have not been blacklisted/ debarred by any Government Agency or Department of the State or Central Government, including any Public Sector Organization or by any local/ civic bodies or Municipality.

I/ We certify that in the last three years, we 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 Applicant, 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.

I/We declare that I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Directorate.

I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to take such task.

I/We further certify that no investigation by a regulatory authority is pending either against us or

Request for Proposal (RFP) For the Selection of an Event Management Agency
for the Visit of High-Level delegation from Jharkhand in the International Apparel &
Textile Fair, Dubai

against our Associates or against our CEO or any of our Directors/ Managers/ Employees.

I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the DIRECTORATE [and/ or the Government] in connection with the selection of bidder in respect of the above-mentioned Project.

The Bid Security of INR/- (Indian Rupees only) attached, in accordance with the RFP document. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the work is not awarded to me/us or our proposal is not opened or rejected.

In the event of my/our firm/ consortium being selected, I/we agree to enter into an Agreement in accordance with the form in the RFP. We agree not to seek any changes in the aforesaid form and agree to abide by the same.

The Financial Proposal is being submitted in a separate cover. Our proposal read with the Financial Quote shall constitute the whole proposal which shall be binding on us.

I/We agree and undertake to abide by all the terms and conditions of the RFP Document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

Name:

Designation:

(Company Seal)

Annexure 3: Financial Cover Letter

Date:

The Director, Directorate of Industries,
Government of Jharkhand
3rd floor, Nepal House, Doranda,
Ranchi, Jharkhand, Pin – 834002

**Subject: Selection of an Event Management Agency for the visit of High-Level
Delegation from Jharkhand in the International Apparel & Textile Fair 2025, Dubai.**

Reference: RFP Ref no:

Dear Sir,

We.....(Name of the Bidder) hereby submit our Financial Proposal in
response to notice inviting tender dateand tender document
no.....and confirm that:

	Total Fee considering nos. of Delegates to be 6 (exclusive of GST)
In Number	
In Words	

We agree that this offer shall remain valid for initiating the work within a period of 60 days from
the Proposal Due Date or such further period as may be mutually agreed upon.

We agree to pay the minimum wages as prescribed by Government of Jharkhand,
throughout the contract period.

Yours faithfully,

Name:

Designation:

(Company Seal)

**Note: The Financial Proposal is to be submitted strictly as per forms given in the RFP.
TDS deductions will be as per provisions of the IT Act. Whenever the contractor is not
required to be registered under GST Act, the declaration to this effect will have to be
obtained from the contractor evidencing or justifying with reasons.**

Annexure 4: Format for Performance bank Guarantee

Bank Guarantee No.:

Date:

To,
The Director, Directorate of Industries,
Government of Jharkhand
3rd floor, Nepal House, Doranda,
Ranchi, Jharkhand, Pin – 834002

WHEREAS (Name and address of the Event Management Agency) (herein after called “the Agency”) has undertaken, in pursuance of RFP nodated to undertake the service (description of services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by (Name of the Authority) in the said contract that the agency shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a bank guarantee

NOW THEREFORE we hereby declare that we are guarantors and responsible to you, on behalf of the agency, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the agency to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or 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 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. This performance bank guarantee shall be valid until the day of ,2025 Our branch at Ranchi (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Ranchi branch a written claim or demand and received by us at our Ranchi branch on or before Dtotherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)
.....

Annexure 5: Check list for submission

If the requisite documents are not attached, as mentioned in tender document, the Bid proposal of that agency(ies) / company (ies) shall be summarily rejected. Documents must be attached in sequence.

Sr No	PARTICULARS	DOCUMENTS
1.	Proposal copies duly signed on all pages. Name of Agency / Company with brief profile (PAN, GST) and proper correspondence address, phone, email etc. and proof of registered office (Highlighting nature of agency: company/ partnership firm/ other legal entity incorporated/ established as per the applicable laws in India.)	Attached: Yes/No Page number of attached document should be mentioned. The covering letter should be signed
2.	Existence & operation of company / agency in India for Minim. past 5 years. (Invoices/ work orders/ agreement copies/ Purchase Order of assignments executed 5 years before the tender due date)	Attached proof: (Yes/No) Page Nos.:
3.	Cost of tender fee	Proof Attached: Yes/No Page Nos.:
4.	EMD fee	Proof Attached: Yes/No Page Nos.:
5.	Average annual turnover: 2022-23 2023-24 2024-25	Attach copy of C.A. Certificate only in support of Turn Over. (Attached: Yes/No) Page Nos.:
5.	Experience of at least 2 international visits with similar nature of work in last 5 years	Documentary proof submitted: (Yes/No) Page Nos.:
6.	Affidavit/undertaking for not being blacklisted/debarred	Submitted: (Yes/No) Page Nos.: