

**Request for Proposal (RFP)**  
**For**  
**Development of 360 degree immersive Live Action video,**  
**shot using full spherical multi-camera rigs with no blind spot,**  
**of selected Tourist Places**

**Tender No: GUJ/3/2016**

**May, 2016**



**Gujarat Tourism Opportunity Limited**  
605-606, Corporate House, Haveli Arcade,  
Sector 11, Gandhinagar. Gujarat. 382011.

## **Contents**

<b>DISCLAIMER .....</b>	<b>3</b>
<b>1. INVITATION FOR PROPOSAL .....</b>	<b>5</b>
<b>2. BID SUMMARY – DATA SHEET .....</b>	<b>8</b>
<b>3. DEFINITION AND INTERPRETATION .....</b>	<b>11</b>
<b>4. INSTRUCTIONS TO BIDDERS.....</b>	<b>13</b>
<b>5. SCOPE OF WORK .....</b>	<b>20</b>
<b>6. GENERAL TERMS &amp; CONDITIONS .....</b>	<b>24</b>
<b>7. OPENING OF PROPOSAL .....</b>	<b>27</b>
<b>8. AWARD OF CONTRACT .....</b>	<b>28</b>
<b>9. PROPOSAL FORMATS .....</b>	<b>29</b>

## Disclaimer

1. The Request for Proposal (RFP) is issued by Gujarat Tourism Opportunity Limited (GUJTOP) Ltd for and on behalf of Tourism Corporation of Gujarat Limited (TCGL).
2. The RFP is not a prospectus or offer of an invitation to the public in relation to the sale of shares, debentures, or securities, nor shall this RFP or any part of it form the basis of or be relied upon in any way in connection with, any contract relating to any shares, debentures or securities. In taking up the said assignment, each interested bidder should make its own independent assessment and seek its own professional, technical, financial and legal advice.
3. Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither GUJTOP nor TCGL nor Government of Gujarat (GoG), nor any of their officers or employees, nor any of their advisers nor consultants, accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed Assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.
4. The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment. It does not, and does not purport to, contain all the information that a recipient may require. Neither GUJTOP, nor TCGL, nor GoG, nor any of their officers; employees nor any of its advisors nor consultants undertakes to provide any recipient with access to any additional information or to update the information in this RFP or to correct any inaccuracies therein which may become apparent. Each recipient must conduct its own analysis of the information contained in this RFP or to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed Assignment, the legislative and regulatory regime which applies thereto and by and all matters pertinent to the proposed Assignment and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the proposed Assignment.
5. This RFP includes certain statements, estimates, projections, designs, targets and forecasts with respect to the Assignment. Such statements, estimates, projections, targets and forecasts, designs reflect various assumptions made by the management, officers and employees of GUJTOP, which assumptions (and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relief on as, a promise, representation or warranty.
6. The issue of this RFP does not imply that GUJTOP or TCGL is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Assignment and the GUJTOP or TCGL reserves the right to reject all or any of the Bidders or

Bids without assigning any reason whatsoever. Mere submission of a responsive Bid does not ensure selection of the bidder.

7. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by GUJTOP or TCGL or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and GUJTOP or TCGL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

## 1. Invitation for Proposal

1.1 Gujarat enjoys unique geographical features, longest shoreline with serene beaches, lush hill station, exotic wildlife, enchanting art forms, magical festivals and much more, all of which offers a unique experience to the visitors of this land. With such a background, tourism as an industry has immense potential which the state can tap to add to already flourishing economy of the state.

1.2 TCGL, with a view of support tourism sector, has been working on use of ICT and related activities. Considering the urgent need to strengthen the IT penetration and leveraging the potential available through various ICT interventions in an integrated manner for promotion of tourism in the state and to enhance the overall tourist experience feedback mechanism, Department of Tourism has engaged and assigned the work of development, procurement and delivery of ICT solutions and services to Gujarat Tourism Opportunity Limited (GUJTOP). GUJTOP is a joint venture company of the Tourism Corporation of Gujarat Limited (TCGL) and Infrastructure Leasing & Finance Services Limited (IL&FS).

1.3 In continuation of the same, GUJTOP on behalf of TCGL intends to select an Agency for the said Assignment. The Assignment include hiring of services for **“Development of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, of Tourist Places”**. The selected Agency will also be required to undertake the following and as more detailed under ‘Scope of Work’.

- **Prepare a mobile application to support easy downloading and viewing of the 360 degree immersive Live Action videos.**
- **Supply compatible headsets, mobiles and over the ear headphones.**
- **Training/guidance to the nominated representatives of TCGL to ensure proper usage of the product supplied.**
- **Updation and Modification of Content, along with providing one year on-site warranty / technical support for the hardware and software.**

**Note: This is further clarified that still photographs stitched together and converted to videos (360 degree stitched panorama) will not be considered.**

1.4 Pursuant to the above, GUJTOP invites sealed Bids comprising of Technical Bids from the prospective Bidders for the said Assignment.

1.5 The RFP shall be downloaded from the website <http://www.gujarattourism.com/> & <http://www.gujtop.com/>

1.6 The Bids comprising Mandatory Compliance along with Technical Bids shall be submitted in two separate envelopes, placed in an outer envelope along with Bid

Security, RFP Fee etc. as specified in the RFP, shall be delivered at the address given below:

**Managing Director,  
Gujarat Tourism Opportunity Limited (GUJTOP)  
605-606, Haveli Arcade, Sector - 11,  
Gandhinagar, Gujarat - 382 011  
Ph: 079-66720021,  
Website: [www.gujtop.com](http://www.gujtop.com)**

- 1.7 The Bids should reach not later than **15:00 Hrs (IST) on 13<sup>th</sup>/Jun/2016**. In the event that the Due Date for the Bid submission is a holiday, the next working day will be the date of submission. The Outer Envelope of the Bids would be opened on the same day at **15.30 Hrs (IST)** in the presence of the Bidder's representatives who choose to attend.
- 1.8 A Bid Security of **Rs. 1,00,000/- (Rupees One Lakh Only)** in the form of Demand Draft from a Nationalized/Scheduled Bank encashable at Gandhinagar in favour of **"Gujarat Tourism Opportunity Limited"** shall accompany the Bids. An additional nonrefundable Demand Draft of Rs. 2000/-(Rupees Two Thousand Only) will have to be provided towards Bid Processing Fees.
- 1.9 The Bids shall be filled in English and all entries must be typed and written in blue/black ink. Initials of the Authorized representative of the Bidder must attest all erasures and alterations made while filing the Bids. Over-writing of figures in the Price Bid is not permitted. Failure to comply with any of these conditions may render the Bid invalid.
- 1.10 GUJTOP shall not be responsible for any costs or expenses incurred by the Bidder in connection with the preparation and delivery of Bids, including costs and expenses related to the Project. GUJTOP reserves the rights to cancel, terminate, change or modify this procurement/Bid Process and/or requirements of bidding stated in the RFP, without assigning any reason or providing any notice and without accepting any liability for the same.
- 1.11 Pre-bid meeting will be held, at **15.00 Hrs (IST) on 3<sup>rd</sup>/Jun/2016**, at Conference Room, GUJTOP, Gandhinagar.
- 1.12 Queries, if any, proposed to be raised at the pre-bid conference by the Bidders should be submitted to GUJTOP in writing at least two (2) working days before the date of the pre-bid conference and a soft copy of the same shall be e-mailed to GUJTOP i.e. **coo@gujtop.com**
- 1.13 The Bid evaluation process is detailed out in Section 4.10 of this RFP. The Pre-Qualification and Technical Bids will be evaluated as per the Criteria laid down in the document. Bidders passing the Pre-Qualification and Technical Bid stage will only be considered for the evaluation of Price Bids.
- 1.14 Joint Ventures/Consortium are not allowed.

1.15 The date & time of opening of Price Bids will be communicated to all the Bidders found qualifying in the evaluation of Technical Bids.

**For and on behalf of GUJTOP**

**Managing Director**

## 2. Bid Summary – Data Sheet

Sr. No.	Key Information	Details
<b>Assignment Details</b>		
1	Assignment Title	<p><b>“Development of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, of selected Tourist Places”.</b> The selected Agency will also be required to undertake the following and as more detailed under ‘Scope of Work’.</p> <ul style="list-style-type: none"> <li>• Prepare a mobile application to support easy downloading and viewing of the 360 degree immersive Live Action video of selected Tourist Places.</li> <li>• Supply compatible headsets, mobiles and over the ear headphones.</li> <li>• Training/guidance to the nominated representatives of TCGL to ensure proper usage of the product supplied.</li> <li>• Updation and Modification of Content, along with providing one year on-site warranty / technical support for the hardware and software.</li> </ul>
2	Client	Gujarat Tourism Opportunity Limited (GUJTOP) on behalf of Tourism Corporation of Gujarat Limited
3	Location	Gandhinagar
<b>Bid Submissions &amp; Evaluation</b>		
4	Bid Submissions	<p>Bids shall be submitted in two sealed envelopes, both put together in an “Outer Envelope” as following</p> <p>Envelope 1: Bid Processing Fee and Bid Security</p> <p>Envelope 2: Technical Bid</p> <p>Financial Bid shall be submitted online on <a href="http://www.nprocure.com">www.nprocure.com</a></p>
5	Envelope 1: Pre-Qualification Bid	<p>Bid Security</p> <p>RFP Processing Fee</p> <p>Form 1: Covering Letter</p> <p>Form 2: Pre-Qualification Form</p> <p>Form 3: Bidder’s Organization Details</p>



		<p>Form 4: Letter for Undertaking</p> <p>Form 5: Power of Attorney for the Bid Signatory</p> <p>Form 6: History of Litigation</p> <p>Form 7: Indemnity undertaking</p> <p>Form 8: Anti-collusion certificate</p> <p>Form 9: CV of the Key Personnel</p> <p>Form 10: Details of Similar Assignment</p>
6	Envelope 2: Technical Bid	<p>Form 11: Technical Form</p> <p>Technical Proposal containing, Work Plan, and Strength of the Team Bidder will deploy for the said project.</p>
7	Bid Evaluation	Bid Evaluation shall comprise the evaluation of Pre-Qualification, Technical & Price Bids. Price bids of only those Bidders shall be opened, who qualify the Technical Bid Criteria.
<b>Bid Conditions</b>		
8	Method of Selection / Bid Parameter	<p>The evaluation of proposals shall be on the principle of <b>Least Cost Based Selection (LCBS)</b></p> <ul style="list-style-type: none"> <li>• Only the Bidders matching the pre-qualification criteria will be selected for further evaluation.</li> <li>• The technical proposal shall be evaluated based on technical evaluation as mentioned under “Technical Proposal Evaluation Criteria”.</li> <li>• The lowest evaluated total price among those Bidders that achieved the minimum technical score (<math>\geq 70</math>) will be selected and invited to negotiate the Contract.</li> </ul>
9	Bid Security	<b>Rs. 1,00,000 /- only (Rupees One Lakh Only)</b> in the form of Bankers’ Cheque or Demand Draft
10	Validity for Bid Security	120 days from the Bid submission date
11	Performance Security	Selected Bidder shall submit Performance Security in the form of Bank Guarantee for <b>Rs 2,00,000/- (Rupees Two Lakh only)</b> to Gujarat Tourism Opportunity Limited. The Performance Security shall be submitted on or before signing of Agreement.

12	Signing of Agreement	Signing of Agreement is within 30 days from the issue of Letter of Award (LoA). The pre-conditions for signing of the Agreement is the submission of Performance Security.
<b>Important Dates (Tentative)</b>		
13	Issue of RFP	Uploading the RFP Document on website. (23 <sup>rd</sup> /May/2016)
14	Pre-bid conference	15:00 Hrs (IST) on (3 <sup>rd</sup> /Jun/2016) at GUJTOP Office
15	Due Date for receipt of Bids	15:00 Hrs (IST) on (13 <sup>th</sup> /Jun/2016)
16	Date and Time of Opening Bids	15:30 Hrs (IST) on (13 <sup>th</sup> /Jun/2016) or any other date as intimated by GUJTOP.
17	Technical Presentation of Bidders	To be intimated later.
18	Opening of Price Bid	To be intimated later.
19	Issue of LoA	Within 7 Days from opening of Price Bid.
20	Signing of Agreement	Within 30 Days of issue of LoA
21	Assignment Duration	<ol style="list-style-type: none"> <li>1. 90 days for the following <ul style="list-style-type: none"> <li>• Development of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, of selected Tourist Places</li> <li>• Prepare a mobile application to support easy downloading and viewing of the 360 degree immersive Live Action video.</li> <li>• Supply compatible headsets, mobiles and over the ear headphones.</li> <li>• Training/guidance to the nominated representatives of TCGL to ensure proper usage of the product supplied.</li> </ul> </li> <li>2. The selected Consultant will also be required to Update and Modify the content, if required, along with providing on-site warranty / technical support for the hardware and software, for a period of one year after a period of 90 days after signing of the Agreement or from the date of satisfactory development of Mobile Application and Web Portal, whichever is later.</li> </ol>

### **3. Definition and Interpretation**

#### **3.1 Definitions**

- 3.1.1 **'Assignment'** means, subject to the provisions of this RFP and Agreement, (i) Development of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot of selected Tourist Places and as explained in point 1 of Clause 2 – Bid Summary Data Sheet. It is further clarified that still photographs stitched together and converted to video (360 degree stitched panorama) will not be considered.
- 3.1.2 **'Bid or Detailed Bid'** shall mean the Bid submitted by the Bidder in response to the RFP including clarifications and/or amendments to RFP, if any.
- 3.1.3 **'Bid Security'** shall mean the security furnished by the Bidder in form of a Demand Draft, as stipulated in the RFP document.
- 3.1.4 **'Bidder'** shall mean applicant who has submitted his Bid in response to the RFP.
- 3.1.5 **'Completion Certificate'** means the certificate issued by GUJTOP in the manner set out as per the terms of RFP/ Agreement after the completion of the Project.
- 3.1.6 **'Selected Bidder'** shall mean the bidder who has been selected and nominated by the Gujarat Tourism Opportunity limited for the Project on the terms and conditions stipulated in the RFP / Agreement.
- 3.1.7 **'Due Date'** shall mean the last date for submission/receipt of the Bid, as mentioned in the RFP document.
- 3.1.8 **'Financial Bid'** or **'Price Bid'** shall have the meaning as set forth in the RFP documents.
- 3.1.9 **'Financial Year'** shall mean year starting 1st April to 31st March. In case Bidder's financial/accounting years are different from the above, the immediate past financial/accounting years of the Bidders as per their annual reports shall be applicable for the evaluation.
- 3.1.10 **'GUJTOP'** shall mean Gujarat Tourism Opportunity Limited.

#### **3.2 Interpretation:** In the interpretation of this RFP, unless the context otherwise requires:

- 3.2.1 The singular of any defined term includes the plural and vice versa, and any word or expression defined in the singular has the corresponding meaning used in the plural and vice versa;
- 3.2.2 Reference to any gender includes the other genders;
- 3.2.3 Unless otherwise stated, a reference to a Clause, Sub-Clause, Paragraph, Subparagraph, Annex, Exhibit, Attachment, Schedule or Recital is a reference to a Clause, Sub-Clause, Paragraph, Subparagraph, Annex, Exhibit, Attachment, Schedule or Recital of this RFP;
- 3.2.4 A reference to any agreement is a reference to that agreement and all annexes, attachments, exhibits, schedules, appendices and the like incorporated therein, as the same may be amended, modified, supplemented, waived, varied, added to, substituted, replaced, renewed or extended, from time to time, in accordance with the terms thereof;
- 3.2.5 The terms "include" and "including" shall be deemed to be followed by the words "without limitation", whether or not so followed;
- 3.2.6 Any reference to a person shall include such person's successors and permitted assigns;

- 3.2.7 A reference to a “writing” or “written” includes printing, typing, lithography and other means of reproducing words in a visible form;
- 3.2.8 Any date or period set forth in this RFP shall be such date or period as may be extended pursuant to the terms of this RFP;
- 3.2.9 A reference to “month” shall mean a calendar month, a reference to “week” shall mean a calendar week and a reference to “day” shall mean a calendar day, unless otherwise specified.
- 3.2.10 The terms "hereof", "herein", "hereto", "hereunder" or similar expressions used in this RFP mean and refer to this RFP and not to any particular Article, Clause or Section of this RFP. The terms "Article", "Clause", "Paragraph" and "Schedule" mean and refer to the Article, Clause, Paragraph and Schedule of this RFP so specified;
- 3.2.11 In the case of any conflict, discrepancy or repugnancy between the provisions of RFP documents, provisions of the Concession Agreement shall prevail over and supersede the provisions of other documents;
- 3.2.12 The descriptive headings of Articles and Sections are inserted solely for convenience of reference and are not intended as complete or accurate descriptions of content thereof and shall not be used to interpret the provisions of the Agreement;
- 3.2.13 All capitalized words and expressions used in the RFP but not defined therein shall have the same meaning as ascribed to them in the Agreement.

## **4. Instructions to Bidders**

### **4.1 Conflict of Interest**

- 4.1.1 The selected Firm / Agency should provide professional, objective and impartial service and hold GUJTOP / TCGLs interest paramount.
- 4.1.2 The selected Firm / Agency shall not downstream or outsource the scope of work under this assignment in its entirety.

### **4.2 Validity of Proposal**

- 4.2.1 The following will be considered for the validity of the proposals deemed submitted:

- The Bids submitted shall remain valid for 120 days from the Due Date of submission.
- GUJTOP reserves the right to reject a proposal valid for a shorter period as non-responsive.
- In exceptional circumstances, prior to the expiry of the original bid validity period, GUJTOP may request the Bidders to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. Bidder will not be permitted to modify its Price Bid, but will be required to extend the validity of the Bid for the period of extension.
- Extension of validity period by the Bidder should be unconditional. A Bidder may refuse the request without forfeiting the Earnest Money Deposit (EMD).

### **4.3 Right to Accept or Reject any Proposal**

- 4.3.1 GUJTOP reserves the right to annul the RFP process, or to accept or reject any or all the Proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

### **4.4 Corrupt or Fraudulent Practices**

- 4.4.1 It is required that the Bidders observe the highest standard of ethics during the Bidding process. In pursuance of this policy, the GUJTOP:
  - (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

- Bidding process or in the execution of any Agreement with GUJTOP, or bringing political pressure.
- ii. **“Fraudulent practice”** means a misrepresentation of facts in order to influence the Bidding process or in the execution of any Agreement with GUJTOP to the detriment of GUJTOP, and includes collusive practice among Bidders (prior to or after Proposal submission) designed to deprive GUJTOP of the benefits of free and open competition.
  - iii. **“Unfair trade practice”** means supply of services different from what is ordered on, or change in the Scope of Work.
  - iv. **“Coercive practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of Contract.
- (b) Will reject the bid, at any stage, if it determines that the Bidder recommended for selection has engaged in corrupt or fraudulent practices during bidding process.

#### **4.5 Clarification and amendments of RFP**

- 4.5.1 The Clarifications / Queries, if any, proposed to be raised at the pre-bid conference by the Bidders should be submitted to GUJTOP in writing at least two (2) working days before the date of the pre-bid conference and a soft copy of the same shall be e-mailed to GUJTOP i.e. **coo@gujtop.com**
- 4.5.2 At any time prior to the deadline for submission of bids, GUJTOP, for any reason, whether at its own initiative or in response to the clarifications requested by prospective bidders may modify the bidding documents by amendment & put on website.
- 4.5.3 All prospective bidders are requested to browse website of GUJTOP i.e. [www.gujtop.com](http://www.gujtop.com) or TCGL i.e. [www.gujarattourism.com](http://www.gujarattourism.com) for further amendments as any amendments / corrigendum / modification will be notified on any or both of these websites only and such modification will be binding on them.
- 4.5.4 In order to allow prospective bidders reasonable time to take the amendment in to account in preparing their bids, GUJTOP, at its discretion, may extend the deadline for the submission of bids.

#### **4.6 Bid Security**

- 4.6.1 The Bidder shall furnish a Bid Security amounting to **INR 1,00,000/- (Rupees One Lakh Only)**
- 4.6.2 The Bid Security shall be in Indian Rupees and shall be in the form of Bankers Cheque or Demand Draft from any of the Nationalized / Scheduled Bank in favour of **“Gujarat Tourism Opportunity Limited”** payable at Gandhinagar.
- 4.6.3 The Bid Security of unsuccessful Bidders shall be refunded on request by the Bidder after final award of Contract.

4.6.4 Bid Security of the successful Bidder will be released after the Bidder signs the final agreement and furnishes the Performance Bank Guarantee (PBG).

4.6.5 The Bid Security will be forfeited on account of one or more of the following reasons:

- Bidder withdraws the Proposal during the validity period specified in RFP.
- Bidder does not respond to requests for clarification of its Proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive.
- In case of a successful Bidder, the said Bidder fails to sign the Agreement in time; or furnish Performance Bank Guarantee.

#### **4.7 Preparation of Proposal**

4.7.1 Bids that are incomplete in any respect or those that are not consistent with the requirements as specified in this RFP may be considered as non-responsive and may be liable for rejection.

4.7.2 Adherence to formats, wherever prescribed, is required. Non-adherence to formats may be a ground for declaring a Bid non-responsive.

4.7.3 All communication and information shall be provided in writing and in English language only.

4.7.4 All financial data shall be given (converted) in Indian Rupees only.

4.7.5 All communication and information provided should be legible, and wherever the information is given in figures, the same should also be mentioned in words. In case of conflict between amounts stated in figures and words, the amount stated in words will be taken as correct.

4.7.6 No Bidder is allowed to modify, substitute, or withdraw the Proposal after its submission. However, GUJTOP or any of its agencies reserves the right to seek additional information and/or certification from the Bidders, if found necessary, during the course of evaluation of the Bid. Non-submission, incomplete submission or delayed submission of such additional information and/or clarifications sought by GUJTOP or any of its advisors/consultants, may be a ground for rejecting the Bid.

4.7.7 If any claim made or information provided by the Bidder in the Bid or any information provided by the Bidder in response to any subsequent query by GUJTOP or any of its agencies, is found to be incorrect or is a material misrepresentation of facts, then the Bid shall be liable for rejection. Mere clerical errors or bonafide mistakes may be treated as an exception at the sole discretion of GUJTOP or any of its agencies and if GUJTOP or any of its advisors/agencies/consultant is adequately satisfied.

4.7.8 **Every page should be sealed and signed by the bidders. Submitted Bid should be in the prescribed order and in formats as provided along with this RFP. Bids, not submitted in manner and formats as detailed in this document are liable to be rejected.**

4.7.9 **Bidders should read corrigendum/addendum and should submit their Bids in line with same.**

#### **4.8 Pre-Bid Meeting**

4.8.1 A pre-bid meeting will be held on **3<sup>rd</sup>/Jun/2016** at **15.00 Hrs**, at **Conference Room of GUJTOP**, Gandhinagar and Bidder / Bidder's designated representative(s) are invited to attend the pre-bid meeting.

4.8.2 Bidders are advised to contact GUJTOP to indicate whether or not they will attend and, if so, the number of attendee(s) and their names, designation etc, at least two (2) working days prior to the date of the pre-bid meeting.

4.8.3 The purpose of the pre-bid meeting will be to clarify queries of the Bidders related to the Project and RFP document, if any.

4.8.4 The Bidders should submit the queries in writing or e-mail and the same should reach to GUJTOP at least two (2) working days before the pre-bid meeting along with a soft copy of the same to GUJTOP by e-mail i.e. **coo@gujtop.com**

4.8.5 Minutes of the pre-bid conference will be uploaded on the websites of GUJTOP i.e. [www.gujtop.com](http://www.gujtop.com) and / or TCGL i.e. [www.gujarattourism.com](http://www.gujarattourism.com). Bidders are requested to regularly visit the websites for further amendments as any amendments / corrigendum / modification will be notified on any or both of these websites only and such modification will be binding on them.

#### **4.9 Submission of Proposal**

4.9.1 Bidders shall submit their Proposal at the office address on or before the last date and time for receipt of proposals mentioned in Data Sheet.

(a) Proposals shall be submitted with all pages in bound format (hard / spiral / spico etc.) with no loose sheets. Each page of bid should be page numbered and, in conformance to the eligibility qualifications, should be clearly indicated using an index page. The proposals should not contain any irrelevant or superfluous documents.

(b) Bidder shall be required to submit 2 hard copies (1 Original + 1 Duplicate) of the complete proposal & a CD containing the technical proposal only.

(c) Every page of the documents submitted by the Bidder must be duly signed by the authorized signatory of the Firm / Company along with the Agency's seal.



4.9.2 The three parts of the Proposal should be as per following:

- (a) **Envelope 1 - Pre-qualification Proposal:** The envelope containing Pre-qualification Proposal shall be sealed and superscripted **“Pre-qualification Proposal - Development of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, of selected Tourist Places”**. Following list of documents shall be submitted as part of Pre-qualification Proposal:
- Bid Security
  - RFP Document Fee / Processing Fee
  - Form 1: Covering Letter
  - Form 2: Pre-Qualification Form
  - Form 3: Bidder’s Organization Details
  - Form 4: Letter for Undertaking
  - Form 5: Power of Attorney for the Bid Signatory
  - Form 6: History of Litigation
  - Form 7: Indemnity undertaking
  - Form 8: Anti-collusion certificate
  - Form 9: Details of Similar Assignment
  - Form 10: CV of Key Professionals (to be deployed for the assignment).
- (b) **Envelope 2 - Technical Proposal:** The envelope containing Technical Proposal shall be sealed and superscripted **“Technical Proposal – Development of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, of selected Tourist Places”**. Following list of documents shall be submitted as part of the Technical Proposal.
- Form 11: Technical Form
  - Technical Proposal containing, Work Plan, and Strength of the Team Bidder will deploy for the said project.
- (c) **Financial Proposal/Bid:** Financial Proposal / Bid should be submitted through online portal only. The financial bidding is to be done **ONLY** through [www.nprocure.com](http://www.nprocure.com). Since it is an online tender system, bidders are requested to be conversant with the system and fill up the bids early so as to avoid last minute delays. Digital signature is required for filling online bid. Physical submission of financial bid will be out rightly rejected. The bidder shall need to log on [www.nprocure.com](http://www.nprocure.com) with a valid digital signature. Bidder must provide a single quotation for all-inclusive fee (including out of pocket expenses and taxes) to be charged for the assignment. No extra out of pocket expenses will be reimbursed.

#### 4.10 Evaluation of Proposal

4.10.1 The Bid will be opened as per the schedule mentioned in the Data Sheet. Authorized representatives of the Bidders may be present during the Bid Opening if desired. GUJTOP may constitute Evaluation Committee to evaluate the Proposals submitted by Bidders for a detailed scrutiny. Subject to terms mentioned in the RFP, a two-stage process, as explained below, will be adopted for evaluation of Proposals submitted by the specified date and time.

#### 4.11 Pre-Qualification Criteria

4.11.1 Preliminary scrutiny of the Proposals for eligibility will be done to determine whether:

- The Bidders meet the eligibility criteria as defined under:

S. No.	Criteria	Documentary Evidence
1.	The Firm / Agency should be a registered entity with minimum 2 years of existence.	1) Certificate of Incorporation / Registration 2) Pan Card 3) Service Tax Registration Certificate
2	The Firm / Agency should have Average Annual Turnover of Rs. 1.0 Cr during the last two financial years.	CA Certified Audited Balance Sheets and Profit & Loss Statements for the last two financial years. Companies into existence for more than two years shall submit CA Certified Audited Balance Sheets and Profit & Loss Statements for the last three financial years
3	In last 3 years, Firm / Agency must have completed / in progress minimum 2 projects for Development of 360 degree video in Government or Private Sector.	Work Order & Completion Certificate
4	The Firm / Agency must have minimum 1 experienced professional each working in as VR programmer and mobile application developer with a minimum experience of 2 years in similar projects.	Self-Certification by the Firm & CV as per the format provided at Form-10
5	The Firm / Agency should not have been black listed by Central or State Governments & PSUs.	Self-Certification

- Relevant documents as specified above have been attached.
- RFP Document Fee and Bid-Security are as per requirement.

***NOTE: Proposals not conforming to the above requirements shall be rejected.***

#### **4.12 Evaluation of Technical Proposal**

4.12.1 Technical Proposals would be evaluated only for those Bidders, who qualify Pre-qualification Evaluation.

4.12.2 The Technical Evaluation shall be based on the parameters and marks as mentioned in the Table below.

***NOTE: The Technical Proposal must not include any financial information failing which the Proposal will be summarily rejected.***

<b>S.N</b>	<b>Technical Proposal Evaluation Criteria</b>	<b>Max Marks</b>
	Domain Expertise, Capacity and Experience of the bidder	
<b>1</b>	Technical Proposal containing, Work Plan, and Team Strength, Bidder will deploy for the said project.	50
<b>2</b>	Technical Presentation (Along with other things please bring needed equipment to show demos of the similar projects previously done by the company)	50

4.12.3 Evaluation Committee may, at its discretion, call for additional information from the Bidder(s). Such information has to be supplied within the set out time-frame, otherwise the Evaluation Committee shall make its own reasonable assumptions at the total risk and cost of the Bidders and the Proposal is liable to be rejected. Seeking clarifications cannot be treated as acceptance of the proposal.

4.12.4 The Bidders shall provide all the necessary documents, samples and reference information as desired by the Committee. The Bidders shall also assist the Committee in getting relevant information from the Bidders references, if desired.

4.12.5 For calculating the Technical Score (TS) the individual scores, as per respective marks specified above, will be summed up. In order to qualify technically, a Proposal must secure minimum TS of 70.

4.12.6 Only technically qualified Proposals shall be considered for Financial Opening.

#### **4.13 Evaluation of Financial Proposal**

- 4.13.1 Financial proposals of only those firms who are technically qualified shall be opened publicly on the date & time specified the Data sheet, in the presence of the Firm's representatives who choose to attend. The name of the Firm, their technical score (if required) and their financial proposal shall be read out aloud.
- 4.13.2 GUJTOP will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail.
- 4.13.3 After opening of financial proposals, appropriate selection method shall be applied to determine the Firm who will be declared winner and be eligible for award of the contract. The methods of selections are described in the Data Sheet. This selected Agency will then be invited for negotiations, if considered necessary.

#### **4.14 Payment Terms**

- 4.14.1 Consolidated Cost of Development of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, and the maintenance charges for a period of 1 year, as quoted, shall be paid as given under.

##### **4.14.2 Payment terms**

- a. **20%** against submission of first draft of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, for selected 6 sites.
- b. **30%** against approval of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, for selected 6 sites.
- c. **10%** at the time of successful commissioning of all software applications.
- d. **10%** after successful running of application, Training and User Acceptance.
- e. **30%** to be paid at the end of each quarter @ **7.5 %** per quarter, for a period of One Year towards Updating & Maintenance, Uploading of New content for a period of 12 months.

## 5. Scope of Work

5.1 The Information Communications Technologies (ICT) plays a major role in tourism, travel and hospitality industry. The Integration of ICT in the tourism industry is an essential for success of tourism enterprise. ICT facilitates an individual to access the tourism products information from anywhere any time. Tourism enterprises can also reach the targeted customers across the globe in a single click on the keypad after emergence of mobile computers, web technologies etc.

5.2 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, tour can have great amount of benefits in promoting the tourism industry. 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot greatly enhances location and product understanding and improves marketing through visualization.

5.3 In order to reap the benefits, TCGL is looking forward to hire an agency for Development of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot. The scope of work for the shortlisted bidder shall be as under

### 5.3.1 Shooting of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot:

- **Locations:** Selected bidder will be required to shoot 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot at following Tourist Places:

Sr. No	Destinations	Location covered name/ no.	Video Duration
1	Rani-ki-vav, Patan		2 min
2	Champaner World heritage site	1. Jami Masjid 2. Nagina Masjid 3. Kevda Masjid and Cenotaph 4. Saat Kamaan (on the way to Pavagadh)	3 min
3	Polo Forest (Temples)	1. Shiv Temple at Sarneshwar 2. Jain derasar, 3. Dense multistoried forests	2 min
4	Modhera		2 min
5	Saputara	1. Governor's Hill 2. Lake View 3. Tribal Museum 4. Sunset Point 5. Step Garden 6. The Ropeway	3 min
6	Adalaj		2 min

- Videos should include all the above mentioned places with a minimum duration as specified in above table.

- Raw videos shooting for the 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, for the complete duration, as captured, to reflect true representation of the site including tourists, activities around etc. would also be required to be submitted.
- 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, should be compatible with YouTube and Facebook.
- 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, should be having relevant storyline, actors, background music, relevant audio with detailed scripts and voiceovers that explains information about mentioned tourist spots. Everything should be in complete sync. Approval for the same should be taken from TCGL/GUJTOP.
- It should display interactive information and should be menu driven.
- The Video should necessarily be played on immersive head gear.

### 5.3.2 **Mobile application**

- Cross platform Application should be developed for IOS, Android, Blackberry and Windows.
- Application should be able to host all the 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, of multiple Tourist places.
- Mobile application should contain interactive information and easy navigation.
- Mobile application should be 4D compatible and scalable.

### 5.3.3 **Hardware Supply**

- 4 Head mounted headset along with touch pad, completely wireless, that can handle appropriate compatible smart phone supporting 4k resolution.
- 4 pieces of 4k supported mobile which should be compatible with the head mounted device and 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot. The smartphone should have at least 5 inch display, Quad core, 1.5 ghz processor and 4gb ram, accelerometer sensor and gyroscope sensor.
- 4 over the ear headphone with noise cancellation.

### 5.3.4 **Maintenance / content updation for a period of one year**

- Update content (audio, videos etc) at least twice in the period of one year.
- Update essential software periodically, as and when required during the period of one year.
- Training/guidance to the nominated representatives of GUJTOP/TCGL to ensure proper usage of the product supplied.
- Warranty/technical support for the hardware and software during the period of one year.

#### 5.4 Timelines:

5.4.1 The following is an indicative list of deliverables and milestones for the agency, assuming that the engagement starts at time T.

S. No.	Deliverables	Timelines
1	Inception Report	T+15 Days
2	Preparation & Submission of first draft of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, of all selected locations	T+45 Days
3	Preparation & Submission of final 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, of all selected locations	T+80 Days
4	Development / Testing of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot	T+90 days
5	Updation and Modification of Content, along with providing on-site warranty / technical support for the hardware and software.	365 days after successful completion of Stage at point 4 above

#### 5.5 Intellectual Property

- 5.5.1 All assets (including source code, raw videos, audios, scripts, blue prints, manuals, test plans, deployment architecture, source code manuals, etc. and any other asset corresponding to the assignment) developed by the solution provider during the design, development and management of the TCGL portal and centralized reservation system shall be perpetual, irrevocable and exclusive property of TCGL.
- 5.5.2 The solution provider under no circumstances shall promote its brand name or any other non-Government brand name on a property of GUJTOP/TCGL.
- 5.5.3 The correctness and completeness of content (text, audio, video, clipart etc.) used in the project, including any third-party, tools-based or otherwise translations, shall be liability of the solution provider. The solution provider shall seek GUJTOP/TCGL's consent before making use of the stated content, unless explicitly stated otherwise.
- 5.5.4 The solution provider shall adhere to all applicable laws, acts, amendments, guidelines, policies, gazettes, rules etc. issued by the Government; additionally, in particular to the Information Technology Act 2000, Information Technology Amendment Act 2008 and Right to Information Act 2005.
- 5.5.5 The Bidder will be required to provide complete source of the video development and any other developments done for GUJTOP/TCGL along with the source code of the technology infrastructure.

## 6 General Terms & Conditions

**NOTE:** Bidders should read these conditions carefully and comply strictly while submitting the Proposals

- Rate shall be written in figures only.
- Agency shall not assign or sublet the Assignment in its entirety to any other agency, nor can the agency have arrangement with other company for bidding purpose.
- Rates quoted will be valid upto one year from the date of Agreement.
- In the event of any loss / damage to GUJTOP / TCGL, the Bidder shall be liable to make good such loss found. No extra cost on such shall be admissible.
- Direct or indirect canvassing on the part of the Bidder or his representative will lead to disqualification.
- If a Bidder imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his Bid is liable to summarily rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of Bid issued by the GUJTOP.
- GUJTOP reserves the right to accept or reject one or all bids without assigning any reasons.
- Refund of Bid Security: The Bid Security of unsuccessful Bidders shall be refunded soon after final acceptance of the successful Bidder's Proposal.
- The expenses of completing and stamping the Agreement shall be paid by the selected Bidder and GUJTOP shall be given free of charge one executed stamped counter part of the Agreement.
- The Bidder shall furnish the following documents at the time of execution of Agreement:
  - Attested copy of Memorandum of Association.
  - Registration Number and year of registration in case partnership firm is registered with Registrar of Firms.
  - Address of residence and office, telephone numbers in case of Sole Proprietorship.
  - Registration issued by Registrar of Companies in case of Company.
- No interest shall be paid by GUJTOP on any Bank Guarantees as submitted by bidders / preferred bidder.
- The Performance Bank Guarantee shall be refunded within two months after



the expiry of Contract i.e. after being satisfied that there are no dues outstanding against the Bidder.

- Remittance charges, if any, on payment made will be borne by the Bidder.
- Service Tax and all other taxes, if any, as imposed from time to time will be borne by the Bidder.
- Termination: The Assignment can be terminated at any time by GUJTOP, if the services are not up to his satisfaction after giving an opportunity to the selected Agency of being heard and recording of the reasons for repudiation.
- Liquidated Damages: In case of delay in supply of services to be provided within the prescribed period in the Contract, liquidated damages will be charged from the selected Bidder.
- Recoveries: Recoveries of liquidated damages shall ordinarily be made from Performance Bank Guarantee. Amount may also be withheld in case of failure in satisfactory services. Amount of liquidated damages shall be recovered from his dues and Performance Bank Guarantee available with GUJTOP.
- Forfeiture of Performance Bank Guarantee: Performance Bank Guarantee in full or part may be forfeited in the following cases:
  - When any terms and conditions of the Contract are breached.
  - When the Bidder fails to provide services desired satisfactorily.
- Notice of reasonable time will be given in case of forfeiture of Performance Bank Guarantee. The decision of Managing Director, GUJTOP in this regard shall be final.
- Period of Assignment may be extended for another one year at a time or reduced or terminated at the discretion of Managing Director, GUJTOP.
- If the Agency requires an extension of time in completion of contractual service on account of occurrence of any hindrance, he shall apply in writing to GUJTOP, for the same immediately on occurrence of the hindrance but not after the stipulated time.
- **All legal proceedings, if necessity arises to institute, by any of the parties needs to be lodged in courts situated in Gandhinagar.**

The Agency/Firm shall not be liable for forfeiture of its Performance Bank Guarantee or termination of contract for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- For purposes of this clause, "Force Majeure" means an event beyond the control of the Agency/Firm and not involving the agency's fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of

GUJTOP in its sovereign capacity, wars or revolutions, riot or commotion, earthquake, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- If a Force Majeure situation arises, the Agency/Firm shall promptly notify GUJTOP in writing of such condition and the cause thereof. Unless otherwise directed by GUJTOP in writing, the Agency/Firm 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 preferred bidder shall be required to setup a working office in Ahmedabad / Gandhinagar to ensure regular interaction with GUJTOP / TCGL.**

## **7 Opening of Proposal**

- 7.1 Pre-qualification and Technical Proposals shall be opened as per Data Sheet at GUJTOP's Office in the presence of Bidders or their authorized representatives who choose to attend the opening of Bids.
- 7.2 The date of opening of Financial Bid will be intimated to the technically qualified Bidders in due course.
- 7.3 The Evaluation Committee shall determine whether the Financial Bids are complete, unconditional and free from any computational error.
- 7.4 The cost indicated in the Financial Bid shall be treated as final and reflecting the total cost of services.
- 7.4 No extra cost will be provided by either GUJTOP or TCGL or Government of Gujarat (GoG), for any permission or charges related to anything, other than the Financial Bid.

## **8 Award of Contract**

- 8.1 Contract shall be awarded to the Bidder with the Least Cost as per the method provided in Data Sheet in terms of the aforementioned terms and conditions and the Managing Director, GUJTOP shall be the competent authority in this regard whose decision shall be final & binding.
- 8.2 GUJTOP reserves the right to accept or reject any or all the proposals assigning any reason.
- 8.3 GUJTOP also reserves the right to call for additional information from the Bidders.
- 8.4 Notification on Award of Contract for Bidder shall be made in writing to the successful Bidder.
- 8.5 The period of contract shall be for **15 months**.

## 9 Proposal Formats

GUJTOP invites the Proposals from Firms / Agencies for “**Development of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, of selected Tourist Places**”. Bidders are required to submit Proposals in the formats as given under:

S. No.	Form	Description
	<b>Pre-qualification Form</b>	
1.		Bid Security
2.		RFP Document Fee / Processing Fee
3.	Form - 1	Covering Letter
4.	Form - 2	Pre-Qualification Bid
5.	Form - 3	Bidder’s Organization Details
6.	Form - 4	Letter for Undertaking
7.	Form - 5	Power of Attorney for the Bid Signatory
8.	Form - 6	History of Litigation
9.	Form - 7	Indemnity undertaking
10.	Form - 8	Anti-collusion certificate
11.	Form - 9	Details of Similar Assignments
12.	Form - 10	CV of the Key Personnel
	<b>Technical Form</b>	
	Form - 11	Technical Form
13.		Technical Proposal containing, Work Plan, and Strength of the Team Bidder will deploy for the said project.
	<b>Financial Bid Form</b>	
14.	Form - 12	Financial Bid Format (sample format only)

## Form 1: COVERING LETTER

**[To be furnished by the Bidder on the letterhead of the Firm]**

Date:

To,

**Managing Director**

Gujarat Tourism Opportunity Limited,

605-606, Haveli Arcade,

Sector 11, Gandhinagar,

Gujarat-382011

**Subject: Development of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, of selected Tourist Places**

Dear Sir,

1. We are submitting this Bid (Proposal) on our own.
2. We, the undersigned, having carefully examined the referred RFP, offer to provide the required services, in full conformity with the said RFP.
3. We have read the all the provisions of RFP and confirm that these are acceptable to us.
4. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
5. If a Bidder is nominated as Selected Bidder, we understand that it is on the basis of the technical, financial & organizational capabilities and experience of the Bidder taken together. We understand that the basis for our qualification will be the complete Bid documents submitted along with this letter and that any circumstance affecting our continued eligibility as per RFP or any circumstance which would lead or have lead to our disqualification, shall result in our disqualification under this Bidding process.
6. We agree that if we fail to perform according to the conditions/stipulations of the RFP/Agreement, GUJTOP or its representative shall be at liberty to take action in accordance with the RFP/Agreement.
7. We agree to abide by this Bid for a period of 120 (one hundred and twenty) days from the Due Date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
8. We agree, if our Bid is accepted, to furnish the **Bank Guarantee Performance Security for Rs. 2,00,000/- (Rupee Two Lakh only)** as a pre-condition to signing of the Agreement.
9. We agree that if we fail to fulfill any of the conditions mentioned above, GUJTOP has the right to forfeit the Bid Security being furnished by us along with this Bid.
10. We understand that GUJTOP is not bound to accept any or all Bids it may receive.

11. We declare that we have disclosed all material information, facts and circumstances, which would be relevant to and have a bearing on the evaluation of our Bid and selection as Agency.
12. We do also certify that all the statements made and/or any information provided in our proposal are true and correct and complete in all aspects.
13. We declare that in the event that GUJTOP discovers anything contrary to our above declarations, it is empowered to forthwith disqualify us and our Bid from further participation in the Bid evaluation process and forfeit our Bid Security.
14. Banker's Cheque / Demand Draft No. ----- dated ----- drawn on ----- for Rs. 1,00,000/- is enclosed towards Bid Security.
15. Banker's Cheque / Demand Draft No. ----- dated ----- drawn on ----- --- for Rs. 2,000/- is enclosed towards RFP Document Fee / Processing Fee as document was downloaded from website.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name of the person)

\_\_\_\_\_  
(In the capacity of)

Company Seal

\_\_\_\_\_  
(Name of firm)

Duly authorized to sign Proposal for and on behalf of (Fill in block capitals)

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

## Form 2: Pre-Qualification Form

<b>S. No.</b>	<b>Item</b>	<b>Required information available at page no.</b>
1.	RFP Document / Processing Fee Details	
2.	Bid Security Details	
3.	Status of the firm (Proprietorship / Partnership / Pvt. Ltd. Co. etc.)	
4.	The Firm / Agency should be a registered entity with minimum 2 years of existence.	
5.	Service Tax Registration Details	
6.	Copy of PAN	
7.	Bidder having average annual turnover of Rs. 1.0 Crore or above during last two financial years as on 31.03.2015.	
8.	In last 3 years, Firm / Agency must have completed / in progress minimum 2 projects for Development of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, of Tourist Places in Government or Private Sector. Additional marks will be given for work related to Tourism Sector.	
9.	The Firm / Agency must have minimum 1 experienced professional each working in as VR programmer and mobile application developer with a minimum experience of 2 years in similar projects.	



### Form 3: BIDDER'S ORGANIZATION DETAILS

[To be furnished by the Bidder on the letterhead of the Firm. *All Bidders shall provide the details in the format below.*]

#### Organization and Financial Information

Details of the Organization	
Name	
Date of Incorporation / Establishment	
Date of Commencement of Business	
Address of the Headquarters	
Address of the Registered Office in India	
Area of expertise with respect to this project	
Contact Details (name, address, phone no. and email)	

Financial Information (All Figures in Rs. Cr.)			
	FY 2012-13*	FY 2013-14	FY 2014-15
Revenue in INR			
Any other information			

*This is to certify that \_\_\_\_\_ (name of the bidder) has Annual Turnover as shown above against the respective/s financial year/s.*

*\* Bidders having firms into existence for more than 2 years shall be required to show turnover of last three years. It is further clarified that for evaluation purpose, turnover of last two years only will be considered.*

Signature \_\_\_\_\_  
Name of the Statutory Auditor \_\_\_\_\_  
Membership no \_\_\_\_\_  
Designation \_\_\_\_\_  
Name of the Audit Firm \_\_\_\_\_  
FRN \_\_\_\_\_

(Seal of the firm)

DATE \_\_\_\_\_

**Note:**

1. The Bidder shall submit Audited Annual Reports (financial statements: balance sheets, profit and loss account, notes to accounts etc.) in support of the financial data duly certified by statutory auditor/s. In case, company does not have statutory auditor/s, it shall be certified by the Chartered Accountant that ordinarily audits the annual financials of the company.

**Form 4: Format for LETTER OF UNDERTAKING**

**[To be furnished by the Bidder on the letterhead of the Firm]**

Date:

To,  
**Managing Director**  
Gujarat Tourism Opportunity Limited,  
605-606, Haveli Arcade,  
Sector 11, Gandhinagar,  
Gujarat-382011

**Subject: Development of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, of selected Tourist Places**

Dear Sir,

We confirm that we are not barred by Government of Gujarat (GoG), any other State Government in India (SG) or Government of India (GoI) or any of the agencies of GoG/SG/GoI from participating in any category of IT projects as on the Bid Due Date.

Yours faithfully,

\_\_\_\_\_  
(Signature of Authorized Signatory)

(Name, Title, Address, Date)

**Form 5: Format for POWER OF ATTORNEY FOR THE BID SIGNATORY**

{On Requisite Stamp Paper}

KNOW ALL MEN by these presents that we, .....[name of the Company], a company incorporated under the Companies Act 1956/2013, having its Registered Office at .....[Address of the Company] (hereinafter referred to as "Company"):

WHEREAS in response to the Request for Proposal (RFP) for **Development of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, of selected Tourist Places ("Assignment")**, the Company is submitting Bid Comprising Technical and Price Bids to the **Managing Director, Gujarat Tourism Opportunity Limited** and is desirous of appointing an attorney for the purpose thereof.

WHEREAS the Company deems it expedient to appoint Mr. \_\_\_\_\_ son of \_\_\_\_\_ resident of \_\_\_\_\_, holding the post of \_\_\_\_\_ as the Attorney of the Company.

NOW KNOW WE ALL BY THESE PRESENTS, that \_\_\_\_\_ [name of the Company] do hereby nominate, constitute and appoint ..... [ name & designation of the person] ..... as its true and lawful Attorney so long as he is in the employment of the Company to do and execute all or any of the following acts, deeds and things for the Company in its name and on its behalf, that is to say :

To act as the Company's official representative for submitting the Bid comprising Capability Statement, Technical Bid and Price Bid for the said project and other relevant documents in connection therewith;

To sign all the necessary documents, papers, testimonials, applications, representations and correspondence necessary and proper for the purpose aforesaid;

To tender documents, receive and make inquiries, make the necessary corrections and clarifications to the Bid and other documents, as may be necessary;

To do all such acts, deeds and things in the name and on behalf of the Company as necessary for the purpose aforesaid.

<p>The common seal of [name of the company] was here unto affixed pursuant to a resolution passed at the meeting of Committee of Directors held on --- Day of -----, 2016 in the presence of [name &amp; designation of the person] and countersigned by [name &amp; designation of the person] of the Company of [name of the company]</p>	<p>)  )  )-----  ) [name &amp; designation of the person]  )</p>
---	--

**Form 6: HISTORY OF LITIGATION**

**[To be furnished by the Bidder on the letterhead of the Firm]**

Information on any history of litigation or arbitration resulting from similar Project contracts in last five year:

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

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, YYYY

Name of the Bidder

\_\_\_\_\_

Signature of the Authorized Signatory

\_\_\_\_\_

Name of the Authorized Signatory

**Form 7: INDEMNITY UNDERTAKING**

**[To be furnished by the Bidder on the letterhead of the Firm]**

I on behalf of M/s ..... hereby agree and undertake that I have understood all the rules, regulations and procedures and all staff Technical & Non-Technical working on behalf of M/s..... will abide by all the rules, regulations, guidelines and procedures.

I declare that M/s ..... will be responsible for all aspect of the Project Development allotted to me/us as per the Agreement. GUJTOP will not be responsible in case of any dispute / defects and will not compensate financially or otherwise.

I hereby declare that I am sole responsible on behalf of M/s ..... for giving such declaration.

-----

Name of Indemnifier - Signature of Indemnifier

Stamp/Seal of the Indemnifier

\_\_\_\_\_

Signature of the Authorized Signatory

\_\_\_\_\_

Name of the Authorized Signatory

**Form 8: ANTI-COLLUSION CERTIFICATE**

**[To be furnished by the Bidder on the letterhead of the Firm]**

Date:

To,

**Managing Director**

Gujarat Tourism Opportunity Limited,  
605-606, Haveli Arcade,  
Sector 11, Gandhinagar,  
Gujarat-382011

**Subject: Development of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, of selected Tourist Places**

Dear Sir,

We hereby certify and confirm that in the preparation and submission of this Proposal, we have not acted in concert or in collusion with any other Bidder or any other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive, restrictive or monopolistic trade practice.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with this Proposal.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, YYYY

Name of the Bidder

\_\_\_\_\_

Signature of the Authorized Signatory

\_\_\_\_\_

Name of the Authorized Signatory



**Form 9: DETAILS OF SIMILAR ASSIGNMENT****[To be furnished by the Bidder on the letterhead of the Firm]**

Assignment Name:	Country:	
Location within Country:	Professional Staff Provided by Company:	
Name of Client:	No. of Support Staff:	
Address & Contact Details of Client:	Duration of Assignment:	
Start Date:	Completion Date:	Approx. Value of Services (INR)
Name of Associated resources:	No. of Months of Professional Staff provided by associated resources	
Name of Senior Staff involved and functions performed:		
Narrative Description of Project:		

**Form 10: CV of the KEY PERSONNEL**

Proposed Position : .....  
Name of Firm :.....  
Name of Staff :.....  
Profession :.....  
Date of Birth :  
Years with Firm/Entity : ..... Nationality : .....  
Membership of Professional Societies :.....  
Detailed Task Assigned : .....

**Key Qualifications :**

[Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

**Education:**

[Summarise college/university and other specialised education of staff member, giving their names, dates attended, and degrees obtained. Use about one quarter of a page.]

**Employment Record :**

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, name of employing organisations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about three quarters of a page.]

**Languages :**

[Indicate proficiency : excellent, good, fair, or poor; in speaking, reading, and writing]

**Certification by the firm**

The undersigned on behalf of -----( name of bidder firm) certify that Shri -----(name of the proposed personnel and address) to the best of our knowledge has not left his assignment with any other consulting firm for the ongoing projects. We understand that if the information about leaving the past assignment is known to GUJTOP, GUJTOP would be at liberty to remove the personnel from the **present** assignment and debar him for an appropriate period to be decided by GUJTOP.

..... Date : .....  
*[Signature of staff member or authorised representative of the Firm]*

**Form 11: TECHNICAL FORM**

[To be furnished by the Bidder on the letterhead of the Firm]

<b>S. No</b>	<b>Item</b>	<b>Required information available at page no.</b>
<b>1</b>	Technical Proposal containing, Work Plan, and Team Strength, Bidder will deploy for the said project.	
<b>2</b>	Technical Presentation (Along with other things please bring needed equipment to show demos of the similar projects previously done by the company)	NA

**Form 12: FINANCIAL PROPOSAL (PRICE BID)**

***(To be submitted online only)***

To,

**Managing Director**

Gujarat Tourism Opportunity Limited,  
605-606, Haveli Arcade,  
Sector 11, Gandhinagar,  
Gujarat-382011

**Subject: Bid for the Development of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, of selected Tourist Places**

Dear Sir,

We hereby bid for the **Development of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, of selected Tourist Places**, as per the RFP Document, as under

<b>Sr. No.</b>	<b>Particulars</b>	<b>Amount</b>
<b>1</b>	Cost of Development of 360 degree immersive Live Action video, shot using full spherical multi-camera rigs with no blind spot, of selected 6 Tourist Places (A total final video length of 14 minutes for all sites combined together)	
<b>2</b>	4 Head mounted headset along with touch pad, completely wireless that can handle appropriate compatible smart phone supporting 4k resolution.	
<b>3</b>	4 mobiles, 4k supported, which should be compatible with the head mounted device. The smartphone should have at least 5 inch display, Quad core, 1.5 ghz processor and 4gb ram, accelerometer sensor and gyroscope sensor.	
<b>4</b>	4 Over the ear headphone with noise cancellation	
<b>Total</b>	<b>(1+2+3_4)</b>	

*\* The amount quoted above is inclusive of*

- all taxes and duties and shall be borne by the bidder*
- cost towards Updation and Modification of Content, along with providing one year on-site warranty / technical support for the hardware and software.*
- Cost / fee towards obtaining any permission or any other charges*

Thanking You

***NOTE: Submission of financial proposal (price bid) in physical form would be outrightly rejected.***