

Bid Process

The Bid Process shall mean the following processes:

1. Issue of Tender

The tender documents shall be made available for download on multiple websites, including the ITPO website, Embassy of India website, Japan and Consulate General of India, Osaka website, as well as the Expo authority's official website. Prospective bidders are required to obtain these documents from said websites.

2. Amendment of Tender and/or Proposal

- a. ITPO may, at any time before the issue of Letter of Intent to Award, at its sole discretion and without assigning any reason, (whether on its own or in response to a clarification requested by a Bidder) modify this Tender by issuing an Addendum. In case the Addendum is issued prior to the Bid Submission Date, the Bidder shall have the option to resubmit the Proposal within the time permitted by ITPO in writing.
- b. Any Addendum issued shall be a part of this RFP, and shall be communicated through at the said above websites.
- c. To afford the Bidder reasonable time to take an Addendum into account in preparing their bid proposal, ITPO may at its sole discretion extend the date for submission of bid proposal as set out under Notice Inviting Tender (NIT).
- d. In case after issuance of an Addendum, the Bidders who have already submitted their bid, do not resubmit their bid proposal, it shall be deemed that such bidders do not intend to modify their proposal on the basis of the Addendum and the Corrigendum shall be deemed to have been taken into account.

3. Clarifications

- a. Each Interested Bidder shall peruse this Tender in its entirety carefully as it contains legal and business terms and other information which each Interested Bidder must review in order to submit a responsive Proposal.
- b. An Interested Bidder requiring any clarification(s) on this Tender may notify ITPO in writing, within the time specified in the NIT, by e-mail to the following e-mail address:

gmprojects@itpo.gov.in

brijlal@itpo.gov.in

rahulbhatia@itpo.gov.in

jramarao@itpo.gov.in

- c. Interested bidder can submit their clarification(s) as per the below format:

S.No.	RFP Section/ Document and Clause	Existing Provision	Clarification Required	Rationale

- d. ITPO will respond to any request for clarification(s), only if it receives the same in writing within the time permitted in the Bid Process Schedule. Copies of ITPO's response, including a description of the clarification(s) sought, shall be sent through email.
- e. Nothing in this Clause shall be read as compelling ITPO to respond to any request or clarification(s).
- f. A Pre-Bid Meeting of the interested parties shall be convened online at the designated date and time. A maximum of two representatives of each Bidder shall be allowed to participate in pre-bid meeting.
- g. During the course of Pre-Bid conference, the Bidders will be free to seek clarifications and make suggestions for consideration of ITPO. ITPO shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.

4. Proposal Submission

- a. The Proposal, complete in all respects, must be submitted before the Bid Close Date, in the manner as specified in this Tender. ITPO may, at its discretion, advance or extend the Bid Close Date.
- b. The Bidder shall observe the following while submitting its Proposal:
- i. Payments/Proof of Payments for Tender fees and EMD shall be the part of technical bid envelope.
 - ii. All sequence and naming conventions as used in this RFP shall be strictly followed;
 - iii. All enquiries, comments, or requests for meetings regarding this RFP, and any other related matters must be made by email, to ITPO by e-mail to the e-mail address specified in this Tender.
 - iv. Proposals failing to meet Tender requirements, including completeness, format and content, shall be rejected without further evaluation.
 - v. ITPO shall not entertain any conditional Proposal.

- vi. ITPO may ask one, more or all the Interested Parties to respond to query from ITPO or to submit/ re-submit further documents in support to clarify their Proposal (in whole or in part).
5. For evaluation, Technical Proposal shall be opened first and analyzed.
6. ITPO may ask for any clarification(s)/supplementary information at any point of time during the Bid Process, including but not limited to cases of insufficiency of the Proposal, and the Bidder shall provide such clarifications/ supplementary information with supporting documents within the time prescribed by ITPO in this regard.
7. Evaluation of Bids: Each Proposal shall be evaluated, according to the following process:
 - a. Technical Proposals submitted by the Bidders shall be evaluated against the Minimum Eligibility Criteria.
 - b. The Financial Proposal of such Bidders who have satisfied the Minimum Eligibility Criteria shall only be opened.
 - c. The Bidder with the lowest Financial Bid shall be selected.