

**Selection of Consultants for Preparation of District Tourism  
Master Plan for Shivpuri of Madhya Pradesh**

**Request for Proposal**

**Last Date of submission: 12.01.2017**

**District Tourism Promotion Council, Shivpuri**

## DISCLAIMER

The information contained in this Request for Proposal document ("**RFP**") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

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

## Content

<b>S.NO.</b>	
<b>1.0</b>	Disclaimer
<b>2.0</b>	Letter of Invitation
<b>3.0</b>	Data Sheet
<b>4.0</b>	Introduction and Background
<b>5.0</b>	Request for Clarification and Selection Procedure
<b>6.0</b>	Objectives of Consultancy Work
<b>7.0</b>	Terms of Reference and Scope of Work
<b>8.0</b>	Payment Schedules
<b>9.0</b>	Eligibility Criteria
<b>10.0</b>	Terms and Conditions
<b>11.0</b>	Evaluation of Selection Process
<b>12.0</b>	Content of proposal
<b>13.0</b>	Clarification
<b>14.0</b>	Amendments of RFP
<b>15.0</b>	Last date of Submission proposal
<b>Annexure</b>	
<b>Annexure-I</b> Letter comprising the Bid	
<b>Annexure-II</b> Check list of Submissions	
<b>Annexure-III</b> Details of Bidder	
<b>Annexure-IV</b> Details of Eligible Assignment of Applicant	
<b>Annexure-V</b> Description of Approach, Methodology and Work Plan for Performing the Assignment/	
<b>Annexure-VI</b> Curriculum Vitae (CV)for Proposed Professional Staff	
<b>Annexure-VII</b> Financial Capacity of the Bidder	
<b>Annexure-VIII</b> Statement of Legal Capacity	
<b>Annexure-IX</b> Power of Attorney for signing of Application	
<b>Annexure-X</b> Price Bid (Financial Bid)	

## LETTER OF INVITATION

Shivpuri, Dated 29 December 2016

Dear Sir/Madam:

**District Tourism Promotion Council Shivpuri (M.P.)** (the “**Authority**”) invites proposals for “**Selection of Consultancy firm for Preparation of District Tourism Master Plan, For Shivpuri, Madhya Pradesh**”. Further details of the services requested are provided in the enclosed Scope of Services/Terms of Reference.

Please note that while all the information and data regarding this RFP is to the best of Authority’s knowledge accurate within the considerations of scoping the proposed project, the Authority holds no responsibility for the accuracy of this information and it is the responsibility of the Bidder to check the validity of data included in the document.

The RFP is issued to the Consulting Firms meeting the qualification and experience criteria mentioned in the RFP. RFP is also notified on our website: [shivpuri.nic.in](http://shivpuri.nic.in)

Yours sincerely,

Secretary  
District Tourism Promotion Council  
Shivpuri

## DATA SHEET

1	Name of the Authority: District Tourism Promotion Council, Shivpuri, Madhya Pradesh
2	Method of Selection: <b>Least Cost Basis</b>
3	Financial proposal to be submitted along with the Technical Proposal: <b>Yes</b>
4	A maximum of <i>two</i> representatives of each bidder shall be allowed to participate on <i>production of an authority</i> letter from the bidder.
5	Proposal should remain valid for <b>120 days</b> from the proposal due date
6	The Consultancy/Firm is required to include with its Proposal written confirmation of authorization to sign on behalf of the Consulting Firm: <b>Yes</b>
7	The Consultancy/Firm must submit the original and one copy of the Technical Proposal and one original copy of the Financial Proposal.
8	The Consultancy/Firms are required to submit sealed Technical Proposal and separately sealed Financial proposal. Email submissions are not allowed. Two separately sealed envelopes containing 'Technical Proposal' and 'Financial Proposal' shall be kept in a third envelope. This envelope will be sealed and should be marked properly indicating the contents, " <b>Selection of Consultancy firm for preparation of District Tourism Master Plan for Shivpuri of Madhya Pradesh</b> ". The name of the Consulting firm submitting the proposal must also be clearly indicated on the envelope. Each proposal (Technical and Financial separately) shall be serially numbered. Financial figures shall be laminated/covered with transparent adhesive tape.
9	An Earnest Money Deposit (EMD) must be submitted: YES, along with the Bid Proposal.
10	The Amount for EMD : <b>Rs. 25,000 only</b> (Rupees Twenty Five thousand only)
11	Format for EMD : Bank Draft drawn in favour of "District Tourism Promotion Council" payable at Shivpuri
12	EMD will be returned not later than <b>120 days</b> from Proposal Due Date. The selected bidder's EMD shall be returned upon completion of the proposed assignment. Bids not accompanied by the EMD shall be rejected.
13	All correspondence shall be addressed to : District Tourism Promotion Council Office of The District Collector Shivpuri Madhya Pradesh +91-9425042643 +91-7492-233700(O) E-mail: ....
14	Cost of RFP document to be paid: Yes, Rs.1000.00 (Rs. One Thousands only) to be paid by a Demand Draft in favour of "District Tourism Promotion Council" payable at Shivpuri.

### Schedule of Bidding Process

District Tourism Promotion Council Shivpuri shall endeavor to adhere to the following bidding schedule:

S. No	Event Description	Estimated Date/Time
1	Issue of Bid Documents	30 December 2016
2	Bid Due Date	12 January 2017, 3:00 pm

3	Opening of Technical Bids	12 January 2017 4:00 pm
4	Opening of Financial Bids	12 January 2017, 5:00 pm

## 4.0 INTRODUCTION & BACKGROUND

### 4.1 INTRODUCTION

The District Tourism Master Plan shall cover the entire Shivpuri District of Madhya Pradesh. The District District Tourism Promotion Council of Shivpuri is to select a reputed consultancy /agency to prepare a District Tourism Master Plan for Shivpuri to accelerate the growth of tourism.

### 4.2 PROJECT OBJECTIVES:

The study should focus on resource, infrastructure and demand driver assessments of the District, as well as all the prerequisites for tourism development potential of the District. The work encompasses identifying tourism pockets, infrastructure and implementation, planning, based on government as well as public private partnerships.

### 5.0 REQUESTS FOR CLARIFICATION:

Consultancy firm may request a clarification on any of the bid documents up to seven days since the issue of this RFP. Any request for clarification must be sent in writing by paper-mail (through Courier), facsimile, or electronic mail to Secretary District Tourism Promotion Council Shivpuri at the address indicated in the Data Sheet. Secretary District Tourism Promotion Council Shivpuri will respond by paper-mail (through Courier), facsimile, or electronic mail to such requests and will send copies of the response to all invited consultants who intend to submit proposals.

At any time before the submission of Proposals, Secretary District Tourism Promotion Council, Shivpuri District may, for any reason, whether at its own initiative or in response to a clarification request by an invited firm, modify the bid documents (RFP) by amendment. The amendment will be sent in writing by paper-mail (through Courier), facsimile, or electronic mail to all invited consultants and will be binding on them. District Tourism Promotion Council Shivpuri may, at its discretion, extend the deadline for the submission of Proposals.

### BRIEF DESCRIPTION OF THE SELECTION PROCESS:

The Authority has adopted a **Single-Stage, Two Envelop** bidding process (collectively referred to as the "**Bidding Process**") for selection of the bidder for award of the Project assignment. The *first stage* of the evaluation (the "**Qualification-Technical Proposal Stage**") of the process involves **Qualification** (Financial Capability, Experience and Consultancy Team) of interested parties (the "**Bidder**"), in accordance with the provisions of this RFP.

At the end of first stage, the Authority will announce a list of all pre-qualified Bidders who are qualified and eligible for evaluation in the *Second stage* (The **Financial Proposal Stage**) and whose financial bids can be opened and evaluated in accordance with the provisions of the RFP. The Financial Bids of all the short listed/qualified bidders will be opened on a pre-decided date and time. All qualified bidders will be invited to the opening of financial bids.

The Bidder quoting the **lowest Fees** will be selected as the Consultancy Firm/ Agency.

### 5.1 REQUEST FOR PROPOSAL (RFP):

The Authority, through this Request for Proposal (RFP) invites proposals (**The “Proposals”**) from interested Consultancy Firm/ Agency meeting the Eligibility Criteria as set forth in the RFP for **“Preparation of District Tourism Master Plan, Shivpuri, Madhya Pradesh”**. The Authority intends to select the Consultancy Firm/Agency firm *through an open competitive bidding* in accordance with the Procedure set out herein.

### 5.2 SALE OF RFP DOCUMENT:

RFP Document can be obtained during office hours from Office of The District Tourism Promotion Council Shivpuri on all working days **on payment of a fee of Rs. 1,000 (Rupees One Thousand only)** in the form of a Demand Draft drawn in favour of ‘District Tourism Promotion Council’ payable at Shivpuri. The document can also be downloaded from the official website of the Authority shivpuri.nic.in , if the RFP document is downloaded from the website the bidder will have to submit the **Demand Draft of Rs. 1,000 (Rupees One Thousand only) in favour of ‘District Tourism Promotion Council’** payable at Shivpuri during the submission of the proposal (along with the Bid/Proposal).

### 5.3 EARNEST MONEY DEPOSIT (EMD):

5.3.1 The Bidder shall furnish, as part of its Bid, an Earnest Money Deposit (EMD) that will be converted into performance security for successful bidder, equivalent to an amount of Rs. 25,000/- (Rupees Twenty Five Thousand only) by way of a demand draft drawn on a Scheduled Commercial Bank in favor ‘District Tourism Promotion Council’ payable at Shivpuri. The EMD shall be refundable to unsuccessful bidder not later than 120 (one hundred and twenty) days from the Bid Due Date, except in the case of the successful Bidder.

5.3.2 Any Bid not accompanied by the EMD shall be summarily rejected by the Authority as non-responsive.

5.3.3 The EMD shall be forfeited as Damages without prejudice to any other right or remedy that may be available to the Authority under the Bidding Documents and/ or under the Agreement, or otherwise, under the following conditions:

- a) If the Bidder withdraws its Bid during the Bid Validity Period as specified in this RFP and as extended by mutual consent of the respective Bidder(s) and the Authority;
- b) If the Bidder submits a conditional Bid which would affect unfairly the competitive position of other Bidders who submitted substantially responsive Bids.
- c) If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;
- d) In the case of the Preferred Bidder, if the Bidder fails within the specified time limit to:
  - i) To sign and return the duplicate copy of LOI;
  - ii) To furnish the required Performance Security within the period prescribed there;
  - iii) Sign the Agreement.



e) Any other conditions, with respect to the Preferred Bidder, for which forfeiture of Bid Security has been provided under this RFP.

#### **5.4. FORMAT AND SIGNING OF BID**

5.4.1 The Bidder shall prepare one copy of the documents (one in original and one duplicate) comprising the Bid as described in the RFP. The Bidder bidding for the project has to submit Technical & Financial Bid of the Project along with all relevant required documents and EMD

5.4.2 The Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder.

5.4.3 The Bid shall contain no alterations, omissions or additions, except those to comply with instructions issued by the Authority, or as necessary to correct errors made by the Bidder, in which case all such corrections shall be initialed by the person or persons bidder to sign the Bid.

5.4.4 The Bid document shall be in serial number and properly arranged

#### **5.5 SUBMISSION OF BIDS**

Sealing and Marking of Bids

5.5.1 The Bidder shall submit the Bid in two separate envelopes as below:

- Envelope I: Technical Bid
- Envelope II: Financial Bid

The Technical & Financial Bid shall be sealed in separate envelopes (Envelopes I &II) and the sealed Technical & Financial Bid envelopes (Envelopes I &II) shall be put in an outer envelope and sealed. The envelopes shall be respectively marked as follows:-

##### **Outer Envelope:**

Bids for the ***Selection of Consultancy firm for Preparation of District Tourism Master Plan For Shivpuri of Madhya Pradesh***”.

##### **Envelope- I Technical Bid:**

The Envelope I marked as ‘Technical Bid’ shall contain the following:

- i) Earnest Money Deposit in a separate sealed envelope marked “EMD”
- ii) Documents listed in annexure should be submitted.
- iii) Tender Fee.

##### **Envelope- II Financial Bid:**

The Bidder shall submit its Financial Bid in the format specified at Annexure-XI, and seal it in Envelope II and mark it as Financial Bid.

The two inner envelopes (Envelopes I &II) marked as ‘Technical Bid’ and ‘Financial Bid’ shall be enclosed in an outer envelope and sealed.

5.5.2 a) The inner and outer envelopes shall bear the following identification:

Technical and Financial Bid, as the case may be, for the ***“Selection of Consultancy firm for Preparation of District Tourism Master Plan for Shivpuri of Madhya Pradesh”***

b) Indicate the name and address of the Bidder.

c) The bid should be addressed and sent to:-

Secretary  
District Tourism Promotion Council  
Office of the collector, Shivpuri  
Madhya Pradesh, INDIA.PIN - 473551  
Phone No:+91-7492-233700(O)  
E-mail: dmshivpuri@nic.in.

5.5.3 If the outer envelope is not sealed and marked as above, the Authority will assume no responsibility for the misplacement or premature opening of the Bid.

## **5.6. LATE BIDS**

5.6.1 Any Bid received by the Authority after the Bid Due Date will be returned unopened to the Bidder.

## **5.7 WITHDRAWAL OF BIDS**

5.7.1 The Bidder may modify, substitute or withdraw its Bid after submission, provided that written notice of the modification, substitution or withdrawal is received by the Authority prior to the Bid Due Date. No Bid shall be modified, substituted or withdrawn by the Bidder on or after the Bid Due Date.

5.7.2 The modification, substitution or withdrawal notice shall be prepared, sealed, marked, and delivered with the envelopes being additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate and be sent to the authority at the address as mentioned in the RFP.

5.7.3 Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

The Bidder shall submit its Financial Bid in the format specified in the RFP, and seal it in Envelope II and mark it as “Financial Bid for the Selection of Consultancy firm for Preparation of District Tourism Master Plan for Shivpuri of Madhya Pradesh”

## **BID OPENING AND EVALUATION**

### **5.8. OPENING OF TECHNICAL BID**

5.8.1 The Authority will open the outer envelope of all the Bids received (except those received late) containing the sealed Technical Bid and the sealed Financial Bid and announce the names of (i) Bidders, who have given notice for withdrawal of their Bids in the presence of Bidders or their representatives who choose to attend on the date and time mentioned in the RFP. In the event of specified date of Bid

opening being declared as a holiday for the Authority, the Technical Bid will be opened at the appointed time and location on the next working day.

5.8.2 Bids for which acceptable notice of withdrawal has been submitted shall not be opened and shall be returned.

5.8.3 Envelopes marked Technical Bid of other Bidders shall then be opened. Bidder's names, the presence/or absence of EMD, the amount and validity of EMD furnished with each Bid and such other details, as the Authority may consider appropriate will be announced by the Authority at the opening. Bidder/s will be termed non-responsive if Demand Draft of Rs 1,000/- as bid processing fee is not attached (if RFP is downloaded) or evidence is not attached (if purchased).

5.8.4 The Bidders or their representatives who are present shall sign attendance sheet evidencing their attendance.

5.8.5 The sealed envelope containing the Financial Bid shall not be opened at this stage.

## **5.9. EXAMINATION OF TECHNICAL BID AND DETERMINATION OF RESPONSIVENESS OF THE SAME**

5.9.1 Prior to evaluation of Technical Bids, the Authority will determine whether the Bid is accompanied by the required EMD.

5.9.2 If the EMD furnished does not conform to the amount and validity period as specified in this RFP document and has not been furnished in the form specified in the RFP, the Bid shall be rejected by the Authority as non-responsive.

5.9.3 Subject to confirmation of the EMD by the issuing bank, the Technical Bid accompanied with valid EMD will be taken up for determination of responsiveness of the Bid in terms hereof. In case, the Bank does not confirm the EMD, the Bid shall be rejected as non-responsive and no further evaluation shall be carried out.

5.9.4 Test of Responsiveness- Prior to evaluation of Bids, the Authority shall determine whether each bid is responsive to the requirements of the RFP. A bid shall be considered responsive only if;

- a) it is received in as per the formats provided in the RFP at Annexure – I to Annexure – X
- b) it is received by the Bid due date including any extension there of
- c) it is duly signed and marked as stipulated in the RFP
- d) it is accompanied by EMD as stipulated specified in this RFP
- e) it is accompanied by the Power of Attorney as specified in the RFP
- f) it contains all the information and documents (complete in all respect) as required in the RFP and/or bidding document (in the same format as those specified)
- g) it does not contain any conditions or qualifications, and
- h) it is non-responsive thereof;

i) it contains certificates from its statutory auditors in the formats as specified

5.9.5 The Technical Bid will further be examined to determine whether the Bid has been properly signed, meets the eligibility and qualification criteria in terms hereof, has the required financial capabilities as set out in this RFP, is accompanied by the requisite certificates, undertaking and other relevant information specified in this RFP document and is substantially responsive to the requirement of the Bidding Documents and provides any clarification for ascertaining the correctness of the information/details that the Authority may require.

5.9.6 If the Technical Bid of any Bidder is not substantially responsive, the Bid of such Bidder will be rejected by the Authority and the Bidder will not subsequently be allowed to make its Bid responsive by correction or modification or withdrawal of the non-conforming deviation or reservation.

5.9.7 The Authority shall inform, the Bidders, whose Technical Bid is found to be responsive and who are short listed based on qualification criteria as detailed out in the RFP, the date, time and place of opening of Financial Bid as specified in the RFP. In the event of the specified date being declared a holiday for the Authority, the Financial Bid will be opened at the appointed time and location on the next working day.

5.9.8 The Financial Bids of those Bidders who's Technical Bids is determined to be non-responsive or not substantially responsive pursuant to this Clause will be returned unopened to the Bidders.

#### **5.10. OPENING OF FINANCIAL BIDS**

5.10.1 The Authority will open the envelope marked 'Financial Bid' of only those Bidders who's Technical Bids have been determined to be substantially responsive in accordance with the RFP and determined to fulfill the qualification criteria as detailed out in the RFP, in presence of the Bidders or their representatives who choose to attend on the date intimated to such Bidders. In the event of specified date of Financial Bid opening being declared a holiday for The Authority, the 'Financial Bids' shall be opened at the appointed time and location on the next working day.

5.10.2 The Bidders or their representatives who are present shall sign attendance sheet evidencing their attendance.

#### **5.11. Examination of Financial Bids and Determination of Responsiveness of Financial Bid**

5.11.1 The District Tourism Promotion Council Shivpuri or committee constituted by it for this purpose Shall determine responsiveness of each Financial Bid in accordance with the price quoted.

5.11.2 A substantially responsive Financial Bid is one which conforms to all the terms, conditions and specifications of the bidding documents.

5.11.3 If the Financial Bid of any Bidder is not substantially responsive in terms hereof, the Bid of such Bidder shall be rejected by The District District Tourism Promotion Council Shivpuri or committee constituted by it for this purpose and the Bidder shall not subsequently be allowed to make its Bid responsive by correction or withdrawal of the non-conforming deviation or reservation.

#### **5.12. CORRECTION OF ERRORS**

5.12.1 Financial Bids determined to be substantially responsive will be checked by The District Tourism Promotion Council Shivpuri or committee constituted by it for this purpose for any arithmetic errors. Arithmetic errors will be rectified on the following basis:-

i) Where there is a discrepancy between the amount quoted in the Financial Bid, in figures and in words, the amount in words will prevail over the amounts in figures, to the extent of such discrepancy

5.12.2 The amount stated in the Financial Bid will be adjusted by The District Tourism Promotion Council Shivpuri or committee constituted by it for this purpose in accordance with the above procedure for the correction of errors and shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount of Bid, his Bid will be rejected, and his EMD may be forfeited.

### **5.13. EVALUATION AND COMPARISON OF FINANCIAL BIDS**

5.13.1 The District Tourism Promotion Council Shivpuri or committee constituted by it for this purpose will evaluate and compare only those Financial Bids which are determined to be substantially responsive.

5.13.2 In evaluating the Financial Bids, The District Tourism Promotion Council Shivpuri or committee constituted by it for this purpose will determine for each Financial Bid the amount quoted by the Bidder.

### **5.14. CLARIFICATION OF BIDS**

5.14.1 To assist in the examination, evaluation and comparison of Bids, The District Tourism Promotion Council Shivpuri or committee constituted by it for this purpose may, at his discretion, ask any Bidder for authentication the correctness of the information/details furnished by him in his Bid. Such request by The District Tourism Promotion Council Shivpuri or committee constituted by it for this purpose and the response by Bidder shall be in writing or by cable/fax, but no change in the price or substance of the Bid shall be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered by The District Tourism Promotion Council Shivpuri or committee constituted by it for this purpose in the evaluation of the Bids.

5.14.2 Subject to Sub Clause 5.14.1, no Bidders shall contact The District Tourism Promotion Council Shivpuri or committee constituted by it for this purpose on any matter relating to his Bid from the time of Bid opening to the time contract is awarded.

5.14.3 Any effort by the Bidder to influence The District Tourism Promotion Council Shivpuri or committee constituted by it for this purpose in the Bid comparison or contract award decisions may result in the rejection of his Bid.

### **5.15. PROCESS TO BE CONFIDENTIAL**

5.15.1 Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a

retained professional advisor advising the Authority in relation to or matters arising out of, or concerning the Bidding Process. The Authority will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Authority or as may be required by law or in connection with any legal process.

## **AWARD OF CONTRACT**

### **5.16. SELECTION & AWARD CRITERIA**

5.16.1 The technically qualified Bidder quoting the **lowest Financial Bid/Offer** would be considered as the Preferred Bidder for the project.

5.16.2 In the event that two or more Bidders quote the same amount for the project, (the 'Tie Bidders') the Authority shall identify the preferred bidder by draw of lots, which shall be conducted, with prior notice, in the presence of the Tie Bidders who choose to attend.

5.16.3 In the event that the selected lowest Bidder ('the Preferred Bidder') withdraws or is not selected for any reason in the first instance (the 'First Round of Bidding'), the Authority may invite all the remaining Bidders to revalidate or extend their respective EMD, as necessary, and match the Bid of the aforesaid Lowest Bidder. If in the second round of Bidding, only one Bidder matches the Lowest Bidder, it shall be declared as the selected preferred bidder. If two or more bidder matches the said (Lowest) Bidder in the second round of bidding, then the bidder whose bid was lowest as compared to the other Bidder/(s) in the first round of bidding shall be the selected 'Preferred Bidder'. For example if the third and the fifth (lowest bidder) Bidders in the first round of bidding offer to match the said (lowest) Bidder in the second round of Bidding, the said third (lowest) bidder shall be selected Preferred Bidder.

5.16.4 In the event that no Bidder offers to match the lowest bidder in the second round of bidding as specified in this RFP the Authority may, in its sole discretion, invite fresh Bids (the 'Third Round of Bidding') from all the remaining Bidders, except Lowest Bidder of the first round of bidding, or annul the Bidding process, as the case may be.

5.16.4 In case, if the Authority receives only single bid for the work, the right whether to award work or not reserves solely with the District Tourism Promotion Council Shivpuri .

### **5.17. AUTHORITY'S RIGHT TO ACCEPT ANY BID AND REJECT ANY OR ALL BIDS**

5.17.1 Notwithstanding anything contained in Clause 5.16 above, The District Tourism Promotion Council Shivpuri reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids, at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for The District Tourism Promotion Council Shivpuri 's action.

**5.18 VALIDITY OF THE PROPOSAL:**

The Proposal shall be **valid** for a period of **not less than 120 days** from the Proposal Due Date (PDD).

**5.19 LETTER OF INTENT**

After selection, a Letter of Intent (the “**LOI**”) shall be issued, in duplicate, by the Authority to the Consultancy Firm/ Agency shall, within 7 (seven) days of the receipt of the LOI, sign and return the duplicate copy of the LOI in acknowledgement thereof. In the event the duplicate copy of the LOI duly signed by the Consultancy Firm/ Agency is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the EMD of such Bidder as loss and damage suffered by the Authority on account of failure of the Consultancy Firm/ Agency to acknowledge the LOI, and the Authority may initiate the bidding process again for the other Qualified Bidders or may annul the bidding process and take steps to start a fresh bidding process.

After acknowledgement of the LOI as aforesaid by the Consultancy Firm/ Agency, it shall cause the Bidder to execute the Agreement. The Consultancy Firm/ Agency shall not be entitled to seek any deviation, modification or amendment in the Agreement

## **6.0 OBJECTIVES OF THE CONSULTANCY WORK**

Shivpuri is enriched with its vast Cultural and Historical Heritage. Shivpuri, in the state of Madhya Pradesh, was once the summer capital of the Scindia clan of Gwalior and earlier, its dense forests were the hunting grounds of Mughal emperors when great herds of elephants were captured by Emperor Akbar. Shivpuri has numerous palaces and lakes, which remind of the splendor this place, must have seen during the reign of Scindias. The city and places around it are popular tourist attraction in the monsoon season as it has a number of minor waterfalls and lakes. But today its royal past has been lost and therefore, the town and places around it attract very few tourists compared to nearby places like Gwalior, Orchha and Khajuraho. The aim of present assignment is thus to develop tourism in the district in such a way that its glorious past gets revived amongst the tourists.

With this objective, District Tourism Promotion Council Shivpuri intends to appoint a consultant for Preparation of District Tourism Development Plan for Shivpuri. The objectives of this assignment are to:

- Support the market positioning and branding of Shivpuri on the State tourism map
- Identify and develop tourist spots in District Shivpuri
- Develop tourism in Shivpuri in such a way that tourist visiting Gwalior, Orchha and Khajuraho feel urge to visit Shivpuri as well

The selected consultancy firm/agency would work in close co-ordination with The District Tourism Promotion Council Shivpuri, to work out actionable strategy with an objective of attracting more tourist to the district and bringing Shivpuri on Tourist Map of Madhya Pradesh.



## 7.0 TERMS OF REFERENCE & SCOPE OF WORK

### 7.1 SCOPE OF WORK

#### 7.1.1 Existing/Situational Analysis

- **Base data collection and site visits**
- **Review of existing tourism scenario**
  - ✓ Review of the existing tourism sector scenario at India level and State level
  - ✓ Review of the existing tourism sector scenario, facilities infrastructure and other related matters
  - ✓ Compare implementation of Strategy to date with other tourist places in vicinity.
- **Tourism demand and supply at various tourist sites in the district**
  - ✓ Existing Tourism Infrastructure
  - ✓ Facilities available and their condition
  - ✓ Origin of Tourists
  - ✓ Purpose of Visit
  - ✓ Tour Package
  - ✓ Mode of Transport
  - ✓ Average Length of Stay
  - ✓ Frequency of Visit
  - ✓ Type of Accommodation
  - ✓ Problems Faced During Stay
  - ✓ Assessment of tourism offerings
  - ✓ Tourism facility classification and broad estimation of tourists & the carrying capacity
  - ✓ Assess attractiveness and the criteria for definition of priorities in development and/or commercialization of tourist sector
    - ✓ Identification of bottlenecks/issues in development of tourism offerings in the districts under the division of Madhya Pradesh
- **Tourism policy and regulatory framework**
  - ✓ This would include outlining existing acts, regulations & frameworks; understanding role and obligations of the State Government, MPSTDC and other stakeholders (including Municipal Corporations, The District Collector Shivpuri and Tourism Department) in further process towards development & implementation of tourism projects
- **Assessment of Tourism supported infrastructure**
  - ✓ Connectivity & transportation
  - ✓ Accommodation
- **Financial provisions and budgetary provisions**
  - ✓ Central Financial Assistance
  - ✓ State Share

#### 7.1.2 Stakeholder consultations and analysis

- **Consultation with various government officials, departments and other concerned city and state organizations about issues related to:**

- ✓ Tourism expectations, needs and reflection on current conditions
- ✓ Hospitality conditions in and around tourism destination
- ✓ Connectivity
- ✓ Affordability
- ✓ Promotions and awareness

### **7.1.3 Tourism action plans and proposals**

- Prepare various development proposals to increase tourist footfall at various sites in the district. It shall include list of projects to be implemented, block cost estimates and funding mechanism to execute the work.
- Marketing Strategy for Tourism Promotion
  - ✓ Develop an in-depth aggressive marketing plan targeting National & International tourist

### **7.1.4 Institutional Mechanism**

- ✓ Role of various authorities which can develop and promote tourism in Shivpuri
- ✓ Investment plan & funds requirement
- ✓ Support The District Tourism Promotion Council Shivpuri to make more intensive use of the State/ Central funds for Tourism promotion
- ✓ Identify, facilitate and develop action plans that will enable Public Private Partnership (PPP) investment

## **7.2 PROJECT DELIVERY AND STAGES**

Preparation of District Tourism Master Plan for Shivpuri of Madhya Pradesh would be an assignment for time duration of 4 months.

Key deliverables of the Tourism Master Plan / Action Plan would be

1. **Existing/Situational Analysis Report:** - The report shall contain the detailed analysis of the existing situation of tourist infrastructure available at various sites in the district. It shall outline the present status of tourism scenario in the district, issues and potential.
2. **Draft Report:** - The draft report shall outline various strategies and action plans to increase tourist footfall in the district. It shall also propose various marketing strategies which help in positioning Shivpuri in tourist map of M.P. The report should contain recommendations, both high level and practical for further work around these strategic areas and suggest various funding mechanism to finance the identified projects.
3. **Final Report:** - The final report will include all the suggestions and modifications suggested by Authority at the draft stage.

### 7.3 DELIVERABLES AND TIME SCHEDULES

<b>DELIVERABLES</b>	<b>TIME SCHEDULES</b>
<b>Existing/Situational Analysis Report</b>	<b>45 days</b>
<b>Draft Report</b>	<b>45 days</b>
<b>Final Report</b>	<b>30 days</b>
<b>Total</b>	<b>120 days (4 Months)</b>

(Note: \* Timelines are indicative. Authority may assess the same as per project needs.

### 7.4 TOTAL DURATION OF SERVICES:

The Consultancy Firm/ Agency will work for the Authority till the execution of the Agreements for the above Projects. The total duration of the entire project is expected to be approximately 4 months. The Consultancy Firm/ Agency must have sufficient manpower inputs to comply with the Scope of Services. The total Duration and time line for the above deliverables shall not exceed 4 months. The Consultancy firm/ Agency is required to ensure that the total envisaged work is completed within 4 months.

The total time for the above deliverables shall not exceed 4 months. The internal approvals from the government will not be considered as part of the aforesaid timeline

## 8.0 PAYMENT SCHEDULE

### 8.1 TOTAL FEE:

The Fee for the proposed assignment shall be quoted as a ***Lumpsum fixed amount*** in Indian Rupees. Conditional proposals shall be summarily rejected.

### 8.2 FEE PAYMENT STRUCTURE:

The following table details out the payment structure (Fee Payment Terms).

No.	Payment to be Released	Percentage of agreed Total Lump Sum Fee
1	Mobilization Advance	15%
2	Existing/Situational Analysis Report	30%
3	Draft Report	30%
4	Final Report	25%
<b>TOTAL</b>		<b>100%</b>

### 8.3 Penalty for Delay:

If the progress of the consultancy is not as per the agreed milestones, the Consultant shall be liable to pay to 2% of the quoted fee as penalty up to two weeks beyond the milestones fixed and in the case of delay of four weeks beyond the milestone fixed the penalty will be 5% of the quoted fee. In case of dispute, the matter will be referred to Collector, Shivpuri whose decision will be final and binding.

**8.4** The quoted fee shall include all expenses, whatsoever, such as legal fees and all out of pocket expenses etc. to be incurred by the Consultancy firm/Agency to complete the assignment.

**8.5** Service Tax/(S) as applicable, shall be indicated by the Consultancy firm/Agency on total fee separately.

**8.6** The Bids shall be evaluated on "**LEAST COST BASIS**

**8.7** In case Authority decides to abandon the project for any reason, whatsoever, at anytime, the payment of the Consultancy firm/Agency shall be restricted up to the stage the services have actually been provided by the Consultancy firm/Agency.

## 9.0 ELIGIBILITY CRITERIA (QUALIFICATIONS)- REQUIREMENT OF CONSULTANCY FIRM/AGENCY:

**9.1** The Consulting Firm/Agency will be required to provide qualified personnel including experts in the relevant sector, Private Sector Partnerships, investment promotion, project preparation and appraisal, policy and legal issues. The Consultancy will be required to be available at a short notice as and when required by the Authority at their office in Shivpuri.

**9.2** All the prospective Consultants shall have sufficient qualified personnel, sub-Advisers, and resources to accomplish all the services described herein within the prescribed time. The Consultant should be capable of furnishing all necessary professional, technical, and expert services as required to complete all the elements of Consultancy assignment described in the TOR/Scope of Work. Authority is seeking Consultants, which can bring together a team of professionals and sub-professionals capable of completing all aspects of the Consultancy assignment.

### 9.3 ELIGIBILITY CRITERIA/ MINIMUM QUALIFICATIONS - TECHNICAL PROPOSAL:

The Consultancy Firm/ Agency are required to meet following **minimum eligibility criteria to qualify for the Project**--

#### 9.3.1 Technical Capability:

1. The consultancy firm/architect should be empanelled with Madhya Pradesh State Tourism Development Corporation (Copy of empanelment certificate to be annexed with the bid).
2. The Consultancy firm should have prepared atleast one tourism master plan in Madhya Pradesh in last five years apart from the project quoted above for experience (copy of work order/completion certificate to be annexed with the bid).
3. The consultancy firm should have a team of required professionals including an urban planner with more than seven years of professional experience, junior planners and architects.
4. The consultancy firm should be registered in India and should have a registered office in Madhya Pradesh (Attach relevant documents).
5. Consortium will not be allowed.

#### 9.3.2 Financial Capability:

The applicants are required to submit copies of last financial year Balance Sheet and Profit and Loss accounts Certificate and duly signed by the CA.

#### 9.3.3 Consultancy Team:

The Consultant shall be required to deploy a **full time Consultancy firm/Agency** for accomplishing the assignment. All the Team members (The **“Key personnel”**) proposed by the applicant should essentially **meet the required qualifications and experience criteria** as given here under:

Experts Title	Qualifications	Skills & Experience
Urban Planning Expert (Team)	Post-graduate degree in Urban Planning	At least 7 years of relevant experience

Leader)		
Infrastructure Expert	Post-graduate degree in Infrastructure Planning/Engineer	At least 5 years of relevant experience
Architect	Degree in Bachelor's of Architecture	At least 5 years of relevant experience
Financing	Master's Degree in Valuation / MBA Finance / CA/CFA	At least 5 years of relevant experience

For each position of key professional, required level of support/junior personnel shall be deployed.

**Consultancy Firm/Agency** proposed for assignment shall not be allowed to change. As a condition to such substitution, a sum equal to 2% (two per cent) of the total fee shall be deducted. In the case of a second substitution hereunder, such deduction shall be 5% (five per cent). Any further substitution may lead to disqualification of the Applicant or termination of the Agreement. However, Authority reserves the right to waive such charges.

## **10.0 EVALUATION PROCESS:**

### **10.1 Evaluation of Technical Proposal (Qualification):**

The evaluation of Technical Proposal will be made on the basis of qualification (financial and technical capabilities) and experience of the Consultancy firm/Agency as well as the project team proposed by the Consultancy firm/Agency for this assignment.

The Consultancy firm/Agency, who does not possess the required qualifications and experience, will not be considered for opening of Financial Proposal. Authority reserves the right to judge, appraise, and reject any or all proposals.

### **10.2 Evaluation of Financial Proposal**

For financial evaluation, total cost of financial proposal will be considered. This however, does not include service tax, which is reimbursable.

The Authority will determine whether the financial proposals are complete, correct and free from any computational errors and indicate correct prices in local currency (Indian Rupee).

### **10.3 Selection of Consultancy firm/Agency**

The Applicant quoting the **Lowest Fee** would be **selected** as the **Consultancy firm/Agency**

The Authority will notify the selected Consultancy firm/Agency in writing by registered letter, cable, telex, e-mail or facsimile.

After finalization of detailed scope of work, terms & conditions, schedule, and professional fee for the services, the firm selected will be required to enter into a contract agreement with the Authority to provide the envisaged services described in the Scope of work.

## **11.0 TERMS AND CONDITIONS**

**11.1** The Applicant(s) shall bear all costs associated with the preparation and submission of its proposal and contract negotiation.

**11.2** All documents submitted by the Applicant(s) will be treated as confidential, and will not be returned to Applicant(s).

**11.3** Authority reserves the right to accept or reject any or all applications, without thereby incurring any liability to the affected Applicant(s) or any obligation to inform the Applicant(s). Authority also reserves the right not to award or enter into any contract or agreement with any Applicant(s), and may terminate the procurement process at any time without thereby incurring any liability to any Applicant.

**11.4** Failure by any Applicant(s) to provide all of the information required in the proposal or any additional information requested by Authority may lead to rejection of the Applicant's proposal in its entirety.

**11.5** Applicants have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Applicant or termination of its Contract at any stage.

**11.6** A recommendation for award of Contract will be rejected if it is determined that the recommended Consulting Firm has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases the Authority will declare the Consulting Firm and/or members of the consortium ineligible, either indefinitely or for a stated period of time and will be blacklisted.

**11.7** Wherever required by applicable laws, Authority shall deduct taxes at source, from the amounts payable, and shall provide to the Consultancy firm/Agency the appropriate tax deduction certificate evidencing payment of such taxes.

**11.8** The Consultancy firm/Agency shall submit to Authority one (1) copies of the final output envisaged in the Scope of Services. All the reports and agreements shall also be submitted on CDs (2 set) containing all basic as well as processed data.

**11.9** In case of difference in Original and copy of submission, the Original shall prevail.

**11.10** Once submitted, the proposal, including the composition of the consulting team, cannot be altered without the prior written consent of the Authority

**11.11** The applicant has to submit an Earnest money Deposit (EMD) of Rs. 25,000.00 (Rupees Twenty Five Thousand only) in the form of Bank Draft drawn in favor of "District Tourism Promotion Council Shivpuri" payable at Shivpuri.



## **12.0 CONTENTS OF PROPOSAL**

**12.1** The proposal should be submitted as follows:-

- Technical Proposal: - In sets of one original and one copy.
- Financial Proposal: - In one original copy

In the prescribed formats as under:

### **Technical/Qualification Proposal**

Annexure I: Letter Comprising the Bid

Annexure II: Checklist of Submissions

Annexure III: Details of Bidder

Annexure IV: Details of Eligible Assignments of Applicant

Annexure V: Description of Approach, Methodology and Work Plan For Performing the Assignment/Job

Annexure VI: Curriculum Vitae (CV) for Proposed Professional Staff

Annexure VII: Financial Capacity of the Bidder

Annexure VIII: Statement of Legal Capacity

Annexure IX: Power Of Attorney for Signing Of Application

Annexure X: Price Bid (Financial Bid)

Standard Format for submission of the Proposal are enclosed with this RFP

### **13.0 CLARIFICATIONS**

13.1 Bidders requiring any clarification on the RFP may notify The District Tourism Promotion Council Shivpuri in writing or by fax or e-mail in accordance with the RFP. They should send in their queries before the date specified in the schedule of Bidding Process contained in the RFP. The District Tourism Promotion Council Shivpuri shall endeavor to respond to the queries within the period specified therein, but no later than 5 (five) days prior to the Bid Due Date. The responses will be sent by courier post and/ or fax and/ or e-mail.

13.2 The District Tourism Promotion Council Shivpuri , shall endeavor to respond to the questions raised or clarifications sought by the Bidders. However, The District Tourism Promotion Council Shivpuri reserves the right to not respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring The District Tourism Promotion Council Shivpuri to respond to any question or to provide any clarification. The District Tourism Promotion Council Shivpuri shall not take any responsibility for postal or any other delay in response.

13.3 The District Tourism Promotion Council Shivpuri may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by The District Tourism Promotion Council Shivpuri shall be deemed to be part of the RFP. Verbal clarifications and information given by Authority or its employees or representatives shall not in any way or manner be binding on The District Tourism Promotion Council Shivpuri.

#### **14 AMENDMENTS OF RFP**

14.1 At any time prior to the deadline for submission of RFP, Authority may, for any reason, whatsoever at its own initiative or in response to clarifications requested by Bidder, modify the RFP by the issuance of Addenda.

14.2 Any Addendum thus issued will be sent in writing to all those who have purchased the RFP. All such amendments/addendum will become part of the bidding document.

14.3 In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, Authority may, at its own discretion, extend the Bid Due Date.

#### **15. Last date of submission of Proposal**

The bid must be submitted on or before date 12 January 2017 upto 3:00 pm. (The Bid due date)

The technical bids received shall be opened on 12 January 2017, 4:00 pm.

## **Annexure I: Letter Comprising the Bid**

Ref.

Date:

To,

The Secretary

District Tourism Promotion Council,

Shivpuri

Madhya Pradesh

Sub: - Application & bid for the project '***Selection of Consultancy firm for Preparation of District Tourism Master Plan for Shivpuri, Madhya Pradesh***'

Dear Sir,

Being duly bidder to represent and act on behalf of \_\_\_\_\_ (hereinafter referred as the "**Bidder**"), and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and apply for qualification for undertaking the '***Selection of Consultancy firm for Preparation of Tourism Master Plan for Shivpuri, Madhya Pradesh*** ' (***Project***).

We are enclosing our Bid, in conformity with the terms of the RFP, and furnishing the details as per the requirements of the Bid Document, for your evaluation.

The undersigned hereby also declares that the statements made and the information provided in the Proposal is complete, true and correct in every detail.

We confirm that the application is valid for a period of 120 days from the due date of submission of application and is unconditional. We hereby also confirm the following:

- 1.** The Proposal is being submitted by M/s \_\_\_\_\_[...] (*name of the Bidder*, in accordance with the conditions stipulated in the RFP.
- 2.** We have examined in detail and have understood the terms and conditions stipulated in the RFP Document issued by District Tourism Promotion Council, Shivpuri (hereinafter referred as the "**Authority**") and in any subsequent communication sent by Authority.
- 3.** We agree and undertake to abide by all these terms and conditions. Our Proposal is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from Authority)
- 4.** The information submitted in our Proposal is complete, is strictly as per the requirements stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal.
- 5.** We confirm that we have studied the provisions of the relevant Indian laws and regulations required to enable us to prepare and submit this Proposal for undertaking the Project, in the event that we are selected as the Preferred Bidder.

**6.** 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 arbitration tribunal or a judicial authority or judicial pronouncement or arbitration award, 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.

**7.** I/ We declare that:

a. I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and

b. I/ We do not have any conflict of interest in accordance with the RFP document; and c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and

**8.** I hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;

**9.** I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders

**10.** I further certify that in regard to matters relating to security and integrity of the country, we, have not been convicted by any Court of Law or indicted or adverse orders passed by the regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of community.

**11.** I further certify that in regards to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by the Court of Law.

**12.** I further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.

**13.** I hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidders, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.

**14.** I have studied all the Bidding Documents carefully and also surveyed the project details. We understand that except to the extent as expressly set forth in the License Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Authorization.

**15.** The amount has been quoted by me/ after taking into consideration all the terms and conditions stated in the RFP, our own estimates of costs and after a careful assessment of the identified locations of the proposed Centers and all the conditions that may affect the Bid.

**16.** I agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project / Authorization is not awarded to me or our Bid is not opened or rejected

**17.** We confirm that all the terms and conditions of the Proposal are firm and valid for acceptance for a period of 120 days from the Proposal Due Date.

**18.** I/we offer an Earnest Money Deposit (EMD) of **Rs. 25,000 (Twenty Five Thousand Rupees Only)** to the authority in the term of demand Draft No. \_\_\_\_\_ dated\_\_\_\_\_ and issued by the Bank \_\_\_\_\_ in favor of 'District Tourism Promotion Council' payable at Shivpuri.

**19.** I agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, I submit this Bid under and in accordance with the terms of the RFP document.

Thanking You,  
Yours Sincerely,  
Date: \_\_\_\_\_  
Place: \_\_\_\_\_

**For and on behalf of:** (name of the Bidder and the Company Seal)

**Signature:** (Bidder Representative & Signatory)

**Name of the Person:**

**Designation:**

**Annexure II: Checklist of Submissions**

<b>S. No</b>	<b>Enclosures to the Technical &amp; Price Bid</b>	<b>Status (Submitted/Not Submitted)</b>	<b>Comments, if any</b>
1	Details of DD for Purchase of Tender Document		
2	Covering Letter		
3	Details of Bidder		
4	Technical Capacity (Experience) of the bidder		
5	Balance Sheet (Last Financial Year)		
6	Statement of Legal Capacity		
7	Power of Attorney for signing of Bid		
8	Details of EMD		
9	Information regarding litigation, debarment, arbitration, etc.		
10	Bid document along with addendum duly signed by Bidder signatory and stamped.		
11	Price Bid Letter and submissions in line with the RFP requirements		
12	Company Profile and Man Power		
13	Work order for management of similar projects		

**Annexure III: Details of Bidder**

1.	Name of the Organization	
2.	Name of the authorized person	
3.	Address & contact Numbers	
4.	Year of establishment	
5.	Status of the firm ( whether Pvt Ltd company/ Public Ltd. Company/ partnership firm/Proprietary )	
6.	Names of Directors/ Partners/Proprietor	
7.	Whether registered with registrar of companies/ firms – mention number and date with proof	
8.	Whether registered for sales tax – mention number and date. Also furnish copies of sales tax number allotted	
9.	Whether registered for service tax – mention number and date. Also furnish copies of service tax number allotted	
10.	Whether assessee of Income tax payee . Mention PAN , furnish copy of last income tax return.	
11.	Name and Address of Bankers	
12.	Whether empanelled with other Government organizations. If so give names of organizations with the details of supply.	
13.	Last Financial Year Balance Sheet	2015-16
14.	EMD details : DD Number/ Bank Name/ Date	
15.	Any other information	

Signature:

Name:

Designation:

Affix Company seal



## **DECLARATION**

I / We have read the instructions appended to the Performa and I/We understand that if any false information is detected at a later date, any contract made between ourselves and District Tourism Promotion Council, Shivpuri on the basis of the information given by me/us can be treated as invalid by the District Tourism Promotion Council, Shivpuri and I / We will be solely responsible for the consequences.

I/We agree that the decision of District Tourism Promotion Council, Shivpuri in selection of contractors will be final and binding to me/us.

All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.

I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and/or in the accompanying sheets.

Place.

Date.

SIGNATURE:

Name & Designation & seal of the Company

## Annexure IV: DETAILS OF ELIGIBLE ASSIGNMENTS OF APPLICANT

### Eligible Assignments of Applicant

Name of Applicant:	
Name of the Project:	
Present Status of the Project:	
Description of services performed by the Applicant firm:	
Name of client and Address:	
Name, telephone no. and fax no. of client's representative:	
Estimated capital cost of Project	
Payment received by the Applicant as professional fees	
Start date and finish date of the services (month/ year):	
Brief description of the Project:	

### Notes:

1. Use separate sheet for each Eligible Assignment.
2. Please note that in support of each of the Project Assignment (quoted for experience), a **certificate from the Client** duly certifying the details is required to be submitted. In the absence of the same, the experience will not be considered for evaluation.



**ANEXURE VI: CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF  
(Max 3 pages per CV)**

1. Proposed Position:

[For each position of key professional separate form Tech-6 will be prepared]:

2. Name of Firm:

[Insert name of firm proposing the staff]:

3. Name of Staff:

[Insert full name]:

4. Date of Birth:

5. Nationality:

6. Education:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

[List countries where staff has worked in the last ten years]:

10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

11. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: To [Year]:

Employer:

Positions held:

12. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]:

## **Annexure VII: Financial Capacity of the Bidder**

1. Copy of last financial year balance sheet of the Bidder duly certified by CA .
2. Copy of Income Tax Returns for last 3 years.

**Annexure VIII: Statement of Legal Capacity**

(To be forwarded on the letterhead of the Bidder

Ref. Date:

To,

The Secretary  
District Tourism Promotion Council Shivpuri

Madhya Pradesh, India

Sub: **Bid for “*Selection of Consultancy firm for Preparation of District Tourism Master Plan, Madhya Pradesh*”**

Dear Sir,

We hereby confirm that we satisfy the terms and conditions laid out in the RFP document.

We have agreed that \_\_\_\_\_ (insert individual’s name) will act as our representative and has been duly bidder to submit the RFP.

Further, the bidder signatory is vested with requisite powers to furnish such letter and authenticate the same.

Thanking you,

Yours faithfully,

For and on behalf of

Bidder signatory

**Annexure IX: Power of Attorney for signing of Application**

Know all men by these presents, We \_\_\_\_\_ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and bidder Mr./ Ms (name), \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_, who is [presently employed with us and holding the position of \_\_\_\_\_], as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for the \*\*\*\*\* Project[s] proposed or being developed by the \*\*\*\*\* (the “Authority”) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Applications and other conferences and providing information/ responses to District Tourism Promotion Council, Shivpuri, representing us in all matters before District Tourism Promotion Council, Shivpuri, signing and execution of all contracts including the Authorization Agreement and undertakings consequent to acceptance of our bid, and generally dealing with District Tourism Promotion Council, Shivpuri, in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into of the Authorization Agreement with District Tourism Promotion Council, Shivpuri.

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

IN WITNESS WHEREOF WE, \_\_\_\_\_, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\*\*  
For -----

(Signature)

(Name, Title and Address)

Witnesses:  
1 1. [Notarized]  
2 Accepted  
(Signature)

(Name, Title and Address of the Attorney)

**Notes:**

*The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*

*Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

*For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued*





**Annexure X: Price Bid (Financial Bid)**

**FINANCIAL BID LETTER & FORMAT FOR FINANCIAL OFFER**

To,

The Secretary  
District Tourism Promotion Council Shivpuri  
Madhya Pradesh, India

**Sub: Financial Bid for ‘*Selection of Consultancy firm for Preparation of District Tourism Master Plan, Madhya Pradesh*’.**

Dear Sir,

As a part of the Bid for Selection of Consultancy firm for selection of Consultancy firm for preparation of District Tourism Master Plan for Shivpuri in Madhya Pradesh, we hereby make the following Financial Offer (Price Bid) to District Tourism Promotion Council for the project.

We quote Rs. \_\_\_\_\_ ( \_\_\_\_\_ ) (in words) towards **Project Cost**.

We understand that the Project cost quoted by us is exclusive of service tax and the same shall be payable over and above the amount quoted at applicable rate

We agree to be bind by this offer if we are selected as the preferred bidder.

FOR AND ON BEHALF OF \_\_\_\_\_

SIGNATURE \_\_\_\_\_