

**Department of Tourism,
Government of Rajasthan**
Paryatan Bhawan, (Sanjay Marg),
Opp. Vidhyakpuri Police Station, Jaipur -30201
Website: tourism.rajasthan.gov.in, cotraj@gmail.com,
Telefax: +91-141-5155100, Phone 5155146/110

**REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF
CONSULTANT FOR DEVELOPMENT OF SPECIAL TOURISM
ZONES IN THE STATE OF RAJASTHAN (BID NO. 80)**


No. 21401

Dated: 01/01/18

Request for Proposal [RFP] is invited by Department of Tourism, Government of Rajasthan from reputed firms / agencies for **appointment of tourism consultant**, having minimum experience of 5 years in consultancy area of Tourism, preferably in preparation of Master Plans, detailed project reports etc. Interested Firms are requested to submit the RFP documents duly signed along with essential details & documents as per RFP document.

Name of Work	RFP invited from	Estimated cost of work	Bid Security	Releases of RFP Advt.	Time date & for submission of RFP	Time and date for opening of RFP
Appointment of tourism consultant for preparation of Special Tourism Zone DPR having minimum experience of 5 years	Reputed firms / agencies	Rs.20 Crs.	Rs. 40 Lacs	03.01.18	Up to 12.00 PM on dt. 01.02.18	2.00 PM on dt. 01.02.18

RFP document can be downloaded from <http://eproc.rajasthan.gov.in>, <http://sppp.raj.nic.in> (e-procurement portal of the State government) and Deptt. portal, tourism.rajasthan.gov.in. Duly filled RFP can be submitted online latest by **01.02.2018 by 12 pm**. Original Demand draft of Rs 1000/- for E-bid processing fee and Rs.1000/- for RFP document fee will have to be deposited in favor of MD, RISL, Jaipur and Director, Deptt. of Tourism, Jaipur respectively to this office offline up to 12 pm on 29.01.2018. The bidder must complete all necessary formalities i.e., online registration etc. as per the guidelines given on the portal.


The Director
Department of Tourism
Government of Rajasthan
Rajasthan, Jaipur



**GOVERNMENT OF RAJASTHAN
DEPARTMENT OF TOURISM**

**SELECTION OF CONSULTANT FOR
DEVELOPMENT OF SPECIAL TOURISM ZONES IN THE
STATE OF RAJASTHAN**

**REQUEST FOR PROPOSAL
Document**

January 2018

(Quality and Cost Based Selection)

**Department of Tourism
Paryatan Bhawan (Sanjay Marg)
Opp. Vidhyakpuri Police Station,
Jaipur-1**

**Department of Tourism,
Government of Rajasthan**

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The Director
Department of Tourism
Government of Rajasthan

SCHEDULE AND GUIDELINES FOR SUBMISSION OF RFP

SCHEDULE OF RFP:

Event Description	Scheduled Date
Release of RFP Advertisement	03.01.2018
Last Date & Time of Receiving Queries for Pre Bid Conference	17.01.2018 up to 3 p.m.
Department's Response to Queries	18.01.2018 by 5 p.m.
Last Date for submission of online RFP	01.02.2018 upto 12.00 p.m.
Date & Time of Opening of RFPs	01.02.2018 at 02.00 p.m.
Date & Time of AV presentation	To be informed after _____
Bid Application Fee <i>(DD should be drawn in favor of "Director, Department of Tourism" from any Nationalized / Scheduled Bank, Payable at Jaipur)</i>	Rs 1000/-
RISL fees (DD should be drawn in favour of M.D. RISL from any nationalized scheduled bank payable at Jaipur)	Rs 1000/-
Date/s of Award of Contract/s	After selection as per department policy.
Bid Security - <i>(Either in the form of a DD drawn in favor of "Director, Department of Tourism, Government of Rajasthan", payable at Jaipur or in the form of an irrevocable Bank Guarantee issued by one of the Nationalized/Scheduled Banks in India and having branch in Jaipur. The bid security must remain valid thirty days beyond the original or extended validity period of the bid.</i>	Rs. 40,00,000/- (Rs. Forty Lacs only).

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Request for Proposal [RFP]

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The interested firms may also refer the document from <http://http://tourism.rajasthan.gov.in> from **03.01.2018 Last date of submission of offer/s: 01.02.2018** (by Courier/Speed Post/Hand delivery) to Commissioner, Department of Tourism, GOR, reserves the right to reject any or all offers without assigning any reasons thereof.

The Director
Department Tourism
Government of Rajasthan

INTRODUCTION

The Ministry of Tourism, Government of India (MoT, GoI) has planned to launch Special Tourism Zone with a vision to develop theme based tourist zones on the principles of high tourist value, competitiveness and sustainability in an integrated manner by synergizing efforts to focus on needs and concerns of all stakeholders to enrich tourist experience and enhance employment opportunities. Department of Tourism, Government of Rajasthan intends to appoint Tourism Infrastructure Consultants who can prepare the Special Tourism Zone (STZ), Conceptual Project Report for identified projects under STZ and prepare the DPR and Bid documents for the same as per the guidelines issued by Ministry of Tourism, Government of India.

Concept of the Special Tourism Zone

State Government shall formulate a plan for development of Special Tourism Zone with stakeholder consultations. A National level committee shall evaluate the proposal in a 2 stage process on the lines of Smart Cities challenge proposal. A successful project shall have the following attributes:

- Potential to be showcased as world class destination with diverse tourism experiences
- Development of an area of at least 300 acres which will be provided by respective State Government
- Should have an overall tourism theme with feasibility of various sub-themes
- Proximity to existing destinations with connectivity and other infrastructure
- Proximity to transport hub etc.
- Should generate accommodation of above
- Potential for job creation and livelihood enhancement in the region
- Conservation and promotion of the local arts, cultural, handicrafts, cuisine etc. at the destination
- Ability to attract investment in private sector/PPP with specific provisions.
- Follow a comprehensive area development approach for ensuring all the facilities required by the tourists in the identified zone
- Robust Operation and Management plan (O&M) as per pre-agreed service standards evaluated periodically by an independent agency
- Should be able to leverage incentives like reduced stamp duty, registration charges etc. offered by the State Governments

Objectives of the Special Tourism Zone

- To position tourism as a major engine of economic growth and job creation;
- Promote cultural and heritage value of the country to generate livelihoods in the identified regions;
- Enhancing the tourist attractiveness in a sustainable manner by developing world class infrastructure;

- Should create both direct and indirect employment.
- Create livelihood and improved living standards for the local community.
- Overall development of the area
- To leverage the advantages in terms of available infrastructure, culture and unique facets of every region.

Special Tourism Zone –Scope of Work

- Creating mechanism for third party evaluation of the scheme and individual projects shall be done from time to time.
- Preparation of Special Tourism Zone Plan
- Project conceptualization & Pre-Feasibility reports
- Assisting in CPR evaluation by Project Scrutiny Committee (PSC)
- Once CPR approved by PSC, preparation of Preliminary Project Report, Detailed Project Reports , BOQs , estimates
- Secure approvals for the projects from Ministry of Tourism/SPV and various implementing agencies
- Preparation of Bid document, Bid Process Management, EPC & O&M contract management
- Act as a Transaction Advisor for PPP projects
- Undertaking supervisory consultancy (Programme Management Consultant) during construction.
- Dealing with Institutional & Regulatory Issues & Clearances
- The Conceptual Project Report (CPR) in a format prescribed by the ministry of Tourism, GOI shall be formulated in consultation with DOT, Rajasthan after conducting a diagnostic study of the requirements of Tourism theme and infrastructure in the specific location and based on demand and potential.
- Assistance in CPR evaluation by Project Scrutiny Committee (PSC) which will be assisted by the National PMC appointed by MoT
- As proposal will be evaluated on the lines of the Smart City Challenge, therefore it should be consistent with it.
- After shortlisting assistance for approval to Project Approval Committee (PAC).
- The Project would be site and theme specific (as decided by the department) and shall take into consideration techno-commercial feasibility of members of STZ.

- All work related to formation of a separate Special Purpose Vehicle (SPV) will be formed with the representatives of Government of India, State Government Private Infrastructure Developers & financial institutions etc. wherever feasible
- Detailed Project Report in prescribed format will be prepared by the Design and supervision consultant (DSC) appointed by the SPV.
- Part of the DPR would be a 10 to 20 year strategic vision, strategy, and action plan for developing tourism in a sustainable manner for the benefit of local residents, investors and tourism operators.
- Once DPR is submitted to the Ministry of Tourism, Project Scrutiny Committee will vet the project and recommend it to Project Approval Committee for further approval and disbursement of funds. Thus all work related to this process will be done by the consultant.
- SPV would be responsible for execution of the project and will be assisted by the appointed DSC. Thus all work related to this process will be done by the consultant.
- PMC would support SPV and DSC on timely and efficient closure of the project. Thus liaison and co-ordination with PMC will be ensured.

Qualities that are expected as essential attributes for selection of consultant:

- Development and knowledge of Modern Tourism concepts
- Delivery of Quality projects DPRs within tight timelines and MOT, GOI guidelines and working schedule.
- Adapting to the SPV requirements
- Proactive staff with capacity to work long hours and give output as per department time framework and requirements.

Selection Criteria:

Selection process will be adopted as per the following:

Bidders are requested to submit technical and financial bids in separate sealed envelopes and shall be short listed by a designated Committee to the Department of Tourism, Government of Rajasthan.

Consortium is not allowed to participate in the tender proposal submission.

A. Quality cum Cost Based Selection

Those who qualified in the technical evaluation shall be shortlisted for financial evaluation. The Committee will select a firm in accordance with the Quality cum Cost Based System (QCBS; 70:30) as detailed hereunder.

B. Technical Evaluation

The proposals would be evaluated on the basis of their responsiveness to the Terms of Reference, scope of work applying the evaluation criteria, sub-criteria, and according to the point system specified hereunder:

I. Experience & capacity of the firm

60 marks

(a)	Consultant should have experience in development of sanctioned tourism Circuits and PMC under Swadesh Darshan Scheme		35
	Criteria	Marking System	
	1 Circuit	5 marks	
	From 2 to 4 Circuits	10 marks	
	From 4 to 6 Circuits	15 marks	
	More than 6 Circuits	25 marks	
	Consultant should have experience in Project Management Consultancy (PMC) for Swadesh Darshan in comprehensive civil, interior, landscaping work for State Tourism Departments/ Tourism Boards during the preceding 5 years.– 10 marks		
	Criteria	Marks	
	Projects having tendered value between Rs 20 cr. to 30 Cr.	2 marks *5 projects	
	Projects having tendered value between Rs 30 cr. To 40 Cr.	5 marks *2 projects	
Projects having tendered value more than Rs. 40 cr	10 marks		

(b)	Consultant should have undertaken at least one feasibility study (completed) related to development of tourism infrastructure during the preceding 5 years.	5								
(c)	Consultant should have undertaken atleast one tourism master plan for tourist destinations during the preceeding 5 years (completed).	5								
(d)	Unique and creative projects completed in Tourism Sector like oceanarium and ropeways and other such niche Tourism segment projects.	5								
(e)	<p>Year of incorporation of company</p> <table> <tr> <td>Criteria</td> <td>Marks</td> </tr> <tr> <td>Between 5-10 years</td> <td>2 marks</td> </tr> <tr> <td>Between 10-15 years</td> <td>3 marks</td> </tr> <tr> <td>Above 15 Years</td> <td>5 marks</td> </tr> </table>	Criteria	Marks	Between 5-10 years	2 marks	Between 10-15 years	3 marks	Above 15 Years	5 marks	5
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Between 5-10 years	2 marks									
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Above 15 Years	5 marks									

(f)	Company should have made profits in each of the last 3 years with an average financial turnover of Rs 20 crore (professional fees in terms of payment received) during the last 3 year period. A Chartered accountant certificate shall be submitted.	5

II. Methodology, Work Plan and Technical Presentation

20 marks

III. Qualifications and competence of the key staff for the Assignment

20 marks

S. No.	Professional	Qualification	Marks
1.	Team Leader	Post graduate in Architecture/ Urban Planning/Urban designer with minimum 8 years of experience in preparation of Tourism Detailed project Reports, must have got at least one consultancy assignment sanctioned from MoT for projects valuing more than Rs. 10 crores within last 5 years (The team leader should not be changed at least till the clearance of the CPR)	6 marks
2.	Procurement specialist	Graduate in Civil engineering with post graduation in Finance with minimum 8 years of experience in procurement of infrastructure projects	4 marks
3.	Infrastructure Expert	Graduate in Civil engineering with minimum 5 years of experience in preparation of detailed project reports related to tourism.	4 marks
4.	Architect	Graduate in Architecture with minimum 5 years experience in designing tourism related projects	3 marks
5.	Finance expert	Masters in Commerce, PGDM in Finance with minimum 5 years experience in feasibility studies, Bid process management related to tourism projects.	3 marks

- The above team shall be supported with necessary support staffs, such as architects, surveyors, geotechnical and other experts / specialists as required to ensure that the objectives of the assignment are achieved within the stipulated timelines.

b. The Curriculum Vitae of the proposed personnel will be considered and evaluated as per Terms of Reference, if the prescribed minimum qualification is not fulfilled, then the Curriculum Vitae of the proposed personnel will be marked as Zero and the same will be considered zero.

Total marks for (I) + (II) + (III) - 100 marks (i.e 60 (Technical Evaluation)+20 (Methodology, Work Plan and Technical Presentation)+20(Team Composition))

A minimum score of 70% is required for qualifying in the technical bid.

A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated.

(b) Financial Evaluation

The consultant shall submit Financial bid on percentage basis inclusive of all taxes and GST. Any conditional bid shall not be accepted.

Consultancy firms/ organizations who score above the minimum Technical score shall only qualify for further consideration. Financial Proposal of the qualified consultancy firms/ organizations shall ONLY be opened with intimation to the qualified Consultancy firms/ organizations. Firms/ organization requested to quote their fees as a percentage of the project allotment without any conditions. GST, as applicable, shall be paid by the Department of Tourism, & TDS deducted as per Govt rules.

- **Financial bid will not be opened if earnest money of Rs.40 lac (refundable) is not submitted by the bidder with the Technical Bid. EMD of unsuccessful bidders will be returned within one month of award of contract. EMD of successful bidder will be retained as performance security till the completion of project.**

(i) The Department of Tourism, will determine whether the Financial Proposals are complete, and correct any computational errors, if any.

(ii) The lowest Financial quote (Fm) will be given a financial score (Sf) of 100 points. The financial quote (Sf) of the other Financial Proposals will be computed as follows:-

$$Sf = 100 \times Fm/F, \text{ in which } Sf \text{ is the financial score, } Fm \text{ is the lowest quote and } F \text{ the quote of the proposal under consideration.}$$

(iii) the Decision of the department will be final and binding upon all bidders.

(c) Ranking

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores, giving **70% weight to the Technical Score and 30% weight to the Financial Score.**

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$S_f = 100 \times F_m / F$, in which “ S_f ” is the financial score, “ F_m ” is the lowest price, and “ F ” the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are: $T = 0.7$, and $P = 0.3$

Proposals are ranked according to their combined technical (S_t) and financial (S_f) scores using the weights ($T =$ the weight given to the Technical Proposal; $P =$ the weight given to the Financial Proposal; $T + P = 1$) as following: $S = S_t \times T\% + S_f \times P\%$.

- **Declaration of the award of contract**

Information relating to evaluation of proposal and the recommendation concerning awards shall not be disclosed to the Consultancy firms/ organizations who submit the proposal or to other persons not officially concerned with the process, until the award of contract is notified to the successful Consultancy firm.

- **Award of Contract**

- Department of Tourism, will notify the successful Consultancy firm/organization in writing by a Registered Letter/Courier/Speed Post or Bearer that the proposal has been accepted.
- An agreement shall be signed between Department of Tourism, & the selected consultancy firm laying down the conditions of work, payment etc.
- Letter of acceptance and the agreement signed by the Consultancy firm / organization, shall constitute a legal and binding contract between the DEPARTMENT OF TOURISM and the consultancy firm/organization till such time the contract agreement is signed.

To supervise construction work, Consultant has to deploy **one qualified engineer**, having diploma in Civil Engineering with minimum five years service or degree in Civil Engineering with three years experience and **one Architect** with minimum three years of experience to supervise the work for a period of 2 years from the date of award of contract.

TIMELINES AND DELIVERABLES

The timelines for the Consultant after issue of appointment letter / work order would be as follows: a)
For Mega Circuit projects

Timelines and deliverables	No. of Days
Date of Appointment of Consultant	T
Submission of Conceptual Project Report	T+30 days
Submission of Preliminary Project Report	30 days from date of approval (CPR) from MoT
Submission of Draft Detailed Project Report	30 days from PPR approval
Submission of DPR to DoT & in turn to MoT	30 days from draft DPR approval
Addressing comments received from DoT & MoT for approval and project sanction	within 10 days after receiving comments from DoT/MoT.
Project Supervision	2 years from the date of award of contract and if selected by MOT, GOI then till conclusion of Ministry's sanction conditions.

PAYMENT TERMS

Sr. No.	Stages of payment for consultant	Consultancy fee payable
1.	On approval and sanction of CPR by Ministry of Tourism, Govt. of India	20 lakhs (Lump sum)
2.	On release of I instalment by MoT, GoI after project sanction	30% of the total quoted fees after adjusting amount indicated in (1) above.
3.	On release of II instalment by MoT, GoI	30% of the total quoted fees
4.	On release of III instalment by MoT, GoI	30% of the total quoted fees
5.	On release of IV instalment by MoT, GoI	10% of the total quoted fees

**The 2nd 3rd, 4th and 5th stage payments will be made based on the sanctioned amount from Ministry of Tourism, GoI. If no fund is sanctioned/released by MOT, GOI then there will be no payment.*

General conditions

1. Canvassing

Canvassing whether directly or indirectly, in connection with proposal is strictly **prohibited** and the proposal submitted by the consultancy firm/ organization who resorts to canvassing will be liable to rejection.

2. Right to accept whole or part of the proposal

The competent authority on behalf of the Department of Tourism reserves the right of accepting the whole or any part of the proposal and the consultancy firm/ organization shall be bound to perform the same at the rates quoted.

3. Right on acceptance of any proposal

The competent authority on behalf of the Department of Tourism does not bind itself to accept the proposal and reserves to itself the authority to reject any or all proposals received without assigning any reason. All proposals in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth shall be summarily rejected.

The consultant can engage/outsource any specialist for any specialized work, which are not on the roll of firm. No conditional Bid shall be accepted. The bid shall be valid for 120 days from last day for submission.

4. Penalty for Delay

In case the Consultant fails to meet the time schedule, penalty may be imposed at the rate of 0.5% per fortnight subject to maximum of 5% of total fee paid to the Consultant subject to timely fulfillment of all corresponding/related obligations.

5. Release of Payment

The payment will be released to the consultant after receiving the necessary fund from MOT, GOI for this project. The Client shall release the payment of the Consultant within 45 days of raising the invoice. In case there is a delay beyond 45 days after raising the invoice, the Client will pay Delay interest to the Consultant at the rate of 15% per annum for the number of days of delay of the payment.

6. Dispute resolution

In case of any dispute or differences between Department of Tourism and Consultant or any disputes relating to the interpretation or enforcement of this Agreement and all related issues including any question regarding its existence, validity or termination, which cannot be amicably resolved, shall be referred to and finally settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or its modified enactment, if any.

The arbitration proceedings shall be conducted in English language and the venue for the same shall be at Jaipur. The Arbitrator shall be appointed by the Secretary, Tourism, Government of Rajasthan, on an application made by either party, within 30 days of non-resolution of such dispute. Any Award or decision of the Arbitrator shall be final and binding upon the parties. Courts situated in Jaipur only shall have jurisdiction over this agreement.

7. Duration of the assignment

Selection of consultant is for a period of 3 years and it can be extendable for another 2 years as mutually agreed upon between the client and the consultant.

TERMS AND CONDITIONS:

1. Intending applicants are required to submit their **details** about their organization, experience, technical personnel's in their organization, spare capacity, proven competence to handle major works, in house computer aided design facilities etc. in the enclosed Performa
2. As the time is essence of a contract, the **ability and the competence of the applicant to render required services within the specific time frame**, will be a major factor while deciding the appointment of Tourism consultant.
3. The application shall be signed by the person/s on behalf of the organization having necessary authorization / **power of attorney** to do so. Each page of the application shall be signed (copy of power of attorney shall be furnished along with the application)
4. While filling up the application with regard to the list of works **completed and or on hand**, applicants shall only include those works which individually cost as per pre-qualification criteria mentioned in the form. (Works restricted to Govt./Semi Govt./PSUs/Private body).
Applicant shall submit work orders completion certificate from client, while for projects in hand; Applicant shall submit work orders from respective client.
5. The bidder should **have qualified professionals and technically sound people on board having experience of tourism sector**. It is one of the very important selection criteria from their organization. Please submit the details of technical staff and associated consultant as per Performa.
6. **The turnover of the firm that qualifies shall have to be from consultancy services only and not allied services for which necessary documents shall be furnished without fail.**
7. Bid Security equal to 2% of the total estimated value of work i.e. Rs _____ will be deposited by the bidder alongwith the RFP for appointment.
8. After Award of the contract for a particular reputed firms / agencies a performance security which is equal to 5% of total value of work will have to be deposited by the successful bidder. No interest will be paid on this deposit. Performance security will be refunded after two months of successful completion of the contract.
9. Bidders have to submit Demand Draft / Banker's Cheques etc of bid processing fee, bid document fee and bid security offline in a sealed envelope. Bids without bid security, bid document fee and bid processing fee will not be considered. Bid security can also be deposited in the form of Bank Guarantee.

10. All pages of the RFP should be duly signed with seal by the authorized representative of the firm.
11. The interested reputed firms / agencies should regularly visit the e-procurement portal of the State Government and Rajasthan Tourism website for any update in regard to this RFP.
12. The Deptt. of Tourism is not bound to accept any RFP or assign any reason for non-acceptance. The Deptt. of Tourism reserves its right to accept the RFP either in full or in part. Conditional, erroneous and incomplete RFP will be rejected outright.
13. After successful completion of assignments, Payment will be made by way of electronic transfer of billed and passed amount in the bank account of the agency in Indian Rupees. The Agency may submit pre-receipt bills in triplicate, on a fortnightly or monthly basis towards activities completed during the month, for settlement. The bills should be submitted clearly indicating activities completed during the fortnight/month along with the telecast/broadcast/publication certificates, tear sheets/ other such documents to support the claim of payment. The bills should clearly show the inventory consumed and payments made for previous bills as well as remaining inventory. Deductions such as for TDS and other mandatory cost / tax shall be made from the bill amount.
14. For facilitating Electronic Transfer of funds, the successful bidder who wins the contract will be required to indicate the name of the Bank & Branch, account number (i.e. bank name, IFSC Code and Bank A/c No.) and also forward a cheque leaf duly cancelled, to verify the details furnished. These details should also be furnished on the body of every bill submitted for payments by the selected Media Buying Agency.
15. Any third party cost not covered in the scope of work which is incurred by the agency for execution of the campaign on the basis of prior approval of the department shall be paid extra as per approval accorded and as per provisions of RTTP Act and Rules.
16. Bids submitted by the bidders shall usually remain valid for the period of 90 days from the date of opening the bids.
17. The cost / rates given in the financial bids will be valid for one year from the date of signing of agreement.
18. The appointment may be extended for another year as per RTTP Rules, 2013 on mutually agreed terms.
19. The Director Tourism, Government of Rajasthan, Jaipur reserves the right to accept or reject any bid or its part without assigning any reasons thereof.

20. Selected firm will have to sign an agreement with Department of Tourism on non judicial stamp paper of Rs.5000/- whenever work is allotted as per rules.
21. The agreement between the firm and Dept. of Tourism may be terminated any time if it is found that the firm is unable to perform the work or can't maintain the safety & creative standards of the work or violates any of the conditions stipulated by the Department.
22. No advance payment for the ordered work will be given to the firm.
23. The interested bidders are strongly advised to attend the Pre Appointment meeting so that there is no ambiguity about the provision of this RFP document.
24. Termination: Deptt. of Tourism may terminate the contract of the appointed agency in case of the occurrence of any of the events specified below:
 - i. If the Agency becomes insolvent or goes into compulsory liquidation.
 - ii. If the Agency, in the judgment of Deptt. of Tourism, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
 - iii. If the Agency submits to the Deptt. of Tourism a false statement which has a material effect on the rights, obligations or interests of Deptt. of Tourism.
 - iv. If the Agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to Deptt. of Tourism.
 - v. If the Agency fails to provide the quality services as envisaged under this Contract. Reasons for the same would be recorded in writing. In case of such an occurrence Deptt. of Tourism shall give a written advance notice before terminating the Contract of firm.
25. Wherever any terms and conditions have not been spelt out the bid document, General Finance and Accounts Rules & RTPP Act, 2012 and RTPP Rules 2013 of the state government shall apply.
26. The firm would be responsible for all risks involved in the work. For any accident or mishap, the bidder would be solely responsible.
27. All costs incurred by the firm in respect of submission of application shall be borne by the concerned bidder.
28. Penalties would be imposed in case of delayed and for faulty services as per provisions of GF &AR and as decided by the Department.
29. Latest Service Tax and VAT Clearance Certificate are required. Copies of service tax and VAT registration should also be enclosed.

30. No extra payment other than agreed payment as quoted by contractor (Complete Rate) according to bill of quantities will be paid. No cartage / transportation charges or any other charges will be paid by the Government.
31. Specification: All services provided shall strictly conform to the specifications, laid down in the bid form/work order.
32. Rejection:
- i. Articles not approved during inspection or testing shall be rejected and shall have to be replaced by the bidder at his own cost within the time fixed by the department.
 - ii. If, however due to exigencies of Government work, such replacement either in whole or in part is not feasible, after giving an opportunity to the bidder of being heard, the department will deduct a suitable amount from the approved rates. The deductions so made shall be final.
33. The rejected articles shall be removed by the bidder immediately for which department shall not be responsible for any loss. Shortage or damage will be at the bidder's risk and on his account.
34. Forfeiture of bid security: The bid security will be forfeited in the following cases:
- a. When bid withdraws or modifies the offer after opening of bid but before acceptance of bid.
 - b. When bid does not execute the agreement if any, prescribed within the specified time.
 - c. When the bid does not deposit the security money after the supply order is given.
 - d. When he fails to commence the work within the time prescribed.
35. If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred by the Parties to the Director Tourism, whose decision shall be final.
36. All legal proceedings, if necessary arise to institute by any of the parties (Government or Contractor/firm) shall have to be lodged in courts situated in Jaipur city.
37. For any clarification, the interested agency may meet the undersigned or queries can be sent through mail at cotraj@gmail.com addressed to Director Tourism.
38. Annexure A, B, C & D of RTPP Act 2012 & RTPP Rules 2013, enclosed with this bid, will also be binding on the bidder.
39. Force Majeure:
- Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or

catastrophe, epidemics or disturbances in the country or closure of items/services to be procured. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.

40. A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
41. Jurisdiction: The contract shall be governed by laws of Rajasthan/India and all Government rules on purchase matter issued from time to time and in force for the time being are applicable to this contract tender.
42. The Deptt. of Tourism is not bound to accept any RFP or assign any reason for non-acceptance. The Director, Deptt. of Tourism reserves its right to accept the RFP either in full or in part. Conditional, erroneous and incomplete RFPs will be rejected outright.
43. The first appellate authority will be Secretary Tourism and the second authority will be Finance Deptt., GoR.
44. The RFP proposal will also be uploaded online on E-procurement portal only. Similarly, after the selection also, Financial Proposals (BOQ) shall be uploaded in Financial Proposal" section on portal as specified through Notices inviting Bids (NIBs) from time to time.
45. The Director, Department of Tourism, Rajasthan reserves the right to accept or reject any or all applications without assigning any reason thereof.

PROCEDURE FOR APPLICATION:

Tender Fee:

1. Rs **5,000/-** (Rs Five Thousand only) Non-Refundable in the form of Demand Draft in favor of The Director, Department of Tourism, Rajasthan.
2. Documents submitted without the requisite tender fee shall not be considered for evaluation and will be rejected outrightly.

Method of Physical submission of offer:

1. “Technical bid” cover shall be sealed and will include following:

The bid cover shall be a sealed cover. Details to be written on the cover are as below:

Title: “Technical Bid for Appointment of Tourism Consultant”

Name of Bidder:

Address:

Contact Person name:

Contact number:

Email ID :

In this sealed cover, following documents shall be enclosed.

1. Tender fee - in the form of Demand Draft in favor of **Department of Tourism, Government of Rajasthan** (in a separate cover, to be included in main sealed cover)
 2. RFP document - **filled up and duly signed** by authorized representative
 3. Letter of authorization
 4. Support documents as per RFP document – As per order of annexure no with index
- It should be sent through **/speed Post/ Courier/ Hand delivery so as to reach us by _____ at following address.**

Address: Department of Tourism, Govt. of Rajasthan, “Paryatan Bhawan’ Khasa Kothi, M.I. Road. Jaipur-1

TECHNICAL EVALUATION:

- The offers received with tender fees shall be eligible for further scrutiny of bids.
- Duly filled up tender document with all annexure as required will be considered as a responsive bid.
- Technical evaluation will be made for critical eligibility criteria as described in tender document.
- Other details as required in tender document shall also be provided by the bidders, absence of which may lead to rejection.
- In case, details without sufficient documentary proof shall not be considered further for appointment.
- The details & documents as submitted by the bidders shall be evaluated as per RFP document terms & conditions.
- Department of Tourism reserves the right to restrict the list of firms to be enlisted to any number deemed suitable by it. Its decision for appointment of tourism consultant shall be final and binding to all.

“On Company’s Letter Head”

APPLICATION FORM

To

The Director

Department of Tourism,

Govt. of Rajasthan,

Paryatan Bhawan, (Sanjay Marg),

Opp. Vidhyakpuri Police Station,

Jaipur -30201

Sir

I / We am / are desirous to be appointed as Tourism consultant for Department of Tourism, Government of Rajasthan and hereby apply for the same.

The Technical document with necessary documents in sealed cover is submitted herewith. It is understood that the proposal is binding upon the proponent and that the same is subject to modifications arising out of contract negotiations. It is also understood that you are not bound to accept any proposal that you receive.

Yours Sincerely

Authorized Signatory

Name & Title of the Signatory

Name of the Agency

Address

FORM FOR APPOINTMENT OF TOURISM CONSULTANT

DATA SHEET:

Sr No.	Particulars	Details:
1	Name of firm	
2	Registered office Address	
3	Office address at Jaipur or Rajasthan	
4	Other branch offices across India/Out of India	
5	Name of Authorized person (signing authority for this tender)	
	Contact no. of authorized person	
	Email ID	
6	Contact details of firm	
	Land line no.	
	Alternate mobile number with contact person	
	Fax	
	Alternate Email ID	
7	PAN No.	
	TIN No.	
	(Copies to be enclosed)	
8	Month and year in which the firm was Established in present name	
9	Service area:	
10	Total experience in relevant field:	
11	Provide certificate of incorporation under companies act	
12	Annual Turn Over for last three years: enclose documentary evidence or proof to support figures) – P&L account, Balance sheet duly certified with Chartered accountant & certificate of CA for the same	
	2013-14	Turnover in Rs.
	2014-15	Turnover in Rs.
	2015-16	Turnover in Rs.

13	Enclose latest income tax clearance Certificate	
14	Particulars about similar works completed during past three years. As per Annexure I	
	NOTE: List out details of only those similar works which are carried out by firm requesting for appointed is to be given. The work order & completion certificate of completed projects from client will be submitted by the applicant without fail. Absence of completion certificate shall lead to non-consideration of the project experience	
15	Particulars about similar works on hand as per Annexure 2 NOTE : List out details of only those similar works which are carried out by firm requesting for Appointment is to be given. The work order for projects in hand, from client will be submitted by the applicant without fail	
16	Name, qualification, experience and other relevant information regarding permanent technical & professional staff employed as per Annexure 3	
17	Any other information the applicant might like to give	

Place:

Date:

Name Signature of
Applicant with Seal

DECLARATION

I / We agree that the decision of the Employer in relation to pre-qualify the applicants, addition or deletion, phasing of project works will be final and binding to me / us.

All the information and data furnished herewith are correct to my / our best of knowledge.

I / We agree that we have no objection if inquiries are made about our works in its related areas and any other inquiry regarding all projects and works listed by us in the Performa.

Name & Signature with
Seal of the company

Place :

Date :

ANNEXURE –1

LIST OF SIMILAR WORKS COMPLETED DURING LAST THREE YEARS

Sr. No.	Client Organization		Order			commencement and completion of work month
	Brief details of Nature of Work	Authority under whom work was carried out	Work order. No. & Date	Project Amount (Rs. in Lac)	Is completion copy	
1	2	3	4	5	6	7

NAME &SIGNATURE OF APPLICANT

ANNEXURE –2

LIST OF SIMILAR WORKS IN HAND

Sr. No.	Client Details		Work order details			Date of commencement of work
	Brief details of Nature of Work	Authority under whom work was	Work order No. & Date	Project Amount (Rs. in Lac)	Is copy enclosed	
1	2	4	5	6	7	8

NAME &SIGNATURE OF APPLICANT

ANNEXURE – 3

PARTICULARS OF PERMANENT TECHNICAL STAFF

Sr. No.	Name	Age	Academic Qualificati on	Designatio n	Date of joining	Name and Nature of projects handled	Details of total Experience
1	2	3	4	5	6	7	8

NAME &SIGNATURE OF APPLICANT

ANNEXURE – 4

Format of Curriculum Vitae for permanent Key Technical Staff

Name of Person

Address

Contact Number

Birth date

Educational Background/Qualification:

[Diploma/Degree/Masters from _____institute/ university]

Languages Known:

Designation

Total Experience

Details of previous employment

Details of Membership of Professional Societies

Detailed Tasks Assigned at your firm

You must provide brief note on all the major assignments / projects executed during his / her work experience.

I, the undersigned, certify that to the best of my knowledge and behalf, this Bio- data correctly describes myself, my Qualifications and my experience.

Signature of staff

Date

SIGNATURE OF APPLICANT

Section 1: Financial Proposal

To:

The Director,
The Department of Tourism,
-----.

Sir,

We, the undersigned, offer to provide the consulting services for “-----
-----” in accordance with your Request for Proposal (RFP) dated [Date] and our Technical Proposal. Our attached Financial Proposal is tabulated as below

Particulars	% of the sanctioned amount (In figures)	% of the sanctioned amount (In words)	Project Cost for Bid Evaluation	Quoted Price in Rs.
FOR DPR and obtaining approval all works related to MoT			200 crores	
Design and Supervision consultancy as per payment terms & scope of work.			200 crores	

- Fees is inclusive of all taxes, excluding GST.(Amount shall be quoted in Indian Rupees Only.)
- We confirm that the financial proposal includes all cost related with the project.
- ***We confirm that the cost considered for bid evaluation above is only for evaluation purpose and the actual cost of consultancy fees for PPR, DPR and obtaining approval from MoT shall be based on the sanctioned/approved project cost from MoT and the actual cost of consultancy fees for Design and Supervision consultancy shall be based on the Tender Cost to contractor during PMC stage.***
- We confirm that the Financial Proposal conforms to all the terms and conditions stipulated in the Request for Proposal Document. We would be solely responsible for any errors or omissions in our Financial Proposal.
- We confirm that our Financial Proposal is **FINAL** in all respects and contains NO conditions.

Yours Sincerely,

Signature: Name & Title and Seal of the Authorized
Signatory: Name of Firm: Address:

Annexure – A

Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall -

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
 - a. have controlling partners/ shareholders in common; or
 - b. receive or have received any direct or indirect subsidy from any of them; or
 - c. have the same legal representative for purposes of the Bid; or
 - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
 - e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
 - f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
 - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/consultant for the contract.

Annexure-B

Declaration by the Bidder regarding Qualifications

Declaration by the Bidder

In relation to my/our Bid submitted to for procurement of in response to their Notice Inviting Bids No Dated I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

- 1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;**
- 2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;**
- 3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;**
- 4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;**
- 5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;**

Date:

Place :

Signature of bidder Name:
Designation: Address:

Annexure C

Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is

The designation and address of the Second Appellate Authority is

(1) Filing an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be tiled only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para (I) shall deal with the appeal as expeditiously as possible and shall Endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(4) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

(5) Form of Appeal

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.

(6) Fee for filing appeal

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-
 - (i) hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.

- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

FORM No. I

[See rule 83]

Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012

Appeal Noof

Before the (First/Second Appellate Authority)

1. Particulars of appellant:
 - (i) Name of the appellant:
 1. Official address, if any:
 2. Residential address:
2. Name and address of the respondent(s):
 - (i)
 - (ii)
 - (iii)
3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:
4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:
5. Number of affidavits and documents enclosed with the appeal:
6. Grounds of appeal:
.....
.....(Supported by an affidavit)
7. Prayer:

Place

Date

Appellant's Signature :

Annexure D :

Additional Conditions of Contract

1. Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, the procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

2. Procuring Entity's Right to Vary Quantities

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the

Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)

- (i) As a general rules all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

BOQ

Validate		Print		Help		Item Rate BoQ	
Tender Inviting Authority: Director, Department of Tourism, government of Rajasthan							
Name of Work: SELECTION OFCONSULTANT FOR DEVELOPMENT OF SPECIAL TOURISM ZONES IN THE STATE OF RAJASTHAN							
Contract No: BID NO. 80 dated 01.01.2018							
Name of the Bidder/ Bidding Firm /							
PRICE SCHEDULE							
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
NUMBER #	TEXT #	NUMBER	NUMBER	NUMBER #	NUMBER #	TEXT #	
Sl. No.	Item Description	Estimated Rate in Rs. P	% of the sanctioned amount (In figures)	Quoted Price in Rs. P	TOTAL AMOUNT Rs. P	TOTAL AMOUNT In Words	
1	2	6	7	13	53	55	
1.01	FOR DPR and obtaining approvalall works related to MoT	2000000000.00			0.00	INR Zero Only	
1.02	Design and Supervision consultancyas per payment terms & scope of work.	2000000000.00			0.00	INR Zero Only	
Total in Figures					0.00	INR Zero Only	
Quoted Rate in Words		INR Zero Only					