

**GOVERNMENT OF TAMILNADU  
DEPARTMENT OF TOURISM**

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**SELECTION OF REPUTED  
CONSULTANT FOR DEVELOPMENT OF TOURISM CIRCUITS  
UNDER SWADESH DARSHAN SCHEME OF  
MINISTRY OF TOURISM, GOVERNMENT OF INDIA / OTHER CENTRALLY  
SPONSORED SCHEMES FOR THE STATE OF TAMIL NADU**

**REQUEST FOR PROPOSAL  
DOCUMENT  
January 2018  
(Quality and Cost Based Selection)**

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**Department of Tourism,  
Tamil Nadu Tourism Complex,  
No.2, Wallajah Road,  
Chennai - 600 002.**

## **INTRODUCTION**

The Ministry of Tourism, Government of India (MOT, GOI) has launched the Swadesh Darshan scheme with a vision to develop theme based tourist circuits 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 Tamil Nadu invites applications from Consultancy Firms and also for undertaking various tourism circuit related assignments, including Pre-Feasibility Studies, preparation of Detailed Project Reports for obtaining Central Financial Assistance for the preparation of DPR for the Development of Tourist Circuit includes various locations in Tamil Nadu under Swadesh Darshan Scheme of MOT, GOI.

### **Development of Tourist Circuit in Tamil Nadu**

The identified places for the formation of Tourist Circuit will be finalized based on the guidelines issued by the MOT, GOI under Swadesh Darshan Scheme.

<b>Sl.No.</b>	<b>Particulars</b>	<b>Date</b>
1)	Last date for receiving queries	
2)	Pre bid conference	
3)	Response to pre-bid queries	
4)	Bid due date	
5)	Opening of Pre-Qualification bids	

Tender fee of Rs.5000/- non-refundable, and Earnest money of Rs.1.00 lakh (Rupees one lakh) refundable in the form of Bank draft in favour of the Commissioner of Tourism, payable at Chennai must be enclosed in a separate envelope marked earnest money in the Technical Bid Envelope. The consultant shall submit financial bid on percentage basis inclusive of all taxes except service Tax. The conditional bid shall not be accepted.

The selection of consultants will be made based on the procurement guidelines of the Tamil Nadu Transparency in Tender Act 1998 and Rules 2000.

### **MANDATORY TECHNICAL PRE-QUALIFICATION CRITERIA**

1. Should be an entity registered under the Companies Act, 1956 or any other Act.
2. Shall have experience in Tourism Project Management/Tourism Programme Management at State /UT /Central level.
3. The consultants should have an average annual turnover of Rs. 20.00 crore during the last **three financial years**, i.e., 2014-15, 2015-16 & 2016-17 from professional / fees in terms of payment received.
4. Consultants shall submit copies of the Income Tax returns for the last **five years** duly certified by the Chartered Accountants.
5. **Relevant documents in support of these eligibility conditions should be submitted by the consultants**
6. Consortium is not allowed.

### **2. Objectives:**

The main objective of the consultancy is:-

To identify schemes for improvement of the destination. This would include activities like Provision of Drinking water, Construction of bore well and sump, provision of

Rest Shelter, Creation of Public Convenience, Construction of compound wall, stone benches, children play equipments, Safety bathing ghat arrangements, construction of multipurpose hall, Construction of vehicle parking area, Provision of CCTV cameras, LED light & display arrangements, Information Signages, Erection of First aid Kiosks, Approach road improvements, Construction of souvenir shops, Installation of Bio-gas plant Construction of Dormitory, Formation of new alternative roads to reduce the traffic conjunction, Erection of lifts & fire fighting equipments, Landscaping & Gardening etc.

With Drawings & Designs, Tender documents, Architectural Working & Structural Drawings, Project Management and Monitoring Services. The proposed project components of the circuit should comply with the “Swadesh Darshan” scheme revised guidelines issued by Ministry of Tourism, Government of India.

The consultant should identify gaps in existing infrastructure and components for up-gradation of infrastructure facilities in the above areas and to prepare the Initial Project Report (IPR) & Detailed Project Report (DPR) for implementation. The Design & Architecture should reflecting the history and ethnicity of the Destination. The infrastructure proposed should be of international standard.

The objectives of the assignment are to prepare Concept reports/pre-feasibility reports (Preparatory Phase) the Detailed Project Report, Drawings, Bid document, Implementation & Supervision of Centrally sponsored projects for the Tourism projects.

## **SCOPE OF WORK**

The technical consultant will be required to do the following works:

## **Stage 1:**

### **Plan Preparation and Concept reports/pre-feasibility reports (Preparatory Phase)**

1. Assess the existing situation and tourism potential of the state.
2. Identify the list of tourism projects with block cost estimates.
3. Prepare Master Plan for identified tourism circuit development along with concept reports/pre-feasibility reports of important and potential Tourism Projects. The report to be on the format laid down by MoT guidelines and with supporting documents including land / property ownership details and NOC obtained from the owners/ concerned Department for the Project.
4. Assist the tourism department in presenting the concept Reports/pre-feasibility reports to the State Government and funding agencies & seeking their sanction/approval.

## **Stage 2:**

### **Detailed Project Reports for Central funding**

#### **Preparation of Detailed Project Report comprising:**

1. Carry out investigations & surveys, levelling wherever required for preparation of DPRs.
2. Preparation of Detailed Architectural Landscape drawings considering the local bye-laws and other regulations.
3. Detailed Structural Drawings
4. Detailed Services plan (Electrical, Public Health, HVAC, rain harvesting and others as per requirement and compliance with national and local standards)
5. Detailed Landscape Plan/drawings.
6. Detailed estimates and Bill of Quantities as per prevailing district Schedule Of Rates

7. Assist the Department in getting NOC/Technical and Administrative Sanction/approval from State and Central Governments wherever it arises.
8. Assist the Department in getting clearances from concerned line Departments such as Environment & Forest, National Highway Authority of India, Fire & Rescue Department, Maritime Board, PWD and other related Departments.
9. Assist the Department in appointing contractors for implementing projects under Engineering Procurement & Construction (EPC) / PPP.
10. Conducting Survey to assess the demand in and around the area with future projections.
11. The Detailed Project Report would inter-alia include detailed engineering, survey, alignment details and GAD detailed designs for all the components of infrastructures with detailed cost estimates shall be prepared.
12. Drawings of infrastructures include Plan, Section, Elevation and Perspective view in colour format along with its software copies. Sub-structure and super structure of proposed infrastructures shall be designed with innovative ideas, modern eco friendly and building materials.
13. Various options shall be presented to the committee for finalising the project.
14. Innovative concepts on fetching revenue by marketing and advertisements shall also be studied in detail
15. Preparation of cost estimate for shifting of utilities (or) any other amenities in the infrastructures location. Preparation of Schematic drawings, working drawings, structural drawings, prospective views and Bill of Quantities (BOQ)
16. Preparation of Techno Economic Feasibility Study and Demand assessment depend upon the requirement.

### **Stage 3:**

#### **Implementation & Supervision of State Central funded projects:**

1. To regularly supervise the work of the Contractor through one or more suitably qualified and experienced personnel of the consultant at regular intervals/once a fortnight or earlier if work demands. Maintain details of construction in Measurement Book. Further, to certify the adequacy of quantity and quality of the material and work executed by the Contractor, running bills would be submitted by the Contractor to the Employer from time to time through the Consultant. **To supervise construction work, Consultant has to deploy a qualified engineer having the knowledge about Temple Architecture, minimum diploma in Civil Engineering with minimum five years experience or degree in Civil Engineering with three years experience to supervise the work for the total period of this project from the date of award of contract.**
2. The consultant shall be expected to monitor quality and progress of the work being carried out as per DPR/specifications & submit fortnightly reports to the department for the same.
3. The work shall be executed within the funds allocated for the same.
4. Participate in Stake Holder Coordination Meetings with consent of the Department, if required for this project.
5. The consultant will ensure timely utilization of funds by the contractor on site through regular site supervision checks.
6. The Consultant will ensure that the funds are spent on the defined subcomponents as allowed/sanctioned by the Govt. of India/State Government in its sanction.

7. The consultant will supervise work of the contractors engaged as per the DPR/  
Tender specifications, on regular basis, as per checklist approved by the Board.
8. The consultant should provide periodical / monthly progress report about the  
work to this Department.

### **3. Scheme of Project:**

Consultancy assignment for the preparation of DPR for the development of Tourist Circuit under Swadesh Darshan Scheme in the identified places.

### **4. Scope of Work for Consultancy firm**

The Consultancy firm has to work in close liaison with the Department of Tourism and other related Departments.

#### **4.1. Detailed Task to be performed**

- a) Having discussions with all relative Departments.
- b) Study the present activities around the Tourist destination area
- c) Prepare a concept plan on the design proposed and get the plan approved by the Tourism Department and other Stakeholders of the project. List out all the sub projects in the major plan and arrange them in order of priorities. Only few sub projects as per the available funds indicated in NIT (Notice Inviting Tender) will be considered for implementations. The following details need to be prepared only for selected sub projects.
- d) Designing and preparation of Schematic drawing, with alternatives.
- e) Preparation of coloured perspective views, preparation drawings, and presentations to the Government and other stakeholders of the project



- f) Preparation and submission of preliminary soft & hard concept plan drawings, designs, specifications and preliminary cost estimates for each and every component / structures and including getting necessary approvals from Department.
- g) Interact closely with MOT, GOI for project design and implementation.
- h) Assess the existing situation and tourism potential of the state.
- i) Identify the list of tourism projects with block cost estimates.
- j) Prepare Master Plan for identified tourism circuit development along with concept reports/pre-feasibility reports of important and potential Tourism Projects. The report to be on the format laid down by MoT guidelines and with supporting documents including land / property ownership details and NOC obtained from the owners/ concerned Department for the Project.
- k) Assist the tourism department in presenting the concept Reports/pre-feasibility reports to the State Government and funding agencies& seeking their sanction/approval.

#### **4.2. Surveys, Verification of data**

- i. Review all available primary and secondary data and reports collected during the site visit and identify requirements for further surveys, studies and investigations for detailed design.
- ii. Review all available cultural heritage and archaeological and tourism support related management plans and documents prepared by other specialist consultants / Government for all subproject areas within the state of Tamil Nadu.
- iii. Schedule and prioritize critical surveys in such a way that the detailed designs can be carried out efficiently and expeditiously;

- iv. Carry out all the required surveys and investigations such as topographical surveys, total station survey, geo-technical investigation, rainfall data collection, etc, as applicable to the subprojects. All surveys and investigations shall be accurate and plotted or documented for review of the Department; and
- v. Review and verify all existing secondary information, preliminary designs and technical data, documents and maps prepared / collated during the site visit.

### **4.3. Architectural Landscape**

- i. Preparation and submission of preliminary soft and hard landscape drawings, designs, specifications and preliminary cost estimates for each and every components / structures and including getting necessary approvals from PMC/PIU/PMU.
- ii. Upon approvals of the proposed landscape layout, preparation and submission of detailed landscape design and drawings for grading and earth shaping, footpath and inner pathway etc., related drawings for various components / structures complete and related to site have to be prepared.
- iii. Preparation of designs, drawings and documents pertaining to plant selection, plant varieties used, planting plan, as per project requirement suitable for construction and include in the detailed project report including necessary approval from PMC/PIU/PMU.
- iv. Preparation of designs, drawings and documents pertaining to necessary utilities services like landscape lighting, pathway lighting, street furniture, bus shelters, irrigation layout and any other specialized extra services as per project requirement suitable for construction include in the detailed project report including necessary approval from PMC/PIU/PMU.

#### **4.4. Preparation of Design Criteria, Manual, Detailed Design and Bid Documents**

- i. Prepare a landscaping of the project area with Architectural guidelines Prepare standard Specifications for all works, based on the approved Indian standards, and use these to carry out the detailed design of the subprojects ensuring the highest standards of quality in design and construction;
- ii. After approval of detailed design from the Department,
- iii. Preparation of detailed designs of the subprojects in sufficient detail to ensure clarity and understanding by the department, contractors and other relevant stakeholders. All the design should be in conformity with the approved design standards and provision to be given for the usage of Eco-friendly materials in the project;
- iv. The detailed designs will, as a minimum, include construction drawings, detailed cost estimates, necessary calculations to determine and justify the engineering details for subproject, associated contract documentation to include letter of invitation, conditions of contract, detailed specifications, engineering drawings, bill of quantities (BOQ), implementation schedule, etc. for all sub-projects.
- v. The technical specifications should be in accordance with the approved Indian standards or if that is not available then the best international / national practices and should be prepared to achieve the highest standards of quality. For adopting market rates for the detailed cost estimates, proper rate analysis should be carried out. Construction drawings should be prepared with sufficient details to permit contractors to carry out construction work effectively, unambiguously and with the highest standards of quality;

- vi. The design shall be prepared in close consultation with Department and will be incorporated into a detailed design report to be submitted for approval of the Department;

### **Coordination with Ministry of Tourism, Government of India**

1. The consultant will be required to submit the proposal and represent Department of Tourism, Government of Tamil Nadu and the Ministry of Tourism, Government of India and/or any other PMU appointed by the Ministry.
2. The consultant shall after preparation of the DPR submit the same to MoT and be present for any presentations and representations for the same to the Ministry or it's appointed PMU.
3. Senior technical staff will have to be deployed at New Delhi and Tamil Nadu to coordinate with Ministry of Tourism and Department of Tourism, Government of Tamil Nadu.
4. The consultant shall also be responsible for all site inspections of MoT & State Government officials and its appointed PMU.
5. Any changes/up-gradation to the proposal will have to be made by the consultant.

### **Assistance in Approvals and Disbursements**

1. The consultant shall co-ordinate with the Ministry of Tourism / or its appointed PMU for final approvals, presentations and disbursement of funds.
2. The consultant shall prepare presentations and reports for presentation during various committee meetings in New Delhi and also follow up on furnishing of utilization certificates, ensure compliance to guidelines and disbursements of subsequent instalments.

## **II. Deliverables for all MOT schemes**

### **A. Preparation of IPR**

1. The Consultant shall be required to prepare Initial Project Report (IPR) as per guidelines of Gol Swadesh Darshan scheme for obtaining Central funds for tourism projects to be implemented in the State of Tamil Nadu.
2. The Consultant will have to follow up with Department of Tourism, Government of Tamil Nadu, other related Departments and approval from Secretariat of the DPR by State Government and subsequent presentation to MOT, GOI for remarks.

### **B. Preparation of DPR**

1. The Consultant shall be required to prepare Detailed Project Report as per guidelines of Gol Swadesh Darshan scheme and to incorporate the remarks pointed in the IPR for obtaining Central funds for tourism projects to be implemented in the State of Tamil Nadu.
2. The Consultant will have to follow up with Department of Tourism, Government of Tamil Nadu, other related Departments and approval from Secretariat of the DPR by State Government and subsequent presentation to MOT, GOI for remarks.

### **C. Co-ordination with MoT**

1. The Consultant will be required to submit the proposal and represent Department of Tourism, Government of Tamil Nadu at the Ministry of Tourism, Government of India and/or any other PMU appointed by the Ministry.
2. The Consultant shall also be responsible for all site inspections of MoT and its appointed PMU. Any changes/up-gradation to the proposal will have to be made by the Consultant.

## **D. Assistance in Approvals and Disbursements**

1. The Consultant shall co-ordinate with the Ministry of Tourism and / or its appointed PMU for final approvals, presentations and disbursement of funds.
2. The Consultant shall prepare presentations and reports for presentation during various committee meetings in New Delhi and also follow up on furnishing of utilization certificates, ensure compliance to guidelines and disbursements of subsequent instalments.

The final scope of work for the consultant will be project/scheme-dependent, will be finalized based on discussions with the Department of Tourism, Government of Tamil Nadu. The final scope also will be part of the agreement made between Department of Tourism, Government of Tamil Nadu and the consultant after finalising the components.

## **Selection Process**

**Selection process will be adopted as per the following:**

1. Bidders are requested to submit Pre-qualification, technical and financial bids in separate sealed envelopes and shall be short listed by a Committee appointed by Department of Tourism, Government of Tamil Nadu. Consortium is not allowed to participate in the tender proposal submission. Those who qualified in the pre-qualification shall be shortlisted for technical evaluation. Those who qualified in the technical evaluation will be taken up for financial evaluation.
2. The Committee will select a firm those who qualified in technical & financial evaluation from the shortlisted in the pre-qualification which submit proposals in accordance with the Quality cum Cost Based System (QCBS).

**(a) Technical Evaluation**

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

**I. Experience & capacity of the firm**

**60 marks**

(a)	Experience in Project Management/Programme Management for Tourism Infrastructure projects for State Tourism Departments/ Tourism Boards during the preceding 5 years and atleast 5 assignments related to development of tourism circuit under PIDDC / Swadesh Darshan schemes, of which one project should be related to spiritual circuit in the last 5 years. <b>5 marks for each Project /Programme Management for Tourism Infrastructure projects</b>	25										
b)	<p>Experience in preparation of DPR and Project Management consultancy (PMC) for heritage / spiritual sites in comprehensive work (civil, interior, landscape) for State tourism Department during the last five years.</p> <table border="1" data-bbox="256 888 1328 1104"> <thead> <tr> <th data-bbox="256 888 943 926">Criteria</th> <th data-bbox="951 888 1328 926">Marks for each project</th> </tr> </thead> <tbody> <tr> <td data-bbox="256 930 943 999">Projects having tendered value between Rs,20 cr. to 30 cr.</td> <td data-bbox="951 930 1328 999">2 marks x 5 projects</td> </tr> <tr> <td data-bbox="256 1003 943 1073">Projects having tendered value between Rs 30 cr. to 40 cr.</td> <td data-bbox="951 1003 1328 1073">5 marks x 2 projects</td> </tr> <tr> <td data-bbox="256 1077 943 1104">Projects having tendered value above Rs 40 cr.</td> <td data-bbox="951 1077 1328 1104">10 marks x 1 project</td> </tr> </tbody> </table>	Criteria	Marks for each project	Projects having tendered value between Rs,20 cr. to 30 cr.	2 marks x 5 projects	Projects having tendered value between Rs 30 cr. to 40 cr.	5 marks x 2 projects	Projects having tendered value above Rs 40 cr.	10 marks x 1 project	10		
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Projects having tendered value above Rs 40 cr.	10 marks x 1 project											
c)	<p>Consultant should have undertaken feasibility studies related to development of tourism infrastructure in the last 5 years.</p> <p>2 marks for each completed project x 5 projects</p>	10										
d)	Unique and creative projects completed in Tourism Sector like oceanarium, adventure theme park and ropeways	5										
e)	<p>Year of establishment of company</p> <table border="1" data-bbox="256 1440 971 1640"> <thead> <tr> <th data-bbox="256 1440 846 1478">Criteria</th> <th data-bbox="854 1440 971 1478">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="256 1482 846 1520">Less than 5 years</td> <td data-bbox="854 1482 971 1520">1 mark</td> </tr> <tr> <td data-bbox="256 1524 846 1562">Between 5 years and less than 10 years</td> <td data-bbox="854 1524 971 1562">2 marks</td> </tr> <tr> <td data-bbox="256 1566 846 1604">Between 10 years and less than 15 years</td> <td data-bbox="854 1566 971 1604">3 marks</td> </tr> <tr> <td data-bbox="256 1608 846 1640">15 years and above</td> <td data-bbox="854 1608 971 1640">5 marks</td> </tr> </tbody> </table>	Criteria	Marks	Less than 5 years	1 mark	Between 5 years and less than 10 years	2 marks	Between 10 years and less than 15 years	3 marks	15 years and above	5 marks	5
Criteria	Marks											
Less than 5 years	1 mark											
Between 5 years and less than 10 years	2 marks											
Between 10 years and less than 15 years	3 marks											
15 years and above	5 marks											

(f)	Company should have made profits in each of the last 3 years with an average financial turnover of Rs 20.00 crores during the last 3 year period (professional fees in terms of payment received)		5
	Criteria for financial turnover	Marks	
	Between Rs 20 to 30 crores	2 marks	
	Between Rs 30 – 40 crores	3 marks	
	Above Rs 40 crores	5 marks	
A Chartered Accountant Certificate shall be submitted.			

## II. Methodology and Work Plan

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 <b>for projects valuing</b> more than Rs. 10 crores within last 5 years	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.	Civil Engineer/ 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

Apart from the above manpower, to supervise construction work, Consultant has to deploy **one qualified engineer**, having diploma in Civil Engineering with minimum five years experience 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 first contract.



**Total marks for (I) + (II) + (III) - 100 marks**

1. A minimum score of 70% is required for qualifying in the technical bid.
2. 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**

1. The consultant shall submit financial bid on percentage basis inclusive of all taxes except service Tax. The conditional bid shall not be accepted.
  2. 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. Service tax, as applicable, shall be paid by the Department of Tourism, Government of Tamilnadu & TDS deducted as per Government rules.
- **Financial bid will not be opened if earnest money of Rs.1 lakh (refundable) is not submitted by the bidder with the Technical Bid.**
    - (i) After the evaluation of minimum eligibility criteria and quality is completed, the Department of Tourism, Government of Tamil Nadu shall notify those consultants whose proposals did not meet either the minimum eligibility criteria or minimum qualifying marks or were considered non-responsive to the RFP and Terms of Reference, indicating that their Technical / Financial Proposals will be returned unopened after completing the selection process.

- (ii) The Department of Tourism, Government of Tamil Nadu will determine whether the Financial Proposals are complete, and correct any computational errors, if any.
- (iii) The lowest Financial quote ( $F_m$ ) will be given a financial score ( $S_f$ ) of 100 points. The financial quote ( $S_f$ ) of the other Financial Proposals will be computed as follows:-

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

### **(c) Ranking**

Proposals will be ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores, giving **80% weight to the Technical Score and 20% weight to the Financial Score.**

- **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**

- i) Department of Tourism, Government of Tamil Nadu shall notify the successful Consultancy firm/ organization in writing by a Registered Letter/Courier/Speed Post or Bearer that the proposal has been accepted.

- ii) An agreement shall be signed between Department of Tourism, Government of Tamil Nadu & the selected consultancy firm laying down the conditions of work, payment etc.
- iii) Letter of acceptance and the agreement signed by the Consultancy firm/organization, shall constitute a legal and binding contract between the DEPARTMENT OF TOURISM, Government of Tamil Nadu 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 or till the completion of the project whichever is earlier, from the date of award of contract.

### **Proposed Time Schedule and Payment terms**

#### **Timelines**

The timelines for the Consultant after issue of appointment letter / work order would be as follows:

Sl.No	TASK	Duration
1.	Date of Appointment of Consultant	A
2.	Preparation of Inception Report & Interim Report – Result of requirement of tourist destination after consultation with all stake holders. Listing of all sub projects and details of Draft architectural plans (Plan, Section & Elevation and perspective views) and geotechnical report for selected sub projects. The detail plan listing all sub project should also be enclosed.	A+3 Weeks
3.	Preparation of Draft Detailed Project Report - Draft Design (both architectural and structural designs) of Report for Design Criteria, Manual, Detailed Design and including cost estimate	A+7Weeks

4.	Submission of DPR to Department of Tourism and with concluding remarks to Ministry of Tourism, Government of India (MOT, GOI)	A+9 weeks
5.	Incorporating the remarks of MOT, GOI and submitting the DPR for approval.	A+11 weeks
6.	Preparation of BoQ & Bid Documents after approval of project by MOT, GOI	6 weeks

### **Payment Terms**

Payment schedule will be as follows:

Sl. No.	Stages of payment for consultant	Consultancy fees to be quoted on percentage of the total estimated cost of the project in figures and words
1.	On approval of Detailed Project Report and sanction of funds – 1 <sup>st</sup> instalment by Ministry of Tourism	30% of the total quoted fees.
2.	On release of 2 <sup>nd</sup> instalment by MOT	30% of the total quoted fees.
3.	On release of 3 <sup>rd</sup> instalment by MOT	20% of the total quoted fees.
4.	Disbursement of final instalment based on the release of final instalment by Ministry of Tourism.	20% of the total quoted fees.

### **Note:**

It is noted that, the payment will be made based on the sanctioned consultancy fee amount from MOT, GOI for the project. If no fund is sanctioned 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 from the market for any specialized work, which are not on the role of his team. No conditional Bid shall be accepted. The bid shall be valid for 120 days from last day for submission.

### **5. Penalty for Delay**

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

## **6. 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 **5% (five percent)** per annum for the number of days of delay of the payment.

## **7. 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 Chennai. The Arbitrator shall be appointed by the Principal Secretary to Government, Tourism, Culture & Religious Endowments Department, Secretariat, Chennai – 600 009 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 Chennai only shall have jurisdiction over this agreement.

## **8. Duration of the assignment**

Selection of consultant is for a period of 3 years or till the completion of the project whichever is earlier and it can be extendable for further period as mutually agreed upon between the client and the consultant.

## **Section 1: Pre-qualification forms**

1. Certificate of Incorporation / Registration
2. Work orders/completion certificates of Tourism Project Management /Tourism Programme Management at State/UT /Central level.
3. The turnover certificates certified by Chartered Accountants to show average annual turnover of **Rs. 20.00** crore during the last three financial years, i.e., **2014-15, 2015-16 & 2016-17** (Professional fees in terms of payment received).
4. Consultants shall submit copies of the Income Tax returns for the last three years duly certified by the Chartered Accountants.

## **Section 2: Technical Proposal**

2A. Technical Proposal Submission Form

2B. Firm's experience

2C. Description of the methodology and work plan for performing the assignment

2D. Format of curriculum vitae (CV) for proposed professional staff



## Section 2A: Technical Proposal Submission Form

[Location, Date]

From: [Name of the Firm]

To:

The Commissioner,  
Department of Tourism,  
Government of Tamilnadu  
Tamil Nadu Tourism Complex,  
No.2, Wallajah Road,  
Chennai-600 002.

**Subject:** Consultancy Services for Selection of  
Consultancy Firm for development of Tourism  
Circuits under “Swadesh Darshan” scheme of  
Ministry of Tourism, Government of India.

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Sir,

We, the undersigned, offer to provide the consultancy services for the “-----  
-----” in accordance with your Request for Proposal dated [Date]. We hereby  
submit our Proposal, which includes a pre-Qualification, Technical and Financial Proposal  
in three separate envelopes.

We understand you are not bound to accept any Proposal you receive.

Yours Sincerely,

Signature: Name & Designation of the  
authorized Signatory:

Name of Firm:

Address:

## Section 2B: Firm's experience

Relevant Projects (list maximum 5 only) carried out in the last seven years that best illustrate credentials of the company.

Project Name:	
Project Location:	Professional Services provided by the firm :
Name of Client :	No. of person months of professional staff by the firm :
Project Cost:	Project Fees:
Start Date (Month/Year) : Completion Date (Month / Year) :	No. of person months of professional staff by associated firms/consultants :
Narrative Description of Project:	

*Note : Completion certificate along with work order for each project has to be submitted for evaluation.*

## **Section 2C: Description of the Approach, Methodology and Work Plan for Performing the Assignment**

Please provide the following details:

- i) Approach to be followed for preparing Detailed project Reports, Approval and sanction, Project management and Supervision of Tourism Infrastructure projects.
- ii) Work Plan and Time Schedule.
- iii) Deliverables with the Time Frame
- iv) Any other methodological or other details which the Agency considers imperative for any technical aspect of the assignment

Note: The above guidelines are indicative and may be broadened if required by covering additional points.

**Section 2D: Format of Curriculum Vitae (CV) for Proposed Key Professional Staff**

Proposed Position: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Name of Staff: \_\_\_\_\_  
Profession: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Years with Firm/entity: \_\_\_\_\_  
Nationality: \_\_\_\_\_  
Membership in Professional Societies: \_\_\_\_\_  
Detailed Tasks Assigned: \_\_\_\_\_

**Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks On assignment. Use about half a page.]*

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

**Education:**

*[Summarize college/university and other specialized education of staff member, Use about one quarter of a page.]*

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

**Employment Record:**

*[Starting with present position, list in reverse order every employment held in the last 10 years giving types of activities performed and client references, where Appropriate. Use about one page.]*

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

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor in Speaking, reading, and writing.]*

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

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data Correctly describe me, my qualifications, and my experience.

\_\_\_\_\_  
Date: \_\_\_\_\_

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

Day/Month/Year

**Full name of staff member:** \_\_\_\_\_

**Full name of authorized representative:** \_\_\_\_\_

### Section 3: Financial Proposal

[Location, Date]

To:  
The Commissioner,  
Department of Tourism,  
Government of Tamilnadu,  
Tamil Nadu Tourism Complex,  
No.2,Wallajah Road,  
Chennai-600 002.

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:-

<b>Particulars</b>	<b>% of the sanctioned amount (In figures)</b>	<b>% of the sanctioned amount (In words)</b>	<b>Project Cost for Bid Evaluation (in Rs.)</b>	<b>Quoted Price in Rs.</b>
1. For DPR preparation, appointing contractor and for PMC			95 crores	
Total Quoted price ...../- (Amount in Words.....)				

- Fees is inclusive of all taxes, excluding Service Tax. (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 for DPR Preparation and PMC is only for evaluation purpose and the actual cost of consultancy fees shall be based on the sanctioned project cost during DPR stage and 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 of the Authorized  
Signatory: Name of Firm: Address