



EOI NOTICE

Madhya Pradesh State Tourism Development Corporation Limited (MPSTDC)

CIN: U63040MP1978SGC001445

Paryatan Bhawan, Bhadbhada Road, Bhopal,

Madhya Pradesh, India Pin – 462003

"EOI for Empanelment of Tourism Consultants"

No: 1651

17 February 2015

Proposals are invited for **Empanelment of Tourism Consultants**. Terms and Conditions can be downloaded from website www.mpstdc.com. For any other information contact +91-9424796669 or e-mail on mukesh@mptourism.com. Last date for submission of proposals is **04/03/2015, 15:00 hrs.**

Chief General Manager (Planning)

INTRODUCTION:

Madhya Pradesh State Tourism Development Corporation Limited also referred to as the “MPSTDC” or “Authority”, is a nodal agency under Department of Tourism, Government of Madhya Pradesh (“DoT”) with a mandate to develop tourism infrastructure in the State of Madhya Pradesh. MPSTDC is also operating various hotels and tourist complexes in the State for providing boarding & lodging facilities to the tourists.

MPSTDC intends to empanel consultants who can provide its advisory services for preparation and conceptualization of various projects in tourism sector.

MPSTDC shall endeavor to adhere to the following schedule:

SI No	Event Description	Date/Time
1	Issue of Document	17/02/2015
2	Due Date for submission of proposal	04/03/2015, 15:00 hrs
3	Opening of Technical Proposal	04/03/2015, 15:30 hrs

MPSTDC MAY TAKE THE FOLLOWING TYPE OF PROJECTS:

1. Development/improvement of new/existing infrastructure.
2. Projects related to tourist facilities and tourist facilitation.
3. Publicity and Promotion.
4. Capacity building.
5. PPP Projects.
6. Survey and market research.
7. Overseeing project implementation.
8. Any other tourism projects.

MPSTDC proposes to have a panel of tourism consultant **for a duration of three years** whose services can be utilized as per the brief scope of work indicate below:

Scope of work may comprise of one or more of the following items:

1. Preparation of concept paper.
2. Preparation of preliminary project report.
3. Preparation of detailed project report.
4. Valuation of properties.
5. Any other activity or project

ELIGIBILITY CRITERIA:

1. The consultant must be of National Repute and have reasonable office set up in Madhya Pradesh, preferably at Bhopal/Indore.
2. The consultant should have experience of atleast 03 (three) years in Government/Government Organizations in the area of development of infrastructure projects.
3. Preference shall be given for the experience of tourism projects with Government/ Government organizations/Private sectors.
4. The consultant should have minimum annual turnover of Rs. 50.00 lac in the last financial year ending 31/03/2014.
5. Relevant documents in support of these eligibility criteria should be submitted

with the document.

GENERAL INSTRUCTIONS TO APPLICANTS:

- 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
- 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 selection of Tourism consultants.
- 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)
- In case of completed projects, Applicant shall submit work orders & completion certificate from client, while for projects in hand; Applicant shall submit work orders from respective client with Government Department / Government Organization / Private Tourism Projects.
- The Applicant should **have qualified professionals and technically sound people on board**. 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.
- **The turnover of the firm that qualifies shall have to be from consultancy services only and not allied services for which necessary documents should be furnished.**
- The Managing Director, MPSTDC reserves the right to accept or reject any or all applications without assigning any reason thereof.

PROCEDURE FOR APPLICATION:

Earnest Money:

1. Rs **5,000/-** (Rs Five Thousand only) Non-Refundable in the form of Demand Draft in favor of Managing Director, Madhya Pradesh State Tourism Development Corporation Limited, Bhopal.
2. Documents submitted without the requisite Earnest Money shall not be considered for evaluation and will be rejected out rightly.

Method of Physical submission of offer:

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

The proposal cover shall be a sealed cover. Details to be write on the cover are as below:

Title: “Technical Proposal for Empanelment of Tourism Consultants” Name of Applicant:
Address:
Contact Person name:
Contact number:
Email ID :

In this sealed cover, following documents shall be enclosed in bound form.

1. **Earnest Money** - in the form of Demand Draft in favor of Managing Director, Madhya Pradesh State Tourism Development Corporation Limited, Bhopal (in a separate cover, to be included in main sealed cover)
2. **EOI document - filled up and duly signed** by authorized representative
3. **Letter of authorization**
4. **Support documents as per EOI document** – As per order of annexure no with index

It should be sent through **RPAD/speed Post/ Courier/ Hand delivery so as to reach us by 15.00 Hrs on 04/3/2015 at following address.**

Address: MADHYA PRADESH STATE TOURISM
DEVELOPMENT CORPORATION LIMITED
Paryatan Bhavan,
Bhadbhada Road,
Bhopal 462003

TECHNICAL EVALUATION:

The offers received with Earnest Money shall be eligible for further scrutiny of proposals. Duly filled up document with all annexure as required will be considered as a responsive proposal.

Technical evaluation will be made for critical eligibility criteria as described in tender document.

Other details as required in document shall also be provided by the Applicant, absence of which may lead to rejection.

In case, details without sufficient documentary proof shall not be considered further for empanelment.

The details & documents as submitted by the Applicants shall be evaluated as per EOI document terms & conditions.

MPSTDC reserves the rights to empanel any consultant for specific type of assignments.

Shortlisted proposals may be called for making detailed presentation for final empanelment.

APPLICATION FORM

To,
The Managing Director,
Madhya Pradesh State Tourism Development Corporation Limited,
Paryatan Bhavan,
Bhadbhada Road,
Bhopal 462003
Madhya Pradesh.

Sir

I / We am / are desirous to be empanelled as
Tourism Consultant for Madhya Pradesh State Tourism Development Corporation
Limited, Bhopal 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 EMPANELMENT OF TOURISM CONSULTANT

I / We am / are desirous to be to be empanelled as Tourism Consultant and hereby apply for the same. I / We give the following details for your consideration.

DATA SHEET:

Sr No.	Particulars	Details
1	Name of firm	
2	Registered office Address	
3	Office address at Bhopal or Madhya Pradesh	
4	Other branch offices across India/Out of India	
5	Contact Details for authorized person 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. Service Tax No. (Copies to be enclosed)	
8	Month and year in which the firm was Established in present name	
9	Total experience in relevant field:	
10	Particulars of old firm (if present firm is new) if main partners of the present firm were working in some other name in the past (The partnership deed of old firm be enclosed)	
11	What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc. – Provide certificate of incorporation under companies act Enclose copy of partnership deed, if applicable	
12	Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt.	

	Dept. / Organization. Please mention the details	
13	Annual Turn Over for last year: 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.
14	Enclose latest income tax Return	
15	Particulars about similar works completed and in hand during past three years. As per Annexure 1 NOTE: List and details of only those similar works which are carried out by firm requesting for Empanelment is to be given. <u>The work order & completion certificate</u> of completed projects from client without fail. Absence of completion certificate shall lead to non consideration of the project experience	
16	Infrastructural facilities in the office with details of Number of computers with software, drafting / design aid, printers etc. A separate sheet shall be attached enlisting all facilities at Office	
17	Any other information the applicant might like to give	

Signature of Applicant

Place:

Date:

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.

Signature with Seal of the company

Place :

Date :

LIST OF SIMILAR WORKS COMPLETED AND IN HAND DURING LAST THREE YEARS

Sr. No.	Client ORGANIZATION		Order			Com men- cement of work month Year
	Brief details of Nature of Work	Authority under whom work was carried out	Work order. No. & Date	Project Amount (Rs. in Lac)	Is copy enclosed	
1	2	3	4	5	6	7

SIGNATURE OF APPLICANT