REQUEST FOR PROPOSAL

For

Preparation of Roadmap for the Development of Ecotourism Sector of Odisha

RFP No.3799/TCT-COOD-SCH-0103-2019

Date- 30.04.2020

Department of Tourism, Government of Odisha

Paryatan Bhawan, Lewis Road, Bhubaneswar, 751014
Phone:(0674)2432177|Fax:(0674)–243887

https://dot.odishatourism.gov.in
REQUEST FOR PROPOSAL FOR PREPARATION OF ROADMAP FOR THE DEVELOPMENT OF ECOTOURISM SECTOR OF ODISHA

Disclaimer

The information contained in this RFP Document or subsequently provided to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of The Department of Tourism, Govt. of Odisha, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP Document and all other terms and conditions subject to which such information is provided.

This RFP Document is not an agreement and is not an offer or invitation by the Tendering Authority to any party other than the bidder who are qualified to submit the Bids (“Bidders”). The principle of this RFP Document is to provide the Bidder(s) with information to support the formulation of their Proposals. This RFP Document does not purport to contain all the information each Bidder may entail. This Document may not be apposite for all persons, and it is not possible for Tendering Authority, its employees, or advisors to consider the investment objectives, financial situation, and needs of each Bidder who reads or uses this RFP Document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Document and where necessary obtain independent advice from appropriate sources. The Tendering Authority, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Document. The Tendering Authority may in its absolute discretion, but without being under any obligation to do so, update, improve or supplement the information in this RFP Document.
REQUEST FOR PROPOSAL FOR PREPARATION OF ROADMAP FOR THE DEVELOPMENT OF ECOTOURISM SECTOR OF ODISHA

REQUEST FOR PROPOSALS

Department of Tourism, Government of Odisha

Paryatan Bhawan Lewis Road,
Bhubaneswar-751014

Office of Issue | DIRECTOR TOURISM, GOVERNMENT OF ODISHA
---|---
Date of Issue | 30.04.2020
Last date of receiving Queries | 16.05.2020, 11 AM
Pre-bid Conference | 20.05.2020, 3 PM
Response to Pre-Bid Queries | 23.05.2020
Due Date & Time of Receipt of the bids | 16.06.2020 upto 12 PM
Email ID for Pre-bid queries | pmuodishatourism@gmail.com and info@odishatourism.gov.in

Date & Time of:
- Technical Bid Opening & Assessment | 16.06.2020, 3 PM
- Technical Presentation | Will be intimated
- Financial Bid Opening & Evaluation | Will be intimated

Venue | Paryatan Bhawan, Department of Tourism, Govt. of Odisha, Bhubaneswar

DIRECTOR TOURISM, GOVERNMENT OF ODISHA (hereafter called “Department”), invites proposals from reputed professional consulting firms for the preparation of eco-tourism roadmap for Odisha Tourism.

1. Interested Agencies must satisfy all eligibility criteria stated in Clause 5 of this document.

2. Last date of Submission of Bid is Dt 16.06.2020 upto 12 PM. Interested Agencies may download the RFP document from Department official website https://dot.odishatourism.gov.in/?q=tender.

3. Bid Processing Fee: INR 1,00,000/- (Rupees One Lakh only) by way of Demand Draft (Non-Refundable), payable/encashable at Bhubaneswar in favour of “Director Tourism” should be submitted along with the bid.

4. Earnest Money Deposit (EMD): INR 5,00,000/- (Rupees Five lakh only) by way of Demand Draft/Bank Guarantee (Refundable) be submitted along with the bid.

5. The Demand Drafts/Bank Guarantee (as applicable) should be drawn in favour of “Director Tourism” payable/encashable at Bhubaneswar.
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REQUEST FOR PROPOSAL FOR PREPARATION OF ROADMAP FOR THE DEVELOPMENT OF ECOTOURISM SECTOR OF ODISHA

1. INTRODUCTION

Department of Tourism (DoT) aims to develop Odisha as one of India’s most preferred tourist destinations. Concerted efforts are being put in place by Odisha Government to position the state prominently on the domestic and international tourism map. In this endeavour Odisha Tourism Department is giving special importance to plan and develop niche tourism segments like ecotourism, adventure tourism, sports tourism, cultural tourism, etc. As a state located in the eastern part of India, Odisha has rich natural heritage mainly in the form of diverse forest types, wetlands, coastal areas, hills, mountains and diverse flora & fauna. The state boasts of almost 40% of its geographic area under forest cover which includes network of Protected Areas, Reserve forests, etc. All these endowments along with it’s people and their cultural heritage makes Odisha a noteworthy destination for ecotourism. Understanding this potential the state Government is putting earnest efforts to promote ecotourism as a prominent segment of Odisha’s tourism industry.

In order to consolidate ongoing ecotourism related developments in the state and tread a way forward, Govt of Odisha intends to chalk out a Road Map for ecotourism development covering 10 years timespan.

2. BACKGROUND

The tourism industry is currently one of the fastest growing industries in the world. Unfortunately, along with its growth, environmental considerations have not been fully accounted for; as the industry rapidly grows it is draining the natural resources of the host countries mainly to cover the needs of tourists. Thus, there is a need for the introduction of a novel approach that will integrate tourism and sustainability, which will ensure conservation of natural resources with safe and environmentally friendly acts, activities.

Based on the impacts, tourism sector can be broadly divided into two broad strands a) Mass tourism and b) Alternate tourism.

**Mass tourism** is the more traditional form of tourism development where short term, free-market principles dominate, and maximisation of income is paramount. This kind of tourism does not investigate minimizing the consequences of development of tourism. Therefore, there is a need to identify alternative approach to tourism development that lessens the negative consequences of the mass tourism approach. Therefore, alternative tourism has become a popular paradigm.

**Alternative tourism** is a generic term that encompasses a whole range of tourism strategies (e.g. appropriate, eco, soft, responsible, people to people, and green tourism) all of which purport to offer a more benign alternative to conventional mass tourism in certain types of destinations.

Ecotourism involves tourists visiting fragile, pristine and relatively undisturbed natural areas and promoted as a low-impact and often small-scale alternative to commercial mass tourism. In other words, ecotourism involves responsible travel to natural areas, conserving the environment, and improving the well being of the local people.

Generally, ecotourism deals with interaction with biotic components of the local environment but also incorporates the cultural facets of the destination. Therefore, ecotourism is primarily...
confined to destinations rich with flora, fauna, and cultural heritage. From a broader perspective, ecotourism offers tourists an insight into impact of human beings on environment by fostering greater appreciation of our natural habitats.

Ecotourism in Odisha

Ecotourism has become a buzzword in Odisha, mainly owing to the initiatives of the Forest Dept. in the form of Community ecotourism models through its Ecotour-Odisha brand. Over the years Ecotour-Odisha has established accommodation units in the form of camping sites, eco-lodges, etc in 40 different locations of the state. Most of these units are located in and around natural forests especially Protected Forests, Reserve forests, Wetlands, Coastal areas, etc. These units are being managed members of the local community especially tribal groups who have been trained to host tourists offer them services like guiding, housekeeping, guide relations, etc. Ecotourism packages were designed for each unit and which were offered to guests through online and offline platforms. Majority of the revenues generated out of operations are being given to local community members in the form of wages, village development fund, etc. Over the years Ecotour-Odisha has become a brand and emerged as community ecotourism model in India winning awards and accolades.

Tourism sector in general and ecotourism in particular is passing through a transformative phase in Odisha. More and more tourism products and packages covering different parts of the state are being taken up especially in areas which are rich in forest, wildlife and tribal inhabited areas. Both public and private sector are showing interest in developing tourism projects in these areas in the form of eco-lodges, camping sites, ecotourism ventures, homestays, etc. It was in this background the present assignment has been initiated.

3. OBJECTIVE

Broadly the assignment has following objectives;

3.1 Undertake a review of ecotourism sector of Odisha and benchmark it with similar and prominent ecotourism destinations of India and other countries

3.2 Preparation of a roadmap for the development of ecotourism sector of Odisha through public, private and community participation and thereby complementing to the conservation and development goals of the state.

4. SCOPE OF WORK

The present assignment is intended to draw a road map for developing the ecotourism sector of Odisha and to evolve it as a leading ecotourism destination of global standards. While drawing the plan the consultant needs to draw inspiration from similar and successful ecotourism destinations in India and outside the country. It is also expected that the consultant is aware of recent developments in ecotourism sector, familiar with relevant legislations, policies, action plans, treaties, etc. both at the national and state level. Some of these documents that require particular attention are on areas like forest management, wildlife protection, tribal community, Eco-sensitive Zone, Protected Area management, Ecotourism, Wildlife Tourism, Costal Area Management, etc. National Ecotourism Policy of India, National Wildlife Action Plan, Management Plans of Protected Areas, etc. to be consulted.
In order to ensure wider involvement and acceptance, the Roadmap should be developed in consultation with stakeholders – community members / groups, tourism industry partners, investors, NGO’s, academia, Govt. Departments, etc.

The detailed scope of work of the assignment is listed below;

4.1 Study ecotourism practices and trends at the state, national and international levels;
   a) Overview of ecotourism globally and locally (Various facets of ecotourism, multitude of offerings/products/packages, features and kind of audience to attract and cater to, etc.)
   b) Analyse different practices and key trends in ecotourism at national and international levels
   c) Review of Acts/ rules/ regulations applicable to Ecotourism
   d) Attributes around positioning/ volumes/ tourist profile/ experience/ impact on economy, society and environment
   e) Livelihood creation for creating economic drivers

4.2 Ecotourism in Odisha;
   a) Overview of ecotourism in Odisha (covering Ecotour Odisha and other initiatives) – Collation of relevant secondary data/reports etc from Govt departments, etc.
   b) Odisha ecotourism features & core product offerings (Natural and cultural heritage, Protected Areas, Biodiversity, indigenous community, etc.) – Based on ecotourism
   c) Ecotourism potentials – Stakeholders, natural & cultural products
   d) Ecotourism development – problems and constraints
   e) Destination level situation analysis / baseline analysis
      • Analysis of prominent ecotourism destinations (10 nos.)- tourism resources, infrastructure analysis, facilities & services, Manpower, etc. visitation analysis – visitor profile, visitation characteristics, Product audit, competitor analysis, etc.
      • SWOT analysis – verification and evaluation of destinations vis-à-vis existing conditions and need for development - Identification of issues / bottlenecks, etc.
   f) Demand assessment of ecotourism in Odisha
   g) Benchmarking with respect to National and International ecotourism destinations (3 domestic and 3 international)
      • Benchmarking principles
      • Positioning analysis
      • Qualitative ecotourism analysis
      • Evolving trends based on the situation analysis

4.3 Preparation of ecotourism Development vision for Odisha
   a) Vision & Approach towards ecotourism development
   b) Goals and strategies - For the overall ecotourism development of the state, individual strategies need to be formed for each and every important aspects of ecotourism development.
      • Productization strategy
      • Strategy for enhancing investments in ecotourism sector
      • Adoption of Carrying capacity
      • Marketing strategy
• Capacity building strategy
• Infrastructural requirements – identification
• Community involvement development strategy
• Strategy for development of Ecotourism enterprises (Small and Medium)
• Institutional mechanism for planning, development, impact management and regulation
• Operational Guidelines and Benefit sharing mechanism

c) **Action Plans** – Strategies need to be broken down into action plans which will be defined based on time-bound action plans – short, medium and long term.

d) **Identification of priority destinations for ecotourism development**
• Based on detailed studies of the destination, separate strategies covering the following areas will be prepared; Preparation of criteria and parameters for identifying priority ecotourism destinations
• Destination development strategy
• Assessment of carrying capacity
• Management controls mechanism

### 4.4 Key Persons

a) The consultancy firm shall engage dedicated technical & supervisory staff for development of roadmap.

b) The following experts are to be deployed for development of the roadmap:

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Type of Expert</th>
<th>Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Team Leader and Ecotourism/ Tourism Expert with minimum 10 years of experience</td>
<td>01</td>
</tr>
<tr>
<td>02</td>
<td>Social Development/ Community Development/ Livelihood Development expert with minimum 7 years of experience</td>
<td>01</td>
</tr>
<tr>
<td>03</td>
<td>Infrastructure Expert with minimum 7 years of experience</td>
<td>01</td>
</tr>
<tr>
<td>04</td>
<td>Environment Expert with minimum 7 years of experience</td>
<td>01</td>
</tr>
<tr>
<td>05</td>
<td>Marketing Expert with minimum 5 years of experience</td>
<td>01</td>
</tr>
<tr>
<td>06</td>
<td>Finance Expert with minimum 5 years of experience</td>
<td>01</td>
</tr>
</tbody>
</table>

### 5. ELIGIBILITY CONDITIONS

**5.1 Technical Eligibility**

a. The consultant firm may be a Registered Company/ Firm of Individuals/ Association of Persons and as such, the eligible entity must be registered under the Companies Act 1956 or the Partnership Act 1932 or the Limited Liability Partnership Act 2008.

b. The firm must have either on its payroll/ on contract, inter-alia, profiles such as Ecotourism/ Tourism Expert, Social Development/ Community Development/ Livelihood Development expert, Infrastructure Expert, Environment Expert Marketing Expert, Finance Expert etc. Details of minimum one employee to the mentioned profiles shall be furnished in the given format in Form G.

c. The agency should be a Consulting Firm with an operational experience of minimum 10 Years’. Certificate of incorporation/ registration to be furnished.
d. The firm must have successfully completed at least 1 project for preparation of roadmap for Sustainable tourism/ Eco-tourism/ Tribal tourism/ Ethnic tourism/ Tourism Roadmaps/ Tourism Development plan for any Central/ State Government Tourism Development Authority/ Corporation

Note:- 1. The corresponding Work order(s) and/ or Completion certificate(s) shall be furnished.

5.2 Financial Eligibility:-
   a. Minimum Average Annual Turnover of INR 100 Cr. per year from consulting/ advisory services in last 3 financial years (FY 2016-17, FY 2017-18, FY 2018-19). CA certificate and audited annual financial statements to be furnished.
   b. Must have positive net worth as on 31 March 2019. Auditor/CA certificate to be furnished.
   c. Indian bidders must be registered with GSTIN. GST registration certificate to be furnished. Valid PAN/TAN to be furnished.

6. FORMAT AND SIGNING OF PROPOSAL

The proposal shall be submitted in two parts:

6.1 Part A: Technical Proposal - While preparing the Technical Proposal, the bidders are expected to examine the documents comprising this tender in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.

The Technical Proposal shall provide the following information using the attached Standard Forms (Proposal – Standard forms).

   a) Cover Letter for Technical Proposal - Form A
   b) Bidders Profile - Form B
   c) Project Experience - Form C
   d) Team Composition - Form D
   e) Key Expert CV - Form-G

Note: The Technical Proposal shall not include any Financial Information. The technical proposals shall be spiral/ hard bound.

6.2 Part B: Financial Proposal - In preparing the Financial Proposal, the bidders are expected to consider the Requirements and Conditions of the tender document. The Financial Proposal shall follow Standard Form (Form E)

Note:

   i. The proposals shall be typed or written in indelible ink and shall be signed by the authorized signatory of the bidder.
   ii. Any interlineations, erasures or overwriting shall be valid only if they are initiated by the person signing the Proposal prior to submission of the Proposal.
7. SUBMISSION OF PROPOSALS: PACKING, SEALING AND MARKING OF PROPOSALS

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidder’s name and address in the left-hand corner of the envelope and supercribed in the following manner.

PART A

TECHNICAL PROPOSAL for “Request for Proposal for Preparation of Roadmap For The Development Of Ecotourism Sector Of Odisha”

PART B

FINANCIAL PROPOSAL for “Request for Proposal for Preparation of Roadmap for The Development Of Ecotourism Sector Of Odisha”

Both the Envelopes i.e., Envelope for Part A and Envelope for Part B must be packed in a bigger sealed outer cover and clearly supercribed with the following:

PROPOSAL

For

Request for Proposal for Preparation of Roadmap For The Development Of Ecotourism Sector Of Odisha

The Bidder’s Name & Address shall be mentioned in the left-hand bottom corner of the outer envelope.

i. The envelopes shall be addressed to Director Tourism, Dept. of Tourism at the following Address:

To

Director Tourism,
Department of Tourism,
Paryatan Bhawan,
Lewis Road, Bhubaneswar
Pin-751014

ii. If the outer envelope is not sealed and marked as mentioned above, then DoT will assume no responsibility for the Proposals being misplaced or opened pre-maturely.

8. APPLICATION FEE

Non-refundable Application fee in the form of Demand Draft from any scheduled commercial bank in favour of “Director Tourism”, payable at Bhubaneswar for INR 1,00,000/- (Rupees One Lakh only) is to be furnished by the bidder along with the Technical Proposal. Proposals without the requisite Application Fee shall be treated as non-responsive and rejected outright.
REQUEST FOR PROPOSAL FOR PREPARATION OF ROADMAP FOR THE DEVELOPMENT OF ECOTOURISM SECTOR OF ODISHA

9. BID SECURITY

Bid Security in the form of Demand Draft/Bank Guarantee from any scheduled Commercial Bank in favour of “Director Tourism” payable/encashable at Bhubaneswar for INR 5,00,000/- (Rupees Five lakh only) is to be furnished by the bidder along with the Technical Proposal and shall remain valid till the validity of the Proposal. Proposals without the requisite EMD shall be treated as non-responsive and rejected.

The Bid Security submitted by unsuccessful bidders shall be returned after signing of agreement with successful bidder.

Note: The Bid Security shall be forfeited:

i. If a Bidder withdraws its Proposal during the period of validity of the proposal, or,

ii. If the successful Bidder fails to execute the agreement or the work assigned.

10. FINANCIAL PROPOSAL

i. The financial proposal shall be the Quoted Lump sum fee and shall be submitted in the given format i.e., Form-E. All Taxes and surcharges as applicable shall be paid by the selected Consultants / Firms. DoT will only reimburse the GST as applicable.

ii. Final quote should be inclusive of out of pocket/reimbursable expenses.

iii. The Financial proposal shall separately mention the GST amount.

11. VALIDITY OF PROPOSAL

Proposals shall remain valid for 180 days from the last date of submission of proposals. A proposal valid for a shorter period shall be rejected as non-responsive.

12. DOCUMENTS ACCOMPANYING THE PROPOSAL

12.1 PART A (TECHNICAL PROPOSAL)

The bidder must submit the following particulars / documents along with the Technical Proposal failing which the Proposal may be treated as non-responsive.

i. Non-refundable Application Fee of INR 1,00,000 /- (Indian Rupees One Lakh only) exclusive of GST, in shape of DD from any scheduled commercial bank drawn in favour of “Director Tourism”, payable at Bhubaneswar.

ii. Bid Security amount of INR 5,00,000/- (India Rupees Five lakh only) in shape of DD / bank guarantee from any scheduled bank drawn in favour of “Director Tourism”, payable/encashable at Bhubaneswar.

iii. Copy of the PAN card & GST registration certificate.

iv. Cover Letter as per the format in Form-A.

v. Bidder’s profile as per the format in Form-B.

vi. Experience of the Applicant in Form-C (Attach photo copies of work orders along with work completion certificate. In cases, where the work completion certificates for the services are not available, a self-declaration by the bidder on its letter head with contact details of client or an interim certificate issued by the client for an ongoing PMU project certifying the basic eligibility criteria, must be submitted).
vii. Team composition and task assigned along with Curriculum Vitae for all the proposed positions as per the format in Form-D.

12.2 PART B (FINANCIAL PROPOSAL)

The Bidder must submit the Financial Proposal as per the format in Form-E with proper signature and seal of the Bidder.

13. DEADLINE AND MODE OF SUBMISSION OF PROPOSALS

Proposals filled in all respect must reach Department of Tourism at the address, time and date specified in Section A – Bidding Schedule of the RFP document through Speed Post, Registered Post or Courier or by hand delivery only. If the specified date for the submission of Proposals is declared as a holiday for Department of Tourism, the Proposals will be received up to the appointed time on the next working day.

14. LATE PROPOSALS

Proposals received after the deadline for submission of Proposals prescribed by Department of Tourism will be rejected.

15. MODIFICATIONS AND WITHDRAWAL OF PROPOSALS

Any Bidder may modify or withdraw its proposal after submission but prior to the deadline for submission of proposal, provided that Department of Tourism receives in time the written notice of the modification or withdrawal. The responsibility of submitting the modified bid, within the deadline for submission of proposal will rest solely with the bidder.

i. No bidder shall be allowed to modify its proposal after the deadline for submissions. Bidder shall be allowed to modify the bid after the last date, only if the same is requested by Department of Tourism, to accommodate clarifications on the proposal submitted, subject to the proposal substantially conforming to the requirements of this solicitation.

ii. In the event of withdrawal of a proposal by any bidder within the validity period, the Bid Security submitted by the bidder shall stand forfeited.

16. PROPOSAL OPENING

Department of Tourism will open all Proposals in the presence of Bidders or their authorized representatives who choose to attend the proposal opening, at the date and time mentioned and in the following location.

Conference Room,
Paryatan Bhawan,
Lewis Road, Bhubaneswar

The Bidder’s representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Proposal opening being declared a holiday for Department of Tourism, and Proposals shall be opened at the appointed time and location on the next working day.
17. BID EVALUATION METHODOLOGY

Evaluation of the Technical and Financial proposals will be based on Quality cum Cost Based Selection (QCBS) mode with weightage of 80% and 20% for technical and financial proposals, respectively.

i. Bids will be checked for responsiveness and eligibility against eligibility criteria mentioned in Clause 5.

ii. Bids which are found responsive and satisfy the eligibility criteria will be evaluated against the evaluation criteria as per Clause 17. Only of a bid scores more than 70% marks in the technical evaluation (>70/100), its financial bid will be opened.

Table-1 Evaluation Criteria

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Parameters</th>
<th>Maximum Marks</th>
</tr>
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<tbody>
<tr>
<td>01</td>
<td>Turnover - Average annual turnover (three years not before 2015-16):</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Rs.100 Cr.– up to Rs. 150 Cr.– 10 marks,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rs. 150.01 Cr.– up to Rs. 200 Cr. – 15 marks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rs. 200.01 Cr. &amp; above – 20 marks</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Completed at least 1 project for preparation of roadmap for Sustainable tourism/ Eco-tourism/ Tribal tourism/ Ethnic tourism/ Tourism Roadmaps/ Tourism Development plan for any Central/ State Government Tourism Development Authority/ Corporation - <strong>20 Marks for 1 project</strong></td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>For each additional project- 5 Marks</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Technical Presentation</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Total Marks</td>
<td>100</td>
</tr>
</tbody>
</table>

iii. **Technical Score:-** The total score obtained by the Bidder as per sub-point (2) above shall be the technical score of the Bidder. The technical score shall be calculated for Bidders after the presentation and shall be converted to weightage of 80.

iv. **Financial Score:-** The financial bid of the bidder would be opened after evaluation of technical bid. L1 will get 30 marks and the others will get marks in proportion to L1 score. Thus, if the quote of L1 is INR X and L2 is INR 2X, then L2 will get 15 marks.

v. **Combined and Final Evaluation:-** Combined score (technical score plus financial score) shall be calculated based on Technical and financial scores of the Bidder as per QCBS system.

vi. **Selection of Bidder:-** The Bidder securing the highest combined score would be the preferred Bidder. The Second and third Ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the RFP document.
18. PERFORMANCE SECURITY AND AGREEMENT

DoT shall issue a Letter of Award (LoA) to the Preferred Bidder within 7 days from the opening of the financial proposals. Within 15 days of such issuance, the selected firm is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to 10% of the contract value and enter into the contract agreement with DoT and start the work on an immediate basis.

19. TERMINATION OF CONTRACT

Either party can terminate the agreement by giving 30 days prior written notice.

20. RIGHT TO ACCEPT OR REJECT

DoT reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any or the term and condition at any time, without assigning any reason whatsoever.

21. DISPUTES

All legal disputes are subject to the jurisdiction of Bhubaneswar courts only.

22. LIABILITY

The Liability of the selected Agency in any case shall not be beyond the amount of fees payable to the selected Agency.

23. INDEMNITY

The Selected Agency always during the pendency of this agreement, keep the Government/DoT indemnified to an amount not exceeding the total fees payable to the Selected Agency under this agreement.

24. CONFIDENTIALITY

The Selected Agency shall treat the details of the output of the Assignment and the Services as confidential and for the Selected Agency’s own information only and shall not publish or disclose the details of the output, deliverables / milestones submitted to Selected Agency or the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous written consent of the competent DoT.

25. PAYMENT TERMS AND TIMELINES FOR DELIVERABLES

<table>
<thead>
<tr>
<th>S.</th>
<th>Milestone</th>
<th>Timeline</th>
<th>Payment terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deliverables as per Scope of work point 4.1</td>
<td>T*+30 Days</td>
<td>30%</td>
</tr>
<tr>
<td>2</td>
<td>Deliverables as per Scope of work point 4.2</td>
<td>T*+60 Days</td>
<td>30%</td>
</tr>
<tr>
<td>3</td>
<td>Deliverables as per Scope of work point 4.3</td>
<td>T*+90 Days</td>
<td>40%</td>
</tr>
</tbody>
</table>

Where “T” is start date of engagement.
REQUEST FOR PROPOSAL FOR PREPARATION OF ROADMAP FOR THE DEVELOPMENT OF ECOTOURISM SECTOR OF ODISHA

FORM A-COVER LETTER

(To be submitted on letter head of the bidder duly signed by authorized signatory)

To

Director Tourism,
Department of Tourism,
Paryatan Bhawan,
Lewis Road, Bhubaneswar,
Pin-751014

Subject: Request for Proposal for Preparation of Roadmap for the Development of Ecotourism Sector of Odisha

Sir,

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the Applicant in the RFP Document issued by DoT. We agree and undertake to abide by all these terms and conditions. We hereby submit all the necessary information and relevant documents during submission of our RFP, we undertake, if our Proposal is accepted, to deliver services as specified in the RFP document.

We acknowledge that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitrator or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract.

We are enclosing Application Fee of INR 1,00,000/- in the form of Demand Draft (DD. No........Dt................ drawn on..................) Exclusive of GST in favour of ‘Director Tourism’, payable at Bhubaneswar.

We are enclosing Bid Security of INR 5,00,000/-in the Form of Demand Draft / BG (DD/ BG No........ Dt............... drawn on (..................) in favour ‘Director Tourism’, payable at Bhubaneswar As per RFP the validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that DoT reserves the right to reject any application without assigning any reason thereof.

Yours faithfully,

Signature of Authorized Person and seal
Name and Designation
Name of the Company
FORM B – BIDDER’S PROFILE

1. Name of the Firm:
2. Year of Establishment:
3. Registered address of Office:
4. PAN & GST No.:
5. Telephone No. & Fax No:
6. Email Address:
7. Brief description of background of the firm for this assignment.
8. No. of years of proven experience of providing similar services.
9. Average Annual turnover of the Applicant (in INR) during the last three Financial Years.
(Please attach copy of three Audited Financial Statements)

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Annual Turnover (in INR Cr)</th>
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</thead>
<tbody>
<tr>
<td>2018-19</td>
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<tr>
<td>2017-18</td>
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<td>2016-17</td>
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Signature of Authorized Person and seal

Name and designation
Name of the Company
Dated: ..........................
### FORM C – PROJECT EXPERIENCE

1. Experience Summary

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Name of Project</th>
<th>Project Details</th>
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<tbody>
<tr>
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<tr>
<td>05</td>
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</tbody>
</table>

Note:
- Please submit corresponding work order(s) and/or completion certificate(s) from respective client.
- Please use separate rows for each project
REQUEST FOR PROPOSAL FOR PREPARATION OF ROADMAP FOR THE DEVELOPMENT OF ECOTOURISM SECTOR OF ODISHA

**FORM-D TEAM COMPOSITION**

Core Team

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Name</th>
<th>Position</th>
<th>Qualification</th>
<th>Experience (no. of years)</th>
</tr>
</thead>
<tbody>
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(To be submitted on letter head of the bidder duly signed by authorized signatory)

Date:

To
Director Tourism,
Paryatan Bhawan,
Lewis Road, Bhubaneswar
Pin-751014

Sub: Financial Proposal for Request for Proposal for Preparation of Roadmap for the development of Ecotourism sector of Odisha

Sir,

We, the undersigned, offer to provide the services for the above scope of services in accordance with your RFP. Our total financial quote (exclusive of applicable GST) is as given below;

<table>
<thead>
<tr>
<th>Lumpsum Financial Quote</th>
<th>(in INR Figures and Words)</th>
</tr>
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</table>

Note: GST will be paid extra at applicable rate.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid upto 180 days from the last date of submission of proposal.

This Financial Proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial proposal is without any condition.

Yours Faithfully,

Signature of Authorized Person and seal
Name & designation:
REQUEST FOR PROPOSAL FOR PREPARATION OF ROADMAP FOR THE DEVELOPMENT OF ECOTOURISM SECTOR OF ODISHA

FORM F- PROFORMA FOR BANK GUARANTEE FOR ERANEST MONEY DEPOSIT

(ON NON-JUDICIAL STAMP PAPER OF Rs.100/-)

Ref Date Bank Guarantee No:

In accordance with invitation to Tender Notice No.__________ Dated ________ on Request for Proposal for Preparation of Roadmap for the development of Ecotourism sector of Odisha [herein after referred to as the DoT] M/s __________________________Address ______________________________ [Herein after referred to as Consultant (s)] wish /wishes to participate in the said tender and a Bank Guarantee for the sum of INR______________ Rupees_________________valid for a period of _______________ days (in words) is required to be submitted by the Bidder towards the Bid Security.

1. We the ________________________________________________ [Indicate the Name of the Bank] [Hereinafter referred to as ‘the Bank’] at the request of the Consultant do hereby unequivocally and unconditionally guarantee and undertake to pay during the above said period, on written request by DoT an amount not exceeding INR _______________ to the DoT , without any reservation. The guarantee would remain valid up to _______________ [date] and if any further extension to this is required, the same will be extended on receiving instructions from the Consultant on whose behalf this guarantee has been issued.

2. We the Bank do hereby further undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the DoT stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the DoT by reason of any breach by the said Consultant [s] of any of the terms or conditions or failure to perform the said Bid. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding INR __________________________ (in words).

3. We, the Bank undertake to pay the DoT any money so demanded not withstanding any dispute or disputes so raised by the supplier [s] in any suit or proceeding instituted/pending before any Court or Tribunal relating thereto,

4. our liability under this agreement being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the supplier(s) shall have no claim against us for making such payment.

5. We, the Bank or our local branch at Bhubaneswar further agree that the guarantee herein contain shall remain in full force and effect during the aforesaid period of ____________ days and it shall continue to be so enforceable till all the dues of the DoT under by virtue of the said Bid have been fully paid and its claims satisfied or discharged or till DoT certifies that the terms and conditions of the said Bid have been fully and properly carried out by the said Consultant[s] and accordingly discharges this guarantee. Unless a demand or claim
under this guarantee is made on us in writing on or before the ________________ (date) we shall be discharged from all liability under this guarantee thereafter.

6. We, the Bank or our local branch at Bhubaneswar further agree that the DoT shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary any of the terms and conditions of the said Bid or to extend time of performance by the said Consultant[s] from time to time or to postpone for any time or from time to time any of the powers exercisable by the DoT against the said Consultant[s] and to forbear or enforce any of the terms and conditions relating to the said bid and we shall not be relieved from our liability by reason of any such variation, postponement or extension being granted to the said Consultant[s] or for any forbearance act or omission on the part of the DoT or any indulgence by the DoT to the said Consultant[s] or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

7. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank or the Consultant[s].

8. We, the Bank or our local branch at Bhubaneswar lastly undertake not revoke this Guarantee during its currency except with the previous consent of the DoT in writing.

9. We, the Bank further agree that this guarantee shall also be invokable at our place of business at Bhubaneswar in the State of Orissa.

Dated ________________ Day of 2020.

Witness (Signature, names & address)

For_________ [Indicate the name of Bank]

1. Power of Attorney No.______ Date: _________

SEAL OF BANK

Note: The non-judicial stamp paper of worth Rs.100/- shall be purchased in the name of the bank, which has issued the bank guarantee.
FORM G – FORMAT FOR CV

1. Name of Staff:
2. Position:
3. Date of Birth:
4. Years of Relevant Exp:
5. Number of years with the Firm:
6. Nationality:
7. Membership with Professional bodies:
   Education:
   (Summarize College/University and other specialized education of staff Member)

8. Employment Record
   (Starting with present position, list in reverse order every employment held)
9. List of Projects/Assignments on which the personnel have worked

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Name of Client</th>
<th>Sector</th>
<th>Position Held</th>
<th>Key Role</th>
<th>Major Responsibility</th>
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</table>

10. Languages:

   (Indicate proficiency in speaking, reading and writing of each language by (Excellent, Good, Fair, Poor)

Note: - CVs of only Experts shall be evaluated during bid process management. The CVs should be recently signed by the proposed staff or the Authorized Representative signing the Proposal.