



Ministry of Tourism,  
**Government of India**

## **Request of Proposal**

*for*

Appointment of an agency for evaluation of Central Sector Scheme National Mission on Pilgrimage Rejuvenation and Spiritual, Heritage Augmentation Drive (PRASHAD)

Tender Reference No. **PRASHAD-8/5/2019**

**October, 2019**

## **1 Introduction**

### **1.1 Background**

Ministry of Tourism, Government of India (hereafter mentioned as “Authority”) in pursuant to recommendations of Expenditure Finance Committee (EFC) of Ministry of Finance intends to carry out evaluation of Central Sector Scheme National Mission on Pilgrimage Rejuvenation and Spiritual, Heritage Augmentation Drive (PRASHAD). Objective of the study is to evaluate the scheme for continuation beyond 31st March 2020.

### **1.2 Request for proposal**

PRASHAD is central sector scheme (CSC) with 100% central financial assistance (CFA). Considering the specialized nature of scheme evaluation and as suggested by the EFC the Authority invites proposals (the “proposal”) from agencies empanelled with NITI Aayog. Besides this, central Govt. educational institutions/Autonomous bodies under Central Govt., Central PSUs may also apply to evaluate the CFA scheme PRASHAD independently as per the scope of work specified in the TOR (collectively the “Consultancy”). The Authority intends to select the Agency through a closed competitive bidding in accordance with the procedure set out herein.

### **1.3 Due diligence by Agencies**

Agencies are encouraged to inform themselves fully about the assignment before submitting the Proposal and attending a Pre-Proposal Meeting on the date and time specified in **Clause 1.8**

### **1.4 Download of RFP Document**

RFP document can be downloaded from the official website of the Ministry of Tourism [www.tourism.gov.in](http://www.tourism.gov.in) and the E tendering portal <https://tourism.euniwizarde.com/>.

### **1.5 Validity of Proposal**

The Proposal shall be valid for a period of not less than 90 days from the Proposal Due Date (the “PDD”).

### **1.6 Brief description of the Selection Process**

The Authority has adopted a two-stage selection process (collectively the “Selection Process”) for evaluating the Proposals comprising technical and financial bids to be submitted through online on <https://tourism.euniwizarde.com/>. In the first stage, a technical evaluation will be carried out as specified in Clause 3.1. Based on this technical evaluation, a list of short-listed Agencies shall be prepared as per scoring criteria specified in Clause 3.1.2. In the second stage, a financial evaluation will be carried out as specified in Clause 4.2. Proposals will finally be ranked according to their combined technical and financial scores as specified in Clause 4.3.

### **1.7 Payment to Agency**

**1.7.1** The fee shall be quoted in INR only. All payments to the Agency shall be made in INR in accordance with the provisions of this RFP.

### 1.8 Data Sheet for Selection Process

The Authority would endeavor to adhere to the following schedule:

#	Event Description	Date
1	Release of RFP	10 <sup>th</sup> December, 2019
2	Last date of receiving queries/ clarifications	12:00 Hrs 17 <sup>th</sup> December, 2019
3	Pre-bid Meeting/ Conference	1500 Hrs 19 <sup>th</sup> December, 2019
4	Authority response to queries	26 <sup>th</sup> December, 2019
5	Proposal Due Date or PDD	1700 Hrs 2 <sup>nd</sup> January, 2020
6	Opening of Proposals	1715Hrs 2 <sup>nd</sup> January, 2020
7	Letter of Award (LoA)	To be declared
8	Validity of Applications	90 days from PDD
9	Nodal Officer	<b>Under Secretary,</b> PRASHAD Division, Room No. 128 Ministry of Tourism, Transport Bhawan, 1 Parliament Street, New Delhi 110001 Phone no. +91 11 2371 3103 Email: shyam.verma@nic.in

### 1.9 Pre-Bid Queries

Prospective Agencies may submit the queries for clarification regarding this RfP document. The contact person for this purpose shall be:

**Under Secretary,**

PRASHAD Division, Room No. 128  
Ministry of Tourism, Transport Bhawan,  
1 - Parliament Street, New Delhi 110001  
Phone no. +91 11 2731 3103  
Email: shyam.verma@nic.in

### 1.10 Pre-Bid Meeting

The date, time and venue of Pre-Bid Conference shall be:

Date: 19<sup>th</sup> December, 2019

Time: 15:00 hrs

Venue: Manthan, Conference Room,  
Ministry of Tourism, Transport Bhawan,  
1 - Parliament Street, New Delhi 110001

## **1.11 Communications**

**1.11.1** All communications including the submission of Proposal should be addressed to the nodal officer mentioned in **Section 1.8**.

## **2 Instructions to Agencies**

### **A. GENERAL**

#### **2.1 Scope of Proposal**

**2.1.1** Detailed description of the objectives, scope of services, Deliverables and other requirements relating to this Consultancy are specified in this RFP. In case an Agency possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process only as a Sole Firm in response to this invitation. Consortiums of Firms/Joint Ventures are not allowed to participate. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

**2.1.2** Agencies are advised that the selection of Agency shall be on the basis of an evaluation by the Authority through the Selection Process specified in this RFP. Agencies shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Authority's decisions are without any right of appeal whatsoever.

**2.1.3** The Agency shall submit its Proposal in the form and manner specified in this Section of the RFP. The Technical proposal shall be submitted as per forms provided in Appendix-I and the Financial Proposal shall be submitted as per forms provided in Appendix-II.

Upon selection, the Agency shall be required to enter into an Agreement/Contract with the Authority.

**2.1.4** The Agency shall enclose with its Proposal, certificate(s) from its Statutory Auditors stating its total revenues from professional fees during each of the past three financial years. In the event that the Agency does not have a statutory auditor, it shall provide the requisite certificate(s) from the firm of Chartered Accountants that ordinarily audits the annual accounts of the Agency.

**2.1.5** The Agency should submit a Power of Attorney as per the format at Form - 4 of Appendix- I; provided, however, that such Power of Attorney would not be required if the bid submission is signed by a Partner or Director (on the Board of Directors) of the Agency.

**2.1.6** Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.

**2.1.7** An Agency or its Associate should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Agency or its Associate, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Agency or its Associate.

**2.1.8** While submitting a Proposal, the Agency should attach clearly marked and referenced

continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Agency may format the specified forms as per requirement, making due provision for incorporation of the requested information.

## **2.2 Conflict of Interest**

**2.2.1** An Agency shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the "Conflict of Interest"). Any Agency found to have a Conflict of Interest shall be disqualified. Agency involved in PRASAD scheme in execution/implementation/monitoring in direct or indirect manner would be treated as Conflict of interest and shall be disqualified.

**2.2.2** The Authority requires that the Agency provides professional, objective, and impartial advice and at all times hold the Authority's interests paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Agency shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Authority.

## **2.3 Number of Proposals**

**2.3.1** No Agency or its Associate shall submit more than one Application for the Consultancy. An Agency applying individually or as an Associate shall not be entitled to submit another application.

## **2.4 Cost of Proposal**

The Agency shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

## **2.5 Acknowledgement by Agency**

**2.5.1** It shall be deemed that by submitting the Proposal, the Agency has:

- a. Made a complete and careful examination of the RFP;
- b. Received all relevant information requested from the Authority;
- c. Accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority;
- d. Satisfied itself about all matters, things and information, including matters herein above, necessary and required for submitting an informed Application and performance of all of its obligations thereunder;
- e. Acknowledged that it does not have a Conflict of Interest; and
- f. Agreed to be bound by the undertaking provided by it under and in terms hereof.

## **2.6 Omissions, mistakes and errors**

The Authority shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by

the Authority.

**2.7 Right to reject any or all Proposals**

- 2.7.1** Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject any or all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefor.
- 2.7.2** Without prejudice to the generality of Clause 2.7.1, the Authority reserves the right to reject any Proposal if:
- a. At any time, a material misrepresentation is made or discovered, or
  - b. The Agency does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.
- 2.7.3** Misrepresentation/improper response by the Agency may lead to the disqualification of the Agency. If such disqualification / rejection occurs after the Proposals have been opened and the highest ranking Agency gets disqualified / rejected, then the Authority reserves the right to consider the next best Agency, or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

**B. DOCUMENTS**

**2.8 Contents of the RFP**

**2.8.1** This RFP comprises the Disclaimer set forth hereinabove, the contents as listed below and will additionally include any Addendum / Amendment issued in accordance with Clause 2.10.

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## **2.9 Clarifications**

**2.9.1** Agency requiring any clarification on the RFP may send their queries to the Authority in writing by e-mail, mentioning relevant clause and page number of RFP (if any), before the date mentioned in the Schedule of Selection Process at Clause 1.8 with subject titled:

***“Queries/Request for Additional Information concerning Appointment of an agency for evaluation of Central Sector Scheme National Mission on Pilgrimage Rejuvenation and Spiritual, Heritage Augmentation Drive (PRASHAD)”***

## **2.10 Amendment of RFP**

**2.10.1** At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Agency, modify the RFP document by the issuance of Addendum/Amendment/Corrigendum and posting it on the Official Website.

**2.10.2** All such Addendum/ Amendment/Corrigendum will be notified on the the official website of the Ministry of Tourism [www.tourism.gov.in](http://www.tourism.gov.in) and the E tender portal <https://tourism.euniwizarde.com/> along with the revised RFP containing the amendments and will be binding on all Agencies.

**2.10.3** In order to afford the Agencies a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the PDD. If date extended, it will be notified on the website.

## **C. PREPARATION AND SUBMISSION OF PROPOSAL**

### **2.11 Language**

**2.11.1** The Proposal with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of all the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

### **2.12 Format and signing of proposal**

**2.12.1** The Agency shall provide all the information sought under this RFP. The Authority would evaluate only those Proposals that are received in the specified forms and complete in all respects and by due date and time.

**2.12.2** The Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Agency who shall initial each page. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal.

**2.12.3** The Proposals must be properly signed by the authorized representative (the “**Authorized Representative**”) as detailed below:

- a. By the proprietor, in case of a proprietary firm; or
- b. By a director/ partner, in case of a partnership firm and/or a limited liability partnership; or
- c. By a duly authorized person holding the Power of Attorney, in case of a Limited Company or a corporation; or
- d. A copy of the Power of Attorney certified by a notary public in the form specified in Appendix-I (Form-4) shall accompany the Proposal (if required).

**2.12.4** Agencies should note the PDD, as specified in Clause 1.8, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by the Authority, and that evaluation will be carried out only on the basis of Documents received by the closing time of PDD as specified in Clause 2.13. Agencies will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission. Unsolicited material if submitted will be summarily rejected.

### **2.13 Technical Proposal**

**2.13.1** Agencies shall submit the technical proposal in the formats at Appendix-I (the “**Technical Proposal**”).

**2.13.2** While submitting the Technical Proposal, the Agency shall in particular, ensure that:

- a. All forms are submitted in the prescribed formats in Appendix-I and signed by the prescribed signatories;
- b. Power of Attorney, if applicable, is executed as per Applicable Laws;
- c. CVs of all Professional Personnel have been included;
- d. Key Personnel would be available for the period indicated in the TOR

**2.13.3** Failure to comply with the requirements spelt out in this Clause 2.13 shall make the Proposal

liable to be rejected. The Technical Proposal shall not include any financial information relating to the Financial Proposal.

**2.13.4** The Authority reserves the right to verify all statements, information and documents, submitted by the Agency in response to the RFP. Any such verification or the lack of such verification by the Authority to undertake such verification shall not relieve the Agency of its obligations or liabilities hereunder nor will it affect any rights of the Authority thereunder.

**2.13.5** In case it is found during the evaluation or at any time before issuing of award letter or after its issuance and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Agency or the Agency has made material misrepresentation or has given any materially incorrect or false information, the Agency shall be disqualified forthwith if not yet appointed as the Agency either by issue of the LOA and if the Selected Agency has already been issued the LOA, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RfP, be liable to be terminated, by a communication in writing by the Authority without the Authority being liable in any manner whatsoever to the Selected Agency or Agency, as the case may be.

In such an event, the Agency shall forfeit all outstanding payments, without prejudice to any other right or remedy that may be available to the Agency.

## **2.14 Financial Proposal**

**2.14.1** Agencies shall submit the financial proposal in the formats at **Appendix-II** (the “**Financial Proposal**”) clearly indicating the total cost of the Consultancy in both figures and words, in Indian Rupees, and signed by the Agency’s Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall prevail.

**2.14.2** While submitting the Financial Proposal, the Agency shall ensure the following:

- a. All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel (Expatriate and Resident, in the field, office etc.), accommodation, air fare, surveys, equipment, printing of documents, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
- b. The Financial Proposal shall take into account professional fees and all out of pocket expenses except GST which shall be paid extra as per applicable laws. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

## **2.15 Submission of Proposal**

**2.15.1** The Agencies shall submit the Proposal through online i.e. <https://tourism.euniwizarde.com/> with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be **initialed** by the **Authorized** Representative of the Agency as per the terms of the RFP. In case the proposal is submitted on the document downloaded from Official Website, the Agency shall be responsible for its accuracy and correctness as per the version uploaded by the Authority and shall ensure that there are no changes caused in the content of the downloaded document. In case of any discrepancy between the downloaded or

photocopied version of the RFP and the original RFP issued by the Authority, the latter shall prevail.

**2.15.2** The Proposal will be uploaded through E tender website <https://tourism.euniwizarde.com/> as indicated at **Clauses 1.8**

**2.15.3** The Technical Proposal and Financial Proposal shall be typed or written in indelible ink and signed by the Authorized Representative of the Agency. All pages of the original Technical Proposal and Financial Proposal must be numbered and initialed by the person or persons signing the Proposal.

**2.15.4** The completed Proposal must be submitted online on or before the specified time on Proposal Due Date. Proposals submitted by fax, telex, telegram or e-mail shall not be entertained.

**2.15.5** The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents. No separate documents like printed annual statements, company brochures, copy of contracts etc. will be entertained.

**2.15.6** The rates quoted shall be firm throughout the period of performance of the assignment and discharge of all obligations of the Agency under the Agreement.

**2.16 Proposal Due Date**

**2.16.1** Proposal should be submitted on or before 1400 Hrs on the PDD and address provided in the Data Sheet in the manner and form as detailed in this RFP. A receipt thereof may-be obtained from the person specified therein.

**2.16.2** The Authority may, in its sole discretion, extend the PDD by issuing an Addendum in accordance with Clause 2.10 uniformly for all Agencies

## **D. EVALUATION PROCESS**

### **2.17 Evaluation of Proposals**

- 2.17.1** The Authority shall open the Proposals at 1500 hours on the PDD, at the place specified in Clause 1.8 and in the presence of the Agencies who choose to attend. The Technical Proposal shall be opened first.
- 2.17.2** Prior to evaluation of Proposals, the Authority will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:
- a. The Technical Proposal is received in the form specified at Appendix-I;
  - b. It is received by the PDD including any extension thereof pursuant to this RfP;
  - c. It is signed, sealed & marked as stipulated in Clauses 2.15;
  - d. It is accompanied by the Power of Attorney as specified in Clause 2.1.5;
  - e. It contains all the information (complete in all respects) as requested in the RfP; and
  - f. It does not contain any condition or qualification
- 2.17.3** The Authority reserves the right to reject any Proposal which is non- responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.
- 2.17.4** The Authority shall subsequently examine and evaluate Proposals in accordance with the Selection Process specified at Clause 2.17 and the criteria set out in Section 3 of this RFP.
- 2.17.5** After the technical evaluation, the Authority shall prepare a list of technically qualified Agencies in terms of Clause 3.1.1 for opening of their Financial Proposals. The Authority will not entertain any query or clarification from Agencies who fail to qualify at any stage of the Selection Process. The final ranking of the Proposals shall be carried out in terms of Clauses 4.3.
- 2.17.6** Agencies are advised that Selection shall be entirely at the discretion of the Authority. Agencies shall be deemed to have understood and agreed that the Authority shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.
- 2.17.7** Any information contained in the Proposal shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Agency if the Consultancy is subsequently awarded to it.

### **2.18 Clarifications**

- 2.18.1** To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Agency regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.
- 2.18.2** If an Agency does not provide clarifications sought under Clause 2.18.1 above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Authority may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Agency shall be barred from subsequently questioning such interpretation of the Authority.

## **E. APPOINTMENT OF AGENCY**

### **2.19 Award of Contract**

**2.19.1** The Authority may examine the CVs of all other Professional Personnel and those not found suitable shall be replaced by the Agency to the satisfaction of the Authority.

**2.19.2** The Authority may examine the credentials of all Sub-Consultants/ Agencies proposed for this Consultancy and those not found suitable shall be replaced by the Selected Agency to the satisfaction of the Authority.

**2.19.3** After selection, a Letter of Award (the "LOA") shall be issued, by the Authority to the Selected Agency and the Selected Agency shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Agency is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, cancel the award.

### **2.20 Commencement of Assignment**

The Agency shall commence the Consultancy within seven days of the date of issuance of LOA, or such other date as may be mutually agreed.

### **2.21 Proprietary data**

Subject to the provisions of this RFP, all documents and other information provided by the Authority or submitted by an Agency to the Authority shall remain or become the property of the Authority. Agencies and the Agency, as the case may be, are to treat all information as strictly confidential. The Authority will not return any Proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Agency to the Authority in relation to the Consultancy shall be the property of the Authority.

### **2.22 Penalty Clause**

If the delivery of any report / stage as per the Terms of Reference is delayed from the delivery schedule approved by the Authority, a penalty @2% of the consultancy fee payable, per week to a maximum of 10% would be imposed. The penalty amount would be deducted from the payment applicable for the contract.

### 3 CRITERIA FOR EVALUATION

#### 3.1 Technical Evaluation of Proposals

**3.1.1** In the first stage, the Technical Proposal will be evaluated on the basis of Agency's experience, its understanding of TOR, proposed approach & methodology and work plan, experience of the proposed key personnel. Only those agencies whose Technical Proposals score 70 (seventy) marks or more out of 100 shall qualify for further consideration and shall be ranked from highest to the lowest on the basis of their technical score (T).

**3.1.2** The scoring criteria to be used for evaluation shall be as follows

SN	Criteria	Marks
<b>1.</b>	<b>Relevant Experience of the Agency</b>	<b>30</b>
i.	Experience in undertaking <b>TWO</b> project for evaluation of Central/ State government Schemes/ Policies / Plans / Impact assessment and other similar engagements in Tourism Sector with consultancy fee of at least Rs. 10 Lakhs	10
ii.	Experience in undertaking <b>FIVE</b> projects for evaluation of Central/State government Schemes/Policies/Plans/Impact assessment and other similar engagements in Other Sectors with consultancy fees of at least Rs. 15 Lakhs. 4 marks each	20
<b>2.</b>	<b>Key Personnel</b>	<b>30</b>
i.	Team Leader	14
ii.	Economist/Development Studies Expert	8
iii.	Data Analyst/Statistician	8
<b>3.</b>	<b>Proposed Approach &amp; Methodology</b>	<b>40</b>
i.	Understanding of the context	5
ii.	Approach to the Project	15
iii.	Methodology and Work Plan	20
<b>4</b>	<b>Grand Total</b>	<b>100</b>

Note: In addition to the key personnel, support staff to a maximum of FIVE individual resources as mentioned in Annexure-I Form 8 may also be provided as part of the proposal.

#### 4.1.1 Eligible Assignments

For the purposes of satisfying the Conditions of Eligibility and for evaluating the Proposals under this RFP, evaluation studies in respect to Central/ State government Schemes/ Policies / Plans / Impact assessment for the following projects shall be deemed as eligible assignments (the "Eligible Assignments") The eligible assignments must have been undertaken in the last 10 (ten) years preceding the PDD.

#### 4.1.2 Completion Certificate

Completion of assignments should be certified by completion certificates issued by the

client/auditor certification and self-attestation by the authorized signatory. On-going assignments for which 60% of work which has been completed by the Agency as fee received and certified Authorized Signatory shall be considered. Supporting documents to be provided (Work Order, Client Letter, and Completion Certificate etc.).

#### **4.1.3 Agency's team and evaluation criteria**

Agencies are expected to share the proposed team structure as per past experience in two categories i.e. core & support teams. The number of personals and their educational qualification shall be proposed in the format provided as per the format mentioned in Form 7 and Form 8.

**The resources/proposed team will be evaluated on following criteria.**

40% Marks for Educational Qualification and 60% Marks for Similar experiences of individual resources.

#### **Key Professional Qualification & Experience Criteria**

<b>Designation</b>	<b>Qualifications</b>	<b>Summary of similar experience</b>	<b>Marks</b>
Team Leader	Post-graduation in developmental studies/business studies	<p><b>Minimum professional experience of 10+ years</b></p> <ul style="list-style-type: none"> <li>- Must have experience of leading at least 3 similar assignments</li> <li>- Must have experience in project planning, monitoring &amp; evaluation</li> <li>- Must have working knowledge of statistical analysis</li> <li>- Must have experience in capital /infrastructure financing</li> </ul>	14
Economist/ Development Studies Expert	Post-graduation in economics/ developmental studies	<p><b>Minimum professional experience of 7+ years</b></p> <ul style="list-style-type: none"> <li>- Must have experience in socio-economic analysis and strategies</li> <li>- Must have experience in program/project evaluation and monitoring</li> <li>- Should have deployed data collection methods &amp; procedures</li> <li>- Should have created technical and non-technical reports on economic trends</li> </ul>	10



<b>Designation</b>	<b>Qualifications</b>	<b>Summary of similar experience</b>	<b>Marks</b>
Data Analyst/ Statistician	Post-graduation in statistics/data analytics/business analytics	<b>Minimum professional experience of 5+ years</b> <ul style="list-style-type: none"> <li>- Must have experience in conducting socio-economic surveys</li> <li>- Must have understanding and experience in statistical analysis and methods</li> </ul>	6

#### **4.2 Evaluation of Financial Proposal**

**4.2.1** For financial evaluation, the total cost indicated in the Financial Proposal will only be considered.

#### **4.3 Combined and Final Evaluation**

**4.3.1** Proposals will finally be ranked according to their combined technical ( $T_b$ ) and financial ( $C_b$ ) scores as follows:

$$B_b = (0.7) * T_b + (0.3) * (C_{min} / C_b * 100) \text{ Where,}$$

$B_b$  = overall combined score of bidder under consideration (calculated up to two decimal points)

$T_b$  = Technical score of the bidder under consideration

$C_b$  = Financial bid value of the bidder under consideration

$C_{min}$  = Lowest financial bid value among the financial proposals under consideration

**4.3.2** The Selected Agency shall be the Agency having the highest combined score ( $H_1$ ).

## **5 Standard of Practices**

### **5.1 Standard of Ethics**

**5.1.1** The Agencies and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Agency, if it determines that the Agency has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, the Authority shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Performance Security, if available, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Agency’s Proposal.

**5.1.2** Without prejudice to the rights of the Authority hereinabove and the rights and remedies which the Authority may have under the LOA if an Agency or Agency, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA, such Agency or Agency shall not be eligible to participate in any tender or RFP issued by the Authority during a period of 2 (two) years from the date such Agency, as the case may be, is found by the Authority to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

### **5.2 Miscellaneous**

**5.2.1** The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.

**5.2.2** The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

- a. Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
- b. Consult with any Agency in order to receive clarification or further information;
- c. Retain any information and/or evidence submitted to the Authority by, on behalf of and/or in relation to any Agency; and/or
- d. Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Agency.

**5.2.3** It shall be deemed that by submitting the Proposal, the Agency agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/ or claims it may have in this respect whether actual or contingent and whether present or future.

- 5.2.4** All documents and other information supplied by the Authority or submitted by an Agency shall remain or become, as the case may be, the property of the Authority. The Authority will not return any submissions made hereunder. Agencies are required to treat all such documents and information as strictly confidential.
- 5.2.5** The Authority reserves the right to make inquiries with any of the clients listed by the Agencies in their previous experience record.

## **Schedules**

## 6 SCHEDULE – 1: Terms of Reference (TOR)

### 6.1 Background

Pilgrimage tourism is a form of tourism motivated partly or wholly by religious sentiments. India is a land of many religions– Hinduism, Buddhism, Jainism, Sikhism and Sufism with major pilgrimage centers spread across the country.

Religion and spirituality are common motivations for travel, with major tourist destinations having developed largely as a result of their connections to sacred place, persons and events. The growth of domestic tourism largely depends on pilgrimage tourism. To tap this potential there is a need for integrated development of the selected pilgrimage destinations in cooperation with other stakeholders. In the Budget Speech of 2014-15, the Government of India, decided to launch this National Mission drive with an initial provision of Rs.100crore.

Religious tourism destinations are not like holiday/leisure tourism destinations, which are primarily targeted at the segment having inclination to travel and spend. In developing a religious tourism product, it is essential to build community participation at the given location/destination. Further, it is not only important to provide modern amenities at religious sites but also to see as to how the visitor interacts and seeks new experiences at such places. There is a need to identify core deficiencies, facilitate provision of products, set-vices and subsequently address the issues that are important for paving the way for development and promotion of religious tourism in India.

The challenges which need to be addressed include *inter alia*, lack of infrastructure like budget hotels, roads, last mile connectivity, sewage, hygiene and cleanliness, solid waste management, lack of awareness, developing a code of religious etiquette to be observed by the religious tourism etc.

### 6.2 Introduction

The central sector scheme PRASHAD is in operation since 2014-15. Till date total **28 projects in 17 states** have been approved with estimated expenditure of **Rs. 857.61crore** and a total amount of **Rs. 399.71 crore** has been released for these project during the years 2014-15, 2015-16, 2016-17, 2017-18 and the current financial year. Out of these 28 approved projects one project viz. 'Development of Karuna Sagar Valmiki Sthal at Amritsar', approved in the year 2015-16 with the cost of Rs. 6.45 crores has been successfully completed in the month of June 2018 with the final expenditure of Rs. 6.40 Crore.

### 6.3 Pilgrimage Rejuvenation and Spiritual, Heritage Augmentation Drive (PRASHAD) scheme objectives

- a. Rejuvenation and spiritual augmentation of important national/ global pilgrimage destinations;
- b. Enhance tourism attractiveness of identified pilgrimage destinations and heritage cities under integrated tourism development of heritage city in planned, prioritized and sustainable manner by providing world class tourism projects in them;
- c. Position pilgrimage and heritage tourism as a major engine for its direct and multiplier effects of economic growth and employment generation;
- d. Follow community-based development through 'Pro-Poor' tourism concept and 'responsible tourism' initiatives.
- e. Assure active involvement of local communities through employment generation
- f. Creating awareness among the local communities about the importance of tourism for

- them in terms of increase in sources of income, improved living standards and overall development of the area.
- g. Promote heritage in the form heritage structures especially under integrated tourism development of heritage city, local arts, culture, handicrafts, cuisine, etc., to generate livelihood in the identified places.
  - h. Strengthen the mechanism for bridging the infrastructural gaps at identified pilgrimage destinations and throughout heritage cities as identified under integrated city heritage tourism development within the core tourism footprint;
  - i. Develop a monitoring mechanism for timely implementation of the projects in collaboration with the States/UTs and other stakeholders;
  - j. Strengthen the measures for safety and security of pilgrims and tourists and, improve the quality of tourism services
  - k. Enable convergence of state and central government schemes as well as private sector developments for integrated site/ destination development

The pilgrimage destinations have been identified by the Ministry of Tourism in consultation with the stakeholders and states considering the factors such as Pilgrimage footfall, cultural, historical and heritage value, status of existing level of development, resident population, parity of pan India selection and credibility of implementation.

The Scheme has been managed by a National Steering Committee (NSC) with Minister of Tourism as the Chairman, Secretary Tourism as Vice Chairman and Secretary or his representative (not below the rank of Joint Secretary) from different Ministries as Members and Joint Secretary/Additional Director General, Ministry of Tourism as Member Secretary. The National Steering Committee is responsible for overall guidance, review and monitoring of the scheme.

There is a Central Sanctioning and Monitoring Committee (CSMC) with Secretary, Ministry of Tourism as Chairperson and Financial Advisor, Additional Secretary and ADG/JS Ministry of Tourism as members responsible for sanctioning of the projects submitted by the Mission Directorate and regular monitoring of the progress of implementation.

Mission Directorate is headed by Member Secretary, NSC (Joint Secretary/Additional Director General), as the nodal officer. Mission Directorate has been assisted by Programme Management Consultant (PMC) with specific responsibilities for the execution of the Mission.

Funds are released to the nominated state government agencies of respective states in strict conformity to the GFRs, the directions issued by the Ministry of Finance from time to time, and after obtaining concurrence from Internal Finance Division (IFD). At present 41 sites/Cities/destinations have been identified in 25 states for pilgrimage infrastructure development under the Scheme. They are Amaravati and Srisailam (Andhra Pradesh), Kamakhya (Assam), ParasuramKund (Lohit District, Arunachal Pradesh), Patna and Gaya (Bihar), Balmeshwari Devi Temple (Rajnandgaon, Chhattisgarh), Dwarka and Somnath (Gujarat), Gurudwara Nada Saheb, Panchkula (Haryana), MaaChintpurni (Una, Himachal Pradesh), Hazratbal and Katra (Jammu & Kashmir), Deogarh and Parasnath (Jharkhand), Chamundeshwari Devi, Mysuru (Karnataka), Guruvayoor, St. Thomas International Shrine, (Malayattoor), CheramanJuma Mosque (Thrissur, Kerala), Omkareshwar and Amarkantak (Madhya Pradesh), Babedpara, West Jaintia Hills and Sohra (Meghalaya), Aizwal (Mizoram), Kohima and Mokokchung Districts (Nagaland), Trimbakeshwar (Maharashtra), Puri (Odisha), Amritsar (Punjab), Ajmer (Rajasthan), Kanchipuram and Vellankani (Tamil Nadu), Tripura Sundari (Tripura), Varanasi, and Mathura (Uttar Pradesh), Badrinath, Kedarnath, Gangotri and Yamunotri (Uttarakhand) and Belur (West Bengal).

For continuation of the scheme beyond 31<sup>st</sup> March 2020. It is necessary to carry out a third party evaluation of the scheme. In view of the above, Ministry of Tourism, Government of India,

requests agencies which are conducting evaluation and monitoring studies of various Government Schemes for different Central Ministries to undertake an Evaluation of Central Sector Scheme National Mission on Pilgrimage Rejuvenation and Spiritual Heritage Augmentation Drive (PRASHAD) till date.

#### **6.4 Scope of Services – Proponents of Scheme Assessment**

Agency need to study the scheme and its respective projects in two phases as pre and post expenditure finance committee approval received in October 2017. Scheme evaluation shall include assessment inter alia of the following:

- a. Scheme guidelines
- b. Institutional framework
- c. Methodology adopted and criteria considered for selection of destinations
- d. Project sanction processes
- e. Standard Operating Procedures (SOPs) laid over the years
- f. Scope of stakeholders and their participation
- g. Scheme progress review and reporting mechanism (regional review meetings and periodic status)
- h. Assess whether the implementation of Mission Mode integrated development of identified pilgrimage destinations is within standards
- i. Evaluation of Scheme for its outcome like socio-economic benefits – employment generation and skill development among the local communities

**Project evaluation study shall include following and inter alia:**

- a. Study of sanctioned detailed project reports (DPRs)
- b. Study of project reports and closure toolkits for various stages of DPR approval
- c. Study of project monitoring mechanism(excel based dashboard and periodic status reports)
- d. Identify the major problems/Challenges faced by the implementing agencies in the timely execution of the projects as per the physical and financial parameters
- e. Evaluate the physical and financial progress/performance of the Projects till date
- f. Asses and evaluate completed project components and their effectiveness in existing tourism infrastructure and socio-economic status of respective destinations
- g. Improvement in cleanliness of the destinations along with development of green infrastructure such as bio-toilets, solar lights and plant, LED illumination, SWM plant etc.
- h. Effectiveness of existing monitoring mechanism and suggest improvement, if any
- i. To recommend continuation of the scheme with necessary modifications if any, so that the scheme implementation becomes more efficient and provide better facilities to spiritual tourists at the scheme implementation locations and also enhance employment opportunities beyond 31.03.2020

**6.5 Outline for Methodology**

The agency will undertake the study in three broad phases.

**First Phase** study inception to finalize the methodology and approve it from the Authority (Ministry of Tourism)

**Second Phase** of the evaluation study will comprise of detailed desk research wherein the information/data pertaining to the Scheme implementation including physical and financial targets and milestones achieved as per Detailed Project Reports across all the Projects after verifying Utilization Certificates (UCs) and other related progress documents compiled from CSMC and PMC/PMU/Ministry of Tourism.

**Third phase** is to conduct evaluation study with focus on detailed field level interactions with various project level stakeholders. Field Survey should be conducted with structured questionnaire/checklist at the selected project sites. The project sites taken up for field survey would be finalized in consultation with Ministry of Tourism. Field Surveys would be undertaken concurrently at all the identified survey locations.

**6.6 Time Period of the Study**

The study will be completed by the agency within a period of 60 days from the date of award of the study.

**6.7 Cost Estimation and Terms of Payment**

- a. The agency will undertake the study at a total cost as proposed during the bid.
- b. 30% of the total project cost, will be paid along with the award letter for facilitating the study as mobilization advance.
- c. 30% of the total project cost will be paid after submission of the Draft Report.
- d. Remaining part of the project cost will be paid after incorporating the observations made by the Authority and the submission of the Revised Final Report.



## **Appendices**

**APPENDIX-I: Technical Proposal**

**Form – 1: Letter of Proposal**

(On Agency's letter head)  
(Date and Reference)

To,

Additional Director General (Tourism),  
Ministry of Tourism,  
Government of India

**Subject:** Request for Proposal (RFP) for '**Appointment of an agency for evaluation of Central Sector Scheme National Mission on Pilgrimage Rejuvenation and Spiritual, Heritage Augmentation Drive (PRASHAD)**'

Dear Sir/Ma'am,

With reference to your RFP Document dated ....., I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for appointment of Agency for .....  
The proposal is unconditional and complete.

2. I/We acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Agency, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.

3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.

4. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.

5. I/We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

6. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Agency, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

7. I/We declare that:

- (a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority;
- (b) I/We do not have any conflict of interest in accordance with Clause 2.2 of the RFP Document;
- (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
- (d) I/We hereby certify that we have taken steps to ensure that in conformity the provisions of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Agencies in accordance with the RFP document.

9. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.

10. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

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

13. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority [and/ or the Government of India] in connection with the selection of Agency or in connection with the Selection Process itself in respect of the above mentioned Project.

14. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.

15. I/We agree to keep this offer valid for 90 (ninety) days from the PDD specified in the RFP.

16. A Power of Attorney in favor of the authorized signatory to sign and submit this Proposal and documents is attached herewith in Form 4.

17. I/We have studied RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the RFP document, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.

18. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.

19. I/We agree and undertake to abide by all the terms and conditions of the RFP Document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)  
(Name and seal of the Agency/ Lead Member)

**Form – 2: Particulars of the Agency**

1.1	Title of Agency:
1.2	Title of Project:
1.3	<p>State the following:</p> <p>Name of Firm:</p> <p>Legal status (e.g. sole proprietorship or partnership): Country of incorporation:</p> <p>Registered address: Year of Incorporation:</p> <p>Year of commencement of business:</p> <p>Principal place of business:</p> <p>Name, designation, address and phone numbers of authorized signatory of the Agency:</p> <p>Name: Designation:</p> <p>Company: Address:</p> <p>Phone No.:</p> <p>Fax No. :</p> <p>E-mail address:</p>
1.4	<p>For the Agency, state the following information:</p> <ol style="list-style-type: none"> <li>1. In case of Non-Indian Firm, does the Firm have business presence in India? Yes/No. If so, provide the office address(es) in India.</li> <li>2. Has the Agency been penalized by any organization for poor quality of work or breach of contract in the last five years? Yes/No</li> <li>3. Has the Agency/ Member ever failed to complete any work awarded to it by any public authority/ entity in last five years? Yes/No</li> <li>4. Has the Agency been blacklisted by any Government department/Public Sector Undertaking in the last five years? Yes/No</li> <li>5. Has the Agency, suffered bankruptcy/insolvency in the last five years? Yes/No</li> </ol> <p>Note: If answer to any of the questions at (ii) to (v) is yes, the Agency is not eligible for this consultancy assignment.</p>
	<p>(Signature, name and designation of the authorised signatory)</p> <p>For and on behalf of .....</p>

**Form – 3: Statement of Legal Capacity**

*(To be forwarded on the letterhead of the Agency)*

Ref.

Date:

To,  
Additional Director General (Tourism),  
Ministry of Tourism,  
Government of India

Dear Sir/Ma'am,

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

We have agreed that ..... (*Insert individual's name*) will act as our representative and has been duly authorized to submit the RFP. Further, the authorised signatory is vested with requisite powers to furnish such letter and authenticate the same.

Thanking you,  
Yours faithfully,

Authorised Signatory  
For and on behalf of

**Form – 4: Power of Attorney**

Know all men by these presents, we,..... (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr/Ms..... son/daughter/wife and presently residing at .....,who is presently employed with/retained by us and holding he position of.....asourtrueandlawfulattorney(hereinafterreferredtoasthe“Authorized Representative”)todoinournameandonourbehalf,allsuchacts,deedsandthingsasare necessary or required in connection with or incidental to submission of our Proposal for Appointment of an agency for evaluation of Central Sector Scheme National Mission on Pilgrimage Rejuvenation and Spiritual, Heritage Augmentation Drive (PRASHAD), (the “Authority”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representingusinallmattersbeforetheAuthority,signingandexecutionofallcontractsand undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon letter of award thereof to us.

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

IN WITNESSWHEREOF WE,.....THE ABOVE NAMEDPRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS..... DAY OF....., 2020

For .....  
(Signature, name, designation and address)

Witnesses:

- 1
- 2

Notarized  
.....

Accepted

(Signature, name, designation and address of the Attorney)

**Form-5: Abstract of Eligible Assignments of the Agency**

S.No	Name of Project	Name of Client	Project Cost (in Rs. crore)	Professional Fees received by the Agency (in Rs. crore)
(1)*	(2)	(3)	(4)	(5)
1				
2				

**Certificate from the Statutory Auditor/s**

This is to certify that the information contained in Column 5 above is correct as per the accounts of the Agency and/ or the clients.

(Signature, name and designation of the authorized signatory) Date:

Name and seal of the audit firm:

*\$- In case the Agency does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Agency.*

*## - Exchange rate should be taken as Rs. 70 per US \$ for conversion to Rupees.*



**Form – 6: Details of Assignment**

(Details of each eligible assignment to be provided in the given format)

Assignment name:	Approx. value of the contract (in current Rs. Crores):
Estimated capital cost of Project (in Rs. crore):	Payment received by the Agency as professional fees (in Rs. crore):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment:
Contact Person, Title/Designation, Tel. No./Address:	
Start date (month/year): Completion date(month/year):	No. of professional staff-months provided by your consulting firm/organization or your sub Agencies
Name of associated Agencies, if any:	Name of senior professional staff of your consulting firm/organization involved and designation and/or functions performed (e.g. Project Director/Coordinator, Team Leader):
Description of Project:	
Description of actual services provided by your staff within the assignment:	

*Notes:*

1. *Use separate sheet for each Eligible Assignment.*
2. *Exchange rate should be taken as Rs. 70 per US \$ for converting to Rupees.*

**Form – 7: Proposed Key Personnel**

<b>Designation</b>	<b>Name</b>	<b>Educational Qualification</b>	<b>Years of Experience</b>	<b>Details of Experience</b>
Team Leader				
Economist/Development Studies Expert				
Data Analyst/Statistician				

**Form – 8: Proposed Support Staff**

<b>Designation</b>	<b>Name</b>	<b>Educational Qualification</b>	<b>Years of Experience</b>
Architect/Urban Planner			
Civil Engineer			
Of any other qualification as required			
Of any other qualification as required			
Of any other qualification as required			

Note: No marks will be assigned to the above listed resources.

**Form – 9: Curriculum Vitae (CV) of Key Personnel**

1. Proposed Position:
2. Name of Personnel:
3. Date of Birth:
4. Nationality:
5. Educational Qualifications:

Name of Course	Name of Institution / University	Year of Passing

6. Employment Record:

(Starting with present position, list in reverse order every employment held.)

Name of Organization	Designation	From	To

7. List of projects on which the Personnel has worked

(Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the assigned position.)

S.No.	Project Details
	Name of assignment or project: Year: Location: Client: Main project features: Positions held: Activities performed:  <i>(Use additional rows for each project)</i>

8. Certification:

- A. I am willing to work on the Project and I will be available for entire duration of the Project assignment as required.

B. I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience.

(Signature and name of the Key Personnel) Place.....

(Signature and name of the authorised signatory of the Agency)

Notes: Use separate form for each Key Personnel

**Form – 10: Approach & Methodology and Work Plan**

**(not more than 4 pages)**

Various components under the Section can be divided into below components:

**1. Understanding of TOR**

In this sub Section the Agency shall clearly state its understanding of the TOR and also highlight its important aspects. The Agency may supplement various requirements of the TOR and also make precise suggestions if it considers this would bring more clarity and assist in achieving the objectives laid down in the TOR.

**2. Approach & Methodology**

In this sub Section you should explain your approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Section should highlight the problems being addressed and their importance, and explain the technical approach proposed to address them. Proposed methodology should be detailed and compatibility with the proposed approach should be highlighted. The Agency should specify the sequence and locations of important activities, and provide a quality assurance plan for carrying out the Consultancy Services.

**3. Work Plan**

In this sub Section you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, templates and tables to be delivered as final output, should be included here. The work plan should be consistent with the Terms of Reference.

**APPENDIX-II: Financial Proposal**

**Form 11: Financial Proposal Cover Letter**

*(On Agency's letter head)*

(Date and Reference)

To,

Additional Director General (Tourism),  
Ministry of Tourism,  
Government of India

Sub: Request for Proposal (RFP) for

Dear Madam,

I/We, (Agency's name) herewith enclose the Financial Proposal for selection of my/our firm as Agency for above.

I/We agree that this offer shall remain valid for a period of 90 (ninety) days from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

Note: The Financial Proposal is to be submitted strictly as per forms given in the RFP.

**Form – 12: Detailed Financial Proposal**

SN	Personnel	Multiplier	UnitPrice (inINR) (excluding GST)	Total Price (inINR)
		(A)No. of man-months	(B) Price per man-month	(C=A*B)
1	Team Leader			
2	Economist/Development Studies Expert			
3	Data Analyst/Statistician			
4	Support Staff			
5	TOTAL (in INR) (excluding GST)			
6	Total Cost (in INR) (excluding GST) (in words)			

Professional Fees for the services is ..... (in figures) and in words .....

GST as per applicable law would be paid extra.



### **Checklist for Bid Preparation**

Bid should have One Envelope containing Two Envelopes Duly marked “Technical Proposal” & “Financial Proposal”.

#### **Proposal should have following Forms**

##### **Appendix – I: Technical Proposal**

- Form 1 : Letter of Proposal
- Form 2 : Particulars of the Agency
- Form 3 : Statement of Legal Capacity
- Form 4 : Power of Attorney
- Form 5 : Abstract of Eligible Assignments of the Agency
- Form 6 : Details of Assignment
- Form 7 : Proposed Key Personnel
- Form 8 : Proposed Support Staff
- Form 9 : Curriculum Vitae (CV) of Key Personnel
- Form 10 : Proposed Approach & Methodology

##### **Appendix – II: Financial Proposal**

- Form 1 : Covering Letter
- Form 2 : Detailed Financial Proposal

Please note that

- The bid should be submitted through online only on <https://tourism.euniwizarde.com/>.
- The index of the bid should clearly reflect the list of documents requested in the technical bid.
- All pages in the bid should be numbered and indexing should reflect relevant page numbers where the requested documents are placed.

## **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-Procurement Portal may be obtained at:  
<https://tourism.euniwizarde.com/>.

## **REGISTRATION**

- Bidders are required to enroll on the e-Procurement Portal (URL: <https://tourism.euniwizarde.com/> ) with clicking on the link “Online bidder Registration” on the e-tender Portal.
- As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
- The scanned copies of all original documents should be uploaded on portal.

For any Query contact to our helpdesk Number 011-49606060, Mr. Abhinav Bharat, (7982696347), Mr. Saurabh Kr. Rai (07042643428).

## **SEARCHING FOR TENDER DOCUMENTS**

- There are various search options built in the e-Procurement portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.
- Once the bidders had selected the tenders in which they are interested, bidder can pay the processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee, tenders will be moved to the respective “Register” Tab. This would enable the e-Procurement Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.