

Government of India
Ministry of Tourism
Request for Proposal (RFP)
Empanelment of Consultancy Firms

1. The Ministry of Tourism invites **RFP** for preparation of following **Panel I** of Consultancy Firms for providing professional services on various tourism related consultancy assignments, such as conduct of large-scale sample surveys, Economic/ Statistical research studies etc.:

1.1 Panel I: Professional Services for undertaking Statistical Sample Surveys and Evaluation Studies on various aspects of tourism, involving collection of large-scale primary data through Sample Surveys, processing survey data, preparing survey reports, Professional Services for Economic/ Statistical Research Studies, Marketing Strategies, Carrying Capacity of Tourism Destinations and assignments of similar nature using mainly Secondary Data, but may also include an element of primary data collection and associated activities.

1.2 Proposals are invited in a two envelope format. The Minimum Eligibility Criteria shall be placed in a sealed cover clearly marked “Minimum Eligibility Criteria for **Application for Empanelment as Consultants – Panel I**”. Similarly, the Technical Proposal shall be placed in a sealed envelope clearly marked “**Technical Proposal for (Application for Empanelment as Consultants – Panel I)**”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and be super scribed “**Proposal for Application for Empanelment as Consultants – Panel I**”.

1.3 The completed Application for Empanelment as Consultants – Panel I must be submitted not later than **11:00 AM on 2.3.2022** to

Shri Fakhre Alam, Director,
Market Research Division, Ministry of Tourism,
East Wing, 7th Floor, Chandralok Building, 36-Janpath,
New Delhi-110001

2. Minimum Eligibility Criteria for Empanelment

2.1 The Consultancy firm should be an entity registered under the Companies Act, 1956 or Society’s Act. or Limited Liability Partnership (LLP) Act. **Consortium of firms is not allowed.** Registration certificate of the firm shall be considered as supporting document in this regard.

2.2 The consultancy firm should have an annual Gross Turnover of not less than Rs.5.00 crore from consultancy business in each of the three financial years 2018-19, 2019-20 and 2020-21. The Firm will be required to submit a certificate from an auditor / chartered accountant authenticating that the turnover is through consultancy business for each of the 3 years. Proposals without certificate are liable to be rejected.

2.3 The Consultancy Firm should be in existence for the last 5 years i.e. 2011-12 to 2015 - 16 and have a minimum of 2 completed assignments in the field of tourism consultancy during the preceding 5 years. The Firms applying for Panel I, must have this experience in relevant fields as specified in Para 1.1 Each assignment should be an independent one and not a part of another assignment. Completion Certificate / sanction of final release along with work order / final invoice along with proof of payment shall be considered as supporting documents in this regard.

2.4 Relevant documents in support of the eligibility conditions as specified above should be submitted by the consultants.

2.5 A summary list and detailed information on surveys completed in the last five years or in-progress may be provided in the prescribed format (As per Annexure VI and VII). Sample Surveys on tourism and related fields should be listed first followed by assignments in other sectors. Only those survey assignments should be included for which Consultancy Fees charged is not less than Rs.10.00 lakh and the applicant firm solely conducted the assignment or were the lead Consultants.

2.6 The applicant firms may note that mere meeting of the minimum eligibility criteria does not entitle them for empanelment. The applicants meeting the minimum eligibility criteria will qualify for evaluation of their technical proposals. Technical proposal of those firms which do not meet the minimum eligibility criteria will be returned unopened.

2.7 EMD is Nil.

2.8 Performance Guarantee will be applicable as per GFR after empanelment and at the time of award of work.

3. Evaluation criteria for Technical Proposal.

3.1 Evaluation Criteria for Selection of Consultants Panel-I

1	Past Experience of the Firm	45
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(a)	<p>Experience in undertaking Statistical Sample Surveys and Evaluation Studies on various aspects of tourism, involving collection of large-scale primary data through Sample Surveys, processing survey data, preparing survey reports, Professional Services for Economic/ Statistical Research Studies, Marketing Strategies, Carrying Capacity of Tourism Destinations and assignments of similar nature using mainly Secondary Data, but may also include an element of primary data collection and associated activities.</p> <p>The above experience can be in general and tourism sectors during the preceding 5 years, each assignment costing Rs.10.00 lakhs or above (exclusive of taxes).</p> <p>– 5 marks for each project of general sector restricted to 4 projects up to [max. of 20 marks].</p> <p>--5 marks for each project of tourism sector [max. of 25 marks].</p> <p>Each assignment should be an independent one and not a part of another assignment.</p>	45																				
2	Experience of Core Personnel*	40																				
	<p>Core professionals with experience in above mentioned general and tourism sector projects of not less than Rs.10.00 lakhs:</p> <table border="1" data-bbox="212 871 1248 1473"> <thead> <tr> <th data-bbox="212 871 606 1057">Experience</th> <th data-bbox="606 871 736 1057">No. of personnel available</th> <th data-bbox="736 871 1021 1057">Marks for each personnel including tourism</th> <th data-bbox="1021 871 1248 1057">Max. Marks Available</th> </tr> </thead> <tbody> <tr> <td data-bbox="212 1057 606 1167">No. of persons having between 3 years and less than 5 years</td> <td data-bbox="606 1057 736 1167"></td> <td data-bbox="736 1057 1021 1167">1 marks</td> <td data-bbox="1021 1057 1248 1167">6</td> </tr> <tr> <td data-bbox="212 1167 606 1278">No. of persons having Between 5 years and less than 10 years</td> <td data-bbox="606 1167 736 1278"></td> <td data-bbox="736 1167 1021 1278">2 marks</td> <td data-bbox="1021 1167 1248 1278">10</td> </tr> <tr> <td data-bbox="212 1278 606 1389">No. of persons having Between 10 years and less than 15 years</td> <td data-bbox="606 1278 736 1389"></td> <td data-bbox="736 1278 1021 1389">3 marks</td> <td data-bbox="1021 1278 1248 1389">12</td> </tr> <tr> <td data-bbox="212 1389 606 1473">No. of persons having 15 years and beyond</td> <td data-bbox="606 1389 736 1473"></td> <td data-bbox="736 1389 1021 1473">4 marks</td> <td data-bbox="1021 1389 1248 1473">12</td> </tr> </tbody> </table>	Experience	No. of personnel available	Marks for each personnel including tourism	Max. Marks Available	No. of persons having between 3 years and less than 5 years		1 marks	6	No. of persons having Between 5 years and less than 10 years		2 marks	10	No. of persons having Between 10 years and less than 15 years		3 marks	12	No. of persons having 15 years and beyond		4 marks	12	40
Experience	No. of personnel available	Marks for each personnel including tourism	Max. Marks Available																			
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No. of persons having Between 10 years and less than 15 years		3 marks	12																			
No. of persons having 15 years and beyond		4 marks	12																			
3	Status of the Firm	15																				
(a)	<p>Year of establishment of company</p> <table border="1" data-bbox="212 1588 1147 1756"> <thead> <tr> <th data-bbox="212 1588 984 1632">Criteria</th> <th data-bbox="984 1588 1147 1632">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="212 1632 984 1676">Between 5 years and less than 7 years</td> <td data-bbox="984 1632 1147 1676">2 marks</td> </tr> <tr> <td data-bbox="212 1676 984 1720">Between 7 years and less than 10 years</td> <td data-bbox="984 1676 1147 1720">3 marks</td> </tr> <tr> <td data-bbox="212 1720 984 1756">10 years and beyond</td> <td data-bbox="984 1720 1147 1756">4 marks</td> </tr> </tbody> </table>	Criteria	Marks	Between 5 years and less than 7 years	2 marks	Between 7 years and less than 10 years	3 marks	10 years and beyond	4 marks	4												
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(b)	Consultancy firm should have an annual Gross Turnover of not less than Rs.5 crore from consultancy business in each of the last 3 financial years.	8
	Criteria for financial turnover (average)	Marks
	Rs.5 – 10 crores	4 marks
	Rs.10 – 15 crores	6 marks
	Rs.15 crores and above	8 marks
(c)	ISO Certification	3

* Permanent Personnel having qualifications of B.Tech / B. Arch/ M. Plan / M.B.A./ Graduation in Statistics / Economics / Applied Mathematics would be considered as core personnel.

3.2 Qualification Criteria for Selection:

An overall minimum score of 60 out of 100, as also a minimum of 50% in each of the three criteria 1, 2 and 3 above, is required for consideration of empanelment under respective category.

3.3 Existence of Office/Representative in Delhi

Consulting firm or its representative office should have set up in Delhi for need based interaction with Ministry. Address proof of the same may be provided.

4. How to apply

Interested Consulting Firms may indicate their expertise in areas as indicated above and send their profiles including experience particulars of core professionals/ research team, organizational strength, details of field/branch offices, etc.

5. Formats for Submission:

The Proposal from the Consultants must contain the following:

- i. Covering Letter (Annexure I)
- ii. Index (giving list of contents and corresponding page numbers in the proposal document)
- iii. Summary Sheet for Evaluation(to be filled by applicants)(Annexure-II)
- iv. Company Profile (Annexure III)
- v. Summary of Permanent Core Professionals (Annexure IV)
- vi. Summary of Financial Performance (Annexure V) along with certificate from auditor / chartered accountant.
- vii. List of Surveys/ Studies/ Assignments done in last five years (Annexures VI)
- viii. Details of Surveys/ Studies/ Assignments done in last five years (Annexure VII)
- ix. CVs of Permanent Core Professionals given in Annexure III (Annexure VIII)
- x. Other documents, if any

Applications in the prescribed format should be sent to Shri Fakhre Alam, Director(MR) in sealed cover super scribed "Application for Empanelment as Consultants – Panel I as the case may be)" so as to reach the following address by 11.00 a.m. on 2.03.2022. The envelope containing MEC will be opened on 4.03.2022 at 11.00 AM. on the same date.

5. The Client may, at its discretion, extend the deadline for the submission of proposals. **Any proposal received after the closing time for submission of proposals shall be returned unopened.** The Minimum Eligibility Criteria Document will be opened first on 4.03.2022 at 11.00 AM. in East Wing, 7th Floor, Chandralok Building, 36-Janpath, New Delhi-110001 in the presence of representatives of applicant firms, which choose to be present. Subsequently technical proposals of only those Firms fulfilling the Minimum Eligibility Criteria will be opened/ evaluated. The Ministry may stop the process of Empanelment of Consultants at any stage without assigning any reason.

Annexure I

To

Shri Fakhre Alam, Director,
Market Research Division,
Ministry of Tourism,
East Wing, 7th Floor,
Chandralok Building,
36-Janpath, New Delhi-110001

Dated :

Subject: **Empanelment as Consultants with the Ministry of Tourism.**

Madam,

With reference to the advertisement in _____ regarding empanelment of consultants with the Ministry of Tourism, please find enclosed our proposal for empanelment as consultants for the following panel:-

Panel I: Professional Services for undertaking Statistical Sample Surveys and Evaluation Studies on various aspects of tourism, involving collection of large-scale primary data through Sample Surveys, processing survey data, preparing survey reports, Professional Services for Economic/ Statistical Research Studies, Marketing Strategies, Carrying Capacity of Tourism Destinations and assignments of similar nature using mainly Secondary Data, but may also include an element of primary data collection and associated activities.

(Note: Strikeout/ delete whichever is not applicable)

Declaration: It is certified that our firm fulfills the Minimum Eligibility Criteria. If at any stage this declaration is found to be wrong, our firm shall be liable for rejection.

Yours faithfully,

Signature of the authorised person:

Name of Signatory:

Title of Signatory:

Name of Firm:

Address:

E.Mail Id: _____

Mobile and land line no. ____

Encl: As above.

**Summary Sheet for Evaluation
(To be filled by applicant firms)**

S. No.	Criteria	Information by applicants												
1.	Past Experience of the Firm (i) Number of years of experience (ii) Past Experience of Studies of general nature(No. of studies) (iii) Past experience of carrying out studies in tourism related sectors(No. of studies excluding 1(ii) above)													
2.	Experience of Core Personnel (i) No. of Permanent Core professionals (ii) Qualifications (% of Permanent Professionals having B. Tech /B. Arch, M. Planning, MBA, Graduation Degree in Statistics, Economics, Applied Mathematics) (iii) Relevant Experience (Distribution of professionals by no. of years of service) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Year of Experience</th> <th style="width: 60%;">% of Permanent Professionals with this experience</th> </tr> </thead> <tbody> <tr> <td>0-3</td> <td></td> </tr> <tr> <td>3-5</td> <td></td> </tr> <tr> <td>5-10</td> <td></td> </tr> <tr> <td>10-15</td> <td></td> </tr> <tr> <td>15 and above</td> <td></td> </tr> </tbody> </table>	Year of Experience	% of Permanent Professionals with this experience	0-3		3-5		5-10		10-15		15 and above		
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0-3														
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10-15														
15 and above														
3.	Financial Strength of the Consultant <ul style="list-style-type: none"> • (i) Turnover figures for last three years(<u>2018-19, 2019-20 and 2020-21</u>) 													

Certified that the information provided above is correct. In case any mistake/wrong information is found by the MOT, our company/firm will automatically get disqualified for empanelment.

(Signature and Name of the Authorized Person)

Annexure III**Company Profile**

1	Name of the Applicant Firm	
2	Ownership	Government /PSU/ Private
3	Type of Organization / Type of registration certificate held	Public Limited Company/ Pvt. Limited Company/ Others (please specify)
4	(i) PAN Number (ii) Service Tax Registration Number	
5	Name and Designation of Key Management Person(s)	
6	Date & Year of Establishment of firm	
7	Number of years of experience in Consultancy Services	
8	Number of Permanent Employees a. As on 31 March, 2015 b. As on 31 March, 2016	
9	Number of Permanent Employees for Consultancy Services a. As on 31 March, 2015 b. As on 31 March, 2016	
10	Areas of Consultancy / Research	
11	Core Competency	
	Any other important information about the organization	

Annexure IV

Summary of Permanent Core Professionals

S. No.*	Name and Designation	Experience in completed Years	Educational/ Professional Qualifications	Number of Years with the Present Employer	Areas of specialization	Detailed C.V. at page. No. of proposal
(1)	(2)	(3)	(4)	(5)	(6)	

*Should be consistent with the S. No. given in the Annexure VIII for detailed particulars of professionals.

Annexure V

Summary of Financial Performance

Year	Turnover from all Sources (In Rs Lakh)	Turnover from Consultancy Assignments (In Rs Lakh)
(1)	(2)	(3)
2018-19		
2019-20		
2020-21		

Note: 1. A certificate from an auditor / chartered accountant authenticating that the turnover is through consultancy business for each of the 3 years should be attached as a part of Annexure V.

Annexure VI

Summary List of Surveys/ Assignments Conducted in Last Five Years

S. No.*	Title of Survey / Assignment	Client Organisation	Period of Survey / Assignment	Consultancy Fee Charged (exclusive of service tax) (In Rs lakh)	Supporting documents of at page of proposal
(1)	(2)	(3)	(4)	(5)	

*Should be consistent with the S. No. given in the Annexure VII for detailed particulars of the assignment.

Annexure VII

Detailed Particulars of Assignments completed/ in-progress

1. For Consideration for Consultancy Panel No.		I	
2. S. No. of Assignment (should be consistent with the Summary List of Assignments of Annexure VI)			
3. Title of the Survey/ Study/ Assignment:		4. Geographical Coverage (States/ districts covered in the survey):	
5. Client Organization:		6. No. of Professional Staff employed:	
7. Start Date: (Month/Year)	8. Completion Date: (Month/Year)	9. Duration of Assignment:	10. No. of Man-months provided by firm:
11. Sample details Size (For Panel I only):		12. Remuneration received by your firm for Professional Services (exclusive of service tax: in Rs. lakh):	
13. Cost of Project (in Rs.lakh) :			
14. Name and function of senior professionals associated with the Survey / Assignment:			
15. Brief Description of Survey / Assignment:			

16. Exact Nature of services provided by your firm:

Note: Please use separate sheet for each assignment.

Dr. (Sudhakar) S. Patil
Director
Ministry of Tourism
Govt. of India
New Delhi

Annexure VIII

Format of Curriculum Vitae (CV) of Permanent Core Professional Staff

1. S. No. (should be consistent with the Summary of Core Professionals in Annexure III)	
2. Name of Staff	
3. Position	
4. Date of Birth	
5. Nationality	
6. Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]	
7. Membership of Professional Associations	
8. Training [Indicate significant training since completion of education]	
9. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment period of employment, name of employing organization, positions held.]	
10. Work Undertaken in which the staff has made significant contribution	
11. Certification: I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. <p style="text-align: right;">Date:</p> <p style="text-align: center;">[Signature of staff member or authorized representative of the staff]</p>	
12. Name of authorized representative	
13. Designation of authorized representative	


फखरे आलम / FAKHRE ALAM
पर्यटन मंत्रालय / Ministry of Tourism
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi