

**RFP No. MRD-8/1/2021-MRD**

**Date: 13/05/2022**

**Notice Inviting Tender**

Ministry of Tourism, Government of India intends to hire consultancy firms, Government organizations/ Agencies/ Institutions/ Autonomous bodies who are capable of conducting assessment surveys at Tourist Destinations and their associated Tourist Sites. The hired agency will be deployed by Ministry of Tourism for conducting Tourist Destination/Site assessment across the country.

The assessment of Tourist Destinations and their associated Tourist Sites shall be conducted in areas of infrastructure and cleanliness across the following elements:

- Accessibility
- Amenities
- Safety and Security
- Hygiene

Ministry of Tourism invites proposals from vendors (hereafter referred as Bidders) to hire bidders who are capable of conducting the tourist destination and site assessment.

Request for Proposals has been published on Ministry of Tourism website (tourism.gov.in) as well as e-procurement portal of Government of India (eprocure.gov.in)

**Signature Not Verified**

Digitally signed by KIRTI NANDKISHOR  
GAIKWAD  
Date: 2022.05.13 14:28:21 IST  
Location: eProcure-EPROC

**“Request for Proposal (RFP) for Selection of Agency for Assessment  
of Tourist Destinations in Areas of Infrastructure and Cleanliness”**

13/05/2022

“

**Market Research Division  
Ministry of Tourism  
Government of India**

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## Section 1: Instructions to Agencies

### 1.1 Introduction

The Ministry of Tourism (Client) intends to conduct an assessment of tourist destinations and their associated tourist sites in the country in areas of *infrastructure* and *cleanliness* in order to get a comprehensive picture of tourist destinations in terms of availability and quality of basic services and maintenance of hygiene and identify any associated gaps.

1.1.1 The Agencies are invited to submit their proposals for undertaking the above assignment. A proposal for the assignment must include a Technical Proposal and a Financial Proposal as stated later in this document.

1.1.2 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable and (ii) the Client (Ministry) is not bound to accept any or all of the proposals submitted.

1.1.3 The Agencies are required to provide professional, objective, and impartial advice and at all times hold the Client's interest's paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.

1.1.4 The Agency must observe the highest standards of ethics during the selection and execution of such contracts. The Client may reject a proposal at any stage if it is found that the agency recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question, and may also declare an agency ineligible, either indefinitely or for a stated period of time, if at any time it is found that the agency has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.

1.1.5 Relevant documents in support of these eligibility conditions should be submitted by the agency duly attested by authorized signatory. Incomplete Bids or Bids not in desired Format shall be liable to be rejected.

## 1.2 Minimum Eligibility Criteria for Agency

S.no	Basic Requirement	Specific Requirement	Documents Required
1.	<b>Legal Entity</b>	The Applicant should be a company registered in India under the Companies Act 2013 or any other previous Companies Act or a Limited Liability Partnership registered under the LLP Act, 2008 or a registered Partnership under the Indian Partnership Act, 1932 or Registered as a society under the Societies Act, 1860 for at least 5 (Five) years.	- Copy of valid Registration Certificates - Copy of Certificates of incorporation
2.	<b>Turnover</b>	Annual Turnover of the Agency for any Three financial year during the last Six financial years, i.e. FY 2016-17, FY 2017-18, FY 2018-19, FY 2019-20, FY 2020-21, FY 2021-22 (as per the last published audited balance sheets), should be more than Rs. 3 Cr. each.	Copy of Audited Annual Accounts or CACertificate certifying the turnover of the organization with CA's Registration Number/ Seal
3.	<b>Specializations/ Experience</b>	<b>Essential:</b> The agency must have done at least 5 similar surveys (may include socio-economic surveys, assessments related to infrastructure, hygiene, related fields) for any Ministry/Department under Government of India/State Government, Private Organizations in the last 6 years.  <b>Desirable:</b> The agency must have done at least 2 tourism-related surveys/studies for any Ministry/Department under Government of India/State Government, Private Organization in the last 6 years	Work Orders/Work Completion Certificates/Receipt of Final Payment from the client
4.	<b>Tax Registration</b>	The bidding agency shall hold valid GST and PANcertifications.	Copies of relevant certificates of registration
5.	<b>Blacklisting</b>	The bidding agency shall not have been blacklisted by anycentral or state government agency, PSU etc.	Self- Undertaking in this regard to be submitted.

### 1.3 Qualification and experience for professional staff\*

The minimum required qualification and experience of proposed professional staff should be:

S.no	Designation	Qualification	Summary of similar experience
1.	<b>Team Leader (One)**</b>	Post-graduation preferably in Economics/ Management/Statistics	<b>Minimum professional experience of 5+ years</b> <ul style="list-style-type: none"> <li>– Must have experience of leading at least 3 similar assignments</li> <li>– Must have experience in project management, planning and implementation</li> <li>– Experience in tourism sector is preferred</li> </ul>
2.	<b>Analyst/ Statistician (Four)**</b>	Post-graduation in statistics/data analytics/business analytics/public policy/economics	<b>Minimum professional experience of 2+ years</b> <ul style="list-style-type: none"> <li>– Must have experience in conducting surveys/statistical studies</li> <li>– Must have demonstrated experience in statistical analysis and methods</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>– Must have experience in project monitoring and evaluation, research/report writing</li> </ul>
3.	<b>Field Assessors (As decided by the agency)***</b>	Graduation	<ul style="list-style-type: none"> <li>– Must have experience of 2+ years in conducting field surveys</li> </ul>

\*Services of the professionals should be available for full duration of the project.

\*\* These expert/ professionals should be always available in person during the meetings in Ministry of Tourism.

\*\*\* The field assessor visiting the tourist site should have an understanding of the local language of the State/UT of the site.

### 1.4 Schedule of Selection Process

The Client would endeavor to adhere to the following schedule for the assignment:

S.no	Event Description	Approximate timeline
------	-------------------	----------------------

A	Release date of RFP	x=13/05/2022
B	Last date for receiving queries	x+10days=xx
C	Pre-Bid Meeting	24/05/2022
E	Submission of proposal Due Date (PDD)	06/06/2022 at 11AM
F	Opening of Proposals	06/06/2022 at 3.00PM
G	Validity of Applications	<b>90 days from PDD</b>

### 1.5 (a) Pre Bid Queries

Prospective applicants may submit the queries regarding the RFP document with regard to clause 1.2 and 1.3. The contact person for this purpose shall be: Kirti Gaikwad, Deputy Director Market Research Division, Ministry of Tourism. Email: [tourism.mrd@gov.in](mailto:tourism.mrd@gov.in)

### 1.5 (b) Pre-Bid Meeting

A pre-bid meeting will be held at 11.00 AM on 24/05/2022 at 8<sup>th</sup> Floor, Conference Hall, Chandralok Building, Ministry of Tourism

### 1.5 (c) Clarification and Amendment of the RFP

The clarification/modification based on the receipt of queries/responses, if any, shall be uploaded on the concerned portal after the pre-bid meeting within ten working days.

## 1.6 Preparation of Proposal

Agencies are requested to submit relevant documents in support of a Technical proposal which also includes the minimum eligibility criteria and a Financial Proposal as specified in the RFP (each in separate sealed cover). Proposals must remain valid for at least 90 days after the last date of submission.

### 1.6 (a) Technical Proposal

- 1.6.1 Minimum Eligibility Criteria:** The exact information on various eligibility criteria as mentioned in section 1.2 may be furnished in a separate sealed cover with supporting documents. The Technical proposals of only those agencies will be opened and evaluated which meet the minimum eligibility criteria.
- 1.6.2. Bids not conforming to the prescribed format and not containing all the relevant documents /information would be summarily rejected.
- 1.6.3. Majority of the key professional staff should be either permanent employees of the agency or have an extended and stable working relationship with it. Names of only those to be actively involved with the project should be given.
- 1.6.4. The Technical Proposal shall provide the following information using the formats given in attached Standard Forms (Section 3):

- (i) A brief description of the agencies' organization and an outline of recent experience on assignments (Section 3B) of a similar nature (socio-economic surveys, assessments related to infrastructure, hygiene, etc.) for any Ministry/Department under Government of India/State Government or Private organization in the last 6 years.
- (ii) A description of the methodology and work plan for performing the assignment (Section 3C).
- (iii) A list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member (Section 3D).
- (iv) CVs of proposed professional staff and the authorized representative submitting the proposal duly signed. (Section 3E).

1.6.5. The Technical Proposal shall not include any financial information.

### **1.6 (b) Financial Proposal**

**1.6.6.** In preparing the Financial Proposal, agencies are expected to take into account the requirements and conditions outlined in the RFP document. The quoted price by the bidder should be inclusive of all expenses including expenditure incurred on travel, accommodation and other contingency expenditure. The same should be clearly mentioned exclusive of tax. **The Financial Proposal should be valid for at least 90 days from the last date of submission of proposals.**

### **1.7 Submission, Receipt, and Opening of Proposals**

1.7.1 The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the agency itself. Any such corrections must be authenticated by the persons or person who sign(s) the proposals. It should be neatly page numbered and shall have the section separators. Each page of the Technical Proposal shall be seal stamped and signed by the Authorized Signatory. Evaluation will cover the quality of proposal and clarity in presenting the proposal before the Evaluation Committee.

**1.7.2** The Technical Proposal which includes the minimum eligibility criteria shall be placed in a sealed envelope clearly marked '**Technical Proposal**' for "**Assessment of Tourist Destinations in Areas of Infrastructure and Cleanliness**". Further, the Financial Proposal shall be placed in a sealed envelope clearly marked '**Financial Proposal**' for "**Assessment of Tourist Destinations in Areas of Infrastructure and Cleanliness**".

1.7.3 All two envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and be superscribed "**Proposal for "Assessment of Tourist Destinations in Areas of Infrastructure and Cleanliness"**" and also complete address of the Agency.

1.7.4 The completed Technical and Financial Proposals must be submitted not later than 11AM on 06/06/2022 to



Shri. Fakre Alam, Director  
Market Research Division, Ministry of Tourism,  
East Wing, 7<sup>th</sup> Floor, Chanderlok Building, 36 Janpath, New Delhi-110011

1.7.5 The Client (Ministry) 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 Technical Proposals of the agencies will be opened in the presence of representatives of applicant agencies, which choose to be present. Time and date of opening of the technical proposal will be intimated to qualified agencies.

1.7.6 Agencies are required to make a presentation on their Technical Proposal before the committee. Time for the presentation will be intimated to agencies who qualified in Minimum Eligibility criteria. The Agencies, which remain absent during the presentation of their Technical Proposals before committee will be disqualified technically. The Financial Proposals shall remain sealed and will be opened in respect of the agencies, which qualify in the Technical evaluation.

1.7.7 The Ministry of Tourism may reject any proposals without assigning any reason.

#### 1.7.8. Proposal Evaluation

##### (a) General

1.7.9. From the time the bids are opened to the time the contract is awarded, if any agency wishes to contact the Ministry on any matter related to its proposal, it should do so in writing. Any effort by the agency to influence the Ministry in the Ministry's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the agency's proposal.

1.7.11 Ministry of Tourism will select an agency from those which submit proposals in accordance with the **Quality and Cost Based System (QCBS)**.

##### (b) Evaluation of Technical Proposals

The proposals would be evaluated on the basis of the point system specified hereunder:

Evaluation Criterion		Max. Score (%)
<b>1. Experience of the Agency</b>		<b>30</b>
1.1	<p><b>Essential:</b> Provision of references for similar surveys (may include socio-economic surveys, assessments related to infrastructure, hygiene related fields) done within past 6 years (a minimum of 5 references, from government department / public sector or private sector) (4 marks for each project with maximum 20 marks)</p> <p><b>Desirable:</b> Provision of references for tourism related studies/surveys done within past 6 years (a minimum of 2 references from government department / public sector) (5 marks for each project with maximum 10 marks)*</p>	30

	<i>*Reference(s) of assignments submitted for the essential requirement must not be resubmitted to meet the desirable requirement.</i>	
<b>2. Methodology and Timelines</b>		<b>40</b>
2.1	Methodology, Work Plan and Understanding of TOR	30
2.2	Proposed estimated timeline for project deliverables	10
<b>3. Qualification and Competence of Key staff for the assignment</b>		<b>30</b>
3.1	Qualification and experience of professional staff assigned for the assignment by the agency	30
<b>Total Score (S<sub>t</sub>)</b>		<b>100</b>

**1.7.12. A minimum score of 60% in each of the three criteria 1, 2 and 3 above is required for qualifying in the technical bid.** A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated.

**(c) Evaluation of Financial Proposals**

1.7.13 After the evaluation of proposals is completed, the Ministry shall notify those agencies whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process.

1.7.14 The Client will determine whether the Financial Proposals are complete.

1.7.15 The lowest Financial Price ( $F_m$ ) will be given a financial score ( $S_f$ ) of 100 points. The financial scores ( $S_f$ ) of the other Financial Proposals will be computed as follows:

$$S_f = 100 \times F_m / F, \text{ in which } S_f \text{ is the financial score, } F_m \text{ is the lowest price and } F \text{ the price of the proposal under consideration.}$$

**(d) Ranking**

1.7.16 Proposals will be ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores, giving **70% weight to the Technical Score and 30% weight to the Financial Score.**

**(e) Elaborative Example:**

Suppose there are three agencies and their technical scores are as follows:

Name of the Agency	Technical Score (Maximum Marks- 100)
Agency A	80
Agency B	95
Agency C	90

The Financial Bids of the agency are as follows:

Name of the Agency	Financial Bid (in Rs. Lakhs)
Agency A	10 = Minimum = Fm
Agency B	15 = Fb
Agency C	20 = Fc

The Technical, Financial and Combined Scores of the agencies in this case would be as follows:

Agency	Technical Score		Financial score		Combined Score	Rank
	MM. 100	Equivalent Score of 70%	MM.100 (Sf)	Equivalent Score of 30% of Sf		
	(a)	(b)	(c)	(d)	= (b)+(d)	
<b>A</b>	80	56.0	100	30	86	II
<b>B</b>	95	66.5	$= Fm/Fb * 100$ $= 66.7$	20.01	86.51	I
<b>C</b>	90	63.0	$= Fm/ Fc * 100$ $= 50.0$	15	78	III

1.7.17 After selection, a Letter of Award (the “LOA”) shall be issued, in duplicate, by the Authority to the Selected Applicant and the Selected Applicant 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 Applicant is not received within the stipulated date, Ministry may, unless it consents to extension of time for submission thereof, cancel the LOA.

**1.7.18** In case the successful bidder fails to sign the contract within 15 days of award of work (date of issue of LOA), a show-cause notice may be issued to the agency on the same and the **agency may be debarred and blacklisted from bidding in future, upon providing unsatisfactory explanation.**

## 1.8 Period of Assignment

1.8.1 The duration of the assignment may be 4 months from the date of approval of Inception report. Time schedule of various activities will be as follows:

S.no	Activity	Duration
1	Signing of Contract, submission of Bank Guarantee & Submission of Inception report specifying the different activities to be performed as per the TOR and Contract Agreement	within 10 days of issue of LOA

2	Pre assessment work including: - Development of Survey Tool on an IT platform - Selection and Training of assessors - Pilot and pre-testing of questionnaire etc.	within 20 days of issue of LOA
3	Implementation of on-site Assessment of 52 Destinations/185 Tourist Sites	within 90 days of issue of LOA
4	Data Analysis and Draft Report	within 110 days of issue of LOA
5	Final Submission of Report (English & Hindi) along with soft copy in pendrive in both Word and pdf format. Completion of dashboard including knowledge transfer to Ministry of Tourism	within 20 days of receipt of comments on draft report

## 1.9 Deliverables

1.9.1 The agency will submit the following deliverables to Client:

- Development of survey tool on an IT platform including mobile based application for data collection
- Five copies of the Inception Report to the Ministry of Tourism, within 10 days of issue of LOA. The Inception Report will also specify the proposed date of start of the field survey.
- Detailed information on 52 Destinations/185 Tourist Sites in MS Excel format including date of assessment of each site, details of the assessor etc. as per the list of tourist sites and questionnaire provided by Ministry of Tourism.
- Complete data in MS Excel format of the onsite assessments.
- Two copies of the draft report in hard and soft format, including, inter alia:
  - Comparative scoring of Tourist Site and their associated Tourist Destinations
  - Data Representation and Visualization across elements, types of sites etc.
  - Ranking of Tourist Destinations
  - Findings & Recommendation
- Final Report (print both side with proper/ hard binding) in English and Hindi with 10 copies each will be submitted within 15 days of receipt of comments on draft report. The Final Report will also be submitted in soft copy in pendrive in Word and PDF format.
- A user-friendly, interactive online dashboard representing and visualizing the findings and ranking of the tourist site/destination assessment. The dashboard system developed shall be flexible to be integrated and interfaced with existing websites/dashboards of Ministry of Tourism. Complete handholding and knowledge transfer regarding the dashboard would be provided by the agency to Ministry of Tourism.

## 1.9.2 Payment Schedule

Instalments	Payment of agency fees	When Due
1.	5% of the cost plus taxes as applicable	<ul style="list-style-type: none"> <li>• On Signing of Contract, Submission of Bank Guarantee &amp; Submission of Inspection report and its approval by Ministry of Tourism.</li> </ul>

2.	10% of the cost plus taxes as applicable	<ul style="list-style-type: none"> <li>• On Development of survey tool (based on IT platform) and training of assessors.</li> <li>• Development of dashboard</li> </ul>
3.	30% of the cost plus taxes as applicable	<ul style="list-style-type: none"> <li>• On completion of On-Site Assessment of 52 Destinations/185 sites including submission of data collected and draft report.*</li> </ul>
4.	15% of the cost plus taxes as applicable	<ul style="list-style-type: none"> <li>• Review and acceptance of draft report.</li> </ul>
5.	15% of the cost plus taxes as applicable	<ul style="list-style-type: none"> <li>▪ On submission and acceptance of the final report. (Final Report (10 copies each in English and Hindi)along with soft copy in both Word and PDF format).</li> </ul>
6.	25% of the cost plus taxes as applicable	<ul style="list-style-type: none"> <li>▪ Completion of dashboard including knowledge transfer by the agency to Ministry of Tourism</li> </ul>

*\*The cost of the project would be for 185 sites and 52 destinations. However the same may change proportionally in case of increase or decrease in the number of tourist sites or destinations*

## Section 2: Scope of Work

### 2.1 Coverage

A total of 185 tourist sites from 52 destinations from across the country have been selected for assessment in areas of *infrastructure* and *cleanliness*. The sites and destination would be holistically evaluated on the basis of the following elements:

- a. Accessibility
- b. Amenities
- c. Safety and Security
- d. Hygiene

The selected sites are categorized based on the following themes:

1. Historical
2. Spiritual
3. Coastal and Lakes
4. Wildlife
5. Marketplace

### 2.2 Terms of Reference (TOR)

The major objectives of the tourist destination assessment are as given below:

- i. To conduct an On-site assessment of the tourist sites and destination based on the defined parameters/questionnaire (developed by Ministry of Tourism) across the aforementioned elements in order to understand the comprehensive picture of tourist destinations on the availability and quality of basic services and maintenance of hygiene. The assessment would also incorporate feedback from various stakeholders related to the site mainly, tourists, tour guides, and shopkeepers, among others.
- ii. To analyze the information collected from the onsite tourist site & destination assessment for evaluation of the tourist destination and submit report thereof including an online dashboard for representation of the findings of the assessment exercise.
- iii. Any other incidental work relating to point no. i. to ii above.

### **SECTION 3: TECHNICAL PROPOSAL**

- 3A. Technical Proposal Submission Form
- 3B. Agency's references
- 3C. Description of the methodology and work plan for performing the assignment
- 3D. Team composition and task assignments
- 3E. Format of curriculum vitae (CV) for proposed professional staff

**3A. TECHNICAL PROPOSAL SUBMISSION FORM**

[Location, Date]

From:

[Name of the Agency]

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

To:

\_\_\_\_\_  
Market Research Division,  
Ministry of Tourism,  
7<sup>th</sup> Floor, Chanderlok Building, 36 Janpath,  
New Delhi-110011

**Subject:** Services for “**Assessment of Tourist Destinations in Areas of Infrastructure and Cleanliness**”

Sir,

We, the undersigned, offer to provide services for “**Assessment of Tourist Destinations in Areas of Infrastructure and Cleanliness**” in accordance with your Request for Proposal dated [Date]. We hereby submit our Proposal, which includes a Technical Proposal, and a Financial Proposal.

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

Yours Sincerely,

Signature:  
Name & Designation of the authorized  
Signatory:  
Name of Agency:  
Address:



### 3B. AGENCY'S REFERENCES

#### Relevant Projects Carried Out in the Last Six Years That best illustrate Qualifications and the Assignment

Using the format below, provide information on each reference assignment

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by your agency(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; duration of assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Rs lakhs)
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed		
Narrative Description of Project*:		
Description of Actual Services Provided by Your Staff:		

\* Copy of Work Completion Certificate/ Final Payment Receipt is to be provided

**3C. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR  
PERFORMING THE ASSIGNMENT**

Please provide the following details:

1. Approach and Coverage
2. Work Plan
3. Timeline
4. Data Analysis
5. Deliverables
6. Any other methodological or other details which the Agency considers imperative for any technical aspect of the assignment.

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

### 3D. TEAM COMPOSITION AND TASK ASSIGNMENTS

#### 1. Professional Staff

Sl. No.	Name	Position	Task
1.			
2.			
3.			
4.			
..			
..			

#### 2. Support Staff

Sl. No.	Name	Position	Task
1.			
2.			
3.			
4.			
..			
..			

**3E. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF\***

Proposed Position: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Agency: \_\_\_\_\_

Nationality: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

**Key Qualifications:**

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

**Education:**

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

**Employment Record:**

*[Starting with present position, list in reverse order every employment held in the last 5/3/2 years (as applicable) giving types of activities performed and client references, where appropriate. Use about one page.]*

**Certification:**

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

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

[Signature of staff member and authorized representative of the Agency]  
Day/Month/Year

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

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

*\*In case of Field Assessors, details of a sample of 5-7 assessors may be provided.*

## SECTION 4: FINANCIAL PROPOSAL

### 4A. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

Market Research Division,  
Ministry of Tourism,  
7<sup>th</sup> Floor, Chanderlok Building, 36 Janpath,  
New Delhi-110011

Sir,

We, the undersigned, offer to provide the services for “**Assessment of Tourist Destinations in Areas of Infrastructure and Cleanliness**” in accordance with your Request for Proposal (RFP) dated [Date] and our Technical Proposal. Our Financial Proposal exclusive of the taxes is Rs ----- /-(in words). The price is inclusive of all expenses including expenditure incurred on travel, accommodation and other contingency expenditure.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiry of the validity period of the Proposal, i.e. [Date].

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

Yours Sincerely,

Signature:

Name & Title of the Authorized Signatory:

Name of Agency:

Address:

**Note: In case of any difference in the amount quoted in words and figures, the proposal will be treated as non-responsive and will be rejected.**