

RFP No: MRD-20/1/2020-MRD
Ministry of Tourism
Government of India

Date: 21.09.2022

CORRIGENDUM

Request for proposal (RFP)

For

Engagement of Agency for setting up of Project Monitoring Unit (PMU) under Ministry of Tourism

Corrigendum to Tender Reference Number MRD-8/1/2021-MRD

This is for information of all the bidders that the Tender Document (Tender Reference Number MRD-8/1/2021-MRD dated: -12.09.2022 for Engagement of Agency for setting up of Project Monitoring Unit (PMU) under Ministry of Tourism has been amended, as under: -

Sr. No.	Clause No.	Page No.	Existing Clause	Amended Clause
1	1.1.9	Page 6	EMD of Rs. 3,00,000/- (Three lakhs only) in the form of Demand Draft will be provided by the agency which will be valid for 6 months from the date of submission of proposal.	The bidders are required to submit the Bid Security Declaration in the proforma given in Annexure I.
2	1.2	Page 6	Project Lead (Expert): Minimum professional experience of 5+ years <input type="checkbox"/> Must have experience in managing project monitoring Unit (PMUs) for Government Organizations <input type="checkbox"/> Must have experience in leading at least 3 similar projects <input type="checkbox"/> Experience with the current organization should be more than 1 year. <input type="checkbox"/> Experience in the Tourism sector desirable	Project Lead (Expert): Minimum professional experience of 5+ years <input type="checkbox"/> Minimum professional experience of 5+ years <input type="checkbox"/> Must have experience in managing project monitoring Unit (PMUs) for Government Organizations <input type="checkbox"/> Must have experience of atleast 2 years in similar projects with minimum 1 year of leading the PMU. <input type="checkbox"/> The expert

				<p>shall be on full-time arrangement with the Agency for a period of minimum year from the date of award of contract.</p> <p><input type="checkbox"/> Experience in the Tourism sector desirable</p>
3	1.2	Page 7	The agency shall provide substitute promptly (not later than 15 days of such request from the Ministry) for the team member as and when required.	The agency shall provide substitute promptly (not later than 30 days of such request from the Ministry) for the team member as and when required.
4	1.2	Page 7	<p>In case, the leaving personnel is not providing prior notice of one month to the Ministry, a sum of 20% (twenty percent) of the remuneration shall be deducted from the payment due to the agency (from the day personnel leaves the Ministry until the time of getting new replacement). Also, in case of delay in providing substitution to the Ministry, a sum equal to 20% (twenty percent) of the remuneration shall be deducted from the payments (every month) due to the agency.</p> <p>In the case of a second substitution hereunder, such deduction shall be 50% (fifty percent) of the remuneration. Any further substitution may lead to termination of the Agreement.</p>	<p>In case, the leaving personnel is not providing prior notice of one month to the Ministry, a sum of 20% (Twenty percent) of the remuneration shall be deducted from the remaining payment (after deduction of the remuneration of the leaving personnel) due to the agency (from the day personnel leaves the Ministry until the time of getting new replacement) every month. The same applies for every substitution.</p> <p>Also, in case of delay in providing substitution to the Ministry, a sum equal to 20% (ten percent) of the remuneration shall be deducted from the payments (every month) due to the agency.</p> <p>In case of multiple penalties in not</p>

				providing /delay in substitution, the assessment of performance of the agency will be done and decision of termination will be taken by the Competent Authority.
5	1.5.3	Page 9	All 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.	All the Key Personnel for the assignment shall be on full-time arrangement with the Bidder for a period of minimum 1 year from the date of award of contract.
6	1.5.4 (ii)	Page 9	A description of the methodology and work plan for performing the assignment (Section 3C).	A description of the methodology and work plan for performing the assignment (Section 3C). However, the description will be restricted to 15 pages only.
7	1.6.10 (b) Evaluation of technical proposal	Page 10	<p>1. Experience of the agency</p> <ul style="list-style-type: none"> □ Experience in undertaking at least 3 assignments pertaining to Project Monitoring Unit of long-term nature (at least 12 months) for providing advisory services for development plans or strategy for any Ministry / Department under the Government of India/State Government. □ Work experience of Project Monitoring Unit in the areas of Tourism/ Hospitality sector/Global indices is desirable (6 marks for each essential assignment + 2 marks each for every additional desirable assignments in the areas of Tourism/Hospitality/Global Indices (up to max 12 marks) 	<p>1. Experience of the agency</p> <p>Minimum requirement: Experience in undertaking at least 3 assignments pertaining to Project Monitoring Unit of long-term nature (at least 12 months) for providing advisory services for development plans or strategy for any Ministry / Department under the Government of India/State Government. (6 marks for each essential assignment, up to max of 18 marks)</p> <p>Additional requirement: Experience in undertaking assignments pertaining to Project / Program</p>

				Management Unit of long-term nature (at least 12 months) in the areas of Tourism / Hospitality / other Indices for any Ministry / Department under the Government of India / State Government. (2 marks for each additional assignment, up to max of 12 marks)
8	1.6.10 Evaluation of technical proposal	(b) of Page 10	<p>3. Qualification and competence of key staff for the assignment</p> <p>Project Lead {5 marks for essential + 1 marks for every additional year of experience above the minimum experience (up to max 2 marks) + 1 mark for every tourism field project work (up to max 3 marks)}</p>	<p>3. Qualification and competence of key staff for the assignment</p> <p>Project Lead {5 marks for essential + 1 marks for every additional year of experience above the minimum experience of 5+ years (up to max 2 marks) + 1 mark for every tourism field project work/ for every year working in PMU of tourism field (up to max 3 marks)}</p>
9	1.6.17	Page 12	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 consultancy on the same, and the consultancy may be debarred and blacklisted from bidding in future, upon providing an unsatisfactory explanation.	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 consultancy on the same, and the consultancy may be debarred and blacklisted from bidding in future, upon providing an unsatisfactory explanation. However, in case of procedural delay, with due in writing request with reference to the concerned bank request will be considered by the Ministry on merit basis.
10	1.7 Duration	Page 12	The PMU will be set up for the duration of 24 months until extended	The PMU will be set up for the duration of 24

			further as per the agreement, which may further be extended for a maximum period of 12 months as per the provision of the agreement.	months until extended further as per the agreement, which may further be extended for a maximum period of 12 months as per the provision of the agreement. In case of further extension, if required, contract may be extended on same terms & conditions and remuneration subject to mutual agreement.
11	4A. Financial Proposal Submission Form	Page 23		The proforma for submitting the financial proposal may be seen in annexure II.
12	1.5 Preparation of Proposal	Page 8	The PMU must submit the supporting documents like the work order and completion certificate of the projects and the page no. of these documents must be indicated in the table above. The details of only those projects, from the table above, will be scrutinized which fulfils the Technical Proposal Evaluation Criteria of the RFP document	The PMU must submit the the work order of the projects, details of ongoing/completion of the projects and the page no. of these documents must be indicated in the table above. The details of only those projects, from the table above, will be scrutinized which fulfils the Technical Proposal Evaluation Criteria of the RFP document. The table format may be seen at Annexure III.
13	1.5.4	Page 9	The Technical Proposal shall provide the following information using the formats given in the attached Standard Forms (Section 3): (i) A brief description of the organization and an outline of recent experience pertaining to Project Monitoring Unit related assignments of long-term nature (at least 12 months) for providing advisory services for development plans or strategy in the areas of tourism/ hospitality industry/ infrastructure development for any Ministry/Department under Government of India/State Government (Section 3B).	The Technical Proposal shall provide the following information using the formats given in the attached Standard Forms (Section 3): (i) A brief description of the organization and an outline of recent experience pertaining to Project Monitoring Unit related assignments of long-term nature (at least 12 months) or have completed 9 months in case of ongoing PMUs for

				providing advisory services for development plans or strategy in the areas of tourism/ hospitality industry/Global Indices for any Ministry/Department under Government of India/State Government (Section 3B).
14	1.5.6	Page 9	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.	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 only be the monthly fee component. In case of travel, Consultant will be entitled as per the entitlement of Under Secretary to Govt. of India. The same should be clearly mentioned exclusive of tax.
15	1.6.10 (b)	Page 10		The ongoing projects for which atleast 9 months have been completed will be considered for evaluation of technical proposal.
16	1.6.10 (b)	Page 10		PMU in the field of Tourism/ Hospitality sector/Global indices needs to be separate from the Minimum required projects for additional scoring.

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