

Government of India
Ministry of Tourism,
Destination Development Division

2nd Floor, PTI Building
Parliament Street, New Delhi 110001

File No. SD-7/113/2025-SD

Dated: 25.05.2026

To,

All Interested Agencies

Subject: Request for Qualification (RFQ) for Empanelment of Strategy & Design Consultants

Sir/Madam,

The Ministry of Tourism, Government of India (MoT), is pleased to invite proposals for Empanelment of Strategy & Design Consultants. The Authority invites RFQ proposals from interested firms (the "Proposals") to create a panel of reputed Indian and international consultants with proven expertise in tourism planning and development. The Empaneled Consultants will support the Ministry of Tourism, State/UT Governments, and other implementing agencies in line with the Ministry's strategic vision, as detailed in this RFQ.

2. The provisions of this RFQ is solely for the purpose of empanelment. Subsequently, each State/UT shall be responsible for the execution and implementation of the assigned work and may, as deemed necessary, prescribe its own additional terms and conditions for engagements with the empaneled agencies.

3. Interested agencies invited to submit their proposal, along with supporting documents, as per the enclosed RFQ.

4. The bid should reach this Ministry on www.eprocure.gov.in by 30.06.2026 at 1800 Hrs. as mentioned in the RFQ Document. Submissions received after the deadline will not be considered. The detailed RFQ document, outlining the scope of work, eligibility criteria, and submission process, is enclosed herewith for reference.

Seema Jain
25/05/2026

(Seema Jain)
Director

Encl: Request for Qualification (RFQ)

सीमा जैन/SEEMA JAIN
निदेशक/Director
पर्यटन मंत्रालय/Ministry of Tourism
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

Request for Qualification (RFQ)
for
Empanelment of Strategy & Design Consultants
by
Ministry of Tourism
(Destination Development Division)



RFQ Reference No: SD-7/113/2025-SD

Date: 25.05.2026

Ministry of Tourism
Government of India

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Disclaimer

The information contained in this Request of Qualification document (RFQ) or subsequently provided to the Applicants, whether verbally or in documentary or any other form by or on behalf of Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFQ and such other terms and conditions subject to which such information is provided.

This RFQ is not an agreement or an offer by the Authority to the prospective Applicants or any other person. The purpose of this RFQ is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFQ. This RFQ includes Statements which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all information that each Applicant may require. This RFQ may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or use this RFQ. The assumptions, assessments, statements and information contained in this RFQ, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFQ and obtain independent advice from appropriate sources.

Information provided in this RFQ to the Applicants may be on a wider range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFQ or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of this RFQ and any assessment, assumption, statement or information contained therein or deemed to form part of this RFQ or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Applicant upon the statements contained in this RFQ.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFQ.

The issue of this RFQ does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

1. INTRODUCTION

1.1. Background

Given the growing importance of tourism as a driver of economic growth, employment, and cultural exchange, there is an urgent need to develop world-class tourist destinations that meet international standards and appeal to global travellers.

To this end, services of reputed agencies of national/international standing with multidisciplinary teams capable of addressing various dimensions of tourism development to conceive and develop impactful projects of global standards to enhance tourist experience at the destination.

For the same, the Ministry of Tourism, Government of India (hereafter referred to as "MOT" or "the Authority") envisages to shortlist an empanelled list of agencies/firms of **Consultants** (hereinafter referred as '**Consultant**') to support the States/ UTs.

1.2. Request for Qualifications (RFQ)

The Authority invites RFQ proposals from interested firms (the "**Proposals**") to create a panel of reputed Indian and international consultants with proven expertise in tourism planning and development. The Empanelled Consultants will support the Ministry of Tourism, State/UT Governments, and other implementing agencies in line with the Ministry's strategic vision.

The provisions of this RFQ is solely for the purpose of empanelment. Subsequently, each State/UT shall be responsible for the execution and implementation of the assigned work and may, as deemed necessary, prescribe its own additional terms and conditions for engagements with the empanelled agencies.

Any dispute that may arise between the Empanelled Agency and the concerned State/UT shall be resolved solely between the respective parties. The Ministry of Tourism shall not be a party to such disputes and shall bear no responsibility or liability in this regard.

1.2.1. Empanelment Category

The objective of this empanelment is to ensure that qualified agencies with domain-specific expertise and technical capacity are available for assignments under the following categories:

Category A: Preparation of Destination Master Plan and Strategic Concepts

Category B: Preparation of Detailed Project Reports (DPRs), Bid Process Management Support, and project monitoring & verification support during implementation of Tourist Experiences projects.

1.2.2. Thematic Empanelment:

To ensure the right expertise is matched to the right type of tourism projects, agencies will be empanelled theme-wise. Applicants should clearly indicate the thematic areas in which they have demonstrable experience. Thematic areas shall include:

- (i) **Heritage & Culture Tourism** – monuments, museums, heritage precincts
- (ii) **Nature & Eco-Tourism** – forests, wildlife, eco-parks, low-impact tourism
- (iii) **Coastal, Beach & Waterfront Tourism** – seafronts, riverfronts, lakefronts
- (iv) **Pilgrimage & Spiritual Tourism** – religious circuits, shrine towns, pilgrim facilities
- (v) **Urban Tourism & City Revitalization** – tourism precincts, city beautification, night economy
- (vi) **Rural, Agri & Craft-based Tourism** – village clusters, homestays, crafts hubs, farm tourism
- (vii) **Adventure & Sports Tourism** – trekking, skiing, water sports, sports facilities
- (viii) **MICE, Film & Entertainment Tourism** – convention centres, film cities, theme parks, festivals
- (ix) **Mine and Cave Tourism** - Curated visitor experiences in heritage and abandoned mines and caves, showcasing industrial heritage, geology, and mining ecosystems.
- (x) **Tech-enabled Solutions for Tourism** – digital platforms, smart infrastructure, visitor analytics, augmented and virtual reality etc.

1.3. Due diligence by Applicants

Applicants are encouraged to inform themselves fully about the empanelment before submitting the Proposal.

1.4. Availability of RFQ Document

RFQ document can be downloaded from the official website of the Ministry of Tourism www.tourism.gov.in and the tender portal of the Government of India <https://eprocure.gov.in/eprocure/app>.

1.5. Validity of the 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 Empanelment Process

The selection of the Consultants shall be undertaken in two stages:

- (i). **Stage-I:** Empanelment of Consultants by Ministry of Tourism through Request for Qualifications (RFQ).
- (ii). **Stage-II:** Selection of Consultants from the empanelled list by respective States/ UTs as per the requirement through Request for Proposals (RFP). The State/ UT's may also use the empanelled list of consultants for project funded through state or other sources.

Ministry of Tourism may also use this panel for selection of consultant for any other similar requirement.

The Authority will evaluate the RFQ proposals against the minimum eligibility conditions and technical evaluation of the proposals. Based on the evaluation, ‘**Empanelled list of Consultants**’ shall be finalized.

1.7. Currency conversion rate and payment

1.7.1. For the purposes of technical evaluation of Applicants, Rs. 85 (Rupees Eighty-Five) per US\$ shall be considered as the applicable currency conversion rate. In case of any other currency, the same shall first be converted to US\$ as on the date 60 (sixty) days prior to the Proposal Due Date, and the amount so derived in US\$ shall be converted into INR at the aforesaid rate. The conversion rate of such currencies shall be the daily representative exchange rates published by the International Monetary Fund for the relevant date.

1.7.2. Upon empanelment and subsequent award of a Project, all payments to the Consultants shall be made in INR in accordance with the provisions of the Project RFQ.

1.8. Schedule of Empanelment Process

1.8.1. The Authority would endeavour to adhere to the following schedule:

S no	Event Description	Date
1.	Last date for receiving queries	Queries shall be sent on swadesh.darshan@gov.in by 06.06.2026 up to 15:00 Hours
2.	Pre-bid Conference	12.06.2026 at 15:00 Hours
3.	Authority response to queries	22.06.2026 at 15:00 Hours
4.	Proposal Due Date or PDD	30.06.2026 up to 18:00 Hours
5.	Opening of Proposals	02.07.2026 at 11:30 Hours
6.	Issue of Letter of Empanelment (LOE)	To be Notified
7.	Issue of list of Empanelled Consultants	To be Notified

1.8.2. Applicants are advised to keep on checking the official websites www.tourism.gov.in / www.eprocure.gov.in for any corrigendum including change in schedule, addendum, or any communication in this regard. The above dates are indicative and the Ministry of Tourism has liberty to alter the same.

1.9. Pre-Bid Queries

1.9.1. Prospective Applicants may submit the queries regarding the document within the stipulated timelines given in the RFQ. The queries should be addressed to the Nodal Officer designated by the Ministry for this RFQ. The queries must be in the following format:

Sno	Relevant Clause of RFQ document	Page No of RFQ document	Query

1.9.2. The Authority shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent, and competitive Empanelment Process through a corrigendum, if any.

1.10. Communications and Nodal Officer

1.10.1. All communications including the submission of Proposal should be in English language and addressed to the Nodal Officer:

Smt Seema Jain,
Director, Destination Development Division
Ministry of Tourism
PTI Building,
Parliament Street,
New Delhi 110001
Tel.: 011-23719608
E-mail: seema.jain74@gov.in

1.10.2. The Official website of the authority is: www.tourism.gov.in

Note: Please open www.tourism.gov.in or **CPPP - Central Public Procurement Portal** (<https://eprocure.gov.in/eprocure/app>) to access all the posted and uploaded documents related to this RFQ.

1.10.3. All communications should have the following information, marked at the top in bold

“Stage I - Request for Qualification (RFQ) for Empanelment of Strategy & Design Consultants by Destination Development Division”

2. INSTRUCTIONS TO APPLICANTS

A. GENERAL

2.1. Scope of Proposal

2.1.1. Applicant to possess requisite experience and capabilities

Detailed description of the objectives, scope of services, Deliverables and other requirements relating to this Consultancy are specified in this RFQ. In case an applicant firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Empanelment Process in response to this invitation.

Consortium of firms is permitted.

2.1.2. No Applicant be part of another Applicant

The term applicant (the “**Applicant**”) will apply to both a single entity or a Consortium and its Members, if applicable. However, no applicant applying individually or as a Member of a Consortium, as the case may be, can be Member of another Applicant.

2.1.3. Additional Requirements in case of Consortium

In case the Applicant is a Consortium, it shall, comply with the following additional requirements to be eligible:

- (i). Number of Members in a consortium shall not exceed 2 (two);
- (ii). Subject to the provisions of sub-clause (i) above, the Application should contain the information required for each Member of the Consortium;
- (iii). Members of the Consortium shall nominate one Member as the lead member (the “**Lead Member**”). Lead Member of Consortium must have a registered office in India. The nomination(s) shall be supported by a Power of Attorney, as per the format (refer Form 5 and Form 6) in this RFQ, signed by all the Members of the Consortium.
- (iv). The duties, responsibilities and powers of such Lead Member shall be specifically included in the Joint Bidding Agreement. The Lead Member would be authorized to incur liabilities and to receive instructions and payments for and on behalf of the Consortium. The Authority expects that Lead Member should have full responsibility pertaining to execution of Consultancy;

- (v). The Application should include a brief description of the roles and responsibilities of individual Members;
- (vi). An individual Applicant cannot at the same time be a Member of a Consortium applying for the Consultancy. Further, a Member of a particular Consortium cannot be Member of any other Consortium applying for the Consultancy;
- (vii). Members of the Consortium shall enter into a binding Joint Bidding Agreement (the “**Joint Bidding Agreement**”), for the purpose of submitting a Proposal. The Joint Bidding Agreement, to be submitted along with the Application, shall, inter alia:
 - (a). clearly outline the proposed roles and responsibilities, if any, of each Member;
 - (b). include a statement to the effect that all Members of the Consortium shall be liable jointly and severally for all obligations of the Consultant in relation to the Consultancy until the completion of the Consultancy in accordance with the contract and the ToR;
 - (c). clearly define the proposed administrative arrangements (organization chart) for the management and execution of the Consultancy, if awarded to the Consortium;
 - (d). except as provided under this RFQ, there shall not be any amendment to the Joint Bidding Agreement without the prior consent of the Authority.
- (viii). No change in composition of the Consortium will be allowed by the Authority.
- (ix). All the Members of the Consortium shall be liable jointly and severally for all obligations of the Consultant in relation to the Consultancy until completion of Services in accordance with the Agreement and the ToR.

2.1.4. Authority’s decision regarding empanelment to be final

Applicants are advised that the empanelment of Consultants shall be on the basis of an evaluation by the Authority through the Empanelment Process specified in this RFQ. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Empanelment Process will be given and that the Authority’s decisions are without any right of appeal whatsoever.

2.1.5. Form and manner for submitting proposal

The Applicant shall submit its Proposal in the form and manner specified in the RFQ document. The Technical Proposal for Empanelment shall be submitted in the form at **Appendix-I**.

2.1.6. Consultant’s Team & Key Personnel

The Consultant has to ensure multi-disciplinary teams with requisite skills for delivering on the scope and services as envisaged under the RFQ broadly indicated in Schedule 1- TOR.

2.2. Conditions of Minimum Eligibility of Applicants

2.2.1. Only Proposals meeting minimum eligibility conditions to be evaluated

Applicants must carefully read the minimum conditions of eligibility (the “Conditions of Minimum Eligibility”) provided herein. Proposals of only those Applicants who satisfy the Conditions of Minimum Eligibility will be considered for evaluation.

This Request for Qualification (RFQ) is being issued with the intent to create a panel of eligible and reputed Indian and International consultants having demonstrable experience and capabilities in services envisaged. The Empanelled Consultants shall support the Ministry, State/UT Governments, and other implementing agencies aligned with the Ministry’s vision, guidelines, and strategic priorities.

2.2.2. Common Minimum Eligibility Conditions

- i. **Registered in India:** The Lead Member of the Applicant/Consortium must be a company registered in India under the Companies Act, 1956/2013 (as amended), or a partnership firm registered under the LLP Act, 2008 / Indian Partnership Act, 1932, or a proprietorship firm [or a registered society](#).
- ii. **Availability of Key Personnel:** Minimum 25 Full Time Regular Technical and Professional Staff having at least post graduate qualification.
- iii. **Technical Capacity:**

Sl. No.	Criteria	Requirement
1	Theme-wise experience under each	The Applicant must have successfully completed, during the last ten (10) years preceding the Proposal Due Date, at least four (4) eligible

Sl. No.	Criteria	Requirement
	Category applied for	<p>assignments under each Category and tourism theme(s) they wish to apply for.</p> <p>Category A: Preparation of Destination Master Plan and Strategic Concepts. <i>(The assignments submitted by the bidder should demonstrate experience in destination assessment, gap analysis, strategic or master planning, design / spatial planning, carrying capacity, or feasibility assessment, site identification, and project prioritization, implementation strategy.)</i></p> <p>Category B: Preparation of Detailed Project Reports (DPRs), Bid Process Management Support, and project monitoring & verification support during implementation of Tourist Experiences projects. <i>(The assignments submitted by the bidder should demonstrate experience in site selection, including land related due diligence / verification; project appraisal including techno-commercial assessment; design development, drawings, BoQ, DPR preparation; bid process support, implementation stage technical support including project monitoring, construction quality review, progress verification; technical, financial and O&M feasibility)</i></p> <p>Note: <i>(i) If an applicant seeks empanelment under more than one theme under category A & B, then the Applicant shall submit at least four (4) projects under each theme. (ii) Proposal submitted under each theme shall be evaluated out of 100 marks which includes 40 marks for each theme, 20 marks under 3.2 (2) and 40 marks under 3.2(3).</i></p>

iv. **Financial Capacity:**

The Lead member of the Consortium shall meet the Minimum Average Annual Revenue of Rs. 20 Crore (from professional fees) in last 3 financial years (i.e., FY 2022- 23, FY 2023-24, FY 2024-25) preceding the Due Date.

For the avoidance of doubt, 'professional fees' refer to revenues earned by the Applicant for providing advisory or consultancy services to its clients.

2.2.3. Certificate regarding total revenue from consultancy assignment

The Applicant shall enclose with its Proposal, certificate(s) from its Statutory Auditors stating its total revenues from consultancy assignments during each of the past three financial years and the fee received in respect of each of the Eligible Assignments specified in the Proposal. In the event that the Applicant 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 Applicant.

2.2.4. Continuation Sheet to be clearly marked and referenced

While submitting a Proposal, the applicant 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, Applicants may format the specified forms making due provisions for incorporation of the requested information.

2.3. Conflict of Interest

2.3.1. Applicant having conflict of interest to be disqualified

An Applicant shall not have a conflict of interest that may affect the Empanelment Process or the Project (the "Conflict of Interest"). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority reserves the right to take action as per the Bid Security Declaration for, inter alia, the time, cost and effort of the Authority including consideration of such Applicant's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.

2.3.2. Applicant to keep authority's interest paramount at all times

The Authority requires that the Consultant to provide 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 Consultant 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.

2.3.3. Guidance note for conflict of interest

Some guiding principles for identifying and addressing Conflicts of Interest have been illustrated in the Guidance Note at Schedule-3. Without limiting the generality of the above, an Applicant shall be deemed to have a Conflict of Interest affecting the Selection Process, if:

- (i). the Applicant, its consortium member (the “**Member**”) or Associate (or any constituent thereof) and any other Applicant, its consortium member or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Applicant, its Member or Associate (or any shareholder thereof having a shareholding of more than 5% (five percent) of the paid up and subscribed share capital of such Applicant, Member or Associate, as the case may be) in the other Applicant, its consortium member or Associate is less than 5 percent of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in sub-section (72) of section 2 of the Companies Act, 2013. For the purposes of this Clause 2.3.3(a), indirect shareholding held through one or more intermediate persons shall be computed as follows: (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the “**Subject Person**”) shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) above, where a person does not exercise control over an intermediary, which has a shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (bb) if the shareholding of such person in the intermediary is less than 26% (twenty six percent) of the subscribed and paid up equity shareholding of such intermediary; or
- (ii). a constituent of such Applicant is also a constituent of another Applicant;
or
- (iii). such Applicant or its Associate receives or has received any direct or indirect subsidy or grant from any other Applicant or its Associate or has

provided any such subsidy, grant to any other Applicant, its Member or any Associate thereof; or

- (iv). such Applicant has the same legal representative for purposes of this Application as any other Applicant; or
- (v). such Applicant has a relationship with another Applicant, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Application of either or each of the other Applicant; or
- (vi). there is a conflict among this and other consulting assignments of the Applicant (including its personnel and Sub-Consultant) and any subsidiaries or entities controlled by such Applicant or having common controlling shareholders. The duties of the Consultant will depend on the circumstances of each case. While providing consultancy services to the Authority for this particular assignment, the Consultant shall not take up any assignment that by its nature will result in conflict with the present assignment; or
- (vii). a firm which has been engaged by the Authority to provide goods or works or services for a project, and its Associates, will be disqualified from providing consulting services for the same project save and except as provided in Clause 2.3.4; conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and its Members or Associates, will be disqualified from subsequently providing goods or works or services related to the same project; or
- (viii). the Applicant, its Member or Associate (or any constituent thereof), and the bidder or Concessionaire, if any, for the Project, its contractor(s) or sub-contractor(s) (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Applicant, its Member or Associate (or any shareholder thereof having a shareholding of more than 5% (five percent) of the paid up and subscribed share capital of such Applicant, Member or Associate, as the case may be,) in the bidder or Concessionaire, if any, or its contractor(s) or sub-contractor(s) is less than 5% (five percent) of the paid up and subscribed share capital of such Concessionaire or its contractor(s) or sub-contractor(s); provided further that this disqualification shall not apply to ownership by a bank, insurance

company, pension fund or a Public Financial Institution referred to in sub-section (72) of section 2 of the Companies Act, 2013. For the purposes of this sub-clause (h), indirect shareholding shall be computed in accordance with the provisions of sub-clause (a) above.

2.3.4. Disqualification from providing subsequent services on the project

An Applicant eventually appointed to provide Consultancy for this Project, and its Associates, shall be disqualified from subsequently providing goods or works or services related to the construction and operation of the same Project and any breach of this obligation shall be construed as Conflict of Interest; provided that the restriction herein shall not apply after a period of 5 (five) years from the completion of this assignment or to consulting assignments granted by banks/ lenders at any time; provided further that this restriction shall not apply to consultancy/ advisory services performed for the Authority in continuation of this Consultancy or to any subsequent consultancy/ advisory services performed for the Authority in accordance with the rules of the Authority. For the avoidance of doubt, an entity affiliated with the Consultant shall include a partner in the Consultant's firm or a person who holds more than 5% (five percent) of the subscribed and paid up share capital of the Consultant, as the case may be, and any Associate thereof.

2.4. Number of Proposals

No Applicant shall submit more than one Application for the Consultancy. An Applicant applying individually shall not be entitled to submit another application either individually or as a member of any consortium, as the case may be.

2.5. Cost of Proposal

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Empanelment Process including subsequent negotiation, visits to the Authority etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Empanelment Process.

2.6. Verification of information

Applicants are encouraged to submit their respective Proposals after verification of the documents, reference materials, etc. within the purview of this RFQ and the Applicable Laws and regulations or any other matter considered relevant by them.

2.7. Acknowledgement by Applicant

- 2.7.1.** It shall be deemed that by submitting the Proposal, the Applicant has:
- (i). made a complete and careful examination of the RFQ;
 - (ii). received all relevant information requested from the Authority;
 - (iii). acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFQ document or furnished by or on behalf of the Authority; or relating to any of the matters referred to in Clause 2.6 above;
 - (iv). satisfied itself about all matters, things and information, including matters referred to in Clause 2.6 herein above, necessary and required for submitting an informed Application and performance of all of its obligations thereunder;
 - (v). acknowledged that it does not have a Conflict of Interest; and
 - (vi). agreed to be bound by the undertaking provided by it under and in terms hereof.

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

2.8. Right to reject any or all Proposals

2.8.1. Notwithstanding anything contained in this RFQ document, the Authority reserves the right to accept or reject any Proposal and to annul the Empanelment Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.

2.8.2. Without prejudice to the generality of Clause 2.8.1, the Authority reserves the right to reject any Proposal if:

- (i). at any time, a material misrepresentation is made or discovered, or
- (ii). the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.
- (iii). Further, misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If the Applicant is the Lead Member of a consortium, then the entire consortium may be disqualified/ rejected.

B. DOCUMENTS

2.9. Contents of the RFQ

This RFQ comprises the Disclaimer set forth hereinabove, the contents as listed below and will additionally include any Addendum/Amendment issued in accordance with Clause 2.11:

Request for Qualifications

1. Introduction
2. Instructions to Applicants
3. Criteria for Evaluation
4. Fraud and corrupt practices
5. Miscellaneous

Schedules

1. Terms of Reference
2. Draft Letter of Empanelment
3. Guidance note on conflict of interest

Appendix I: Technical Proposal Forms for Empanelment Stage

- Form 1: Letter of Proposal for Empanelment
- Form 1 (A): Checklist of Minimum Eligibility
- Form 1 (B): Checklist for Selection of Themes
- Form 2: Particulars of the Applicant
- Form 3: Format of Joint Bidding Agreement
- Form 4: Statement of Legal Capacity
- Form 5: Power of Attorney for Authorised Representative
- Form 6: Power of Attorney for Lead Member
- Form 7: Financial Capacity of the Applicant
- Form 8: Abstract of Eligible Assignments of Applicant
- Form 9: Eligible Assignments of Applicant
- Form 10: Format for Bid Securing Declaration
- Form 11: Particulars of Full Time Regular Technical & Professional Staff of the Applicant
- Form 12: Details of Key Experts

2.10. Clarifications

2.10.1. Applicants requiring any clarification on RFQ may submit their queries online to the Authority through CPP portal <https://eprocure.gov.in/eprocure/app> by logging in through their registered email ID before the date mentioned in the Schedule of Empanelment Process at Clause 1.8. The e-mail subject should be as follows:

"Queries concerning Request for Qualification (RFQ) for Empanelment of Strategy & Design Consultants by Destination Development Division"

2.10.2. The Authority shall endeavour to respond to the queries within the period specified therein but not later than 7 (seven) days prior to the Proposal Due Date. The Authority will post the reply to all such queries on the Official Website/ CPP portal without identifying the source of queries.

2.10.3. The Authority reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this Clause 2.10 shall be construed as obliging the Authority to respond to any question or to provide any clarification.

2.11. Amendment of RFQ

2.11.1. 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 Applicant, modify the RFQ document by the issuance of Addendum / Amendment and posting it on the Official Website.

2.11.2. All such addendum/ amendments shall be posted on the CPP portal <https://eprocure.gov.in/eprocure/app> & www.tourism.gov.in and shall be binding on all Applicants.

2.11.3. In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.

C. PREPARATION AND SUBMISSION OF PROPOSAL

2.12. Language

The Proposal with all accompanying documents (the “**Documents**”) and all communications in relation to or concerning the Empanelment Process shall be in English language and strictly on the forms provided in this RFQ. 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 the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

2.13. Format and signing of Proposal

2.13.1. All requisite information and forms to be submitted

The Applicant shall provide all the information sought under this RFQ. 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.

2.13.2. Submission to be in electronic form

The Applicant shall submit its bid in the electronic form on or before the date and time as mentioned in the Schedule of Empanelment Process at Clause 1.6.

2.13.3. Documents to be signed by Authorized Representative

Bids along with all the scanned copies of the document should be submitted in the electronic form only through CPPP e-tendering system as mentioned above. Before the bid documents are uploaded, all attached documents should be digitally signed by the authorized representative (the “**Authorised Representative**”) as detailed below:

- (i). by the proprietor, in case of a proprietary firm; or
- (ii). by a partner, in case of a partnership firm and/or a limited liability partnership; or
- (iii). by a duly authorized person holding the Power of Attorney, in case of a Limited Company or a corporation.
- (iv). by the Authorised Representative of the Lead Member, in case of consortium.

2.13.4. Power of Attorney for Authorised Representative

A copy of the Power of Attorney for Authorised Representative (in case of Consortium by Authorised Representative of Lead Member of Consortium) certified under the hands of a partner or director of the Applicant and notarised by a notary public in the form specified in Appendix-I (Form-5/6) shall accompany the Proposal.

2.13.5. List of Documents to be sent in original to the Authority

The following documents shall be sent separately to the Authority in original through Speed Post / Registered Post or delivered by hand to the person specified in the Clause 1.8.1 in a sealed envelope on or before the Proposal Due Date, failing which the Bid shall be rejected:

- (i). Power of Attorney as required under Clause 2.13.4; and

The envelope specified in this clause 2.13.5 shall clearly bear the following identification:

“Request for Qualification (RFQ) for Empanelment of Strategy & Design Consultants by Destination Development Division of Ministry of Tourism, Government of India”

If this envelope is not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Bid and consequent losses, if any suffered by the Applicant.

2.13.6. No supplementary material to be entertained

Applicants should note the Proposal Due Date, as specified in Clause 1.8, for submission of Proposals. Except as specifically provided in this RFQ, no supplementary material will be entertained by the Authority, and that evaluation will be carried out only on the basis of Documents uploaded on the CPP portal by the closing time of Proposal Due Date as specified in Clause 2.16.1. Applicants will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected. For the avoidance of doubt, the Authority reserves the right to seek clarifications under and in accordance with the provisions of Clause 2.22.

2.14. Technical Proposal for Empanelment

2.14.1. Technical Proposal as per Format in Appendix-I

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

2.14.2. While submitting the Technical Proposal, the Applicant shall, in particular, ensure that:

- (i). All scanned copies of the forms are submitted in the prescribed formats and signed by the prescribed signatories;
- (ii). Power of Attorney for Authorised Representative, if applicable, is executed as per Applicable Laws; the proposal is responsive in terms of Clause 2.20.3.

2.14.3. No particulars of Key Personnel or CV required at this stage

The particulars of the Personnel along with a copy of the CV are not required to be submitted at this Stage I-RFQ, However, will be required to be submitted at the Stage II - Request for Proposals (RFP) for selection of consultant invited by the User Agency.

2.14.4. False averment by Key Personnel

Upon empanelment and subsequent award of the Project, if an individual Key Personnel makes a false averment regarding his/her qualification, experience or other particulars, or his/her commitment regarding availability for the Project is not fulfilled at any stage after acceptance of LOE, s/he shall be liable to be debarred for any future assignment of the Authority for a period of 5 (five) years. The award of the Project to the Applicant may also be liable to cancellation in such an event.

2.14.5. No financial information shall be submitted

The Technical Proposal for Empanelment shall not include any financial information relating to the Technical Proposal of the Project. For avoidance of any doubt, applicants are only required to submit financial credentials only for the purpose of assessing financial capacity under eligibility criteria. No financial bid or pricing information is required at the RFQ stage.

2.14.6. Authority's Right to verification

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

2.14.7. Action against Applicant for misrepresentation or false information

In case it is found during the evaluation or at any time after issuance of LOE and

during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet empanelled or empanelled by issuance of the LOE, and if the Empanelled Applicant has already been issued the LOE, the same shall, notwithstanding anything to the contrary contained therein or in this RFQ, be liable to be terminated, by a communication in writing by the Authority without the Authority being liable in any manner whatsoever to the Applicant.

In such an event, the Authority reserves the right to take action as per the Bid Security Declaration for, inter alia, time, cost, and effort of the Authority, without prejudice to any other right or remedy that may be available to the Authority.

2.15. Submission of Proposal

- 2.15.1.** The Applicants shall submit electronically the Proposal with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be digitally signed by the Authorized Representative of the Applicant as per the terms of the RFQ. In case the proposal is submitted on the document downloaded from Official Website, the Applicant 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 RFQ and the original RFQ issued by the Authority, the latter shall prevail.
- 2.15.2.** The proposal shall need to be submitted online on the CPP Portal itself; manual/offline bids shall not be accepted under any circumstances. Also, the Applicant shall have to separately send Bid Security Declaration and Power of Attorney in original hard copy to the Authority as specified in the Clause 2.13.4.
- 2.15.3.** The Technical Proposal for Empanelment must be submitted online in its folder marked "Technical Proposal". The folder marked —**Technical Proposal shall contain Application in the prescribed format (Form-1 of Appendix) along with Forms 2 to 11 of Appendix and supporting documents.**
- 2.15.4.** All pages of the Technical Proposal for Empanelment must be numbered and digitally signed by the Authorised Representative of the Applicant.
- 2.15.5.** The complete **Proposal must be submitted online on or before 1800 hours** on the Proposal Due Date specified in Clause 1.8. Proposals submitted by post, fax, telex, telegram, in person or e-mail shall not be entertained.

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

2.15.7. Upon empanelment and subsequent award of the Project, the rates quoted shall be firm throughout the period of performance of the Project up to and including acceptance of the Project by the Authority and discharge of all obligations of the Consultant under the work order of the Project.

2.16. Proposal Due Date

2.16.1. Proposal should be submitted online on the CPP portal, on or before 1800 hours on the Proposal Due Date specified in Clause 1.8 in the manner and form as detailed in this RFQ. The Applicant is advised to retain the acknowledgement of the online submission of the bid for future reference.

2.16.2. The Authority may, in its sole discretion, extend the Proposal Due Date by issuing an Addendum in accordance with Clause 2.11 uniformly for all Applicants.

2.17. Late Proposals

Proposals submitted after the due date will not be accepted by the CPP portal and hence will automatically be rejected. The Authority will in no case be responsible if the bid is not submitted online within the specified timelines.

2.18. Modification/ substitution/ withdrawal of Proposals

2.18.1. The Applicant may modify, substitute, or withdraw its proposal by logging into the CPP portal prior to the proposal due date and time.

2.18.2. No Proposal shall be modified, substituted, or withdrawn by the Applicant on or after the Proposal Due Date.

2.18.3. Any request for alteration/modification in the Proposal or additional information or material supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

2.19. Bid Security Declaration

The Applicant shall furnish as part of its Proposal, a “Bid Security Declaration” as per Form 10 – Appendix-I. Any Bid not accompanied by the ‘Bid Security Declaration’ will be rejected by the Authority as non-responsive.

D. EVALUATION PROCESS

2.20. Evaluation of Technical Proposals for Empanelment

2.20.1. Opening of Proposals

The Authority shall open the Proposals at xx hours on the next working day after the Proposal Due Date via online bid opening.

2.20.2. Examination regarding proposal being responsive to the requirements

Prior to evaluation of Proposals, the Authority will determine whether each Proposal is responsive to the requirements of the RFQ. The Authority may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal shall be considered responsive only if:

- (i). the Technical Proposal for Empanelment is received in the form specified at Appendix I;
- (ii). It is received by the Proposal Due Date including any extension thereof pursuant to Clause 2.16;
- (iii). it is accompanied by the Bid Security Declaration Form as specified in Clause 2.19.
- (iv). it is signed, numbered and submitted as stipulated in Clauses 2.14 and 2.16;
- (v). it is accompanied by the Power of Attorney as specified in Clause 2.2;
- (vi). it contains all the information (complete in all respects) as requested in the RFQ;
- (vii). it does not contain any condition or qualification; and
- (viii). it is not non-responsive in terms hereof.

2.20.3. Right to reject non-responsive proposal

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.

2.20.4. Technical Evaluation

The Authority shall subsequently examine and evaluate Technical Proposals for Empanelment in accordance with the Empanelment Process specified at Clause 1.6 and the criteria set out in Section 3 of this RFQ.

2.20.5. List of Empanelled Consultants

After the technical evaluation, the Authority shall prepare a list of Empanelled Firms in terms of Clause 3.2. The Authority will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Empanelment Process.

2.21. Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the empanelment of Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Authority in relation to matters arising out of or concerning the Empanelment Process. The Authority shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Authority or as may be required by law or in connection with any legal process.

2.22. Clarification

2.22.1. To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Applicant 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.

2.22.2. If an Applicant does not provide clarifications sought under Clause 2.22.1 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 Applicant shall be barred from subsequently questioning such interpretation of the Authority. Information sought / provided by the Applicant should not constitute any material deviation from the proposal submitted by the Applicant.

E. Empanelment of Consultant

2.23. Empanelment

2.23.1. Letter of Empanelment and acceptance thereof

After empanelment, a Letter of Empanelment (the “LOE”) shall be issued, in duplicate, by the Authority to the Empanelled Consultants, and the Empanelled Consultant shall, within 7 (seven) days of the receipt of the LOE, sign and return the duplicate copy of the LOE in acknowledgement thereof.

2.23.2. Action in case of non-acceptance of Letter of Empanelment

In the event the duplicate copy of the LOE duly signed by the Empanelled Consultant is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, reserves the right to take action as per the Bid Security Declaration of such Applicant, on account of failure of the Empanelled Consultant to acknowledge the LOE.

2.23.3. List of Empanelled Consultants

After acknowledgement of the LOE as aforesaid by the Applicant, the Authority shall release list of Empanelled Consultants.

2.23.4. Authority’s right to restrict the participation of Empanelled Consultant

The Authority reserve its right to restrict any Empanelled Consultant in bidding or getting selected with multiple User Agency. The Authority also reserves the right to review the performance of any Empanelled Consultant at any stage during the tenure of empanelment and, in case of unsatisfactory performance, to terminate their empanelment without any liability.

2.24. Empanelment to be used by Implementing Agency

2.24.1. Model RFQ for selection from amongst Empanelled Consultants

The Implementing Agency may use Model RFQ for selection of Consultants from amongst the empanelled agencies by Ministry of Tourism.

2.24.2. Empanelment is no guarantee for invitation to bid

Empanelment with the Authority does not guarantee that any or all Consultants will be invited to bid for or be awarded any project/assignment as a consequence of empanelment.

2.24.3. Override of Empanelment Period by Project Contract

Notwithstanding anything to the contrary contained in this RFQ, the duration and terms of any contract entered into between the Consultant and the respective State/UT or Implementing Agency for a specific assignment shall prevail over the empanelment period. The Consultant shall continue to perform its obligations under such contract until completion of the assignment in accordance with the terms of the contract, irrespective of expiry or termination of the empanelment.

2.25. Proprietary Data

Subject to the provisions of Clause 2.23, all documents and other information provided by the Authority or submitted by an Applicant to the Authority shall remain or become the property of the Authority. Applicants are to treat all information as strictly confidential. The Authority will not return any Proposal, or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Applicant to the Authority in relation to the Project shall be the property of the Authority. The Applicant shall make suitable arrangements for the preservation of data collected during the study, such as filled in schedules, tabulation or working sheets, reports, photographs etc., relating to the Project in electronic form and this shall be shared with the Authority at the time of submission of Final report. The ownership of all such data shall remain with the Authority. All raw data compiled during the assignment shall be transferred to the authority. No data collected in context of the study may be destroyed or otherwise disposed of or given to any other organization/individual, unless so approved by the Authority.

2.26. Tenure of Empanelment

2.26.1. Tenure to be three years with further extension

The period of validity of empanelment shall be 3 (three) years from the Effective Date of Empanelment. After the expiry of 3 (three) years period, the Authority may choose to renew the empanelment for additional 2 (two) years subject to renewal for one year at a time, with maximum of two years. The Empanelled Consultant may be required to furnish additional requisite documents for renewal as decided by the Authority.

2.26.2. Right to invite more applications for empanelment

The Authority reserves the right to open up submissions of applications for

empanelment at any time. Any interested firm, who did not apply or qualify in an earlier attempt, , can re-apply for fresh empanelment at the next available opportunity. The de-Empanelled Consultant are barred from applying to the re-empanelment either in the original name and title, or in any new nomenclature for the next 2 (two) years.

2.27. Withdrawing from Empanelment

2.27.1. Any Empanelled Consultant may withdraw from the panel at any time by giving three month's advance notice in writing to the Authority. However, upon such withdrawal, the consultant shall be removed from the panel, and the agency shall be debarred from participating in any tender of Ministry of Tourism (MOT) for a period of two (2) years from the date of such withdrawal or breach.

2.27.2. In case of any ongoing assignment(s) being executed by the Consultant, the same has to be proceeded with in terms of the provisions of the agreement for the project.

3. CRITERIA FOR EVALUATION

3.1. Evaluation of proposals for minimum eligibility conditions

All proposals will be evaluated to meet the minimum eligibility conditions as defined in Clause 2.2. Technical proposals of only those applicants will be evaluated, which meet the minimum eligibility conditions.

3.2. Evaluation of Technical Proposals for Empanelment

Sn	Parameters	Criteria	Maximum Score
1	Relevant Theme-wise experience under each Category applied for	<p>The Applicant must have successfully completed, during the last ten (10) years preceding the Proposal Due Date, at least four (4) eligible assignments under each Category and tourism theme(s) they wish to apply for.</p> <p>10 marks per project shall be awarded up to a maximum of 4 projects.</p> <p>Category A: Preparation of Destination Master Plan and Strategic Concepts. <i>(The assignments submitted by the bidder should demonstrate experience in destination assessment, gap analysis, strategic or master planning, design / spatial planning, carrying capacity, or feasibility assessment, site identification, and project prioritization, implementation strategy.)</i></p> <p>Category B: Preparation of Detailed Project Reports (DPRs), Bid Process Management Support, and project monitoring & verification support during implementation of Tourist Experiences projects. <i>(The assignments submitted by the bidder should demonstrate experience in site selection, including land related due diligence / verification; project appraisal including techno-commercial assessment; design development, drawings, BoQ, DPR preparation; bid</i></p>	40

		<p><i>process support, implementation stage technical support including project monitoring, construction quality review, progress verification; technical, financial and O&M feasibility)</i></p> <p>Note: <i>(i) If an applicant seeks empanelment under more than one theme under category A & B, then the Applicant shall submit at least four (4) projects under each theme. (ii) Proposal submitted under each theme shall be evaluated out of 100 marks which includes 40 marks for each theme, 20 marks under 3.2 (2) and 40 marks under 3.2(3).</i></p>	
2	Team Strength	<p>The purpose of this criterion is to assess the Applicant’s inherent institutional capability and availability of multidisciplinary expertise relevant to the Categories and Themes applied for. One expert shall be counted only once under this criterion.</p> <p>(a) Full-time Core In-house Strength – Maximum 16 Marks Marks shall be awarded based on the number of distinct core expert disciplines available on the payroll of the Applicant: - 8 or more core expert disciplines: 16 marks - 6–7 core expert disciplines: 14 marks - 4–5 core expert disciplines: 10 marks - 2–3 core expert disciplines: 6 marks - 1 core expert discipline: 2 marks - Nil: 0 marks</p> <p>Note: <i>(i) Applicant applying under Category A must have, in addition to the core experts mentioned below, an Urban Designer or Architect with relevant master planning experience and Policy Expert or Economist for Strategy Development.</i></p>	20

		<p><i>(ii) Applicant applying under Category B must have, in addition to the core experts mentioned below, a Civil Engineer / Architect with relevant experience in BOQ, costing estimates, detailed drawings etc and Procurement Expert with experience in bid process management.</i></p> <p><i>(iii) Core experts' disciplines may include Tourism Expert, Social Expert, Environment Expert, Marketing Expert, Capacity Building Expert, Finance/PPP Expert, Planning & Urban Design Expert, and Project Management/Monitoring Expert having at least 06 years of professional experience.</i></p> <p>(b) Thematic Expert Coverage – Maximum 4 Marks If the Applicant has relevant full-time / retained thematic expert(s) for the theme(s) applied for, maximum 2 marks shall be awarded for each expert.</p> <p>For the purpose of this criterion, one thematic expert may be considered for up to two closely related / nearby themes, subject to demonstrable relevant experience themes as mentioned in clause 1.2.2.</p> <p>For the purpose of this criterion, “full-time” shall mean personnel on the payroll of the Applicant for at least 12 months prior to the Proposal Due Date.</p> <p>In case of a Consortium, at least 50% of the score under sub-criterion (a) shall be derived from experts on the rolls of the Lead Member.</p>	
<p>3</p>	<p>Approach & Methodology</p>	<p>a. Understanding and conceptual clarity – 10 marks</p> <ul style="list-style-type: none"> • Understanding of RFQ and scope – 5 marks 	<p>40</p>

		<ul style="list-style-type: none"> • Understanding of scope – 5 marks <p>b. Case Study for Developing Varanasi as a Destination of Global Standards – 20 marks <i>(details may be referred to in Note (iii) below)</i></p> <p>c. Quality and relevance of Case Studies – 10 Marks Applicants shall demonstrate their experience and capability through the submission of relevant case studies and a consolidated presentation. Each Applicant shall submit one relevant case study for each Category and Theme combination applied for, clearly demonstrating experience in similar assignments. The case study shall highlight the project context and objectives, scope of services undertaken, approach and methodology adopted, and key outcomes, impact, and value delivered.</p> <p>In addition, Applicants shall submit a short video (maximum 4 minutes) showcasing successfully executed project works. The video shall clearly demonstrate project outcomes, key features, innovations, and provide visual evidence of completed work. The video may be shared as a web link along with the Technical Proposal.</p>	
	Total Marks		100

Note:

- i. **Copy of Work order / Agreement to be submitted along with the proposal.**
- ii. **Ongoing assignments shall be considered for evaluation, subject to the following condition: at least 60% of the total consultancy fee must have been received from the client. CA Certificate as documentary evidence in support of the fee realization for submitted credentials must be submitted along with the proposal.**
- iii. **Varanasi Case Study**

Section	Description
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Case Study Title	<i>Case Study: Conceptual Development of Varanasi as a Global Tourism Destination</i>
Overall Requirement	<i>Applicants shall undertake a mandatory conceptual exercise for the development of Varanasi as a destination of global standards (both greenfield and brownfield)</i>
Assumptions	<i>For the purpose of this exercise, Applicants shall assume that: - Approximately 100 acres of greenfield land is available for integrated tourism development near the river; and - An existing brownfield tourism walkable precinct is available for upgrading service standards and enhancing tourist amenities.</i>
Vision and Development Strategy	<i>- A clear vision for positioning Varanasi as a global tourism destination - Strategic approach for integrating heritage, cultural, and modern tourism components</i>
Planning and Development Approach	<i>- Conceptual approach for development of the greenfield site and upgradation of the brownfield precinct - Approach for enhancing visitor experience, accessibility, and sustainability</i>
Indicative Project Components	<i>- Identification of key tourism infrastructure, attractions, and support facilities - Prioritization of projects aligned with international benchmarks and best practices</i>
Institutional Framework (DMO Structure)	<i>- Proposed Destination Management Organization (DMO) structure suitable for Varanasi - Suggested roles, responsibilities, and coordination mechanisms among stakeholders</i>
Implementation Approach	<i>- Broad action plan, including phasing and key milestones - Indicative implementation strategy, including public/private participation where relevant</i>
Submission Nature	<i>The submission is expected to be conceptual in nature, demonstrating the Applicant's understanding, approach, and strategic thinking.</i>
Scope Limitation	<i>Detailed DPR-level analysis, engineering drawings, or financial modelling is not required at this stage.</i>
Requirement	<i>The Applicant shall showcase a detailed presentation on the Varanasi case study covering above aspects. In addition, the applicant shall submit a 2-3 page write up</i>

	<i>explaining the Varanasi Case Study.</i>
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3.3. Evaluation Methodology for Technical Proposals

- i. **General Evaluation principle:** The evaluation of Technical Proposals shall be conducted on a **Category wise and Theme wise basis**. Each Category and Theme combination applied for by an Applicant shall be treated as a **separate and independent unit of evaluation**. Applicants applying for multiple Themes across one or more Categories shall undergo **independent evaluation for each such combination**.
- ii. **Relevant Theme wise Experience (40 Marks):**
 - a. The Applicant must have successfully completed, during the last ten (10) years preceding the Proposal Due Date, a minimum of four (4) eligible assignments for each Theme under each Category applied for.
 - b. Evaluation shall be carried out independently for each Theme, and only those assignments that are relevant to the respective Category and Theme shall be considered.
 - c. 10 marks per eligible project, subject to a maximum of 40 marks per Theme
 - d. Where an Applicant applies for multiple Themes
 - The requirement of minimum four (4) projects shall apply separately to each Theme
 - The same project may be considered across Themes only if it demonstrates clear and verifiable relevance
- iii. **Thematic Expert Coverage: Maximum 4 Marks (Theme wise Evaluation)**
The purpose of this sub-criterion is to assess the availability of Theme-specific expertise.
 - a. Evaluation shall be carried out separately for each Category–Theme combination
 - b. 2 Marks shall be awarded per relevant thematic expert Maximum 4 marks per Theme
 - c. Where an Applicant applies for multiple Themes:
 - Thematic expert evaluation shall be specific to each Theme
 - The same expert may be considered for multiple Themes, provided they demonstrate relevant experience in each Theme and are assigned to a maximum of two closely related Themes.
 - d. If no relevant thematic expert is demonstrated for a particular Theme, no marks shall be awarded under this sub-criterion for that Theme
- iv. **Approach and Methodology**
 - a. Understanding and Conceptual Clarity – 10 Marks
 - b. Case Study: Development of Varanasi – 20 Marks
 - c. Quality and Relevance of Case Studies – 10 Marks
Evaluation shall be conducted independently for each Category–Theme combination, based on:

- One case study per Category–Theme combination
- Demonstration of approach, methodology, outcomes, and impact
- Supporting video (maximum 4 minutes) showcasing project execution

v. Evaluation Process for Multiple Applications

- a. Each Category Theme combination shall be evaluated independently out of 100 marks
- b. No averaging or aggregation of scores across Themes shall be undertaken
- c. The Applicant may qualify in all Themes, qualify in selected Themes only, or not qualify in any Theme.
- d. Performance in one Theme shall not influence or compensate for performance in any other Theme

vi. Illustrative example:

- a. Applicant ‘A’ applies for Category A under Theme 1 and Theme 2, and for Category B under Theme 3.
- b. Applicant ‘A’ shall submit 12 projects (4 per Theme)
- c. For Approach & Methodology - 3 case studies (1 per Category–Theme combination) shall be demonstrated during the technical presentation
- d. For team strength – Applicant shall submit details of core team and thematic experts for each Theme-Category combination.
- e. Theme wise evaluation –

Criteria	Theme – 1	Theme – 2	Theme – 3
Experience (out of 40)	32	28	18
Core Team (out of 16)	14	14	8
Thematic Expert (out of 4)	2	4	2
Approach (out of 40)	34	30	36
Total Marks	82	76	64
Outcome	Empanelled	Empanelled	Not Empanelled

Empanelment shall be decided separately for each Category–Theme combination, based on the score obtained in that specific evaluation.

3.4. Empanelment of Applicants

Only those Applicants whose Technical Proposals score of 70 (Seventy) marks or more out of 100 shall be declared technically qualified and shall be empanelled.

Provided that, in the event of low participation, the Evaluation Committee and/or the Competent Authority may, at its discretion, reduce the minimum qualifying technical score, subject to such score not being less than 60 (Sixty) marks

4. FRAUD AND CORRUPT PRACTICES

- 4.1 The Applicants and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Empanelment Process. Notwithstanding anything to the contrary contained in this RFQ, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant 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 Empanelment Process. In such an event, the Authority shall, without prejudice to its any other rights or remedies, take action as per the Bid Security Declaration.
- 4.2 Without prejudice to the rights of the Authority under Clause 4.1 hereinabove and the rights and remedies which the Authority may have under the LOE or the Agreement, if an Applicant 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 Empanelment Process, or after the issue of the LOE or the execution of the Agreement, such Applicant shall not be eligible to participate in any tender or RFQ issued by the Authority during a period of 3 (three) years from the date such Applicant 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.
- 4.3 For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
- (a) “**corrupt practice**” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Empanelment Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Empanelment Process or the LOE or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Empanelment Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Empanelment Process or after the issue of the LOE, as the case may be, any person in respect of any matter relating to the Project or the LOE, who at any

time has been or is a legal, or technical Consultant/ adviser of the Authority in relation to any matter concerning the Project;

- (b) **“fraudulent practice”** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Empanelment Process;
- (c) **“coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Empanelment Process;
- (d) **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Empanelment Process; or (ii) having a Conflict of Interest; and
- (e) **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Empanelment Process.

5. MISCELLANEOUS

- 5.1 The Empanelment Process shall be governed by, and construed in accordance with, the laws of India and the Courts in the State in which the Authority has its headquarters shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Empanelment Process.
- 5.2 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 Empanelment Process and/or amend and/or supplement the Empanelment Process or modify the dates or other terms and conditions relating thereto;
 - (b) Consult with any Applicant 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 Applicant; 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 Applicant.
- 5.3 It shall be deemed that by submitting the Proposal, the Applicant 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, whether present or future.
- 5.4 All documents and other information supplied by the Authority or submitted by an Applicant shall remain or become, as the case may be, the property of the Authority. The Authority will not return any submissions made hereunder. Applicants are required to treat all such documents and information as strictly confidential.
- 5.5 The Authority reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record.

SCHEDULES

SCHEDULE - 1: GENERAL TERMS OF REFERENCE (TOR)

(This TOR is indicative and can undergo change depending on the States and Destination, which will be finalized at the time of inviting proposals for selection of Consultants)

(See Clause 1.2)

1. Ministry of Tourism is considering to empanel agencies to facilitate the development of tactical tourism projects to provide the States/UTs listing of qualified Consultants/agencies for providing advisory and consulting support. The states may consider these empanelled agencies for planning of projects / advisory support.
2. The empanelment of the Consultants will be for a period of three (3) years. However, Ministry of Tourism, reserves the rights to cancel the empanelment of any or all the Consultant(s) and request afresh proposal for empanelment at any time.
 - 2.1. Ministry of Tourism reserves the right to extend the period of empanelment of consultants for a further period depending on the requirement and performance of the Consultant on a mutually agreed basis.
 - 2.2 The duration and terms of any contract entered between the Consultant, and the respective State/UT or Implementing Agency shall prevail over the empanelment period. (Refer clause 2.24.3)

3. Scope of Work

The scope of work given below is indicative and may include any other activity as deemed necessary by the State/ UTs:

Category A - Preparation of Destination Master Plan and Strategic Concepts

- (i) Comprehensive master planning for identified tourism destinations, including land use planning, infrastructure assessment, sustainability strategies, and integrated development frameworks.
- (ii) Overview of the Destination including its location, study area, regional setting, history, connectivity, attractions, tourism USP, carrying capacity, tourist footfall etc.
- (iii) Existing situation assessment and Identification of Opportunities and Gaps / Challenges in terms of Destination's tourism potential

- (iv) Conduct Stakeholder Consultations with all relevant stakeholders in the destinations including the local community and associations;
- (v) Preparation of concept plan, Development Strategies and action plan considering the identified opportunities, gaps / challenges at the destination and consultations with stakeholders for the sustainable and responsible development of tourism at destination.
- (vi) Structure of the Destination Management Organization (DMO) for the identified destinations in State/UT along with the funding sources and sustainable revenue streams. Action Plan for setting up of a DMO and its suitable constitution type for the destination.
- (vii) Spatial Planning and interventions
- (viii) Identify shelf of projects for the destinations
- (ix) Preparation of Layouts, walkthroughs of the proposed interventions
- (x) Prepare the final Master Plan documents, including drawings and presentations.
- (xi) Review of existing/previous tourism master plans, statutory land-use plans, and related sectoral documents.
- (xii) Assessment of physiography, climate, demographic, and economic profile of the destination.
- (xiii) Detailed analysis of tourist arrivals and visitor profiles, including trends, seasonality, average stay, expenditure patterns, and satisfaction levels.
- (xiv) Formulation of Strategic Concept for the destination, including:
 - Vision, mission, and core values for the destination's tourism development.
 - Strategic objectives aligned with sustainable tourism principles.
 - Branding and positioning strategies to enhance competitiveness.
 - Target market segmentation and product-market fit strategies.
 - Marketing, promotion, and digital outreach strategies including but not limited to identification of destination ambassadors (preferably respected local representatives, sportspersons, or cultural icons), curated storytelling, influencer engagement, and immersive content to enhance destination visibility and appeal.
 - Provide policy and institutional recommendations, including critical assessment of capacities to identify gaps and enhance effectiveness in tourism planning and development.

- Phased implementation roadmap with monitoring & evaluation mechanisms.
 - Costing of the plan
- (xv) Undertake a detailed conceptual and feasibility assessment of the identified tourism experiences and projects, covering aspects such as market positioning, zoning and spatial planning, strategic concept development, phasing of implementation, revenue potential, design and infrastructure standards, high-level cost estimates, project impact assessment, and financial feasibility.
- (xvi) Any other work ancillary to, or required for, the preparation of the Destination Master Plan and Strategic Concepts.

Category B - Preparation of Detailed Project Reports (DPRs), Bid Process Management Support, and project monitoring & verification support during implementation of Tourist Experiences projects

- i. Conceptualization and preparation of Detailed Project Reports (DPRs) for tourism experiences and infrastructure.
- ii. Procurement support for project execution, including all relevant Tender Documents and technical assistance.
- iii. Preparation of Destination Overview
- iv. Preparation of project details with layout, visualization and walkthrough video
- v. Sustainability assessment of the project
- vi. Preparation of Detailed Design, Drawings and BOQ
- vii. Preparation of O&M Plan for the project
- viii. Assist the ST/ UT in obtaining relevant statutory approvals/ permissions. / NOCs, including identification of encumbrance free land, its verification and related approvals.
- ix. Preparation of Good for Construction (GFC) drawings for implementation of the Project.
- x. Establish clear linkage of each DPR with the approved Destination Master Plan, Strategy, and Action Plan.
- xi. Identification and pre-feasibility of Public-Private Partnership (PPP) projects and investment opportunities.
- xii. Comprehensive sustainability, environmental, and social impact and techno-commercial assessments for all proposed projects.
- xiii. Any other tasks required in connection with DPR preparation and bid management for tourist experience development.
- xiv. Support State / UT in end-to-end Bid Process Management including bid structuring & procurement strategy, preparation bid documents, cost estimates & budgeting, pre-bid & clarification, bid evaluation, award of contract, onboarding of contractors/developers etc.
- xv. Project monitoring & verification support to State/UT that includes:
 - a. Review of contractor submissions including drawings, material specification, schedules etc
 - b. Periodic site visits to assess construction progress and quality check
 - c. identification of deviations, technical risks, on-ground issues etc
 - d. support in timely completion of project

4. The State/ UT The Stage II- RFP for Selection of Consultant by respective State/ UT shall include list of destination for consultants for Category A & B detailed scope of work to be carried out by the Empanelled Consultants.
5. The Empanelled Consultants will be called upon to provide their services on pre-agreed terms for specific tasks and scopes of work to be assigned to them from time to time on a need basis as deemed appropriate by the State/ UTs.
6. The scope of services of the Consultants shall be governed by the provisions of the contract (the “Contract”) to be entered into between the Consultants and State/UTs which shall include the detailed scope of work and terms & conditions.

SCHEDULE - 2: DRAFT LETTER OF EMPANELMENT

Date: _____

To,

Subject: Request for Qualification (RFQ) for Empanelment of Strategy & Design Consultants by Destination Development Division of the Ministry of Tourism.

Sir /Mam,

In reference to the RFQ No., the Competent Authority of Ministry of Tourism has approved your empanelment of Consultant under Destination Development Division for a period of 3 (three) years w.e.f. date of Empanelment. This period may be extended for a further period of additional 2 (two) years (subject to one year at a time) based on your performance and /or need of Destination Development Division, Ministry of Tourism. The Empanelled Consultant may be required to furnish additional requisite documents for renewal as decided by the Authority.

The terms of empanelment will be governed by the RFQ No. You are requested to submit a signed copy of this letter in acknowledgment and acceptance of the empanelment within 7 (seven) days of receipt of this Letter of Empanelment.

Yours Faithfully,

SCHEDULE - 3: GUIDANCE NOTE ON CONFLICT OF INTEREST (FOR Consultant)

(See Clause 2.3)

1. This Note further explains and illustrates the provisions of Clause 2.3 of the RFQ and shall be read together therewith in dealing with specific cases.
2. Consultants should be deemed to be in a conflict of interest situation if it can be reasonably concluded that their position in a business or their personal interest could improperly influence their judgment in the exercise of their duties. The process for selection of Consultants should avoid both actual and perceived conflict of interest.
3. Conflict of interest may arise between the Authority and a Consultant or between Consultants and present or future concessionaries/ contractors. Some of the situations that would involve conflict of interest are identified below:
 - (a) Authority and Consultants:
 - (i) Potential Consultant should not be privy to information from the Authority which is not available to others;
 - (ii) potential Consultant should not have defined the project when earlier working for the Authority;
 - (iii) potential Consultant should not have recently worked for the Authority overseeing the project.
 - (b) Consultants and concessionaires/contractors:
 - (i) No Consultant should have an ownership interest or a continuing business interest or an on-going relationship with a potential concessionaire/ contractor save and except relationships restricted to project-specific and short-term assignments; or
 - (ii) no Consultant should be involved in owning or operating entities resulting from the project; or
 - (iii) no Consultant should bid for works arising from the project.

The participation of companies that may be involved as investors or consumers and officials of the Authority who have current or recent connections to the companies involved, therefore, needs to be avoided.

4. The normal way to identify conflicts of interest is through self-declaration by Consultants. Where a conflict exists, which has not been declared, competing companies are likely to bring this to the notice of the Authority.

All conflicts must be declared as and when the Consultants become aware of them.

5. Another approach towards avoiding a conflict of interest is through the use of - Chinese wall to avoid the flow of commercially sensitive information from one part of the Consultant's company to another. This could help overcome the problem of availability of limited numbers of experts for the project. However, in reality effective operation of —Chinese walls|| may be a difficult proposition. As a general rule, larger companies will be more capable of adopting Chinese walls approach than smaller companies. Although, —Chinese walls|| have been relatively common for many years, they are an increasingly discredited means of avoiding conflicts of interest and should be considered with caution. As a rule, —Chinese walls|| should be considered as unacceptable and may be accepted only in exceptional cases upon full disclosure by a Consultant coupled with provision of safeguards to the satisfaction of the Authority.
6. Another way to avoid conflicts of interest is through the appropriate grouping of tasks. For example, conflicts may arise if Consultants drawing up the terms of reference or the proposed documentation are also eligible for the consequent assignment or project.
7. Another form of conflict of interest called —scope—creep arises when Consultants advocate either an unnecessary broadening of the terms of reference or make recommendations which are not in the best interests of the Authority but which will generate further work for the Consultants. Some forms of contractual arrangements are more likely to lead to scope creep. For example, lump-sum contracts provide fewer incentives for this, while time and material contracts provide built in incentives for Consultants to extend the length of their assignment.
8. Every project contains potential conflicts of interest. Consultants should not only avoid any conflict of interest, they should report any present/ potential conflict of interest to the Authority at the earliest. Officials of the Authority involved in development of a project shall be responsible for identifying and resolving any conflicts of interest. It should be ensured that safeguards are in place to preserve fair and open competition and measures should be taken to eliminate any conflict of interest arising at any stage in the process.

APPENDICES

APPENDIX-I: TECHNICAL PROPOSAL FORMS FOR EMPANELMENT

(See Clause 2.1.3)

Form 1: Letter of Proposal for Empanelment

(On Applicant's letter head)

(Date and Reference)

To,
Secretary Tourism,
Government of India

Sub: Request for Qualification (RFQ) no.datedfor Empanelment of Strategy & Design Consultants by Destination Development Division of the Ministry of Tourism

Sir,

1. With reference to your RFQ Document mentioned above, I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for Empanelment of Strategy & Design Consultants by Destination Development Division of the Ministry of Tourism. The proposal is unconditional and unqualified.
2. I/We acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the Proposal for empanelment of the Consultant, 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 empanelment of Consultant under Destination Development Division of Ministry of Tourism.
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 bid 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 Applicant, 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 RFQ Documents, including any Addendum issued by the Authority;
 - (b). I/We do not have any conflict of interest in accordance with Clause 2.3 of the RFQ 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 Section 4 of the RFQ 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 with the provisions of Section 4 of the RFQ, 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 Empanelment Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultant, without incurring any liability to the Applicants in accordance with Clause 5.2 of the RFQ document.
9. I/We declare that we/any member of the consortium, are/is not a Member of a/any other Consortium applying for the Empanelment as a Consultant.
10. 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.
11. 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 empanelment of Consultant or in connection with the Empanelment Process itself in respect of the above-mentioned Project.
14. A bid securing declaration is attached, in accordance with the RFQ document.
15. I/We agree and understand that the proposal is subject to the provisions of the RFQ 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.
16. I/We agree to keep this offer valid for 90 (ninety days) days from the PDD specified in the RFQ.
17. A Power of Attorney in favor of the authorized signatory to sign and submit this Proposal and documents is attached herewith in Form 5.
18. I/We have studied RFQ and all other documents carefully. We understand that except to the extent as expressly set forth in the RFQ 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 Empanelment Process including the award of empanelment.
19. I/We agree and undertake to abide by all the terms and conditions of the RFQ Document.

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

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant)

APPENDIX-I

Form 1 (A): Checklist of Minimum Eligibility

Sn	Eligibility Criterion	Whether Met	Documentary Evidence submitted and Page Reference
1	The Lead Member of the Applicant /Consortium must be a company registered in India under the Companies Act, 1956/2013 (as amended), or a partnership firm registered under the LLP Act, 2008 / Indian Partnership Act, 1932, or a proprietorship firm or a registered society.	Yes/ No	To be provided as per Appendix 1, Form 2 Pg.
2	Availability of Key Personnel: Minimum 25 Full Time Regular Technical and Professional Staff.	Yes /No	To be provided as per Appendix 1, Form 11
3	<p>Technical Capacity: The Applicant must have successfully completed, during the last ten (10) years preceding the Proposal Due Date, at least four (4) eligible assignments under each Category and tourism theme(s) they wish to apply for.</p> <p>Category A: Preparation of Destination Master Plan and Strategic Concepts</p> <p>Category B: Preparation of Detailed Project Reports (DPRs), Bid Process Management Support, and project monitoring & verification support during implementation of Tourist Experiences projects.</p> <p>Note: (i) If an applicant seeks empanelment under more than one theme under category A & B, then the Applicant shall submit at least four (4) projects under each theme. (ii) Proposal submitted under each theme</p>	Yes/ No	Form 8 Pg. ___ to ___ Form 9. Pg. ___ to ___

	shall be evaluated out of 100 marks which includes 40 marks for each theme, 20 marks under 3.2 (2) and 40 marks under 3.2(3).		
4	<p>Financial Capacity: The Lead member of the Consortium shall meet the Minimum Average Annual Revenue of Rs. 20 Crore (from professional fees) in last 3 financial years (i.e., FY 2022-23, FY 2023-24, FY 2024-25) preceding the Due Date.</p> <p>For the avoidance of doubt, 'professional fees' refer to revenues earned by the Applicant for providing advisory or consultancy services to its clients.</p>	Yes/ No	Form 7 Pg.
5	The Applicant shall not be under declaration of ineligibility for corrupt or fraudulent practices with any Central/ State Government Organization and should not have been blacklisted as on the date of submission of bid.	Yes/ No	Letter of Proposal of Empanelment Pg.
6	<p>Past performance of the Applicant An applicant 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 Applicant or its Associate, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant or its Associate.</p>	Yes/ No	Letter of Proposal of Empanelment Pg.

APPENDIX-I

Form 1 (B): Checklist for Selection of Themes

(To be submitted by the Applicant Firm / Lead Member in case of a Consortium on Official Letterhead)

(Date and Reference)

To,

Secretary Tourism,
Government of India

Sub: Request for Request for Qualification (RFQ) no.datedfor Empanelment of Strategy & Design Consultants by Destination Development Division of the Ministry of Tourism

Sir,

- With reference to your RFQ Document mentioned above, I/We, having examined all relevant documents and understood their contents, hereby submit our Request for Qualification (RFQ) for Empanelment of Strategy & Design Consultants by Destination Development Division of the Ministry of Tourism. The proposal is unconditional and unqualified.
- I/We hereby confirm our interest to be considered for shortlisting under the following tourism themes and corresponding categories. The selection is made after careful review of the eligibility criteria outlined in the RFQ document.

Sn	Tourism Theme	Category A	Category B
1	Heritage & Culture Tourism	<input type="checkbox"/>	<input type="checkbox"/>
2	Nature & Eco-Tourism	<input type="checkbox"/>	<input type="checkbox"/>
3	Coastal, Beach & Waterfront Tourism	<input type="checkbox"/>	<input type="checkbox"/>
4	Pilgrimage & Spiritual Tourism	<input type="checkbox"/>	<input type="checkbox"/>
5	Urban Tourism & City Revitalization	<input type="checkbox"/>	<input type="checkbox"/>
6	Rural, Agri & Craft-based Tourism	<input type="checkbox"/>	<input type="checkbox"/>
7	Adventure & Sports Tourism	<input type="checkbox"/>	<input type="checkbox"/>
8	MICE, Film & Entertainment Tourism	<input type="checkbox"/>	<input type="checkbox"/>
9	Mine and Cave Tourism	<input type="checkbox"/>	<input type="checkbox"/>
10	Tech-enabled Solutions for Tourism	<input type="checkbox"/>	<input type="checkbox"/>

- I/We understand that evaluation will be carried out theme-wise and category wise, and we have provided supporting documents and credentials accordingly.

4. I/We acknowledge that selection under a particular theme/ category shall be based on fulfilment of eligibility conditions as prescribed.
5. I/ We declare that the information furnished above is true to the best of our knowledge. In case of any misrepresentation, we understand that the Authority reserves the right to reject our application or remove us from the panel at any stage.
6. In witness thereof, I/we submit this RFQ under and in accordance with the terms of the RFQ Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant)

APPENDIX-I

Form 2: Particulars of the Applicant

1.1 Title of Consultancy:

1.2 Title of Project: Request for Qualification (RFQ) for Empanelment of Strategy & Design Consultants by Destination Development Division of the Ministry of Tourism.

1.3 State the following:

Name of Company or Firm:

Legal status (e.g. incorporated private company, unincorporated business, partnership, etc.):

Country of incorporation:

Registered address:

Year of Incorporation:

Year of commencement of business:

Principal place of business:

Brief description of the Company including details of its main lines of business

Name, designation, address and phone numbers, e-mail of authorized signatory of the Applicant:

Name:

Designation:

Company: Address:

Phone No.:

Fax No.:

E-mail address:

Attach: Copy of Certificate of Incorporation /Registration /any other document to prove proprietorship, copy of PAN card and copy of GST Registration along with this Form 2.

1.4 For the Applicant, state the following information:

(i) Has the Applicant has been penalized by any organization for poor quality of work or breach of contract in the last five years?

Yes/No

(ii) Has the Applicant ever failed to complete any work awarded to it by any public authority/ entity in last five years?

Yes/No

(iii) Has the Applicant been blacklisted by any Government department/Public Sector Undertaking in the last five years?

Yes/No

(iv) Has the Applicant suffered bankruptcy/insolvency in the last five years?

Yes/No

Note: If answer to any of the questions at (i) to (iv) is yes, the Applicant is not eligible for this consultancy assignment.

1.7 Does the Applicant's firm/company combine functions as a Consultant or adviser along with the functions as a contractor and/or a manufacturer?

Yes/No

If yes, does the Applicant agree to limit the Applicant's role only to that of a Consultant/ adviser to the Authority and to disqualify themselves, their Associates/ affiliates, subsidiaries and/or parent organization subsequently from work on this Project in any other capacity?

Yes/No

1.8 Does the Applicant intend to borrow or hire temporarily, personnel from contractors, manufacturers or suppliers for performance of the Consulting Services?

Yes/No

If yes, does the Applicant agree that it will only be acceptable as Consultant, if those contractors, manufacturers and suppliers disqualify themselves from subsequent execution of work on this Project (including tendering relating to any goods or services for any other part of the Project) other than that of the Consultant?

Yes/No

If yes, have any undertakings been obtained (and annexed) from such contractors, manufacturers, etc. that they agree to disqualify themselves from subsequent execution of work on this Project and they agree to limit their role to that of Consultant/ adviser for the Authority only?

Yes/No

(Signature, name and designation of the authorised signatory)

For and on behalf of

APPENDIX-I

Form 3: Format of Joint Bidding Agreement

(in case the Applicant is a Consortium)

(To be executed on stamp paper of appropriate value)

THIS JOINT BIDDING AGREEMENT is entered into on this the day of 20...
(hereinafter referred to as the "Agreement")

AMONGST

1. [●], a company incorporated under the Companies Act, 1956/Companies Act, 2013 and having its registered office at (hereinafter referred to as the "First Part" which expression shall, unless repugnant to the context include its successors and permitted assigns)

AND

2. [●], a company incorporated under the Companies Act, 1956/Companies Act, 2013 and having its registered office at..... (hereinafter referred to as the "Second Part" which expression shall, unless repugnant to the context include its successors and permitted assigns)

AND

3. [●], a company incorporated under the Companies Act, 1956/ Companies Act, 2013 and having its registered office at..... (hereinafter referred to as the "Third Part" which expression shall, unless repugnant to the context include its successors and permitted assigns)

The above-mentioned parties of the FIRST, SECOND AND THIRD PART are collectively referred to as the "Parties" and each is individually referred to as a "Party"

WHEREAS,

(a) Ministry of Tourism, Government of India (hereinafter referred to as the "Authority" which expression shall unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) has invited proposals (the "Applications"), by its Request for Qualification No. dated..... (the "RFQ") for Name of the Assignment (the "Consultancy").

(b) The Parties are interested in jointly bidding for the Consultancy as members of a Consortium (the "Members") and in accordance with the terms and conditions of the RFQ and

other bid documents in respect of the Consultancy, and

(c) It is necessary condition under the Consultancy document that the members of the Consortium shall enter into this Joint Bidding Agreement and furnish a copy thereof with the Proposal.

NOW IT IS HEREBY AGREED as follows:

1. Definitions and Interpretations

In this Agreement, the capitalised terms shall, unless the context otherwise requires, have the meaning ascribed thereto under the RFQ.

2. Consortium

a. The Parties do hereby irrevocably constitute a consortium (the —Consortium||)) for the purposes of jointly participating in the selection process for the Consultancy.

b. The Parties hereby undertake to participate in the Bidding process only through this Consortium and not individually and/ or through any other consortium constituted for this Consultancy, either directly or indirectly or through any of their Affiliates

3. Covenants

The Parties hereby undertake that in the event the Consortium is declared the selected Consultant and awarded the Consultancy, the Parties shall enter into a contract for consultancy services (the “Consultancy Agreement”) with the Authority and for performing all obligations as the Consultant in terms of the Agreement for the Consultancy.

4. Role of the Parties

The Parties hereby undertake to perform the roles and responsibilities as described below:

a. Party of the First Part shall be the Member in Charge/Lead Member of the Consortium and shall have the power of attorney from all Parties for conducting all business for and on behalf of the Consortium during the selection process for the Consultancy and until the satisfactory completion of services;

b. Party of the Second Part shall be [●];and

c. Party of the Third Part shall be [●].

5. Joint and Several Liability

The Parties do hereby undertake to be jointly and severally responsible for all obligations and liabilities relating to the Consultancy and in accordance with the terms of the RFQ and the Consultancy Agreement, for the performance of the said Agreement.

6. Member in Charge or Lead Member

Without prejudice to the joint and several liabilities of all the Parties, each Party agrees that it shall exercise all rights and remedies under the Agreement through the Member in Charge / Lead Member, and the Authority shall be entitled to deal with such Lead Member as the representative of all Members. Each Party agrees and acknowledges that:

- a. Any decision (including without limitation, any waiver or consent), action, omission, communication or notice of the Lead Member on any matters related to the Consultancy Agreement shall be deemed to have been on its behalf and shall be binding on it. The Authority shall be entitled to rely upon any such action, decision or communication from the Lead Member;
- b. consolidated invoices for the services in relation to the Consultancy performed by all the Members shall be prepared and submitted by the Lead Member and the Authority shall have the right to release payments solely to the Lead Member and the Authority shall not in any manner be responsible or liable for the inter se allocation of payments, works etc. among the Members;
- c. any notice, communication, information or documents to be provided to the Consultant shall be delivered to the authorized representative of the Consultant (as designated pursuant to the Consultancy Agreement) and any such notice, communication, information or documents shall be deemed to have been delivered to all the Members.

7. Representation of the Parties

Each Party represents to the other Parties that as of the date of this Agreement:

- a. Such Party is duly organised, validly existing and in good standing under the laws of its incorporation and has all requisite power and authority to enter into this Agreement;
- b. The execution, delivery and performance by such Party of this Agreement has been authorised by all necessary and appropriate corporate or governmental action and a copy of the extract of the charter documents and board resolution/ power of attorney in favour of the person executing this Agreement for the delegation of power and authority to execute this

Agreement on behalf of the Party is annexed to this Agreement, and will not, to the best of its knowledge:

(i) require any consent or approval not already obtained; (ii) violate any Applicable Law presently in effect and having applicability to it;

(iii) violate the memorandum and articles of association, by-laws or other applicable organisational documents thereof;

(iv) violate any clearance, permit, concession, grant, license or other governmental authorisation, approval, judgement, order or decree or any mortgage agreement, indenture or any other instrument to which such Party is a party or by which such Party or any of its properties or assets are bound or that is otherwise applicable to such Party; or

(v) create or impose any liens, mortgages, pledges, claims, security interests, charges or Encumbrances or obligations to create a lien, charge, pledge, security interest, encumbrances or mortgage in or on the property of such Party, except for encumbrances that would not, individually or in the aggregate, have a material adverse effect on the financial condition or prospects or business of such Party so as to prevent such Party from fulfilling its obligations under this Agreement;

(vi) this Agreement is the legal and binding obligation of such Party, enforceable in accordance with its terms against it; and

(vii) there is no litigation pending or, to the best of such Party's knowledge, threatened to which it or any of its Affiliates is a party that presently affects or which would have a material adverse effect on the financial condition or prospects or business of such Party in the fulfilment of its obligations under this Agreement, RFQ and the Consultancy Agreement.

8. Termination

This Agreement shall be effective from the date hereof and shall continue in full force and effect until the satisfactory completion of services, in case the Consultancy is awarded to the Consortium. However, in case the Consortium is not selected for award of the Consultancy, the Agreement will stand terminated upon intimation by the Authority that it has not been selected and upon return of the Bid Security by the Authority.

9. Miscellaneous

a. This Joint Bidding Agreement shall be governed by laws of India.

b. The Parties acknowledge and accept that this Agreement shall not be amended by the Parties without the prior written consent of the Authority.

IN WITNESS WHEREOF THE PARTIES ABOVE NAMED HAVE EXECUTED AND DELIVERED THIS AGREEMENT AS OF THE DATE FIRST ABOVE WRITTEN.

SIGNED, SEALED AND DELIVERED For and on behalf of Authority:	SIGNED, SEALED AND DELIVERED For and on behalf of Consultant
---	---

Notes:

1. The mode of the execution of the Joint Bidding Agreement should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

APPENDIX-I

Form 4: Statement of Legal Capacity

(To be forwarded on the letter head of the Applicant)

Ref. Date:

To,

.....

.....

.....

Dear Sir,

Sub: RFQ for

I/We hereby confirm that we, the Applicant, satisfy the terms and conditions laid down in the RFQ document.

I/We have agreed that (insert individual's name) will act as Authorised Representative to submit our Proposal.

Further, the authorised signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

For and on behalf of

APPENDIX-I

Form 5: Power of Attorney for Authorised Representative

Know all men by these presents, we, (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorise Mr / Ms..... son/daughter/wife and presently residing at, who is presently employed with us and holding the position of as our true and lawful attorney (hereinafter referred to as the "Authorised Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for _____, proposed to be done by the (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, representing us in all matters before the Authority, signing and execution of all contracts and 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 award thereof to us till the entering into of the Agreement with the Authority.

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

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20.....

For

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarised

Accepted

.....

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

Notes:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (hundred) and duly notarised by a notary public.
2. Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, Applicants from countries that have signed the Hague Legislation Convention 1961 need not get their Power of Attorney legalised by the Indian Embassy if it carries a conforming Apostille certificate.

APPENDIX-I

Form 6: Power of Attorney for Lead Member

Whereas the Ministry of Tourism (the “Authority”) has invited applications from interested parties for the(the “Project”).

Whereas,, and (collectively the “Consortium”) being Members of the Consortium are interested in bidding for the Project in accordance with the terms and conditions of the Request for Qualification (RFQ) and other connected documents in respect of the Project, and Whereas, it is necessary for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s bid for the Project and its execution.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, having our registered office at, M/s. having our registered office at, M/s. having our registered office at, and having our registered office at, (hereinafter collectively referred to as the “Principals”) do hereby irrevocably designate, nominate, constitute, appoint and authorise M/S having its registered office at, being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the “Attorney”). We hereby irrevocably authorise the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the Consortium and any one of us during the bidding process and, in the event the Consortium is awarded the concession/contract, during the execution of the Project and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the pre-qualification of the Consortium and submission of its bid for the Project, including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the Consortium and generally to represent the Consortium in all its dealings with the Authority, and/ or any other Government Agency or any person, in all matters in connection with or relating to or arising out of the Consortium’s bid for the Project and/ or upon award thereof till the Concession Agreement is entered into with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney 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 Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF

For (Signature)
..... (Name & Title)

For (Signature)
..... (Name & Title)

For (Signature)
..... (Name & Title)

Witnesses:

- 1.
- 2.

(Executants)

(To be executed by all the Members of the Consortium)

Notes:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

2. Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

3. For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed the Hague Legislation Convention 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Appostille certificate

Appendix -I

Form 7: Financial Capacity of the Applicant

Sn	Financial Year	Annual Revenue from consultancy assignments (in INR)
1	2022-23	
2	2023-24	
3	2024-25	

Certificate from the Statutory Auditor¹

This is to certify that..... (Name of the Applicant) has an annual revenue from consultancy assignments as shown above.

(Signature, name and designation of the authorized signatory)

Date:

Name and seal of the audit firm:

Exchange rate should be taken as Rs. 85 per US \$ for conversion to Rupees.

Note: Please do not attach any printed Annual Financial Statement.

¹ In case the Bidder does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Bidder.

APPENDIX-I

Form 8: Abstract of Eligible Assignments of the Applicant

Sn	Name of the project	Name of the Client & Address	Cost of the Project (₹ Cr.)	Consultancy Fee (₹ Cr.)	Year of Award	Completion Year
Category A						
Theme 1:						
1						
2...						
Theme 2:						
1						
2...						
Category B						
Theme 1:						
1						
2...						
Theme 2:						
1						
2...						

Note:

- a. For the purposes of technical evaluation of Applicants, Rs. 85 (Rupees Eighty-Five) per US\$ shall be considered as the applicable currency conversion rate.
- b. The Applicant may add more rows to list more themes and projects under each category.

APPENDIX-I

Form 9: Eligible Assignments of Applicant

(Refer Clause 2.9)

1.	Category applied for	
2.	Theme applied for	
3.	Name of the Applicant	
4.	Name of the Project/ Assignment	
5.	Name of the Location	
6.	Name of the Client and Address	
7.	Name and telephone number of client's representatives	
8.	Estimated Cost of the Project (in Rs. Crore)	
9.	Approximate value of the Contract (in Rs. Crore)	
10.	Payment received by the Applicant as consultancy fees (in Rs. Crore)	
11.	Duration of the Assignment	
12.	Start Date of the services (month/ year)	
13.	End Date of the services (month/ year)	
14.	Description of the project	
15.	Description of the services performed by the Applicant and demonstrate how it aligns with the applied category and theme.	

It is certified that the aforesaid information is true and correct to the best of my knowledge and belief

(Signature, name and designation of the authorized signatory)

Notes: Use separate sheets for each eligible assignment

APPENDIX-I

Form 10: Format for Bid Securing Declaration

(On Applicant's letter head)

(Refer Clause 2.19)

(Date and Reference)

To,

The Secretary
Ministry of Tourism,
Government of India

Subject: Bid Security Declaration

We, the undersigned, declare that:

We understand that, accordingly to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will be automatically suspended from being eligible for bidding in any contract with the Ministry of Tourism for the period of 3 years from the date of PDD, if we are in breach of our obligation(s) under the bid conditions, if we:

- (a). Are engaged in any of the prohibited (fraud and corrupt) practices specified in section 4 of the RFQ.
- (b). Withdraw our Bid during the period of bid validity as specified in the RFQ document and as extended by the Applicant from time to time.
- (c). Are found to have a conflict of interest as specified in clause 2.3.

Signed:

(Signature, name and designation of the authorized signatory)

APPENDIX-I

Form 11: Particulars of Full Time Regular Technical & Professional Staff

(On Applicant's letter head)

Sn	Designation / Functional Area	Total Count of Full Time Regular Technical & Professional Staff on Rolls

Signed:

(Signature, name and designation of the authorized signatory)

APPENDIX-I

Form 12: Details of Key Experts

(On Applicant's letter head)

Sn	Name of Expert	Total Professional Experience with Qualification	Date of Joining in firm	On Firm's Payroll (Y/N)	Engagement Type (Full-Time / Project Basis / Sub-Contract)	Duration with firm	Major Projects Handled with relevant experience
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Core Member of the firm							
1							
2...							
Thematic Experts							
Theme 1							
1							
2...							
Theme 2							
1							
2...							

Note:

The Applicant may add more rows to include more core members and thematic experts.