

Expression of Interest (EOI)

FOR

**Empanelment of Organizations/Agencies for providing
consultancy services for development of various Museums or
similar projects in Madhya Pradesh**



The heart of
Incredible India

EOI No. 1403/PLG/MPTB/2020-21

Dated: 12/03/2021

**MADHYA PRADESH TOURISM BOARD (MPTB),
6th Floor, Lily Trade Wing (Above D Mart) Jehangirabad, Bhopal-462008**

Contents

1. INVITATION FOR EXPRESSION OF INTEREST	3
2. Letter of Invitation	4
3. Background	5
4. Aim and Objective.....	5
5. EOI Processing Fee	5
6. Bid Security	5
7. Venue & Deadline for submission of proposal	5
8. Prebid query.....	6
9. Validity of Offer	6
10. TERMS OF REFERENCE	6
11. INSTRUCTIONS TO CONSULTANTS	8
12. Qualification Criteria	9
13. project Team.....	9
14. Evaluation Marking of Proposal:	10
15. Evaluation committee.....	12
16. Evaluation Criteria and Method of Evaluation:.....	12
17. Response:.....	12
18. Conflict of Interest:	12
19. Condition under which EOI is issued:.....	13
20. Last date of submission of EOI:.....	13
21. Letter of Empanelment.....	13

1. INVITATION FOR EXPRESSION OF INTEREST

The Madhya Pradesh Tourism Board (MPTB), in order to preserve & showcase different tourist related activities for tourists of Madhya Pradesh, is planning to develop Museums (Including Digital & Interactive Museums), Theme Parks or Interpretation Centers at different destinations of Madhya Pradesh. Hence EOI for “Empanelment of organizations /agencies for providing consultancy for development of various Museums or similar projects in Madhya Pradesh” is being floated by MPTB.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website www.tourism.mp.gov.in

Last date for submission of EOI is **3rd April , 2021 upto 17:00 hrs.** Sealed envelope marked to the captioned address, containing EOI and non-refundable fee of **Rs.5000/-** (Including GST) by way of DD in favor of “**Madhya Pradesh Tourism Board, Bhopal**” and payable at Bhopal may be submitted mentioning “EOI for Empanelment of Organizations/Agencies for providing consultancy for development of various Museums or similar projects in Madhya Pradesh.” on the top cover.

**The Joint Director (Planning)
Madhya Pradesh Tourism Board,
6th Floor, Lily Trade Wing, Jehangirabad, Bhopal.
Madhya Pradesh, India. Pin code – 462008**

**Managing Director,
Madhya Pradesh Tourism, Board**

2. Letter of Invitation

**Madhya Pradesh Tourism Board,
6th Floor, Lily Trade Wing, Jahangirabad Bhopal
Madhya Pradesh, India. Pin code – 462008**

No. 1403/PLG/MPTB/2020-21

Dated: 12/03/2021

Dear Sir/Madam,

Madhya Pradesh Tourism Board (MPTB) invites sealed Expression of Interest (EOI) from consulting agencies **“For empanelment of organizations /agencies for providing consultancy for development of various Museums or similar projects in Madhya Pradesh”**

The EOI Document containing the details of qualification criteria, submission requirement, brief objectives & scope of work etc. is enclosed.

The EOI Document is available on the MPTB website **www.tourism.mp.gov.in**

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by 3rd April 2021.

**The Joint Director (Planning)
Madhya Pradesh Tourism Board,
6th Floor, Lily Trade Wing, Jahangirabad, Bhopal
Madhya Pradesh, India. Pin code – 462008
E-mail: jdplg.mptb@mp.gov.in**

Sr. no.	Critical dates	Date	Time
1	Date of Issue of EOI	13 th March 2021	
2	Document Availability date	15 th March 2021	17:00hrs
3	Last date for submission pre bid enquiries	19 th March 2021	17:00hrs
4	EOI Submission End date	3 rd April 2021	17:00hrs
5	EOI Opening date	6 th April 2021	15:00hrs.

Yours faithfully,

Managing Director, MPTB

3. Background

The Madhya Pradesh Tourism Board (MPTB), in order to preserve & showcase various tourist related activities for various tourist of Madhya Pradesh, is planning to develop Museums (Including Digital & Interactive Museums) / Theme Parks / Heritage and Cultural Interpretation Centers at different destinations of Madhya Pradesh.

In this respect, Expression of Interest (EOI) is being floated to invite proposals for empanelment of reputed and experienced consulting Organizations/ agencies from all over the country having adequate experience and expertise so that various projects in planning related to Museums or similar projects could be prepared & completed in a time bound manner.

4. Aim and Objective

The Madhya Pradesh Tourism Board (MPTB), in order to preserve & showcase various tourist related activities for various tourist of Madhya Pradesh, is planning to develop Museums (Including Digital & Interactive Museums) or similar projects at different destinations of Madhya Pradesh.

For providing consultancy services for planning & execution these Museums and similar projects experienced organizations /agencies are proposed to be empaneled in Madhya Pradesh Tourism Board.

5. EOI Processing Fee

A non-refundable processing fee for **Rs5000/- Including** GST (Five Thousand Rupees only) in the form of a Demand draft drawn in favor of “**Madhya Pradesh Tourism Board, Bhopal**”, Payable at Bhopal has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

6. Bid Security

A bid security (refundable) of Rs. 50,000/- (Fifty Thousand Rupees only) in the form of a Demand draft drawn in favor of “**Madhya Pradesh Tourism Board, Bhopal**” Payable at Bhopal has to be submitted along with the EOI response. Bids received without or with inadequate EOI bid security shall be liable to get rejected. In case of non-selection, the bid security amount will be refunded to the bidder. Bid securities of successful organizations will be retained till acceptance of LOE. After receiving of acceptance of LOE the bid security amount will be returned.

7. Venue & Deadline for submission of proposal

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to MPTB at the address specified herein earlier. In exceptional circumstances and at its discretion, MPTB may extend the deadline for submission of proposals by issuing an amendment to be made available on the MPTB website, in which case all rights and obligations of MPTB and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

8. Prebid query

The pre-bid query if any, shall be submitted to MPTB through the mail jdplg.mptb@mp.gov.in. The pre-bid query response will be submitted at least 7 days before last date of submission of EoI. No prebid query will be entertained after the last date for submission of prebid query as mentioned in clause 2 of this EoI.

9. Validity of Offer

The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further if required by MPTB.

10. TERMS OF REFERENCE

Background:

The Madhya Pradesh Tourism Board (MPTB), in order to preserve & showcase various tourist related activities for various tourist of Madhya Pradesh, is planning to develop various theme-based Museums (including Digital & Interactive Museums)/ Theme Park/Heritage & Cultural Interpretation Centre at various destinations of Madhya Pradesh.

Objectives :

The prime objective is to conceptualize, design & prepare Detailed Project Reports according to guidelines of various scheme of different department for various upcoming projects related to Museums or similar projects. Madhya Pradesh Tourism is willing to preserve & showcase various aspects of Madhya Pradesh through Museums of different themes/similar projects.

The scope of work included under terms of reference:

10.1 SCOPE OF WORK:

The Consultants shall provide services in respect of the following works:

1. Conceptualization of Museums or similar project including research works if required.
2. Designing & Preparation of DPR according to guidelines of museum grant scheme of Ministry of Culture, GoI and other concerned schemes of different departments for funding.
3. Making corrections / revisions according to requirements / suggestions of concerned department (MPTB) & preparation of final DPR.
4. Preparation of BoQ for tendering.
5. Supervision of execution till completion of the project.

Note: - Museum or similar projects means Museums (including Digital & Interactive Museums), Theme Parks or Heritage and Cultural Interpretation Centre)

10.2 SCHEDULE OF SERVICES

For each of the items included in the scope of work the Consultant shall render the following services:-

- a. Presentation of concept of Museum or similar project, take instruction of clients, revise it accordingly.
- b. Take clients instructions and prepare sketch designs with reference to requirements given and prepare approximate Stage I estimate.
- c. Modify the sketch designs incorporating required changes and prepare final concept designs and model for the client's approval along with revised estimates of (Stage I) cost.
- d. Prepare complete DPR including working drawings, specifications and schedule of quantities to prepare detailed estimates of cost for tendering & corrections if required and its submission (According to Museum Grant Scheme of Ministry of Culture or any other Scheme of Ministry/ Department)
- e. Make presentation at different stages before MPTB or committee or concerned department (as & when required) take their suggestions and incorporate it in DPR for submission of DPR to Museum Grant Scheme of Ministry of Culture or any other scheme of any department / Ministry for funding. Make presentation before concerned ministry/ Department (if required).
- f. Prepare complete working drawings, detailed specifications and schedule and bill of quantities to enable the client to invite tenders, (the client shall compile and issue the final tender document) to commence work at site and for the proper execution during construction.
- g. Visit the site of work (on intimation by the client) to clarify any decision or interpretation of the drawing and specifications that may be necessary and attend conference and meetings, as and when required.
- h. Prepare guidelines for the phased construction of project based on the time for completion envisaged in the contract agreement of the building agency. (Contractor)
- i. Prepare the rate analysis of non SOR/Extra items for the rates.
- j. Consultant is expected to work out or contains the planning within budget estimates.
- k. Provide project management services for timely submission of progress reports and for timely completion of the project.

10.3 Time Schedule

For each project MPTB will provide a certain time limit depending upon the project. The timeline for completion of project will be finalized with selected agency/ organization at the time of awarding the assignment. .

10.4 Facilitation by MPTB

In order to complete the project, MPTB will extend its supports to agency/organization. The MPTB, on demand of selected agency/organization, will appoint one officer to coordinate the program between the agency and the district administration or other departments.

10.5 Deliverables

Deliverables will be decided at the time of awarding the assignment to the impanelled organization/agency, which will be part of agreement.

11 INSTRUCTIONS TO CONSULTANTS

The Expression of Interest is to be submitted in the manner prescribed below: - All information as detailed below is to be submitted in 2 hard copies in separately sealed envelopes

- a) Applicant's Expression of Interest (Format -1)
- b) Organizational Details (Format-2)
- c) Organization's Experience Related to Projects with government organizations (Format-3)
- d) Organization's Experience Related to Designing & Planning of Museums (Format-4)
- e) List of experts / consultants on payroll (Format-5)
- f) Non-blacklisting Certificate (Format-6)
- g) Authority letter for submitting the proposal on behalf of organization.
- h) If any information/details about organization other than the above, agency is willing to submit, may submit with the proposal.

EOI Documents have been hosted on the website **www.tourism.mp.gov.in** and may be downloaded from the website.

The applicants are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document

or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

12 Pre-qualification Criteria (Eligibility Criteria)

Following will be the minimum pre-qualification criteria. Each eligible consultant/organization should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

Minimum eligibility criteria for Expert Organization/ Agency are as under:

- I. Eligibility Criteria: - The bidder should have firm/Company/ under Indian Law. (attach registration certificate)
- II. The firm shall have technical, academic and financial capabilities as below.
 - a) Experience: - The firm/agency should have minimum 5-year experience in conceptualization/planning/content development/designing/curatorial work for Museums/ Heritage and Cultural Interpretation Centres/Theme Parks at National/International/State level and must have accomplished at least one such project with Central /State Govt. (Experience/completion certificate should be attached). Only completed works will be considered for experience.
 - b) Financial: - The organization/agency should have:
 1. Pan/GST registration (certificate should be attached)
 2. Annual average turnover at least 75 lakh in last 3 years (FY 2017-18, 2018-19, 2019-20)
(Audited copy of balance sheet & copy of certificate issued by CA with UDIN should be enclosed)

13 Project Team:

The organization should have team either on board or on consulting basis (for team members on board, certificate of organization should be attached and / or for consulting members, Affidavit from members should be enclosed)

Project Manager: - Should have bachelor's degree in architecture / civil engineering with minimum 5 year of experience in similar projects.

- a) Museum Curators: - Should have diploma in museology with minimum 5 year of experience in similar field.
- b) IT Engineer/Multi Media expert: - Should have relevant degree with minimum 3 year of experience in Museum projects.
- c) Exhibit Designer/interior designer/graphic designer: - Degree or diploma in relevant field with minimum 3 year of experience in similar projects.

Note: - Qualification & experience certificates must be enclosed.

14 Evaluation of Proposals: The marking will be done for proposals qualified in eligibility criteria (Pre-qualification criteria) by evaluation committee of MPTB

S. No.	Parameters	Marking Criteria	Max. Marks (Nos.)
1	Organizational Existence: - Organization/ Individual having minimum 5 years of existence/ experience.	Existence: - Till 5 years 0 marks. Above 5 years for every block of 5 years 1 mark up to maximum 5 marks	5
2	Experience: - Projects experience related to Museum or similar projects (Successfully completed with Govt. organization).	Upto 1 project 2 Marks and for every project 2 marks each. (Max. 10 Marks).	10
3	Turn Over: – Marks will be provided on the basis of financial strength of the organization. (Minimum average turnover of 0.75 Cr. in last 3 financial Yrs. i.e. 2017-18, 2018-19,2019-20)	For Av. Turn over from 0.75 Cr to 1cr. – 5 marks For Av. Turn over more than 1.0 Cr upto 2.0 Cr. – 10 marks For Av. Turn over above 2.0 Cr.- 15 marks	15
4	Project Team: - marks will be provided on the basis of experience of team members of organization	<u>1. Project Manager:</u> - For relevant experience less than 5 year- 0 Marks For relevant experience Min. 5 years and upto 6years – 5Marks Relevant experience more than 6 & up to 10 years. – 7 Marks Relevant experience more than 10 years – 10 Marks <u>2. Museum Curator:</u> For relevant experience less than 5 years- 0 Marks Experience in relevant field from 5 years to 6 years. – 2 marks Experience in relevant field more than 6 years & up to 8 years – 4 marks	20 marks

S. No.	Parameters	Marking Criteria	Max. Marks (Nos.)
		<p>Experience in relevant field more than 8 years. – 5 marks</p> <p><u>3. IT Expert / Multimedia Expert:</u> Having relevant experience less than 3 years- 0 Marks Having relevant experience Min. 3 years up to 4 years. – 1 mark More than 4 years up to 5 years- 2 marks More than 5 years – 3 marks</p> <p><u>4. Interior Designer / Exhibit Designer/ Graphic Designer</u> Having relevant experience less than 3 years-0 marks Having relevant experience Min. 3 years up to 5 years. – 1 mark. More than 5 years – 2 marks.</p>	
5	Project Cost – marks will be provided to the organization on the basis of the cost of relevant/similar project completed.	<p>Completed single project-cost up to 3 Cr. – 2 marks</p> <p>Completed single project-cost more than 3 Cr. up to 5 cr. – 4 marks</p> <p>Completed single project-cost more than 5 Cr. up to 10 cr. – 6 marks</p> <p>Completed single project -cost more than 10 Cr. up to 15 cr. – 8 marks</p> <p>Cost of single project completed more than 15 cr. – 10 marks</p>	10
6	Presentation by organization:	<ol style="list-style-type: none"> 1. Brief introduction about organization 2. Past experience on preparation of centrally/ state funded projects. 3. Specialized team and their expertise for conceptualization & planning of Museums or similar projects in MP 4. Approach & Methodology for developing tourism & showcasing Madhya Pradesh through theme-based Museums or similar projects. 	40

Note: Minimum qualifying marks - 70 Marks.

Note: - Relevant documents like Completion Certificates/Experience Certificate/Audited Balance Sheet/Registration Certificate should be attached as proof of parameters mentioned in Evaluation Criteria. If supporting document /proof is not attached for any of the criteria, zero marks will be provided for that criteria. The attached documents should be self-attested.

15. Evaluation committee:

The Evaluation committee will be formed by MPTB and presentation have to be made before evaluation committee. The evaluation of proposal & its marking will be done by evaluation committee according to marking criteria as per para 14 of EOI. Finally, qualified organisations (obtaining 70 marks or more) will be recommended for approval of empanelment to MD MPTB or competent authority.

16. Evaluation Criteria and Method of Evaluation:

- a) Screening of EOIs shall be carried out as per eligibility conditions (pre-qualification criteria) mentioned in this document and based on verification of testimonials submitted.
- b) EOI will be evaluated for empanelment of organization inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation to the selection committee whose decision will be final.
- c) Qualified organizations will be forwarded to MD MPTB for approval of organization.
- d) After approval, Letter of Empanelment (LOE) will be issued in the favor of organization/ agency. After empanelment, concerned organization/agency will be eligible for submitting their proposal for providing consultancy service for museum or similar project if asked by MP Tourism Board.

17 Response:

Organization/Agency (Bidder) must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

Application in sealed cover subscribed, as “EOI for empanelment of agencies/ organizations for providing consultancy services for development of various Museum or similar projects in Madhya Pradesh”

18 Conflict of Interest:

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Organization/Agency (Bidder) to inform MPTB, detailing the conflict in writing as an attachment to this EOI.

MPTB will be the final arbiter in cases of potential conflicts of interest. Failure to notify MPTB of any potential conflict of interest will invalidate any verbal or written agreement.

A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

19 Condition under which EOI is issued:

19.1. The EOI is not an offer and is issued with no commitment. MPTB reserves the right to withdraw EOI and or vary any part thereof at any stage. MPTB further reserves the right to disqualify any bidder/ proposal without showing any reason, should it be so necessary at any stage.

19.2 This EoI is only for empanelment of agency. Based on requirement/work, the empaneled agency may be asked to submit their proposal including financials.

20 Last date of submission of EOI:

The last date of submission of EOI is **3rd April 2021**.

21 Letter of Empanelment (LOE): -

Organization/agency selected for the empanelment will be issued LoE (Letter of Empanelment) by MPTB (as enclosed -Format 8). Acceptances of LoE has to be submitted to MPTB with a signed copy of LoE. Empanelment will be treated confirmed after receipt of acceptance letter of organization with sealed & signed copy of LoE.

Format - 1: APPLICANT'S EXPRESSION OF INTEREST

To,

**The Managing Director
Madhya Pradesh Tourism Board,
6th Floor, Lily Trade Wing, Jehangirabad, Bhopal
Madhya Pradesh, India. Pin code – 462008**

Sub: Submission of EOI for Empanelment of organizations /agencies for providing consultancy for development of various Museum or similar projects in Madhya Pradesh

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published on 12th March 2021 for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach the following documents in separately sealed envelopes:

- a) Applicant's Expression of Interest (Format -1)
- b) Organizational Details (Format-2)
- c) Organization's Experience Related to Projects with government organizations(Format-3)
- d) Organization's Experience Related to Designing & Planning of Museums or similar projects(Format-4)
- e) List of experts / consultants on payroll (Format-5)
- f) Non-blacklisting Certificate (Format-6)
- g) Notarized Authority letter for submitting the proposal on behalf of organization(Format-7)

Declaration

We hereby confirm that we are interested in competing to undertake the task related to Empanelment of agencies/ organizations for providing consultancy service for execution of various Museum projects in Madhya Pradesh.

All the information provided herewith is genuine and accurate.

Sincerely Yours,
Signature of the applicant
[Full name of applicant]
Stamp.....
Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

Format – 2: Organization Details

1. Name of the Organization:
2. Legal status of the organization (Company/Society/Trust) enclosed copy of by-laws:
3. Registration Number (Enclose copy):
4. Date of registration:
5. GSTIN No. (Enclose copy):
6. PAN No. (Enclose copy):
7. TAN No. (Enclose copy):
8. Address of Head Office:
9. Address of Communication office:
10. Name, Designation and Contact details of authorize person:
11. Financial Capability of the organization (Enclose CA Certificate & audited Balance sheet of both the years)
 1. Turnover FY 2017-18, 2018-19 & FY 2019-20:
 2. Net-worth (as on 31.03.2020):

Experts availability for Empanelment of agencies/ organizations for providing consultancy service for development of various Museum or similar projects in Madhya Pradesh.

S. No.	Name	Education Qualification	Years of Experience	Museum related experience/ Similar projects experience	In Payroll of Organization (Yes/NO) If yes mention the no. of years of association

Signature of the applicant
Full name of applicant
Stamp & Date

Format 3: Organisation's Experience Related to preparation of DPRs for central / state funded Museums or similar projects.

S. No.	Name of the Project	Name of Funding/ Supporting Agency	Name of state where assignment carryout	Year of assignment	Present Status (complete/ongoing)	Cost of the projects
1						
2						
3						
4						

Note:- Please enclose the signed copies of supporting documents (i.e. work order/completion certificate, cost of the work etc.) for each work mentioned above.

Signature of the applicant

Full name of applicant

Stamp & Date

**Format – 4: Organization’s Experience Related to Planning & Designing of
Museums/Interpretation Centre/Theme Parks, etc.**

S. No.	Name of the Project	Name of Funding/ Supporting Agency	Name of state where Museums or similar projects are planned	Year of assignment	Present Status (complete/ ongoing)	Cost of the project
1						
2						
3						
4						

Note: - Enclose the copy of supporting documents, cost of the project showing the above information.

Signature of the applicant
Full name of applicant
Stamp & Date

Format – 5: List of experts/consultants on payroll (as mentioned in Project Team)

S. No.	Name	Designation	Qualification	Relevant Experience (In years)	No. of years associated with the organizations
1					
2					
3					
4					

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT -6: Non-Black listing Certificate

TO WHOMSOEVER IT MAY CONCERN

This is to certify that we (Name of the Agency) registered under the (Name of the Act) vide registration no. do hereby declare and confirm that we have neither been black-listed nor bankrupt by a Ministry/Department/Board/Corporation / Any other entity of the Central of State Government or by any quasi-government or any Public Sector Undertaking or any bank or any other entity till date.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.

FORMAT -7: Authority Letter for submission of proposal on behalf of organization

FORMAT -8: Letter of Empanelment (LoE)

No.....

Date:-.....

To,

.....
.....
.....

Sub:- Regarding empanelment of your organization/agency in MP Tourism Board.

Ref:- EoI issue vide no..... datedfor empanelment of organizations/agencies for providing consultancy services for development of various Museum or similar projects in Madhya Pradesh.

We are pleased to inform you that your organization/agency has been empanelled in MP Tourism Board for providing consultancy service for development of Museum or other similar projects in MP, promoted by MP Tourism Board. The terms & conditions will be as under: -

1. The period of empanelment shall be 3 years, which can be extended further yearly on the basis of performance & mutual consent.
2. The LoE is only for empanelment of agency, it is neither an offer nor a commitment. On the basis of requirement /work, the empanelled agency/organization may be asked to submit their proposal for specific works including financials.
3. If any information/document submitted with EoI for empanelment, are found false or incorrect at any stage, the empanelment will be liable for cancellation. No further representation or arguments will be entertained by MPTB.
4. Separate EMD (refundable) shall be submitted by the organization at the time of award of work. The amount of EMD will be decided by the authority at the time of award of work.
5. MPTB reserves the right to cancel empanelment of any organization without showing any reason.

Addl. Managing Director
MP Tourism Board