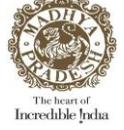


## NOTICE FOR EMPANELMENT OF AGENCY

Madhya Pradesh Tourism Board  
Corporate Identification Number (CIN): U75302MP2017NPL043078  
6th Floor, Lily Trade Wing, Jahangirabad, Bhopal  
Madhya Pradesh, India. Pin code – 462008  
Website: [www.tourism.mp.gov.in](http://www.tourism.mp.gov.in)



EOI No.: 4855/Adventure/MPTB/2022

19 August 2022

### “Expression of Interest for empanelment of Adventure based agencies/organization for organizing various adventure tourism activities in the state of Madhya Pradesh”

MPTB (“the Authority”) invites eligible Indian/ International agencies including a consortium of firms (maximum of two) having experience and expertise in the following fields.

Category no.	Event	Name of the Activity
A	Land-Based	Camping & Adventure activities, Trekking Events (Includes: Long treks/Short treks/ Sand trek/Night Trek), Cycling Events, Bike Tours, Jeep Tours & Mud Rally, Heritage Walks, Heritage Run (including Special Tourism related Runs), 4*4 Motor sports, , Zip Wires & High Ropes Courses, Rock Climbing, Cycling, Hiking, Bungee Jumping, Off-road 4*4 Mud Jeep Trail, Marathon Events, Other activities related land-based adventure activities.
B	Water Based	Kayaking, Rafting, River Cruising, Jet Ski, Banana Ride, Zorbing, Speed Boat, Shikara Ride, Paddle Boating, Canoeing, Sailing, Wind Surfing, Other water tourism activities
C	Air Based	Hot Air balloon, Paragliding, Para Motoring, Parasailing, Aero sports events, Skydiving Festival, Air safari, Helicopter Joy Ride Other Air Based Activities

*\*(The agencies may apply for one or more events/activities mentioned in the above table with respect to the expertise.)*

The detailed terms & conditions can be downloaded from website /<https://www.tourism.mp.gov.in>. For any other information contact Mr. Avneesh Yadav (Project Assistant ) Mob. No.+91- 7987251400 or e-mail. at [paaf.mptb@mp.gov.in](mailto:paaf.mptb@mp.gov.in). Last date and Time for offline submission of application is on or before **30<sup>th</sup> September 2022 - 03:00 PM .**

**Managing Director**

**NOTICE FOR EMPANELMENT OF AGENCY****“Expression of Interest for Empanelment of Adventure based agencies/organization for organizing various adventure tourism activities in the state of Madhya Pradesh”**

MPTB (“the Authority”) invites eligible Indian/ International agencies including a consortium of firms (maximum of two) having experience and expertise in the following fields.

Category no.	Event	Name of the Activity
A	<b>Land-Based</b>	1.1 Camping & Adventure activities 1.2 Trekking Events (Includes : Long treks/Short treks/ Sand trek/Night Trek) 1.3 Cycling Events 1.4 Bike Tours 1.5 Jeep Tours & Mud Rally 1.6 Heritage Walks 1.7 Heritage Run (including Special Tourism related Runs) 1.8 4*4 Motor sports 1.9 Zip Wires & High Ropes Courses\ 1.10 Rock Climbing 1.11 Cycling 1.12 Hiking 1.13 Bungee Jumping 1.14 Off-road 4*4 Mud Jeep Trail 1.15 Marathon Events 1.16 Other activities related land based adventure activities.
B	<b>Water Based</b>	2.1 Kayaking 2.2 Rafting 2.3 River Cruising 2.4 Jet Ski 2.5 Banana Ride 2.6 Zorbing 2.7 Speed Boat 2.8 Shikara Ride 2.9 Paddle Boating 2.10 Canoeing 2.11 Sailing 2.12 Wind Surfing 2.13 Other water tourism activities

Category no.	Event	Name of the Activity
C	Air Based	3.1 Hot Air balloon 3.2 Paragliding 3.3 Para Motoring 3.4 Parasailing 3.5 Aero sports events 3.6 Skydiving Festival 3.7 Air safari 3.8 Helicopter Joy Ride 3.9 Other Air Based Activities

*\*(The agencies may apply for one or more events/activities mentioned in the above table with respect to their expertise.)*

An eligible agency can be a proprietor /company/partnership firm formed under relevant acts. The firm may enter into a joint venture to enhance its qualifications subject to the condition that the maximum number of consortium members allowed is two. The Applicant shall have a minimum average annual turnover of Rupees Twenty Five Lakhs in the last three years (FY 2019-2020, 2020-2021 & 2021-2022). The Agency should have proven experience of carrying out similar kind of project in the past. The Agency should also have the requisite number of experienced and qualified professionals to successfully undertake the activity. Firms applying in the joint venture shall submit a consortium agreement in the format given in this empanelment document. The interested agency must provide all the relevant information (in English language only) as per the prescribed format. The details can be downloaded from the website <https://www.tourism.mp.gov.in/>

The information and the details received will be evaluated based on the criteria given and a qualified agency will be short-listed for multiple assignments in the category/activities mentioned in the above table.

The details must be delivered to the address below by 15:00 hours on or before 30<sup>th</sup> September 2022 with superscripting "Empanelment of agency for organizing adventure activities - Category no.\_\_\_\_ : Name of Adventure Activity/Activities \_\_\_\_\_ <indicate the category no. and name of the Adventure Activity/Activities from the table>":

Managing Director, Madhya Pradesh Tourism Board (MPTB),  
 Address: 6th Floor, Lily Trade Wing, Jahangirabad, Bhopal - 462008  
 Phone: 0755-2780636

Proposals without the superscripting in the cover of the proposals as requested above will not be opened.

## Data Sheet

<b>S.No</b>	<b>Activity</b>	<b>Date and Time</b>
1.	Issue of EOI Documents	19/08/2022
2	Last Date for sending Pre-Bid Queries	30/08/2022 till 01:00 pm
3	Pre-Bid Meeting	30/08/2022 at 03:00 pm
4	Start date of submission of application	05/09/2022 from 05:00 pm
5	Last Date for submission of Application	30/09/2022 till 03:00 pm
6	Date of Opening of Applications	To be decided
7	Date of Technical Presentation	To be decided

## Instructions

1. Name and address

Managing Director, The Madhya Pradesh Tourism Board (MPTB),

Address: 6th Floor, Lily Trade Wing, Jahangirabad, Bhopal – 462008

Phone: 0755-2780600

E mail: paaf.mptb@mp.gov.in

2. The details can be downloaded from the website <https://www.tourism.mp.gov.in/> and the interested agency may obtain further information from the above address up to 30<sup>th</sup> September 2022.

3. A non-refundable processing fee for Rs. 5000/- (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 proposal. Proposals received without or with inadequate processing fees shall be liable to get rejected.

4. The agency should provide the following documents in English language in the format prescribed.

- i. Legally binding signed declaration of undertaking **(Form-1)**
- ii. Corporate profile and status (Firm's Name, Contact person, address of the agency, phone no., fax no., email ids of the contact person, and web address) **(Form-2)**
- iii. Summary of category-wise relevant experience of the firm to prove technical qualifications and experience abroad, in the region or country (maximum ten references per category of operation **(Form-3)**)
- iv. Category-wise relevant experience along with attested client certificate **(Form-4)**
- v. Summary of key professionals available with the firm in the relevant category **(Form-5)**
- vi. A summary table of the past three years audited financial reports (Certified by a Chartered Accountant) **(Form-6)**
- vii. Statement of personnel structure (number and qualifications) **(Form-7)**
- viii. Consortium Agreement **(Form-8)**
- ix. Any other relevant information **(Form-9)**

5. The details and the information should be furnished to the following address superscribing "**Empanelment of agency for organizing adventure activities - Category no. \_\_\_ : Project name \_\_\_\_\_ <indicate the category no. and name of the project from the table>**" :to

Managing Director, The Madhya Pradesh Tourism Board (MPTB),

Address: 6th Floor, Lily Trade Wing, Jahangirabad, Bhopal – 462008

Phone: 0755-2780600

Agencies/organization has to submit their application (in closed envelop) hard copy through offline mode on the above mentioned address.

6. The information and the details received will be evaluated and qualified agencies only will be shortlisted and empanelled for the proposed assignment.

7. Incomplete information /forms or lower turnover will lead to rejection.

8. An Applicant shall be subject to disqualification at any stage of the empanelment process, if it has:
  - Made a false representation in the form, statement and attachments required in the Registration documents;
  - Has been debarred by Government of India/ Government of Madhya Pradesh or any other governmental agency
  - Has been involved in any economic offence such as money laundering etc.
9. Separate proposals should be given for each of the categories indicated in the table. Agency has to submit separate application fees for each of the categories.
10. The empanelment shall be for a period of three (3) years and can be extended by MPTB at its own discretion. Notwithstanding anything contained in this document, MPTB would have sole right to terminate the empanelment and/ or increase the number of members of such empanelment and/ or issue a fresh notice of invitation for a similar empanelment without assigning any reason whatsoever
11. Procedure for the award of work shall be as follows:-
  - Award of work will be done for project-specific terms of reference;
  - MPTB will communicate through a written intimation to the empanelled firms detailed terms of reference and payment schedule;
  - MPTB shall invite bids from amongst the empanelled firms for a project;
  - Final selection of the firm for each or group of the identified adventure activity(s) would be carried out on a Least Cost basis from the list of empanelled firms.
  - MPTB reserves the right to modify the turnover and technical eligibility criteria at the Request for Proposal stage depending on the size and scope of the assignment.
12. Proposal submitted in all respect must reach the specified address on the scheduled date and time. If the specified date for the submission of the Proposal is declared as a holiday, the Proposal will be received up to the appointed time on the next working day.
13. Proposal received after the deadline for submission prescribed by MPTB will be rejected.
14. No modifications to the Proposal shall be allowed once it is received by MPTB.
15. All disputes arising shall be subject to the jurisdiction of the appropriate court at Bhopal, India, and will be governed by the laws of India.

The evaluation committee appointed by the Client will carry out its evaluation by applying the evaluation criteria and point system specified below. Each responsive proposal will be attributed a score.

Criteria		Points	
<b>1.</b>	<b>Proof of experience</b>		<b>40</b>
1.1	Experience in the same activity* (Abroad/ India/ Region) – higher marks for India/ Region will be considered (Refer to Form 3 & Form 4)	25	
1.2	Experience in handling similar projects** (Refer to Form 3 & Form 4)	15	
<b>2.</b>	<b>Suitability for this specific project</b>		<b>60</b>
2.1	Assessment of available technical expertise specific to this project (Refer to Form 5 (A))	25	
2.2	Assessment of the personnel structure in regard to the tasks expected (Refer to Form 5 (B))	20	
2.3	Assessment of the key personnel in permanent employment and always available to monitor the team and provide backup services from the home office (Refer to Form 7)	10	
2.4	The form of the application documents: are they complete and related to the project	5	
<b>Total</b>			<b>100</b>

*\*Same activity project shall include projects ongoing and completed projects in the field for which the application has been made.*

*\*\*Similar projects include projects listed in the Table given in Notice for Empanelment.*

Firms to provide details of 10 best projects completed/ ongoing with the value of services received for each project (for each activity) not less than Rs. 2 lakhs. The minimum score for being empaneled is 60 points.

**Please send your empanelment application in the following order:**

<b>Form No.</b>	<b>Particulars</b>
1	Legally binding signed declaration of undertaking
2	Corporate profile and status
3	Summary of category-wise relevant experience (Relevant references from the last five years to prove technical qualifications and experience abroad, in the region or country)
4	Firms relevant experience with self-attested certificate
5	Summary of key professionals available with firm
6	Audited Balance Sheet and Profit & Loss account for the last three years
7	Statement of personnel structure (number and qualifications)
8	Consortium Agreement
9	Any other relevant information related to this assignment

**Form-1**

**Legally binding signed declaration of undertaking**

We underscore the importance of a free, fair and competitive procurement process that precludes fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract.

We also underscore the importance of adhering to minimum social standards ("Core Labour Standards") in the implementation of the project. We undertake to comply with the Core Labour Standards ratified by the country of India.

We will inform our staff about their respective obligations and about their obligation to fulfill this declaration of undertaking and to obey the laws of the country of India.

Signature of the authorized representative of Agency

Place:

Date:

**Note:**

In the case of a Joint Venture, the above declaration is to be provided by each member of the Joint Venture.

**Form-2**

**Corporate profile and status**

<b>Sr. No.</b>	<b>Description</b>	<b>Particulars</b>
1.	Name of the firm	
2.	Status(Legal entity)	
3.	Address with pin code	
4.	Contact person	
5.	Contact number	
6.	Fax No.	
7.	Mobile No.	
8.	Email Id.	
9.	Web address	
10.	Year of incorporation (Certificate of Registration to be furnished)	
11.	Details of PAN/ (For International Firms - Income Tax Registration) (Copy of PAN Card to be furnished)	
12.	Details of Service Tax Registration No. (For International Firms – Applicable tax registration number) (Copy of Service Tax Registration to be furnished)	
13.	Contact person (category for which proposal is submitted)	
14.	Contact person telephone no. (category for which proposal is submitted)	
15.	Contact person email ID (category for which proposal is submitted)	
16.	Any other relevant information	

**Note:**

In the case of a Joint Venture, the above details are to be provided by each member of the Joint Venture.

Signature of the authorized representative of the Agency

Form-3

Summary of category-wise relevant experience

Same Activity:

Completed projects

Sr. No.	Name of project	Location/ country	Period	Financing institution	Nature of Association	Brief description of project

Ongoing projects

Sr. No.	Name of project	Location/ country	Period	Financing institution	Nature of Association	Brief description of project

Similar Activity:

Completed projects

Sr. No.	Name of project	Location/ country	Period	Financing institution	Nature of Association	Brief description of project

Ongoing projects

Sr. No.	Name of project	Location/ country	Period	Financing institution	Nature of Association	Brief description of project

Note:

- Each assignment indicated in Form 3 must be backed up by data-sheet in Form 4. Else, it will not be considered for evaluation.

- Firms to provide details of 10 (maximum) best projects (for same activity) completed/ ongoing with value of services received for each project not less than Rs. 2 lakhs.
- Firms to provide details of 10 (maximum) best projects (for similar activity) completed/ ongoing with value of services received for each project not less than Rs. 2 lakhs.
- In the case of a Joint Venture, the above details are to be provided by each member of the Joint Venture.

Signature of the authorized representative of the Agency

**Form-4**

**Format for firm's relevant experience**

Project Name :	Country:
Project location within the country:	Professional staff provided by your firm:
Name of the client : Name of funding agency:	Professional staff months provided by your firm:
Address and contact person (client): ..... Phone no: Fax no: Email id:	Value of consulting assignment in INR  Approximate value of services by your firm in INR:
Start date :	End date:
Name of key professional of your firm involved in the assignment:	
Detailed narrative description of the project:	
Description of actual services provided :	

**Note:**

1. For ongoing assignment attach copy of attested client certificate (i.e. LoI/ LoA / Agreement Copy / Terms of Reference).
2. For completed assignment attach copy of attested client certificate (i.e. Completion Certificate / Terms of Reference).
3. Firms to provide details of 10 (maximum) best projects (for same activity) completed/ ongoing with value of services received for each project not less than Rs. 2 lakhs.
4. Firms to provide details of 10 (maximum) best projects (for similar activity) completed/ ongoing with value of services received for each project not less than Rs. 2 lakhs
5. Subsidiary company cannot claim the experience of parent company. However, JV between the two is allowed subject to Parent company being the lead partner.

Signature of the authorized representative of agency

**Form-5**

**Summary of key professionals available with the firm**

**A. Key experts available with the firm for undertaking the work**

Sr. No.	Name of key personnel	Educational qualification	Area of expertise / specialization	Total years of experience	Years of experience in the activity proposed	Relevant Certification/ Accreditation	Total no. of assignments worked	Years with the firm

**B. Other experts available with the firm for undertaking the tasks assigned**

Sr. No.	Name of key personnel	Educational qualification	Area of expertise / specialization	Total years of experience	Years of experience in the activity proposed	Relevant Certification/ Accreditation	Total no. of assignments worked	Years with the firm

**Note:**

In the case of a Joint Venture, the above details are to be provided by each member of the Joint Venture.

Bidder can separately mention the staff who are associated with the firm on a contract basis with no. of years of association with the firm

Signature of the authorized representative of Agency

**Form No.6**

**A summary table of the past three years audited financial reports  
(duly certified by a Chartered Accountant)**

<b>Sr. No.</b>	<b>Financial Year</b>	<b>Turnover of firm/ company in Rs.</b>	<b>Net Profit in Rs.</b>	<b>Net Worth in Rs.</b>
1	2019-20			
2	2020-21			
3	2021-22			

**Note:**

1. Foreign firms shall convert their currency into Rs. (Indian Rupee) in the summary table and also provide a note on the basis for conversion rate.
2. The average turnover of the last 3 years will be taken for arriving at the minimum turnover as mentioned in Empanelment Notice.
3. In the case of a Joint Venture, the above details are to be provided by each member of the Joint Venture.
4. In the case of a Joint Venture, the sum of the average turnover of all the firms will be taken into account for arriving at the minimum turnover.
5. The Bidder/ each of the JV member shall have positive net worth as on 31<sup>st</sup> March 2022.

**Form No.7**

**Statement of personnel structure (number and qualifications)**

**Details of experts and support staff other than the experts provided in Form No.5, available from home office**

<b>Sr. No.</b>	<b>Name</b>	<b>Educational qualification</b>	<b>Years of professional Experience</b>	<b>Duties performed by the staff</b>

**Note:**

This is not activity-specific and it is for the entire staff available in the firm.

In the case of a Joint Venture, the above details are to be provided by each member of Joint Venture.

Signature of the authorized representative of agency

**Form No.8**

**CONSORTIUM AGREEMENT**

This Consortium Agreement is executed on this..... day of..... between M/s....., a company incorporated under laws of.....and having its registered/principal office at..... (hereinafter called the 'Lead Member' which expression shall include its successors, executors and permitted assigns)

and M/s....., a company incorporated under the laws of .....and having its registered/ principal office at..... (hereinafter called the 'Second Member' which expression shall include its successors, executors and permitted assigns)

The two consortium members are collectively referred to as "Consortium Members".

WHEREAS, the Authority invited empanelment application vide its document no. .... for the work of .....

AND WHEREAS as per the empanelment document, consortium applications will also be considered by the Authority subject to a maximum of two consortium members.

AND WHEREAS the empanelment application is being submitted to the Authority vide proposal dated ..... based on the Consortium Agreement by these presents in accordance with the requirement of empanelment document conditions and requirements and have been signed by all the consortium members.

NOW THIS INDENTURE WITNESSETH AS UNDER:

In consideration of the above premises and agreements all the Consortium Members to this consortium do hereby agree as follows:

1. We the partners in the consortium hereby confirm that the name and style of the consortium shall be..... Consortium.
2. In consideration of the empanelment bid submission by us to the Authority, pre-qualification of our bid by the Authority if considered acceptable, submission of main bid by us, and the award of the contract by the Authority to the Consortium (if selected by the Authority), we the partners to the Consortium, hereby agree that the Lead Member (M/s.....) shall act as the lead partner for self, and for and on behalf of Second Member and further declare and confirm that we shall jointly and severally be bound unto the Authority for the execution of the contract in accordance with the contract terms and shall jointly and severally be liable to the Authority to perform all contractual obligations including technical guarantees. Further, the Lead Member is authorized to incur liabilities and receive instructions for and on behalf of any or all partners of the Consortium.
3. The roles and responsibilities of each consortium partner is as given below.

<b>Consortium member</b>	<b>Scope of work</b>
Lead Member	
Second Member	

4. In case of any breach of the said contract by any of the partners of the Consortium, we hereby agree to be fully responsible for the successful execution/ performance of the contract in accordance with the terms of the contract.
5. It is expressly understood and agreed between the partners to this agreement that the responsibilities and obligations of each of the partners shall be as detailed in clause 3 of 'Form 8' (in line with past experience of members) of this empanelment document. It is further agreed by the partners that the above sharing of responsibilities and obligations shall not in any way be a limitation of the joint and several responsibilities of the partners under the contract.
6. This Consortium Agreement shall be governed, construed, and interpreted in accordance with the Laws of India. Courts of Bhopal shall have exclusive jurisdiction in all matters arising there under.
7. In case of award of contract, we the partners to this Consortium Agreement do hereby agree that we shall furnish the contract performance guarantee in favour of the Authority from a bank acceptable/ approved by the Authority for a value as stipulated in the contract award and such guarantee shall be in the names of both the partners of the Consortium.
8. It is further agreed that this Consortium Agreement shall be irrevocable and shall form an integral part of the Contract and shall continue to be enforceable till the Authority discharges the same. It shall be effective on the date first above mentioned for all purposes and intents.

IN WITNESS WHEREOF, the partners to this Consortium agreement have, through their respective authorized representatives, have executed and delivered this Consortium Agreement on the day first above mentioned.

For M/s.....(Lead Member)

Signature of authorized representative

Name

Designation

For M/s.....(Second Member)

Signature of authorized representative

Name

Designation

Witness 1:

Witness 2:

**Form 9**

**Any other relevant information**

Signature of the authorized representative of Agency