

Madhya Pradesh Tourism Board

Corporate Identification Number (CIN):

U75302MP2017NPL043078

6th Floor, Lily Trade Wing, Jahangirabad, Bhopal - 462008

Ph: (0755) - 2780600; www.tourism.mp.gov.in,

E-mail: dirskill.mptb@mp.gov.in

No. 6901 /MPTB/G&SD/2021

Bhopal, Dated: 16/11/ 2021

Madhya Pradesh Tourism Board invites **Expression of Interest (EoI) for Empanelment of Agency for implementation of “Safe Tourism Destination for Women in M.P.” project in Burhanpur Cluster.**

The detailed EoI document can be downloaded from www.tourism.mp.gov.in from 22nd November 2021.

Interested Bidders eligible as per qualification criteria may submit their response to the EoI latest by 07/12/2021 till 5.30PM.

For any other information, contact on 0755- 2780600 or email dirskill.mptb@mp.gov.in

Managing Director

	<p style="text-align: center;">Madhya Pradesh Tourism Board, Madhya Pradesh, Bhopal.</p> <p style="text-align: center;">Call for Expression of Interest (EOI) for Empanelment of agency for implementation and support of “Safe Tourism Destination for Women in Madhya Pradesh” project inBurhanpur Cluster.</p>
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1.1 Information Provided

The Expression of Interest (EOI) document contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with MPTB in relation to the provision of services. Neither MPTB nor any of its directors, officers, employees, agents, representative, contractors, or advisers gives any representation or warranty (whether oral or written), express or implied as to the accuracy, updating or completeness of any writings, information or statement given or made in this EOI document.

1.2 Disclaimer

Subject to any law to the contrary, and to the maximum extent permitted by law, MPTB and its officers, employees, contractors, agents, and advisers disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information, including forecasts, statements, estimates, or projections contained in this EOI document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of MPTB or any of its officers, employees, contractors, agents, or advisers.

1.3 Costs Borne by Respondents

All costs and expenses incurred by Recipients / Respondents in any way associated with the development, preparation and submission of responses, including but not limited to

attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by MPTB, will be borne entirely and exclusively by the Recipient / Respondent.

1.4 No Legal Relationship

No binding legal relationship will exist between any of the Recipients / Respondents and MPTB until execution of a contractual agreement.

2.0 INTRODUCTION

Madhya Pradesh Tourism Board also referred to as the “**MPTB**” or “**Authority**”, established in 2017 with an objective to promote the tourism in the state of Madhya Pradesh. To develop tourism with public, private partnership in sustainable manner. Investor facilitation, Skill- development, Publicity/promotion of tourist destinations nationally & internationally, identification and development of tourism infrastructure will be the core objective of the Board.

With this EOI, Madhya Pradesh Tourism Board requires the services of agency having previous experience of working in the area of women empowerment, institution building, capacity building, training, awareness campaign, communication, tourism development, livelihood promotion, community mobilization, health, safety and environment issues of national repute as per scope of work given in EOI.

3.0 QUALIFYING CRITERIA FOR AGENCY

The agency responding to this EOI shall be required to possess the following Eligibility criteria to qualify for activity as mentioned in Scope of Work:

1. The Agency turnover for last year shall be minimum Rs. 5.00 Lakhs (Five Lakhs) (CA Certificate to be submitted).
2. The agency should be a company/ partnership firm/ proprietor/NGO. Incorporation/registration certificate should be furnished as documentary proof. The agency must be working from last 3 years.
3. The firm should have proven experience of one year for carrying out same kind of project in past.
4. The agency should not have been blacklisted/debarred/disqualified by any regulatory/statutory body or Government entity or any international or national for corrupt or fraudulent practices. (An undertaking will have to be given as provided in Annexure 3).

5. Operational office of the Agency must be situated at the District Burhanpur.

All necessary documents in support of qualification claim shall be attached with the application.

4. SCOPE OF WORK

The broad duties and responsibilities of the selected agency for “Safe Tourism Destination for Women in Madhya Pradesh” shall be as follows: -

- Implementation and support activities for the safe tourism destination for woman at local level.
- Formulation of specific work plan for tourist destinations of Burhanpur.
- To Organise orientation, sensitization, training, and capacity building programmes on gender issues relevant to the context; violence against women, women rights, change in attitudes and behaviour, attitudes and beliefs related to gender and safety issues. Sensitization/training of public and private partners on ensuring women’s safety
- Workshops and Brainstorming sessions with all stakeholders on gender issues, circulation of simple guidelines, create awareness on issues of violence against women
- Sensitization and awareness campaign on women’s safety, advocacy and work closely with the media to raise widespread awareness and mobilize support for improving women’s safety
- To organize awareness campaign through rallies, competitions, street plays, posters, brochure, Banners and slogans.
- Safety Audit of tourism destinations of Burhanpur Cluster.
- Recommendations on measure taken for infrastructural gaps
- Formation of different groups of stakeholders i.e. Auto drivers, taxi drivers, street vendors, students, influencers, lowers, social workers etc for implementation, monitoring and advocacy of women safety issues at tourism destinations of **Burhanpur Cluster**.
- Creation of pool of resource group w.r.t. women safety
- To support and organize skill development programmes and vocational training.

- Mobilization and support of woman for skill development programme.
- To organize self-defense training program.
- To organize regular monitoring and feedback meeting with all stakeholders.
- To support in the formation of community-based organization and registration of federation.
- Regular monitoring and reporting.
- Work for which the payment will be reimbursed to the agency as per actual on submission of bills from its vendors, any work assigned by Madhya Pradesh Tourism Board on mutually agreed terms and conditions.

5. Support from Madhya Pradesh Tourism Board

MPTB would assist in getting permissions, consents and other assistance/support required from local Government Authorities like Forest, Local Municipal Office, and village authorities, Department of Police, Fire & Traffic, Ambulance & Doctors or any other Statutory Authorities/Associations.

6. The Proposal and Presentation should have following contents

A committee appointed by the Madhya Pradesh Tourism Board, would shortlist the agencies qualifying as per the eligibility criteria. Only shortlisted agencies will be called for the presentation. Agency securing minimum 60 marks will only be selected for Empanelment.

Evaluation parameters for presentation of each activity/ event are as following: -

S. No.	Parameters	Marking criteria	Maximum Marks
1	Organization having minimum 3 years of existence	Till 3 years 5 marks and above 3 years for every block of 2 years, 2 mark up to maximum 10 marks	10
2	Turnover of last two years	Till 5 lakhs 5 marks and above 05 lakhs for every block of 05 lakhs 2 marks, up to maximum 10 marks	10

S. No.	Parameters	Marking criteria	Maximum Marks
3	Minimum no. of 05 staff on organization's payroll	Up to 5 staff, 5 marks and above 05, for every block of 2 staff is 01 marks up to maximum 10 marks (Please attach CVs of Staff. Only attached CVs considered for marking)	10
4	Experience in last two years in relevant activities	On scale of 0 to 15	15
5	Understanding about the project	On scale of 0 to 15	15
6	Presentation	Brief introduction about organization	5
		Past experience in similar kind of activities	10
		Specialized Team and their expertise	5
		Approach and Methodology of Implementation.	20
		Total Marks	100

The presentation will be held at the office of Madhya Pradesh Tourism Board, Bhopal. The date & time of presentation will be informed to shortlisted agencies only through website and e-mail.

7. VALIDITY OF THE SERVICES / CONTRACT:

The duration of engagement of the agencies shall be for **a period of three years**, extendable for a further period of up **to two years based** on the performance. MPTB reserves the right to terminate the empanelment of any agency/ agencies at any time in case of change in the Department/Government Policy/procedures, or unsatisfactory performance, or to blacklist it in the event of highly unsatisfactory performance, services and conduct without assigning any reason.

8. PROCEDURE OF SELECTION

- 8.1 This is not a **Request for proposal (RfP)** and **financial SHOULD NOT be submitted with EOI.**
- 8.2 The proposals submitted should be complete in all criteria as mentioned in this document. Incomplete proposals may be liable for summary rejection.

- 8.3 MPTB reserves the right to examine / verify the supporting documents / reports furnished by the agency.
- MPTB shall shortlist the agencies based on the requirements and the responses submitted. MPTB reserves the right to reject any or all the proposals without assigning any reason whatsoever. Any form of canvassing, shall invite immediate disqualification.
 - Agencies fulfilling the eligibility criteria (shortlisted agencies) will be called for a presentation before the committee on the date, time as decided by MPTB. During the evaluation MPTB will have a right to ask any clarification.
 - The final selection will be based on the total marks of Proposal. Presentation shall be marked on a scale of 1 to 30. Then the total marks shall become scores. Agencies securing **minimum 60 marks** will only be empanelled.
 - Post Presentation, MPTB will empanel the agency based on requirements following a due procedure.
 - The decision taken by the MPTB in this regard is final and binding on all the empanelled agencies. MPTB however reserves its right to get any work done from an agency/agency outside the panel under special circumstances.
 - MPTB may reject any or all the proposals received / cancel the entire process at any stage without assigning any reason whatsoever.
 - If any information or document provided in the response to this EOI is found to be misleading, subsequently the agency will be disqualified.
 - The Agency who wishes to submit responses to this EOI should note that they should abide by all the terms and conditions contained in the EOI. If the responses contain any extraneous conditions put in by the Agency, such responses may be disqualified and may not be considered for the empanelment / selection process.
 - The information exchanged between the Agencies and MPTB as part of this EOI shall be confidential.
 - Notwithstanding anything contained herein above, in case of any dispute, claim and legal action arising out of this EOI, the parties shall be subject to the jurisdiction of courts at Bhopal, Madhya Pradesh State, India only.

9. Submission of Proposal and schedule

Agencies qualifying as per the criteria mentioned above and who are interested in providing the services detailed above, may submit their response to this EOI as per formats given in annexure along with relevant documentary evidence .Incomplete or wrongly filled up application format or application with lack of essential documents will be summarily rejected. Agencies can submit their proposal through email "dirskill.mptb@mp.gov.in" on or before last date and time with Subject Line: "**Expression of Interest (EOI) for**

Empanelment of Agencies working for Safe tourism Destination for Women in Madhya Pradesh" Project in Burhanpur Cluster"Soft copy of proposal with all supportive documents and copy of Demand Drafts must be scanned and send through single pdf file before last date and time. After sending the soft copy of the proposal, it is compulsory to send the original copy of all the documents with original Demand Draft via post/courier and reached to Office on or before one week or after last date of submission of proposal.

The response should be **submitted in hardcopy at the below mentioned address:**

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

S. No.	Critical Dates	Date	Time
1	Date of Publishing	22/11/2021	-
2	Document Availability Date	22/11/2021	-
3	Last date for receiving Pre bid query through email dirskill.mptb@mp.gov.in	29/11/2021	-
4	Pre-bid meeting	01/12/2021	3.00PM
5	Bid Submission End Date	07/12/2021	5:30 PM

The agency should submit the EoI documents in sealed envelope and super scribed with **"Expression of Interest (EoI) for Empanelment of Agencies working for Safe tourism Destination for Women in Madhya Pradesh" Project in Burhanpur Cluster"** in the stipulated date and time. Documents submitted after last date will not be entertained/ considered.

10. EoI Processing Fee

A non-refundable processing fee **for Rs. 2,000/- + 18% GST (Two Thousand Rupees + 18% GST only)** in the form of a Demand draft drawn in favour 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.**

11. Cost of EoI document and Bid security: Not applicable.

12. Arbitration

- All matters of dispute arising out of this shall be governed by Indian law and subject to the jurisdiction of Courts at Bhopal.
- All Disputes between the Parties arising out of or relating to or in connection with this Agreement, including the performance or non-performance of the obligations set out herein shall, so far as is possible, be settled amicably between the Parties within thirty (30) days after written notice of such Dispute has been given by one Party to the other Party. The venue of the amicable settlement proceeding shall be the Head Office of MPTB at Bhopal.
- If any dispute or difference of any kind whatsoever shall arise in connection with or arising out of this contract or the execution of work or maintenance of the works there under, whether before the commencement or during the progress of works or after the termination, abandonment or breach of contract, and it is not amicably settled within 60 days of the notice being served on the other party , it shall be referred to arbitration before a Sole Arbitrator appointed by mutual consent of both parties and as per the provisions of the Arbitration and Conciliation Act, 1996. The venue of the arbitration proceedings shall be the Head Office of MPTB at Bhopal. Upon any and every reference as aforesaid, the assessment of costs and incidental expenses in the proceedings for the award shall be at the discretion of the Arbitrator.

13. LEGAL

Any legal dispute shall be subject to the jurisdiction of Bhopal courts only.

Annexure-1 Format of Application Form

(On Applicant Agency's Letterhead)

**To,
Managing Director,
Madhya Pradesh Tourism Board
6th Floor, Lily Trade Wing, Jehangirabad,
Bhopal 462008.**

Subject: "Expression of Interest (EOI) for Empanelment of Agency for Safe Tourism Destination for Women in Madhya Pradesh in Burhanpur Cluster."

Dear Sir,

This has reference to the advertisement pertaining to the above captioned subject.

We are interested in submitting our **Expression of Interest for Safe Tourism Destination for Women in Madhya Pradesh Project in Burhanpur Cluster.**

- We would like to clearly state that we want to apply for Safe Tourism Destination for Women in Madhya Pradesh qualify for the above work as our agency meets all the pre-qualifying criteria indicated by Madhya Pradesh Tourism Board and our agency is not under a declaration of ineligibility for corrupt or fraudulent practices.
- We understand that if the details given in support of claims made by us are found to be untenable or unverifiable or both our EOI will be rejected without any reference to us. We further clearly understand that MPTB is not obliged to inform us of the reasons of rejection of our bid.

Yours sincerely

Signature

<<Name, designation, contact address, telephone number, email & seal of authorized signatory >>

Annexure -2 Agency Profile

S/N	Particulars	Response
•	Name of Company /Firm/ Agency	
•	Year of registration	
•	Address of Company Head Office	
•	Registered Office Address	
•	Contact Person	
•	Telephone no.	
•	Mobile No. 1)..... 2).....	
•	Fax No.	
•	E-mail Id 1)..... 2).....	
•	Website	
•	Office Address of Burhanpur	
•	Number of year experience in subject matter field	
•	Whether agency has been blacklisted for service deficiency in last years. If yes, details thereof.	
•	Turnover of the last two financial year.	
•	No. of Staff (kindly mention Name and attach CV)	

Description of the following points

Sr. No.	Parameters
1	Years of Experience in organizing the similar kind of activities (Give Description)
2	Experience of working/organizing/conducting the activities in no. of States (Give Description)
3	Experience of organizing/conducting no. of activities and scale of activities(Give Description)
4	Experience of conducting the activities with minimum participants in each event
5	Profile and Experience of agency
6	Understanding about the project
7	Approach and proposed methodology of implementation of the above project

Annexure 3: Declaration Regarding Clean Track

(To be submitted on letterhead of the Agency)

Dated :

To,

**Managing Director,
Madhya Pradesh Tourism Board
6th Floor, Lily Trade Wing, Jehangirabad,
Bhopal 462008.**

Ref: **“Expression of Interest (EOI) for Empanelment of Agency for “Safe tourism Destination for Women in Madhya Pradesh” in Burhanpur Cluster.**

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the EoI Document regarding “Empanelment of Agencies for Empanelment of Agencies for Safe tourism Destination for Women in Madhya Pradesh in **Burhanpur Cluster.**

I hereby declare that my company has not been debarred/black listed by any Government/Semi Government organizations in India. I further certify that I am competent officer in my company to make this declaration.

In accordance with the above we would like to declare that:

- We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
- We are not blacklisted by any Central/State Government/Public Sector Undertaking in India.
- The information provided in the EOI document is true and no false representation has been made.

Yours faithfully,

(Signature of the Agency)

Printed Name

Designation Seal

Date:

Business Address:

Place: Agency's signature

Annexure 4

List of Destinations of Burhanpur Cluster

S.No.	Head Quarter	Name of Tourist Destination
1	Burhanpur	Burhanpur, Asirgarh