



## **Madhya Pradesh Tourism Board**

Corporate Identification Number (CIN):  
U75302MP2017NPL043078

6<sup>th</sup> Floor, Lily Trade Wing, Jehangirabad Bhopal  
Madhya Pradesh, India. Pin code – 462003

Website: [www.tourism.mp.gov.in](http://www.tourism.mp.gov.in) ☎: 07552780600

### **Request for Proposal**

for

**“Conducting a Diagnostic Study for Skill Based Self-Employment and Employment Opportunities at Selected Destinations of Tourism in Madhya Pradesh”**

**No. 7104 /MPTB/TRG/Study-37/2018-19**

**Bhopal, Dated: 22.12.2018**

#### **RFP No. 04**

Madhya Pradesh Tourism Board invites **proposal for “Conducting a Diagnostic Study for Skill Based Self-Employment and Employment Opportunities at Selected Destinations of Tourism in Madhya Pradesh”**

Interested Bidders eligible as per qualification criteria may submit their response to the RFP latest by 5/01/2019 till 1500 hrs. The proposal must accompany all relevant documents.

The RFP document can be downloaded from [www.tourism.mp.gov.in](http://www.tourism.mp.gov.in) from date 22/12/2018. For any other information please send your queries through email on [dirskill@mptourism.com](mailto:dirskill@mptourism.com).

**Managing Director**

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## LETTER OF INVITATION

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**Madhya Pradesh Tourism Board,  
6<sup>th</sup> Floor, Lily Trade Wing, Jehangirabad Bhopal  
Madhya Pradesh, India. Pin code – 462008**

No.

Dated: 22.12.2018

Dear Sir/Madam,

Madhya Pradesh Tourism Board (MPTB) invites sealed Request of Proposal (RFP) from consulting agencies for undertaking study **for Skill Based Self-Employment and Employment Opportunities at Selected Destinations of Tourism in Madhya Pradesh.**

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

The RFP Document is available on the MPTB website [www.tourism.mp.gov.in](http://www.tourism.mp.gov.in)

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by 05.01.2019.

**The Director (Skill & Training)  
Madhya Pradesh Tourism Board,  
6<sup>th</sup> Floor, Lily Trade Wing, Jahangirabad, Bhopal  
Madhya Pradesh, India. Pin code – 462008**

S. No.	Critical Dates	Date	Time
1	Publishing Date	22.12.2018	
2	Document Availability Date	22.12.2018	
3	Last date for receiving Pre bid query	24.12.2018	
4	Bid Submission End Date	05.01.2019	15:00 Hrs
5	Bid Opening Date	05.01.2019	17:00 Hrs

Yours faithfully,

**Managing Director, MPTB**

**Encl.: RFP Document.**

## Terms of Reference

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**For**

**“Conducting a Diagnostic Study for Skill Based Self-Employment and Employment Opportunities at Select Destinations of Tourism in Madhya Pradesh”**

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

**Madhya Pradesh Tourism Board** invites **Request for Proposal (RFP) for Selection of a National Level Agency for “Conducting a Diagnostic Study for Skill Based Employment and Skill Based Self-Employment Opportunities at Select Destinations of Tourism in Madhya Pradesh”**. Agencies having appropriate experience in the field of research & education together with training, capacity building for promoting of self-employment and employment within the country and outside with a proven track record with national / international agencies and departments equipped with 360° solutions through well thought about strategy and various research tools will be given preference for the assignment.

### **SCOPE OF WORK**

MPTB wish to conduct diagnostic studies covering about 20 clusters (around 50 locations) in different phases to carry out the need analysis and resource mapping of each site towards developing various tourism activities and support services within the vicinity together with creating additional and sustainable opportunities for self-employment and employment. The scopes of work for the proposed diagnostic study to identify various prospects, but not limited to, the following

- Develop a network of villages within the vicinity and across the catchment area of MPSTDC, where local communities are trained to provide a basket of hospitality services
- Identify destinations which provide a complete tourism experience
- Derive methodology/recommendation to increase local community participation in growth of tourism.
- Cluster wise identification of regional diversity of elements such as culture, cuisine, nature and the local way of life which could be showcasing in promotion of tourism and job opportunity/ self employment.

- Location identified circuit wise and also mentioned the specific products to be showcased like handicraft, handloom & heritage etc.
- Curate experiential products centred on lifestyles, cuisine, biodiversity, traditions & festivals.

The above scope of work for the Study would be focused on below mentioned indicators:

1. Employment opportunities within the vicinity (within 20 KM) of selected tourism sites of Madhya Pradesh.
2. To study scope of self employment opportunity in sustainable manner in selected tourism destinations.
3. Assess gap between existing skill work force and present market requirements.
4. Identification of Key sectors for conducting Skill cum Entrepreneurship Development training.
5. Resource mapping together with Need analysis for skill development.
6. To study existing art and craft and its marketability and recommendations for enhancing the quality and marketing.
7. Employment & Self-employment opportunities and Gap analysis of skill in special reference to women.
8. Legal compliances, social, gender and environmental framework.
9. Gap analysis of digital literacy.
10. The diagnostic study report will comprises of possible convergences under various scheme and project towards creating employment and self-employment opportunities for given tourism sites.

### **Phases**

Madhya Pradesh, in recent years has made significant strides in tourism sector. Its tourism resources are both-outstanding and diverse. It offers three world heritage sites, nine national parks, 25 wildlife sanctuaries and front-ranking pilgrimage hubs, in addition to a range of history/architecture attractions. The diagnostic studies would be conducted in 2-3 phases. Around 15 - 20 tourism sites would be covered in each phase. The diagnostic study would be focused on 10-20 villages within the vicinity (within 20 K.M.) of each tourist sites as under:

S.No.	Cluster Head Quarter	Destination			
		1	2	3	4
1	<b>Bhopal</b>	Bhopal	Bhojpur	Bhimbetka	
2	Sanchi	Sanchi	Udaigiri	Halali	
3	<b>Jabalpur</b>	Jabalpur	Bhedaghat	Bargi	
4	Panchmari	Panchmari	Tawa	Madai	Tamia
5	<b>Indore</b>	Indore	Choral	Patalpani	Omkareshwar
6	<b>Gwalior</b>	Gwalior	Mitawali	Padawali	
7	<b>Shivpuri</b>	Shivpuri	Kuno		

8	Datia	Datia	Orchha		
9	Khajuraho	Khajuraho	Panna	Mandla	Ajaygarh
10	<b>Chanderi</b>	Chanderi			
11	<b>Shahdol</b>	Shahdol	Bandhangarh	Amarkantak	
12	<b>Satna</b>	Satna	Chitrkoot	Maihar	Mukundpur
13	<b>Dhar</b>	Dhar	Mandu	Maheshwar	Bagh
14	<b>Ujjain</b>	Ujjain	Dewas		
15	<b>Mandla</b>	Mandla	Kanha		
16	<b>Pench</b>	Pench			
17	<b>Burhanpur</b>	Burhanpur	Asirgarh		
18	Jhabua	Jhabua			
19	Barwani	Barwani			
20	Alirajpur	Alirajpur			

### **Timelines and assignment fee**

Diagnostic studies for each phase would be completed within a period of 12 weeks duration (3 months) as per below mentioned timelines:

- A. Project Mobilisation & team formation – **1 Week (10% Fee will be released with work order).**
- B. Inception report submission & presentation – **2 Week (30% Fee will be released upon approval of Inception report).**
- C. Field work, sample survey and stake holders consultation – **7 Week**
- D. Draft report submission & presentation before MPTB– **1 Week (40% Fee will be released upon submission of draft report).**
- E. Incorporation of suggestions given by MPTB and submission of Final report in Hard & Soft copies – **1 Week (20% Will be released with work order)**

**The agency, after completion of each milestone, has to submit invoice to MPTB to claim amount.**

### **Deliverables**

The agency/organization/institutions conducting the study will provide:

1. Softcopy and 5 Hardcopies of the draft report in Hindi and English (the first language of report shall be Hindi and later it will be translated in English) and presentation before the MPTB
2. Soft copy of the data and information collected during the evaluation.
3. 10 coloured and printed hard copies of the final report in English and Hindi language.
4. Soft copy of the Final Report in Compact Disc.
5. Soft copy of coloured photographs of the visits at least 5 photographs of each places visited during the study.
6. Presentation to the Department upon preparation of final report.

# INSTRUCTION TO BIDDERS

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## 1. INTRODUCTION

MPTB will select a consultant to provide the services outlined in the Terms of Reference and in accordance with the method of selection specified in this RFP. Bidders are therefore invited to submit a Technical Proposal and a Financial Proposal. These proposals will be the basis for contract with the selected consultant.

## 2. PROPOSAL FORMAT AND CONTENT

- 2.1. Bidders are required to submit Technical Proposals in spiral bind document as per the format attached in Annex.
- 2.2. Bidders are required to submit Financial Proposals in the format attached in Annex. It shall list all costs associated with the assignment, including:

### CHOOSE AS APPROPRIATE

- An all-inclusive rate per person/day for each proposed team member to be assigned to the project in the field and a rate for his/her work at the office, if any;
  - An all-inclusive amount for any travel related expenses (indicating the number of Trips required by each team member);
  - Other costs, if any, indicating nature and breakdown;
  - A proposed schedule of payments, all of which must be expressed in Indian Rupees.
- 2.3. All activities and items described in the Technical Proposal must be priced separately. Activities and items described in the Technical Proposal but not Priced shall be assumed to be included in the price of other activities.
  - 2.4. Submission of the wrong format for either the Technical or the Financial Proposal may result in the proposal being deemed non responsive.

## 3. MARKING AND RETURNING PROPOSALS

- 3.1 **SEALED PROPOSALS** must be and dispatched to arrive at the MPTB office indicated **NO LATER THAN** the **CLOSING TIME AND DATE**. Proposals received in any manner after prescribed date and time, will be **INVALIDATED**.
- 3.2 Proposals shall be submitted in duplicate, in English, and shall be sealed in Outer and 2 inner envelope and **all envelopes shall indicate the bidder's name and Address**. The outer envelope shall be addressed as follows:

**The Director (Skill & Training)**  
**Madhya Pradesh Tourism Board,**  
**6<sup>th</sup> Floor, Lily Trade Wing, Jehangirabad Bhopal**  
**Madhya Pradesh, India. Pin code – 462008**

- 3.3 The **first inner envelope** shall be marked **Technical Proposal** and addressed in the same manner as the outer envelope, and shall be in the prescribed format.
- 3.4 The **2nd inner envelope** shall be marked **Financial Proposal** and addressed in the same manner as the outer envelope, and shall be in the prescribed format.
- 3.5 The **3rd inner envelope** shall be marked **Bid Security** and addressed in the same manner as the outer envelope
- 3.6 The **4<sup>th</sup> inner envelop** shall be marked **Tender Fee** and addressed in the same manner as the outer envelope.
- 3.7 Information, which the bidder considers to be proprietary, should be clearly marked as such. All-information provided by the bidder will be treated as confidential and used for MPTB internal purposes only.

#### **4. TIME FOR RECEIVING PROPOSALS**

- 4.1 Sealed Proposals received prior to the stated closing time and date will be kept Unopened. The Committee or a designated officer of MPTB will open proposals within designated time and proposal received thereafter will not be considered.
- 4.2 MPTB will accept no responsibility for the premature opening of a Proposal, Which is not properly addressed or identified.
- 4.3 Modification by fax of sealed Proposals already submitted will not be considered.

#### **5. REQUEST FOR INFORMATION**

- 5.1 Any request for information regarding the specifications should be mailed on **[dirskill@mptourism.com](mailto:dirskill@mptourism.com)**.

#### **6. CORRECTIONS**

- 6.1 Erasures or other corrections in the Proposal must be explained and the Signature of the Bidder shown alongside.

#### **7. MODIFICATIONS AND WITHDRAWAL**

- 7.1 All changes to a proposal must be received prior to the closing time and date. It must be clearly indicated that it is a modification and supersedes the earlier proposal, or state the changes from the original proposal.
- 7.2 Proposals may be withdrawn on written request received from bidders prior to the opening time and date. Negligence on the part of the bidder confers no right for the withdrawal of the proposal after it has been opened. However, in case of withdrawal of proposal Tender Fee will not be returned to the bidder.

#### **8. BID SECURITY**

- 8.1 The Bidder shall furnish as part of its Proposal, a Bid Security of Rs. 25,000 (Rs. Twenty Five Thousand) in the form of Demand Draft/ Bankers Cheque of any nationalized/scheduled bank in favour of “**Madhya Pradesh Tourism Board, Bhopal**” and payable at Bhopal. Any Proposal not accompanied by the Bid Security shall be rejected by MPTB as not qualified. Bid Security by the unsuccessful bidders will be refunded by MPTB. The Bid Security of the successful bidder will be adjusted

against the Performance Security to be recovered. Under any circumstances, MPTB will not be liable to pay any interest on the Bid Security

## 8.2 Forfeiture of Bid Security

Bid Security of a bidder will be forfeited, if the bidder withdraws or amends its proposal or derogates from the proposal in any respect within the period of validity of its proposal. Further, if the successful bidder fails to furnish the required performance security within the specified period, its Bid Security will be forfeited.

## 9. TENDER FEE

Tender fee (non refundable) of Rs. 5000 is payable by bidder in the form of Demand Draft/ Bankers Cheque of any nationalized/scheduled bank in favor of “**Madhya Pradesh Tourism Board, Bhopal**” and payable at Bhopal. Any Proposal not accompanied by tender fee shall be rejected by MPTB as not qualified.

## 10. VALIDITY OF PROPOSALS

10.1 Proposals should be valid for a period of not less than 120 days after RFP opening, unless otherwise specified in the Specific Terms and Conditions. MPTB may also request the validity period to be extended.

## 11. PERFORMANCE GUARANTEE

5% of total cost of study in the form of Bank Guarantee of any scheduled Commercial Bank in favour of **Madhya Pradesh Tourism Board, Bhopal** at the time of signing of contract with validity of 6 months from date of selection.

## 12. RIGHTS OF MPTB

- 12.1 MPTB reserves the right to INVALIDATE any Proposal for reasons mentioned above, and, unless otherwise specified by MPTB or by the Bidder, to accept any item in the Proposal.
- 12.2 MPTB reserves the right to INVALIDATE any Proposal received from a Bidder who, in the opinion of MPTB, is not in a position to perform the contract.

## 13. EVALUATION OF PROPOSALS

- 13.1 From the time the proposals are opened to the time the contract is awarded, bidders shall not contact MPTB on any matter and any attempt to influence MPTB in its evaluation of the proposals and award recommendation, may result in rejection of the proposal.
- 13.2 Following closure of the RFP, a MPTB evaluation team to assess their merits will evaluate proposals. The evaluation will be restricted to the contents of the proposals, bidder profile, relevant experience, client list, financial status and price proposal.
- 13.3 A two-stage procedure will be utilized in evaluating proposals, with evaluation of the Technical Proposal being completed prior to any evaluation of the Financial Proposal. Evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is completed.

13.4 Tenders for this contract will be assessed in accordance with good commercial practice and will involve both a technical and commercial evaluation. Technical Proposals will be evaluated on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and the point system specified in the following table:

S.No.	Parameters	Documents to be submitted	Max. Marks	Marks Obtained
1	The Agency's turnover in last 3 years (2015-16, 2016-17 & 2017-18) Minimum of Rs. 40 Cr. (Rs. Forty Crore) per annum for last three years and net worth shall be minimum <b>Rs. 25.00 Crore (Twenty five Crore)</b>	CA Certificate	Qualifying criteria	
2	The Agency shall have an office in the state	Address of office with Proof	5	
3	Agency having its presence in more than 5 states		5	
4	The Agency shall have overseas office		5	
5	The Agency should have experience of at least Ten (10) years in the field (Max.- 05 Marks) (Up to 10 Years-0 Marks and thereafter 5 Marks for each block of 5 years)	Certificate of incorporation/ Registration	5	
6	The agency should have handled research/ evaluation/ impact studies, survey, preparation of development plans, action for self-employment, employment, livelihood, social development and tourism sector for the Govt of India / State tourism bodies/ Department/ Ministry of any other country in the past including fellow programme and research grants.	5 Marks for each research/ evaluation/ study/assignment (Max.- 15 Marks)	15	
7	Agency shall have minimum staff strength of 20 out of which at least 5 members should have possess PhD and having with suitable experience for conducting research studies. (List of staff together with educational qualification & experience to be submitted)	0 Marks for 20 Staff, while 1 Marks for each 5 staff in addition to 20 staff. Similarly 0 Marks for 5 PhD Member and 1 Mark for each PhD member in addition to 5 PhD members (5+5 Max. 10 Marks)	20	
8	The Agency shall have required infrastructure and facilities for conducting research activities like library and content development cell to process and analyse the data towards effective planning & execution of the research activities.	Library facilities, other facilities & aids	5	
9	The Agency is capable to deploy a capable and experienced full time team leader preferably having Ph D degree together with experience of more than 20 years' in the similar field	CV of team leader (5Marks)	5	
10	The Agency having experience and understanding to handle activities for different countries to understand the requirement of overseas tourists will be given preference (Details of past work, tie-ups if any or details to be submitted).	5 Marks for each overseas assignments conducted out of India and /or for the foreign residents	5	

11	The Agency having experience for working with the different Ministries and departments of Government of India as Implementing partner, National resource organisation/agency, Technical support agency would be an added qualification	5 Marks for each Ministries/ Departments (Max. 15 Marks)	15	
12	Agency having live industry interactions and technology interventions	Membership/ Awards / Recognitions (1 Mark for each)	5	
13	An Agency engaged in Training, Education, Research & Development together with conducting recognised and approved courses by AICTE/UGC/AIU/NSDC etc.	Max. 5 marks	5	
14	Presentation by bidders	Max 5 Marks	5	
<b>Total Marks</b>			<b>100</b>	

13.5 After the technical evaluation is completed, MPTB shall inform those bidders who secured the minimum qualifying technical mark, the date, time and location for opening the Financial Proposals. Financial Proposals shall be opened publicly in the presence of bidders' representatives who choose to attend.

#### 14. ERROR IN PROPOSAL

14.1 Bidders are expected to examine all instructions pertaining to the RFP. Failure to do so will be at Bidders own risk. In case of errors in the extension price, unit price shall govern.

#### 15. RFP TERMS AND CONDITIONS

15.1 This RFP and any responses thereto, shall be the property of MPTB. In submitting a proposal, the bidder acknowledges that MPTB reserves the right to:

- Visit and inspect the bidder's premises;
- Contact any/all referees provided;
- Request additional supporting or supplementary information;
- Arrange interviews with the proposed project team/consultants;
- Reject any/all of the proposals submitted;
- Accept any proposals in whole or in part;
- Negotiate with the most favorable bidder;
- Award contracts to more than 1 bidder, as MPTB considers being in its best interests.

15.2 Bidders shall bear all costs associated with the preparation and submission of proposals, and MPTB shall not be responsible for these costs, irrespective of the outcome of the bidding process.

## **GENERAL TERMS AND CONDITIONS**

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### **1. ACKNOWLEDGMENT COPY**

Signing and returning the acknowledgment copy of a contract issued by MPTB or beginning work under that contract shall constitute acceptance of a binding agreement between MPTB and the Contractor.

### **2. DELIVERY DATE**

Delivery Date to be understood as the time the contract work is completed at the location indicated under Delivery Terms.

### **3. PAYMENT TERMS**

- MPTB shall, unless otherwise specified in the contract, make payment within 30 days of receipt of the Contractor's invoice, which is issued only upon MPTB's acceptance of the work specified in the contract.
- Payment against the invoice referred to above will reflect any discount shown under the payment terms provided payment is made within the period shown in the payment terms of the contract.
- The prices shown in the contract cannot be increased except by express written agreement by MPTB.

### **4. LIMITATION OF EXPENDITURE**

No increase in the total liability to MPTB or in the price of the work resulting from design changes, modifications, or interpretations of the statement of work will be authorized or paid to the contractor unless such changes have been approved by the contracting authority through an amendment to this contract prior to incorporation in the work.

### **5. TAX EXEMPTION**

The Vendor authorizes MPTB to deduct from the Vendor's invoice any amount representing such taxes or duties charged by the Vendor to MPTB. Payment of such corrected invoice amount shall constitute full payment by MPTB.

### **6. LEGAL STATUS**

The Contractor shall be considered as having the legal status of an independent contractor vis-a-vis MPTB. The Contractor's personnel and Sub-contractors shall not be considered in any respect as being the employees or agents of MPTB.

### **7. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local customs and conform to a high standard of moral and ethical conduct.

### **8. INDEMNIFICATION**

The Contractor shall indemnify, hold and save harmless and defend, at its own expense, MPTB, its officials, agents, servants and employees, from and against all suits, claims, demands and

liability of any nature or kind, including their costs and expenses, arising out of the acts or omissions of the Contractor or its employees or sub-contractors in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, product liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse Upon termination of this Contract.

## **9. INSURANCE AND LIABILITIES TO THIRD PARTIES**

- The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- The Contractor shall provide and thereafter maintain all appropriate workmen's compensation and liability insurance, or its equivalent, with respect to its employees to cover claims for death, bodily injury or damage to property arising from the execution of this Contract. The Contractor represents that the liability insurance includes subcontractors.
- The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of work under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or subcontractors performing work or services in connection with this Contract.
- The Contractor shall, upon request, provide MPTB with satisfactory evidence of the insurance required under this Article.

## **10. SOURCE OF INSTRUCTIONS**

The Contractor shall neither seek nor accept instructions from any authority external to MPTB in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect MPTB and shall full fill its commitments with the fullest regard to the interests of MPTB.

## **11. TITLE TO EQUIPMENT**

Title to any equipment and supplies which may be furnished by MPTB shall rest with MPTB and any such equipment shall be returned to MPTB at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment when returned to MPTB, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear.

## **12. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS**

MPTB shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At MPTB's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to the MPTB in compliance with the requirements of the applicable law.

### **13. CONFIDENTIAL NATURE OF DOCUMENTS**

- All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of MPTB, shall be treated as confidential and shall be delivered only to the MPTB authorized officials on completion of work under this Contract.
- The Contractor may not communicate any time to any other person, Government or authority external to MPTB, any information known to it by reason of its association with MPTB which has not been made public except with the authorization of the MPTB; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract with MPTB.

### **14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

- In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to MPTB of such occurrence " change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract The Contractor shall also notify MPTB of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the notice required under this Article, MPTB shall take such action as, in its sole discretion; it considers being appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under the Contract.
- If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract MPTB shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection or other acts of a similar nature or force.

### **15. TERMINATION**

If the Contractor fails to deliver any or all of the deliverables within the time period(s) specified in the contract, or fails to perform any of the terms, conditions, or obligations of the contract, or should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the contractor, MPTB may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate the Contract, forthwith, in whole or in part, upon thirty (30) days' notice to the Contractor.

MPTB reserves the right to terminate without cause this Contract at any time upon thirty (30) days prior written notice to the Contractor, in which case MPTB shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

In the event of any termination no payment shall be due from MPTB to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this contract.

Upon the giving of such notice, the Contractor shall have no claim for any further payment, but shall remain liable to MPTB for reasonable loss or damage, which may be suffered by MPTB for

reason of the default. The Contractor shall not be liable for any loss or damage if the failure to perform the contract arises out of force majeure.

Upon termination of the contract, MPTB may require the contractor to deliver any finished work which has not been delivered and accepted, prior to such termination and any materials or work-in-process related specifically to this contract. Subject to the deduction of any claim MPTB may have arising out of this contract or termination, MPTB will pay the value of all such finished work delivered and accepted by MPTB. The initiation of arbitral proceedings in accordance with Article 21 "Settlement of Disputes" below shall not be deemed a termination of this Contract.

## **16. SUB-CONTRACTING**

In the event the Contractor requires the services of subcontractors, the Contractor shall obtain the prior written approval and clearance of MPTB for all sub-contractors. The approval of MPTB of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any subcontract shall be subject to and in conformity with the provisions of this Contract.

## **17. ASSIGNMENTS AND INSOLVENCY**

The Contractor shall not, except after obtaining the written consent of MPTB, assign, transfer, pledge or make other dispositions of the Contract, or any part thereof, of the Contractor's rights or obligations under the Contract. Should the Contractor become insolvent or should contract of the-Contractor change by virtue of insolvency, MPTB may, without prejudice to any other rights or remedies, terminate the Contract by giving the Contractor written notice of termination.

## **18. USE OF MPTB NAME**

The Contractor shall not use the name of Madhya Pradesh Tourism Board or abbreviation of this name for any purpose.

## **19. OFFICIALS NOT TO BENEFIT**

The Contractor warrants that no official of MPTB has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of the Contract.

## **20. PROHIBITION ON ADVERTISING**

The Contractor shall not advertise or otherwise make public that the Vendor is furnishing goods or services to MPTB without specific permission-of MPTB.

## **21. SETTLEMENT OF DISPUTES**

Amicable Settlement the Parties shall use. Their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Government of Madhya Pradesh Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

### **Arbitration**

Any dispute, controversy or claim between the Parties arising out of this Contract or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph of this

Article within sixty (60) days after receipt by one Party or the other Party's request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the Government of Madhya Pradesh Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. In addition, the arbitral tribunal shall have no authority to award interest in excess of six percent (6%) and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

## **22. PRIVILEGES AND IMMUNITIES**

The privileges and immunities of the UN, including its subsidiary organs, are not waived.

## **23. AUTHORITY TO MODIFY**

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against MPTB unless provided by an amendment to this Contract signed by the authorized official of MPTB.

## **24. REPLACEMENT OF PERSONNEL**

MPTB reserves the right to request the Contractor to replace the assigned personnel if they are not performing to a level that MPTB considers satisfactory. After written notification, the Contractor will provide curriculum vitae of appropriate candidates within three (3) working days for MPTB review and approval. The Contractor must replace the unsatisfactory personnel within seven (7) working days of MPTB's selection.

If one or more key personnel become unavailable, for any reason, for work under the contract, the Contractor shall (i) notify the project authority at least fourteen (10) days in advance, and (ii) obtain the project authority's approval prior to making any substitution of key personnel. Key personnel are designated as follows:

- Personnel identified in the proposal as key individuals to be assigned for participation in the performance of the contract.
- Personnel whose resumes were submitted with the proposal; and
- Individuals who are designated as key personnel by agreement of the Contractor and MPTB during negotiations.

In notifying the project authority, the Contractor shall provide an explanation of circumstances necessitating the proposed replacement(s) and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement

Acceptance of a replacement person by the project authority shall not relieve the Contractor from responsibility for failure to meet the requirements of the contract.

All the other terms and conditions are hereby accepted. The agency will conform to the requirements as listed out by MPTB.

## Technical Proposal: Submission Form

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### TECHNICAL DOCUMENT 1: Covering Letter

(To be submitted on letter head by the applicant)

To,

Date:

Managing Director  
Madhya Pradesh Tourism Board  
Bhopal (M.P.)-462003.

**SUB: Request for Proposal for Selection of Agencies for “Conducting of Diagnostic Studies for Skill Based Employment and Skill Based Self-Employment Opportunities at Select Destinations of Tourism in Madhya Pradesh”**

**REF.:** With reference to your RFP no. -----dated-----

I / We, having examined all relevant documents and understood their contents, hereby submit our RFP for selection as an agency for the subject project. The RFP is unconditional.

1. I/We acknowledge that the MPTB will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the agency, and we certify that all information provided in the Proposal and in the Appendices are 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.
2. This statement is made for the express purpose of empanelment/appointment as the agency for the aforesaid Project.
3. I / We shall make available to the MPTB any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We declare that:
  - (a) We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority;
  - (b) I / We (the Team handling MPTB) do not have any conflict of interest as mentioned in the RFP Document;

- (c) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of this RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
5. I / We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the agency, without incurring any liability to the Applicants in accordance with the RFP document.
  6. I/We agree and understand that the proposal is subject to the provisions of the RFP 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.
  7. In the event of my/our firm being selected, I/we agree and undertake to provide the services in accordance with the provisions of the RFP.
  8. I/We have studied RFP and all other documents carefully. We understand that 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 Selection Process including the award of Consultancy.
  9. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Signature of authorized representative:

Name & Title of Signatory :

Name of Consultancy firm/ Company :

In the capacity of :

Address :

Telephone No. :

Mobile :

E-mail :

Website :

TECHNICAL DOCUMENT 2 A - **BIDDERS ORGANISATION AND EXPERIENCE**

## A. Bidders Organization

S. No.	Particular	Details		Supporting Documents Submitted
1.	Name of the Agency/Firm/Company			
2.	Complete Address of Agency/ Firm			
3.	Name of the Proprietor / Partners / Directors			
4.	Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP:			
5.	Telephone number of contact person:			
6.	Mobile number of contact person			
7.	Fax number of contact person:			
8.	E-mail address of contact person:			
9.	Status of consulting Firm/ Company (Public Ltd., Pvt. Ltd., LLP, Trust etc.)			
10.	Date of Establishment (Enclose Registration Certificate			
11.	PAN No.			
12.	GSTN No.			
13.	Financial Position: 2015– 16, 2016 – 2017, 2017-18 (Enclose the relevant documents i.e. audit Reports, Networth and turn over certificate of CA)			
	Turnover (Rs. in Crore) each year	Turnover	Net Worth	
	2017-18			
	2016-17			
	2015-16			
14	Details of Manpower working in the organization (Regular/ Contractual)			
	S. N.	Name	Designation	Qualification Expertise Area of Specialization
15	Details of branches of organization present in other states (including M.P.) and available Infrastructure :-			
	S. N.	Complete address of the Office	Name and contact details of Contact person	Ownership (Own/ Rent) Available Infrastructure
				Area (in Sqf.)- Library- Reading material- Available infrastructure- No. of participants can be trained in one batch- Training

## TECHNICAL DOCUMENT 2 B - BIDDERS ORGANISATION AND EXPERIENCE

### B. Bidder Experience

16 Details of major training program organized by the agency sponsored by different Ministries and departments of Government of India as Implementing partner, National resource organisation, National resource agency, Technical support agency (Including working in out of India) in last 10 years.

S. N.	Name of the Program	Sponsored Agency	Place (Name of District and State)	Value of the Program	Financial year (Start-End)	Status (Ongoing/ Completed)

17. Details of research/ evaluation/ impact studies, survey, preparation of development plans, action for self-employment, employment, livelihood, social development and tourism sector for the Govt of India / State tourism bodies/ Department/ Ministry of any other country in the past including fellow programme in last five years-

Assignment name :	Approx. value of the contract (in INR):
Country: Location within country	Duration of assignment (months):
Name of Client	Total No of staff-months of the assignment
Address:	Approx. value of the services provided by your firm under the contract (in INR):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	
Firm's Name	

18 Details of Educational, Research & Development courses conducting by the organization which is recognised and approved by AICTE/UGC/AIU-

19 Other Information relevant to this project-

List of enclosures:

- 1.
- 2.
- 3.
- 4.

Signature of authorized representative :

Name & Title of Signatory :

Name of Consultancy firm/ Company :

In the capacity of :

Address :

Telephone No. :

Mobile :

E-mail :

Website :

### TECHNICAL DOCUMENT 3 - DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN TO UNDERTAKE THE ASSIGNMENT

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- Technical Approach and Methodology,
- Work Plan highlighting milestones of the study, and
- Organization and Staffing for the study

a) **Technical Approach and Methodology.** In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) **Work Plan.** In this chapter you should propose the main activities of the assignment, their content and lay out of the reports. The proposed work plan should be consistent with the technical approach and methodology.

c) **Organization and Staffing.** In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

### TECHNICAL DOCUMENT 4 - TEAM COMPOSITION AND TASK ASSIGNMENTS

Professional Staff Accountable to the Study						
Name of Staff	Area of Expertise	Qualification	Total years of Experience	Position Assigned	Task Assigned	

Pl. attached CVs of Key Team Members who are expected to provide the services mentioned above (not more than two A4-sized pages per CV; minimum font size 12)

FINANCIAL DOCUMENT-1 FINANCIAL PROPOSAL SUBMISSION FORM

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*[Location, Date]*

To:

The Director (Skill & Training)  
Madhya Pradesh Tourism Board,  
6<sup>th</sup> Floor, Lily Trade Wing, Jehangirabad Bhopal  
Madhya Pradesh, India. Pin code – 462008

Subject:

Reference:

We offer to provide services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures] this amount is exclusive of the local taxes.

Our Financial Proposal shall be binding upon us, up to expiration of the validity period of the proposal.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory:

\_\_\_\_\_

Name of Consulting Agency:

\_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

## FINANCIAL DOCUMENT-2: FORMAT FOR FINANCIAL PROPOSAL

RFP Reference Number ....., dated .....

SN	Particular/ Head of Expenses	No. of Experts	No. of Days	Rate Per Day	Total	Remarks
1	Team Leader					
2	Expert-1					
3	Expert-2					
4	Expert-3					
5	Cluster Coordinator					
7	Field Investigators					
8	Assistant cum Data Entry Operator					
9	Travel /Car hire for Field Investigators & Cluster Coordinator					
10	Travel /Car hire for Experts					
11	DA for Experts for tour					
12	DA for Field Investigators during survey					
13	DA for Cluster Coordinator (During Field deployment)					
14	Communication exp. Lump-sum					
15	Printing and Stationary					
16	Miscellaneous					
17	Contingencies					
	<b>Total</b>					

Amount in Words: .....

Signature of authorized representative:

Name & Title of Signatory :  
 Name of Consultancy firm/ Company :  
 In the capacity of :  
 Address :  
 Telephone No. :  
 Mobile :  
 E-mail :  
 Website :

## Bank Guarantee Format – Performance Guarantee

(on letterhead of Scheduled Commercial Bank)

Bank Guarantee No. \_\_\_\_\_ (to be issued by the Guarantor) dated \_\_\_\_\_

To

Madhya Pradesh Tourism Board

Jahangirabad

Bhopal

WHEREAS \_\_\_\_\_ [Name and address of Agency] (hereinafter called “the Contractor/Agency”) has undertaken, in pursuance of your RFP No. \_\_\_\_\_ dated \_\_\_\_\_ to conduct Diagnostic Study For Skill Based Self-Employment Opportunities at Selected Destination of Tourism in M.P. on terms and conditions set forth in the said letter.

AND WHEREAS it has been stipulated by you in the said letter that the Agency shall furnish you with a Bank Guarantee by a Scheduled Commercial Bank for the sum specified therein as security for compliance with his obligations in accordance with the terms and conditions set forth in the said letter;

AND WHEREAS we have agreed to give the Agency such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Agency up to a total of \_\_\_\_\_ [amount of Guarantee] \_\_\_\_\_ [in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We further agree that no change or addition to or other modification of the terms of the Contract or of the services to be performed there under the Contract/Agreement which may be made between you and the Agency shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Agency or of the Bank notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and the guarantee shall remain valid till \_\_\_\_\_

Unless a claim or a demand or a request for extension in writing is made upon us on or before \_\_\_\_\_ all our liability under this guarantee shall cease.

This guarantee shall be valid till \_\_\_\_\_ and may be extendable, if required.