



TENDER

MADHYA PRADESH TOURISM BOARD (MPTB)

Registered Office: 6th Floor, Lily Trade Wing (above D Mart),

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“RFP for Preparation of Zonal Master Plans for Eco Sensitive Zones of Ralamandal Wildlife Sanctuary of M.P.”

NIT No.: -3335/PLG/MPTB/2025/ RALAMANDAL

Tender ID- 2025_MPTB_425599

Dated- 22/05/2025

Proposals are invited from Consultancy firms for **Preparation of Zonal Master Plans for Eco Sensitive Zones Ralamandal Wildlife Sanctuary of M.P..** Terms and Conditions can be downloaded from website www.mptenders.gov.in.

For any additional information please contact Mr. Prashant Singh Baghel, Joint Director (Planning) Mobile No. 9425184809 or E-mail at jdplg.mptb@mp.gov.in. For any technical issues contact: Toll free number - 18002588684. Last date and Time for Purchase of Tender documents online is **23.06.2025, 05:00 PM.**

Managing Director

**RFP for Preparation of Zonal Master Plans for Eco Sensitive Zones of
Ralamandal Wildlife Sanctuary of M.P.**



The heart of
Incredible India

Madhya Pradesh Tourism Board Bhopal, India

May 2025

The Managing Director on behalf of Madhya Pradesh Tourism Board
Invites RFP for Selection of consultant for the “Preparation of Zonal Master Plans for Eco Sensitive Zones of
Ralamandal Wildlife Sanctuary of M.P. ”.

1	Name of the Authority: Managing Director, Madhya Pradesh Tourism Board, Bhopal
2	Pre-Bid Conference will be held: Yes Date: 03.06.2025 Time: 12:00 Hrs Venue: Madhya Pradesh Tourism Board, 6th Floor, Lily Trade Wing, Jahangirabad, BHOPAL - 462008.
3	Proposal should remain valid for 180 days from the proposal due date.
4	The Agency/Firm is required to include with its Proposal written confirmation of authorization to sign on behalf of the Firm: Yes
5	Method of Selection: QCBS (Quality and Cost Based Selection)
6	The Agency/Firm must submit: i. Technical Proposal (To be submitted Online & Offline both) ii. Financial Proposal (To be submitted Online Only)
7	An Earnest Money Deposit (EMD) must be submitted: YES, along with the Bid Proposal.
8	The Amount for EMD: Rs. 1,00,000/- only (Rupees One Lakh only) to be submitted Online Only through MP E Procurement portal (www.mptenders.gov.in) only along with technical proposal.
9	The EMD of unsuccessful Bidders will be returned promptly without any interest, but not later than 180 days from the bid due date, except in the case of the successful bidder whose EMD shall be returned to Bidder after successful completion of the project without any interest.
10	Performance security: 10 % of order value shall be submitted before Agencies execution of the agreement
11	All correspondence shall be addressed to: Managing Director, Madhya Pradesh Tourism Board, 6th Floor Lily Trade wing, Jehangirabad, BHOPAL – 462008 Tel: 0755-2780600 Website: www.tourism.mp.gov.in Email : jdplg.mptb@mp.gov.in .
12	Last Date of Bid Submission: 24.06.2025 at 05:00 PM
13	Date for public opening of Technical Proposal: 25.06.2025 at 12:00 hours
14	Date of presentation: - To be informed
15	Date of opening of financial Proposal: To be informed
16	Cost of RFP document to be paid: Yes, Rs. 5900/- (Rs. Five Thousand Nine Hundred only) including GST, to be paid online only through MP E- procurement portal towards non-refundable EOI Document Fees and Rs. 295/- (Two hundred and Ninety five only) towards non-refundable e-procurement processing fees through online payment at e- Procurement portal (www.mptenders.gov.in).

Disclaimer

This Request for Proposal (RFP) document for selection of consultant for **“Preparation of Zonal Master Plans for Eco Sensitive Zone of Ralamandal Wildlife Sanctuary of M.P.”** contains brief information about the scope of work and qualification process for the successful applicant. The purpose of the RFP Document is to provide the applicants (hereinafter referred to as “Bidder”) with information to assist the formulation of their proposals (hereinafter referred to as the “Proposal”).

While all efforts have been made to ensure the accuracy of information contained in this RFP document, this document does not support to contain all the information required by the Applicants. The Applicants should conduct their own independent assessment, investigations and analysis thereby checking the reliability, accuracy and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their Proposal.

Madhya Pradesh Tourism Board (MPTB) or any of its employees or existing advisors shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the RFP Document.

MPTB reserves the right to change any or all conditions/ information set in this RFP Document by way of revision, deletion, updating or annulment through issuance of appropriate addendum as it may deem fit without assigning any reason thereof.

MPTB reserves the right to accept or reject any or all Proposals without giving any reasons thereof. MPTB will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the Proposals to be submitted in response to this RFP Document.

CONTENTS

1		
1.	PROJECT INTRODUCTION	7
2.	SCHEDULE OF THE BIDDING PROCESS	9
3.	SCOPE OF WORK.....	9
4.	PROJECT DURATION.....	14
5.	STAGES OF SUBMISSION AND PAYMENT SCHEDULE	14
6.	PROPOSED TEAM.....	17
7.	ELIGIBILITY CRITERIA (QUALIFICATIONS)- REQUIREMENT OF AGENCY 18	
8.	TECHNICAL EVALUATION CRITERIA	19
9.	SALE OF TENDER DOCUMENT	21
10.	EARNEST MONEY DEPOSIT (EMD).....	21
11.	PERFORMANCE SECURITY	21
12.	FORMAT AND SIGNING OF BID	22
13.	SUBMISSION OF BIDS	22
14.	OPENING OF ELIGIBILITY BID	22
15.	EVALUATION OF ELIGIBILITY OF BID AND DETERMINATION OF RESPONSIVENESS OF THE SAME.....	23
16.	CLARIFICATION OF BIDS.....	23
17.	PROCESS TO BE CONFIDENTIAL	24
18.	AMENDMENTS OF TENDER	24
19.	MPTB's RIGHT TO ACCEPT ANY BID AND REJECT ANY OR ALL BIDS	24
20.	VALIDITY OF THE BID.....	24
21.	BRIEF DESCRIPTION OF THE SELECTION PROCESS	24
22.	PUBLIC OPENING & EVALUATION OF FINANCIAL PROPOSALS	25
23.	LETTER OF INTENT	26
24.	CONFIDENTIALITY	26
25.	INSTRUCTIONS TO THE APPLICANT.....	26
26.	LIMITED LIABILITY	27
27.	TERMINATION OF AGREEMENT	27
28.	DISPUTE RESOLUTION	27
29.	GOVERNING LAW AND JURISDICTION	28

LIST OF ANNEXURES

Annexure I	Bidder Cover Letter
Annexure II	Checklist of Submissions
Annexure III	Details of Bidder or Lead Firm in case of JV
Annexure IIIA	Details of Bidder (For Partner Firm in case of Joint Venture)
Annexure IV	Declaration By Bidder
Annexure V	Financial Capacity of the Bidder or Lead Firm in case of JV
Annexure VA	Financial Capacity of the Partner Firm in-case of JV
Annexure VI	Statement of Legal Capacity
Annexure VII	Power of Attorney for signing of Application
Annexure VIII	Draft MoA between MPTB and the consultancy firm
FORM TECH 1	Firm's Experience
FORM TECH 1A	Partner Firm's Experience in case of JV
FORM TECH 2	Curriculum Vitae (CV) for Proposed Professional Staff
FORM TECH 3	Description of Approach and Methodology for Performing the Assignment
FORM FIN 1	Price Bid (Financial Bid) for Ralamandal Wildlife Sanctuary

NOTE: Gazette notifications of Eco-sensitive Zone of Ralamandal Wildlife Sanctuary and Draft guidelines for preparation of Eco-sensitive Zonal Master Plans can be downloaded from the MoEFCC (Ministry of Environment, Forest and Climate Change) website.

Ralamandal Wildlife Sanctuary Notification uploaded on Ministry of Environment and Forest dated 05.06.2024.

1. PROJECT INTRODUCTION

To minimize the impact of urbanization and other developmental activities, areas adjacent to the protected areas (National Parks and Sanctuaries) have been declared as Eco-Sensitive Zones. Eco-Sensitive Zones (ESZs) are areas notified by the Ministry of Environment, Forests and Climate Change (MoEFCC), Government of India around Protected Areas, National Parks and Wildlife Sanctuaries. The purpose of declaring ESZs is to create some kind of “shock absorbers” to the protected areas by regulating and managing the activities around such areas. They also act as a transition zone from areas of high protection to areas involving lesser protection. The width of eco-sensitive zone and type of regulation vary from one area to another.

ESZs are regulated by central government through the Ministry of Environment, Forests and Climate change (MoEFCC), who came out with new guidelines for regulation of such areas in 2011. Consequently, all the states were asked to submit proposals for the identification and delineation of ESZs in their respective areas. Once the ESZs were finalized by the ministry, the states were asked to prepare a Zonal Master Plan for the identified ESZ. Out of the 27 Eco-Sensitive Zones (ESZs) in Madhya Pradesh, 26 have already been notified, out of which 01 ESZ is in the draft notification stage. Out of these 26 ESZs, 4 ESZs are going to be re-notified with certain amendments.

Table 1: List of Clusters, Eco Sensitive Zones and their Notification details

	S.No	Name Of National Park/Wildlife Sanctuary	Notification Status	Area of National Park/Wildlife Sanctuary	Area of Eco Sensitive Zone
CLUSTER 1	1	Badhavgarh National Park and Panpatha Wildlife Sanctuary	Notified	1536.9 Sq km	1030.30 Sq Km
	2	Sanjay National Park And Sanjay Dubri Wildlife Sanctuary	Notified	1674.52 Sq Km	1053.00 Sq Km
	3	Son Ghariyal Wildlife Sanctuary	Notified	478.00 Sq Km	424.00 Sq Km
	4	Bagdara Wildlife Sanctuary	Notified	110.00 Sq Km	12.88 Sq Km
CLUSTER 2	1	Kanha National Park	Notified	941.79 Sq Km	1217.684 sp km
	2	Jeevash National Park Ghughwa	Notified	0.27 Sq Km	1.12 Sq Km
	3	Phen Wildlife Sanctuary	Notified	110.74 Sq Km	1217.684 sp km
CLUSTER 3	1	Dinosaur National Park	Notified	0.89 Sq Km	2.01 Sq Km
	2	Gandhi Sagar Wildlife Sanctuary	Notified	368.92 Sq Km	310.50 Sq Km
	3	Sailana Wildlife Sanctuary	To be Re-notified (to be amended)	12.96 Sq Km	3.76 Sq Km
	4	Sardarpur Wildlife Sanctuary	To be Re-notified (to be amended)	348.12 Sq Km	16.97 square Km
	5	Ralamandal Wildlife Sanctuary	Notified	2.34 Sq Km	0.810 square Km
	6	Narsinghgarh Wildlife Sanctuary	Notified	57.19 Sq Km	140.71 square Km

	7	Kheoni Wildlife Sanctuary	Notified	134.77 Sq Km	160.00 Sq Km
	8	Ratapani National Park And Singhori Wildlife Sanctuary	Notified	1201.29 Sq Km	546.52 Sq Km
CLUSTER 4	1	Satpura National Park and Pachmarh and Bori Wildlife Sanctuary	Notified	1339.26 Sq Km	1051.70 Sq Km
	2	Pench National Park and Pench Mogali Sanctuary	Notified	411.33 Sq Km	1180.63 Sq Km
CLUSTER 5	1	Madhav National Park	Notified	354.61 Sq Km	277.20 Sq Km
	2	Orchha Wildlife Sanctuary	Notified	45.36 Sq Km	24.84 Sq Km
	3	Kuno Palpur Wildlife Sanctuary	Draft Notified	344.68 Sq Km	207.45 Sq Km
	4	Ghatigaon- Hukna Wildlife Sanctuary	Notified	512.00 Sq Km	1100.46 Sq Km
	5	National Chambal Sanctuary	Notified	435.00 Sq Km	435 sq km
CLUSTER 6	1	Panna National Park and Gangau Wildlife Sanctuary	Notified	621.19 Sq Km	1081.48 sp km
	2	Noradehi Wildlife Sanctuary	To be Re-notified (to be amended)	1197.04 Sq Km	291.10 Sq Km
	3	Veerangana Durgavati Wildlife Sanctuary	To be Re-notified (to be amended)	23.97 Sq Km	99.73 Sq Km
	4	Ken Ghariyal Wildlife Sanctuary	Notified	45.20 Sq Km	9.34 Sq Km

Zonal Master Plan – Eco Sensitive Zone

Zonal Master Plan for the eco-sensitive zone has to be prepared by the State Government within a period of two years from the date of last notification issued by the Ministry of Environment and Forests, Government of India. The zonal master plan should provide for restoration of denuded areas, conservation of existing water bodies, management of catchment areas, soil and moisture conservation, needs of local community, etc, which needs attention. It should also demarcate all the existing and proposed urban settlements, village settlements, types and kinds of forest, agricultural areas, green areas, horticultural areas, lakes, etc,. No change of land use from green uses shall be permitted in the zonal master plan except limited conversion of agricultural lands to meet the residential needs of the existing local residents, improvement of roads and bridges, community buildings, without the prior approval of the state government. The Zonal Master Plan so approved shall be the reference document for the Monitoring Committee for carrying out its functions of monitoring in accordance with the provisions of this notification.

The Zonal Master Plan for the Eco-sensitive Zone shall be prepared by the Consultant in such a manner as is specified in the Gazette notifications issued by Ministry of Environment and Forest for each of the identified Eco Sensitive Zones (as per Table 1) and also in consonance with the relevant Central and State laws and the guidelines issued by the Central Government, if any. Such Eco Sensitive Zones which are yet to be notified by Ministry of Environment and Forest shall be bound to follow all the provisions of the gazette notification whenever they get notified.

2. SCHEDULE OF THE BIDDING PROCESS

MPTB shall endeavor to adhere to the following bidding schedule:

S. No	Event Description	Estimated Date/Time
1	Issue of Bid Documents	22.05.2025
2	Pre-Bid meeting	09.06.2025, 12:00 PM
4	Online Tender Purchase Last Date	23.06.2025, 05:00 PM
5	Online Bid submission Last Date (EMD, Technical Bid, Financial Bid)	24.06.2025, 05:00 PM
6	Opening date of Technical Proposal	25.06.2025, 12:00 PM
7	Presentation of the bidders whose bids are found responsive	Will be informed later
8	Opening of Financial Bids	Will be informed later

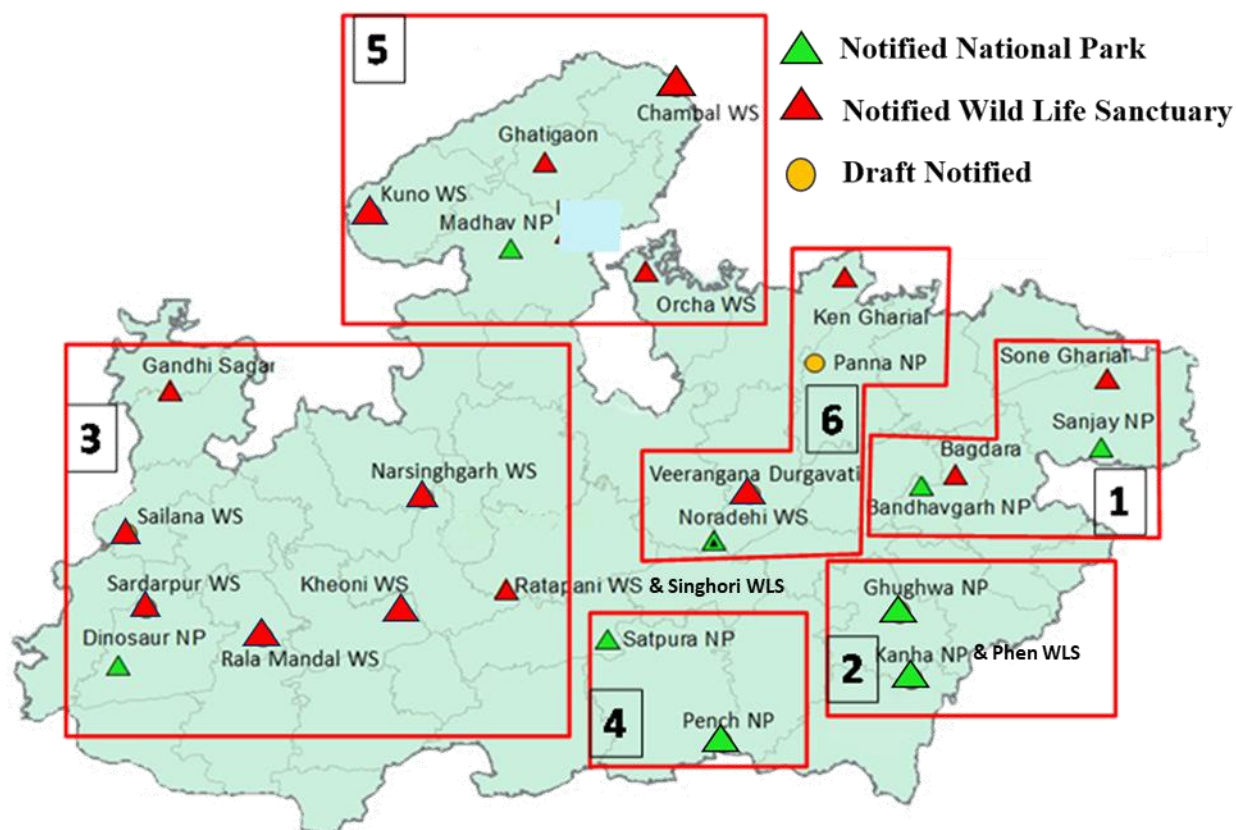
3. SCOPE OF WORK

3.1 Identification of Clusters

The 27 identified ESZs are divided into 6 clusters for the purpose of Zonal Master Plan preparation. Consultant/ organizations have already been appointed for preparation of ESZ master plan for Cluster no- 1 to 6, However, some work orders for the preparation of ESZ of Zonal Master were canceled due to the pending notification of certain National Parks and Wildlife Sanctuaries. As the notifications for Ralamandal Wildlife Sanctuary have now been issued by the MoEFCC. This RFP is being floated for preparation of ESZ master plan for **Ralamandal Wildlife Sanctuary of M.P.** falling under Cluster-3. The Consultant shall submit separate Zonal Plans for the above-mentioned ESZ. The list of identified clusters are given below:

Name of the Cluster	ESZs within the cluster
Cluster 1	Badhavgarh National Park and Panpatha Wildlife Sanctuary, Sanjay National Park And Sanjay Dubri Wildlife Sanctuary, Son Ghariyal Wildlife Sanctuary and Bagdara Wildlife Sanctuary
Cluster 2	Kanha National Park, Jeevash National Park, Ghughwa and Phen Wildlife Sanctuary
Cluster 3	Dinosaur National Park, Gandhi Sagar Wildlife Sanctuary, Sailana Wildlife Sanctuary, Sardarpur Wildlife Sanctuary, Ralamandal Wildlife Sanctuary , Narsingharh Wildlife Sanctuary, Kheoni Wildlife Sanctuary and Ratapani National Park and Singhori Wildlife Sanctuary
Cluster 4	Satpura National Park and Pachmarhi and Bori Wildlife Sanctuary and Pench National Park and Pench Mogali Sanctuary
Cluster 5	Madhav National Park, Orchha Wildlife Sanctuary, Kuno Palpur Wildlife Sanctuary, Ghatigaon- Hukna Wildlife Sanctuary and Chambal Wildlife Sanctuary

Cluster 6	Panna National Park and Gangau Wildlife Sanctuary, Noradehi Wildlife Sanctuary, Veerangana Durgavati Wildlife Sanctuary and Ken Ghariyal Wildlife Sanctuary
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Note:

1. The Sub-Zonal Master Plan for such Eco Sensitive Areas which are part of municipal area shall be prepared by concerned Urban Local Body or State Town Planning Department as per the prevailing norms/practice laid out by MoEFCC. The Sub-Zonal Master Plan for rest of the ESZ (apart from Municipal Area) shall be prepared by the Consultant.
2. For tender submission Technical and Financial Proposal shall be submitted along with EMD and Tender Purchase Fee.

3.2 Preparation of Zonal Master Plan

- a) Consultant shall prepare the Zonal Master Plan for the Eco Sensitive Zone of the Ralamandal Wildlife Sanctuary in close coordination with the following line departments:

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1. Environment and State Pollution Control Board
 2. Forest, Wildlife and Eco Tourism
 3. Tourism Department, Madhya Pradesh Tourism Board and Madhya Pradesh State Tourism Development Corporation
 4. Urban Development Department and concerning Urban Local Bodies
 5. Town and Country Planning Department
 6. Revenue Department
 7. Agriculture and Horticulture Department
 8. Water Resource Department and Narmada Valley Development Department
 9. Public Works Department
 10. Panchayat and Rural Development Department
 11. Department of Science and Information Technology
- b) The Consultant shall take inputs from each of the identified departments along with other stakeholders such as other related government departments, private investors/private institutions/hoteliers etc and compile a Zonal Master Plan for the entire Eco-sensitive Zone
- c) The language of the documentation and reporting shall be in English & Hindi.
- d) Zonal/Sub-Zonal Master Plans shall be prepared as per the provisions issued by applicable Eco Sensitive Zone Gazette Notification (Refer Table 1) by Ministry of Environment and Forest, Government of India, New Delhi in consonance with the relevant Central and State laws and the guidelines issued by the Central Government, if any.
- e) The Zonal Master Plan shall be prepared without violating any of the provisions of the Wildlife Protection Act 1972 as amended from time to time and the Biodiversity Conservation Act as amended from time to time and guidelines issued by statutory bodies such as the National Tiger Conservation Authority.
- f) The ESZ master plan shall be prepared in accordance with draft guidelines and content published for preparation of ESZ master plan by MoEFCC which is attached as Appendix 6.
- g) The above work shall be completed as per schedule of work mentioned in Scope of Work. The main works to be taken up by the Consultant for preparation of Zonal and Sub-Zonal Master Plans for eco-sensitive zone shall be as below in 3.3.

3.3 General Scope of Work for Preparation of Zonal Master Plans for the Eco-sensitive Zones

(General scope of work may vary slightly for individual Eco Sensitive Zones for which applicable gazette notification issued by Ministry of Environment and Forest shall be referred)*

The Zonal Master Plans for the Ralamandal Wildlife Sanctuary shall cover every aspect mentioned in applicable notifications (appended with RFP) of Government of India. The Zonal Master Plans shall comprise of GIS based maps (scale 1:4000) and reports. It shall incorporate the following aspects: -

(a) Preparation of Zonal Master Plan

- i. The Zonal Master Plan shall not impose any restriction on the approved existing land use, infrastructure and activities, unless so specified in this notification and the Zonal Master Plan shall factor in improvement of all infrastructure and activities to be more efficient and eco-friendlier.
- ii. The Zonal Master Plan shall provide for identification, restoration of denuded areas, conservation of existing water bodies, management of catchment areas, watershed management, groundwater management, soil and moisture conservation, needs of local community and such other aspects of the ecology and environment that need attention.
- iii. The Zonal Master Plan shall demarcate all the existing worshipping places, village and urban

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- settlements, types and kinds of forests, agricultural areas, fertile lands, green area, such as, parks and like places, horticultural areas, orchards, lakes and other water bodies.
- iv. **Natural heritage**- All sites of valuable natural heritage in the Eco-sensitive Zone, such as the gene pool reserve areas, rock formations, waterfalls, springs, gorges, groves, caves, points, walks, rides, cliffs, etc. shall be identified and preserved and plan shall be drawn up for their protection and conservation.
 - v. **Man-made heritage sites**- Buildings, structures, artefacts, areas and precincts of historical, architectural, aesthetic, and cultural significance shall be identified in the Eco-sensitive Zone and plans for their conservation shall be prepared.
 - vi. **Vehicular traffic** - Traffic and transportation plan shall also be prepared on the basis of traffic volume on major existing roads and future development and tourist arrival. Proposals for traffic regulation and parking sites shall also be part of this plan. Guidelines shall also be framed for construction and maintenance of forest roads.
 - vii. The vehicular movement of traffic shall be regulated in a habitat friendly manner and specific provisions in this regard shall be incorporated in the Zonal Master Plan and till such time as the Zonal Master Plan is prepared and approved by the competent authority in the State Government, the Monitoring Committee shall monitor compliance of vehicular movement under the relevant Acts and the rules and regulations made there under.
 - viii. The Zonal Master Plan shall also identify and demarcate the maximum expansion area of the village settlements. Plan for expansion of existing village abadi /settlement on the basis of trends of growth of population in last 20 years. There shall be no consequential reduction in Tribal area, Forest area and Green areas Agricultural area except that strictly limited conversion of agricultural lands may be permitted to meet the residential needs of the existing local residents together with natural growth of the existing local population.
 - ix. Survey of existing village economic activities like service industries, agro based industries, cottage industries, processing, agriculture, floriculture, horticulture areas and storage of agro based products, etc. Proposals for expansion of village economic activities after assessment of carrying capacity. The Zonal Master Plan shall regulate development in the Eco-sensitive Zone as to ensure eco-friendly development for livelihood security of local communities.
 - x. Identification and demarcation of steep hill slopes with a gradient of 20 degrees or more and areas with a high degree of erosion to prevent quarrying and development on such sites.
 - xi. Survey of existing system of discharge of sewage/solid waste and effluents and its impact on environment. Strategy and plan for sustainable and environment friendly and disposal system.
 - xii. Building regulations for construction/ alteration/ renovation of buildings. It will also include the provisions for rooftop rainwater harvesting, energy conservation and use of eco-friendly building materials.
 - xiii. Proposals for rainwater harvesting and recharge of ground water shall also incorporate storm water drains and sites for structures as percolation and storage tanks and other means. Ground water aquifer recharge structure sites shall be proposed wherever such sites do not lead to slope instabilities.
 - xiv. Proposals for protection of natural water courses/water bodies, water falls, water springs, watershed development for recharge of ground water.
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- xv. Identification, demarcation and protection of natural drainage system. Identification of check dam sites and proposals for improvement of existing check dams.
 - xvi. Identification and demarcation of existing encroachments within the Eco-sensitive Zone including the forest area and suggestions shall also be given for removal of encroachments in a time bound manner subject to the provisions of the existing State laws.
 - xvii. Identification of site for disposal of solid waste outside the eco-sensitive zone. Details regarding disposal of solid waste and plan for environment friendly disposal system with segregation of solid waste into biodegradable and non-biodegradable components.
 - xviii. Listing of existing permitted, regulated and prohibited activities, their location and plan for shifting of prohibited activities out of ESZ. All activities in the Eco-sensitive Zone shall be governed by the provisions of the Environment (Protection) Act, 1986 (29 of 1986) and the rules made there under, and be regulated in the manner specified in the table as mentioned in the applicable Eco Sensitive Zone notification.
 - xix. Suggest guidelines to be implemented by State government to reduce noise pollution and air pollution in the Eco-sensitive Zone in accordance with the provisions of the Air (Prevention and Control of Pollution) Act, 1981 (14 of 1981) and the rules made there under.
 - xx. Land use.- Forests, horticulture areas, agricultural areas, parks and open spaces earmarked for recreational purposes in the Eco-sensitive Zone shall not be used or converted into areas for commercial or industrial related development activities, Provided that the conversion of agricultural lands within the Eco-sensitive Zone may be permitted on the recommendation of the Monitoring Committee, and with the prior approval of the State Government, to meet the residential needs of local residents, and for the activities listed in the respective ESZ notification such as :-
 - (i) Eco-friendly cottages for temporary occupation of tourists, such as tents, wooden houses, etc. for Eco-friendly tourism activities;
 - (ii) Widening and strengthening of existing roads and construction of new roads;
 - (iii) Small scale industries not causing pollution;
 - (iv) Rainwater harvesting; and
 - (v) Cottage industries including village industries, convenience stores and local amenities:

(b) Preparation of Sub-Zonal Tourism Master Plan

The tourism activities in the ESZ shall be as per the Tourism Master Plan to be prepared by the Consultant. It shall have following components:

- i. The Tourism Master Plan shall also form a component of the Zonal Master Plan and shall be based on a detailed Carrying Capacity Study of the Eco-Sensitive Zone. The Carrying Capacity Study shall be carried out based on the existing infrastructure and shall not be based on future projections of any project that requires environmental or forest clearance.
- ii. Identification and demarcation of sites of tourist importance both natural and manmade heritage along with development proposals for each site.
- iii. All new tourism activities, development for tourism or expansion of existing tourism activities shall be permitted only within the parameters of this Tourism Master Plan.
- iv. Availability of existing infrastructure and tourist facilities and their carrying capacity.

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- v. Proposals for additional tourist sites such as eco-tourism sites, camping sites, trails and facilities like convention centre, golf course, parking lots, sites for resorts & hotels, etc. and other infrastructures on the basis of requirements worked out for next 10 years after study of carrying capacity.
 - vi. Annual arrival of tourists in last ten years.
 - vii. Preparation of guidelines for development of tourist infrastructure in ESZ such as accommodation facilities, camping sites, way side amenities, rural tourism, adventure tourism/water tourism related activities etc.
 - viii. All new tourism activities or expansion of existing tourism activities within the Eco-sensitive Zone shall be in accordance with emphasis on eco-tourism, eco-education and eco-development and based on carrying capacity study of the Eco-sensitive Zone;
 - ix. All existing tourism assets and activities must be identified, listed, and mapped. The list of existing government tourism assets, including land details for the development of tourism activities, along with maps showing their locations, shall be attached as an annexure to the ESZ Master Plan.
 - x. New construction of hotels and resorts shall not be permitted within one kilometre from the boundary of the Tiger Reserve except for accommodation for temporary occupation of tourists related to eco-friendly tourism activities:
 - a) Provided that beyond the distance of one kilometre from the boundary of the protected area till the extent of the Eco sensitive Zone, the extension of existing establishments may be allowed in accordance with the Zonal Master Plan:
 - b) Provided further that beyond one-kilometer upto the extent of the Eco-sensitive Zone construction of new hotels and resorts may be permitted as per Zonal Master Plan.
 - xi. Till the Zonal Master Plan is approved, development for tourism and expansion of existing tourism activities shall be permitted by the concerned regulatory authorities based on the actual site-specific scrutiny and recommendation of the Monitoring Committee. The permissions laid down in the respective ESZ Gazette Notification shall prevail.

(c) In case if any point mentioned in the scope of work for preparation of ESZ master plan is found contradicting with notification issued by MoEFCC for that ESZ or with draft guidelines issued by MoEFCC for preparation of ESZ master plan, the instructions/ provisions of notification or guideline will be final.

Note:

1. The consultant shall make all submissions stage-wise and take necessary approvals from MPTB. Consultant shall also make a presentation of draft Zonal Master Plan before MPTB, stakeholder monitoring committee, concerned departments, Local Area Committee, state-level inter-departmental committee or any other stakeholders as identified by MPTB.
2. MPTB shall act as Nodal Agency for co-ordination of this project
3. After incorporating changes as suggested by various stakeholders/departments at various stages, Zonal Master Plan for given ESZ shall be submitted to appropriate authority in the Government.
4. Incorporation of suggestions provided by hance to be done by the consultant final notification approval of ESZ Zonal Master Plan.

4. PROJECT DURATION

The Project Duration for Eco Sensitive Zone shall be 6 months (24 weeks) from the date of issue of Work Order which can be further extended upon mutual consent.

5. STAGES OF SUBMISSION AND PAYMENT SCHEDULE

The following stages of work, schedule of submission, timeline and schedule of consultancy fees assigned by MPTB for undertaking Zonal Master Plan for any given Eco Sensitive Zones:

Table 2: Stages of work, schedule of submission, timeline and schedule of consultancy fees

S.No.	Stages of Work	Schedule of Submission	Timeline (T = Date for issuance of Work Order)	Percentage of Consultancy Fee
1	Mobilization advance after signing the agreement against Security in the form of Bank Guarantee equivalent to the advance amount.	Stage-1 Submission of Inception report including project team, Scope of work, methodology, and project timeline.	T	10%
2	Baseline study covering all aspects outlined in the scope of work, incorporating inputs from all concerned departments, and input from stakeholder monitoring committee with compliance report after stakeholder monitoring committee meeting, including Stage-2 presentation and submission of the revised report after incorporating the suggestions provided and approved by the State Level Evaluation Committee.	Stage-2 Submission of Baseline Report , presentation, and submission of revised reports with compliance after incorporating the suggestions provided by the State Level Evaluation Committee.	T+16 weeks	35%
3	Submission of Draft Zonal Master Plan including suggestive measures and guidelines from all the concerned departments including incorporation of inputs provided after presentation of draft ZMP before stakeholder/monitoring committee its compliance report and submission of the revised report after incorporating the suggestions provided and approved by the State Level Evaluation Committee.	Stage- 3 Submission of Draft ZMP Report , presentation, and submission of revised reports with compliance after incorporating the suggestions provided by the State Level Evaluation Committee.	T+22 weeks	25%
4	Submission of the referred chapters to various stakeholder departments at the draft stage,	Stage- 4 Submission of Draft ZMP Report after incorporating the suggestions provided	T+24 weeks	20%

	incorporation of the comments received from them, presentation before the Inter-Departmental Committee (If required), incorporation of all suggestions, and subsequent approval by MPTB.	by various departments and the Inter-Departmental Committee		
5	After final approval of the Zonal Master Plan by the appropriate authority in the government & its gazette notification (If required)	Stage- 5 Submission of Final ZMP Report		10%

Other conditions

1. Payments shall be made as per the above milestone separately for ESZ.
2. All the work shall be done in Consultation with line departments as mentioned in Scope of Work.
3. All data and support material required for the Consultancy should be compiled and analyzed by the Consultant from reliable secondary sources as required by the Client.
4. All data and support material pertaining to each activity shall be compiled, completed and handed over to MPTB in two sets of hard copies including drawings and two soft copies (both pdf and editable format). The material shall remain the property of MPTB.
5. Final Master Plan shall also be submitted in three sets of hard copies including drawings and two soft copies in English and Hindi
6. No material, including the collected data, its analysis, projections and proposals, with Study Maps/Supporting Maps and Plans, shall be given or used for any other work by any other person or organization by the Consultant.
7. In case MPTB decides to abandon the project for any reason, whatsoever, at anytime, the payment of the Consultancy firm/Agency shall be restricted up to the stage the services have actually been provided by the Consultancy firm/Agency.
8. Additional Bank Guarantee should be submitted against mobilization advance, i.e., 10% of the consultancy fee which will be returned after release of Stage-2 payment, i.e., Baseline study (35% of consultancy fee).

5.1 Time Extension – MPTB has the right to grant extension of time to the Consultant considering the reason for delay which is beyond the control of the Consultant. For this, the Consultant shall submit an application to MPTB before the scheduled date of submission for any stage as per Clause 5 (Table 2), mentioning proper reason for delay in submission of Zonal Master Plan for a given Eco Sensitive Zone. MPTB shall be the sole authority to grant such extension of time and their decision would be final.

5.2 Penalty for Delay – Delay in submission of report as per the schedule mentioned in Clause 5 (Table 2) or delay in submission even after the time extension provided by MPTB, may entail a penalty of 0.5% (zero point five per cent) of the Consultancy Fee per week, subject to a maximum of 10% (ten per cent) and shall be recovered by appropriation from the Consultancy Fees, Performance Security, EMD or otherwise.

6. PROPOSED TEAM

The Consultant shall be required to deploy a **Team** for accomplishing the assignment. All the Team members (The “**Key personnel**”) proposed by the applicant should essentially **meet the required qualifications and experience criteria** as given here under.

A set of key experts/professional staff with minimum professional experience required are listed below. Please examine the Scope of Work and add more experts if required for the proper completion of the assignment

1. Senior Urban Planner (Team Leader) <ul style="list-style-type: none">■ Master’s degree in Planning with more than 8 years of experience■ Experience of handling planning projects such as Development Plans/Tourism Plans/Regional Plans etc.■ Experience of managing at least 3 such projects
2. Urban Planner <ul style="list-style-type: none">■ Bachelor’s in Architecture and Master’s Degree in Planning with more than 5 years of experience■ Architectural experience including review of master plans, design drawings, working drawings and DPR.■ Experience of relevant projects
3. Forest Expert <ul style="list-style-type: none">■ Retired Forest Officer/person having relevant qualification and experience in forestry/forest laws (not below the rank of DFO)
4. Environment Expert <ul style="list-style-type: none">■ Master’s degree (M-Plan/M-Tech/M.E./M.Sc) with specialization in Environment with atleast 5 years of experience
5. GIS Expert <ul style="list-style-type: none">■ Post graduate Diploma/Degree in Geo Informatics/Remote Sensing with at least 5 years of experience in base map preparation, developing and managing geo databases

**For each position of key professional, the required level of support/junior personnel shall be deployed. Consultancy Team proposed for assignment shall not be allowed to change in normal conditions. As a condition to such substitution is a sum equal to 5% (five per cent) of the total fee shall be deducted in the case of 3rd substitution/Only two substitutional will be allowed in the case of resignation or any other reason work are not in control of the organization (MPTB’s decision shall be faced in the regard). In the case of a fourth substitution hereunder, such deduction shall be 10% (ten percent). Any further substitution may lead to the disqualification of the Applicant or the termination of the Agreement. However, MPTB reserves the right to waive such charges & conditions if the reasons submitted by the consultant are found justified and beyond the control of consultant.*

7. ELIGIBILITY CRITERIA (QUALIFICATIONS)- REQUIREMENT OF AGENCY

7.1 Eligibility Criteria for the Consultancy Firm or Lead Member in case of JV

	Criteria	Supporting Document
1	The Firm / Agency should be a registered Company /Partnership firm/LLP/ Proprietorship firm as prescribed under Indian Govt. Laws with minimum 3 years of existence.	1. Certificate of Incorporation / Registration 2. Pan Card 3. GST As per Annexure III
2	The Firm / Agency should have Average Annual Turnover of Rs. 01.00 Cr. or above during the financial years 2022-23 ,2023-24 and 2024-25.	Statutory auditor / CA Certified Audited Balance Sheets and Profit & Loss Statements for the financial years 2022-23 ,2023-24 and 2024-25 as per Annexure V
3	Relevant experience in assisting government agencies/ department at center/state level in preparation of at least one Regional Plan/Master Plan/Zonal Plan/Smart City Plan/Tourism Master Plan/Zonal Master Plan for Eco Sensitive Zone projects with consultancy fee (project fee) of a single project to be minimum of INR 20 Lacs	Work order/ LoA/ Agreement and Completion certificate - As per Form TECH-1.
4	Bidder Declaration	As per Annexure IV

7.2: Eligibility Criteria for Partner Firm only in case of JV

S.No.	Criteria	Supporting Document
1	The Firm / Agency should be a registered Company /Partnership firm/LLP/ Proprietorship firm as prescribed under Indian Govt. Laws with a minimum 3 years of existence.	1. Certificate of Incorporation / Registration 2. Pan Card 3. GST As per Annexure IIIA
2	Experience in the preparation of atleast one Regional Plan/ Master Plan/Zonal Plan/Smart City Plan/Tourism Master Plan/Zonal Master Plan for Eco Sensitive Zone for government agencies	Work order/ LoA/ Agreement and Completion certificate- As per Form TECH-1A
3	Financial Status	Statutory auditor / CA Certified Balance Sheets and Profit& Loss Statements for the financial years 2022-23, 2023-24 and 2024-25 as per Annexure VA

Note – The consultant having existing registered/branch/project office in Madhya Pradesh can operate from their respective registered/branch/project office in Madhya Pradesh. Such Consultant who does not have any registered/branch/project office in Madhya Pradesh will be required to setup their office in Madhya Pradesh once awarded the work (Rent agreement to be submitted within one month from the issue of work order)

8. TECHNICAL EVALUATION CRITERIA

Bids for only those bidders who meet the above Eligibility criteria will only be considered further for Technical evaluation. The Following criteria will be used for technical scoring of the bidder.

Sr. No.	Heading	Criteria for point allotment	Documents required	Max. Points
1	Firm's Experience (30 marks) As per Form TECH 1	Relevant experience in assisting government agencies/ department at center/state level in preparation of at least one Regional Plan/Master Plan/Zonal Plan/Smart City Plan/ Tourism Master Plan projects with consultancy fee (project fee) of a single project to be minimum of INR 20 Lacs <ul style="list-style-type: none"> Each project shall carry a weightage of 5 marks, maximum 5 projects allowed with 25 marks Experience of working on Zonal Master Plan for Eco Sensitive Zone – 5 marks 	Work order/ LoA/ Agreement and Completion certificate for each project	30
2	Firm's Office (5 marks)	Company having registered office in Madhya Pradesh or any one of the partner firm in case of JV having registered office in Madhya Pradesh	Rent agreement	5
3	Approach and Methodology (30 marks) As per Form TECH 3	<ul style="list-style-type: none"> Technical Presentation on the approach and methodology 		30
4	Project Team (25 marks) As per Form TECH 2.	1. Senior Urban Planner (Team Leader) <ul style="list-style-type: none"> Master's degree in Planning with more than 8 years of experience Experience of handling planning projects such as Development Plans/Tourism Plans/Regional Plans etc Experience of managing at least 3 tourism project 	Curriculum Vitae, Education Qualification certificates/ degrees and Experience certificates	10
		2. Urban Planner <ul style="list-style-type: none"> Bachelor's in Architecture and Master's Degree in Conservation/Planning/Marketing/Business Management with more than 5 years of experience Architectural experience including review of master plans, design drawings, working drawings and DPR. Experience of relevant projects 	Curriculum Vitae, Education Qualification certificates/ degrees and Experience certificates	4
		3. Forest Expert <ul style="list-style-type: none"> Retired Forest Officer/ person having 	Curriculum Vitae,	3

Sr. No.	Heading	Criteria for point allotment	Documents required	Max. Points
		relevant qualification and experience in forestry/forest law	Education Qualification certificates/ degrees and Experience certificates	
		6. Environment Expert <ul style="list-style-type: none"> Master's degree (M-Plan/M-Tech/M.E./M.Sc) with specialization in Environment with atleast 5 years of experience 	Curriculum Vitae, Education Qualification certificates/ degrees and Experience certificates	3
		7. GIS Expert <ul style="list-style-type: none"> Post graduate Diploma/Degree in Geo Informatics/Remote Sensing with at least 5 years of experience in base map preparation, developing and managing geo databases 	Curriculum Vitae, Education Qualification certificates/ degrees and Experience certificates	5
5	Financial Turnover (10 marks) As per Annexure V	Average turnover for the financial years 2022-23, 2023-24 and 2024-25 of the Bidder or Lead Firm in case of JV is 1-5 Cr	Balance sheet for the financial year 2022-23 ,2023-24 and 2024-25 will be seen. UDIN generated CA certificate for turnover for all the mentioned financial years would be required.	3
		Average turnover for the financial years 2022-23 , 2023-24 and 2024-25 of the Bidder or Lead Firm in case of JV is 5-10 Cr		5
		Average turnover for the financial years 2022-23, 2023-24 and 2024-25 of the Bidder or Lead Firm in case of JV is >10Cr		10
	TOTAL		100	

Note: (1) All relevant proof documents are to be attached for all the above-mentioned criterias under Clause 6, 7 and 8.

(2) Curriculum Vitae (CV), education qualification certificates/ degrees and experience certificates of all the team members and affidavit of the team members who are not in payroll are to be attached.

(3) **Other subject matter experts which are essential for preparation of nomination dossier apart from suggested team may be hired on part time basis or as per requirement.**

9. SALE OF TENDER DOCUMENT

The document can be downloaded from Government of Madhya Pradesh e- Procurement Portal: **www.mptenders.gov.in** , the bidder will have to submit the **Tender Fee of Rs. 5,000 + GST @ 18% - Total Rs 5900/- (Rupees Five Thousand Nine Hundred only) online only** , to purchase the tender.

10.EARNEST MONEY DEPOSIT (EMD)

10.1 The Bidder shall furnish, as part of its Bid, an Earnest Money Deposit (EMD equivalent to an amount of Rs.1,00,000/- (Rupees One Lakh only) Online only.

10.2 Any Bid not accompanied by the EMD shall be summarily rejected by MPTB as non-responsive.

10.3 The EMD of unsuccessful Bidders will be returned promptly without any interest, but not later than 180 days from the bid due date , except in the case of the successful bidder whose EMD shall be returned to Bidder after successful completion of the project without any interest.

10.4 The EMD shall be forfeited as Damages without prejudice to any other right or remedy that may be available to MPTB under the Bidding Documents and/ or under the Agreement, or otherwise, under the following conditions:

- a) If the Bidder withdraws its Bid during the Bid Validity Period as specified in this tender and as extended by mutual consent of the respective Bidder(s) and MPTB;
- b) If the Bidder submits conditional Bid which would affect unfairly the competitive position of other Bidders who submitted substantially responsive Bids.
- c) If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;
- d) In the case of the Preferred Bidder, if the Bidder fails within the specified time limit to:
 - i) To sign and return the duplicate copy of LOI;
 - ii) To furnish the required Performance Security
 - iii) Sign the Agreement.
- e) Any other conditions, with respect to the Preferred Bidder, for which forfeiture of Bid Security has been provided under this tender

11.PERFORMANCE SECURITY

- (i) The successful bidder shall submit a performance security equal to 10% (Ten percent) of the Consultancy Fees for entire two years contract period quoted in financial proposal FORM 1. The performance security shall be in the form of a Bank Guarantee from a Nationalized or Scheduled bank / FDR / Demand Draft drawn in favour of Madhya Pradesh Tourism Board.
- (ii) The successful bidder has to deposit performance security prior to signing of contract agreement.
- (iii) The Performance Security shall be returned to the Bidder after successful completion of the Project without any interest.
- (iv) In case of non-performance or un-successful completion of project by the Bidder, MPTB may forfeit part of or complete Performance Security.

-
- (v) Validity of the Bank guarantee shall be atleast till more than 6 months of completion of the project.

12.FORMAT AND SIGNING OF BID

- 12.1** The Bidder shall prepare one copy of the documents comprising the Bid as described in the tender. The Bidder bidding for the project has to submit Technical Bids along with all relevant required documents online only.
- 12.2** The Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder.
- 12.3** The Bid shall contain no alterations, omissions or additions, except those to comply with instructions issued by MPTB, or as necessary to correct errors made by the Bidder, in such case all such corrections shall be initialed by the person or persons authorized to sign the Bid, provided that a written notice is given to MPTB for such alteration omission or additions. No additions, alteration, omissions shall be allowed on or after the bid close date
- 12.4** The Bid document shall be in serial number and properly arranged.

13. SUBMISSION OF BIDS

The Bidder shall submit the Bid as below:

- 13.1 ELIGIBILITY CRITERIA** documents (online and offline both) – As per Annexure III/IIIA, Annexure IV, Annexure V/VA, Form Tech-1/Form Tech-1A. Hard copies are to be submitted to MPTB.
- 13.2 TECHNICAL BID** (online and offline both) – As per Annexure I, Annexure II, Annexure VI, Annexure VII, Form Tech-1/Form Tech-1A, Form Tech – 2 and Form Tech-3 enclosed in this RFP document. Hard copies are to be submitted to MPTB.
- 13.3 FINANCIAL BID** (Online Only) – As per FIN FORMS 1 enclosed in this RFP document.

14.OPENING OF ELIGIBILITY BID

- 14.1** MPTB will open all the Bids received (except those received late) containing the Technical Bid and announce the names of (i) Bidders, who have given notice for withdrawal of their Bids in the presence of Bidders or their representatives who choose to attend on the date and time mentioned in the tender . In the event of specified date of Bid opening being declared as a holiday for MPTB, the Technical Bid will be opened at the appointed time and location on the next working day.
- 14.2** Bids for which acceptable notice of withdrawal has been submitted shall not be opened and shall be returned.
- 14.3** Eligible Bid of other Bidders shall then be opened. Bidder's names, the presence/or absence of EMD, the amount and validity of EMD furnished with each Bid and such other details, as MPTB may consider appropriate will be announced by MPTB at the opening.
- 14.4** The Bidders or their representatives who are present shall sign attendance sheet evidencing their attendance.
- 14.5** The Technical Bid and Financial Bid shall not be opened at this stage.

15.EVALUATION OF ELIGIBILITY OF BID AND DETERMINATION OF RESPONSIVENESS OF THE SAME

- 15.1.** Test of Responsiveness- Prior to evaluation of Bids, MPTB shall determine whether each bid is responsive to the requirements of the tender. A bid shall be considered responsive only if;
- a) it is received in as per the formats provided in the tender
 - b) it is received within the Bid due date including any extension there of
 - c) it is duly signed, and marked as stipulated in the tender
 - d) it is accompanied by EMD as stipulated specified in this tender
 - e) it is accompanied by the Power of Attorney as specified in the tender
 - f) it contains all the information and documents (complete in all respect) as required in the tender and/or bidding document (in the same format as specified)
 - g) it does not contain any conditions or qualifications, and
 - h) it is non-responsive thereof;
 - i) it contains certificates from its statutory auditors in the formats as specified
- 15.2** The Eligibility of Bid will further be examined to determine whether the Bid has been properly signed, meets the eligibility and qualification criteria in terms hereof, has the required financial capabilities as set out in this tender, is accompanied by the requisite certificates, undertaking and other relevant information specified in this tender document and is substantially responsive to the requirement of the Bidding Documents and provides any clarification for ascertaining the correctness of the information/details that MPTB may require.
- 15.3** If the Eligibility of Bid of any Bidder is not substantially responsive, the Bid of such Bidder will be rejected by MPTB and the Bidder will not subsequently be allowed to make its Bid responsive by correction or modification or withdrawal of the non-conforming deviation or reservation.
- 15.4** MPTB shall inform, by mail, the Bidders, whose Bid is found to be responsive and who are short listed based on qualification criteria as detailed out in the tender, the date, time and place for presentation. .

16.CLARIFICATION OF BIDS

- 16.1** To assist in the examination and evaluation of Bids, MPTB may, at its discretion, ask any Bidder for authentication the correctness of the information/details furnished by him in his Bid. Such request by MPTB and the response by Bidder shall be in writing or by mail, but no change in the price or substance of the Bid shall be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered by MPTB in the evaluation of the Bids.
- 16.2** Subject to Clause 10, No Bidders shall contact MPTB on any matter relating to his Bid from the time of Bid opening to the time contract is awarded.
- 16.3** Any effort by the Bidder to influence MPTB in MPTB's Bid evaluation, Bid comparison or contract award decisions may result in the rejection of his Bid.

17.PROCESS TO BE CONFIDENTIAL

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

18.AMENDMENTS OF TENDER

- 18.1 At any time prior to the deadline for submission of tender, MPTB may, for any reason, whatsoever at its own initiative or in response to clarifications requested by Bidder, modify the tender by the issuance of Addenda.
- 18.2 Any Addendum thus issued will be uploaded on site of www.mpeproc.gov.in. All such amendments/addendum will become part of the bidding document.
- 18.3 In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, MPTB may, at its own discretion, extend the Bid Due Date.

19. MPTB's RIGHT TO ACCEPT ANY BID AND REJECT ANY OR ALL BIDS

Notwithstanding anything contained in Clause 17, MPTB reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids, at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for MPTB's action.

20. VALIDITY OF THE BID

The Bid shall be **valid** for a period of 2 years from the bid due date.

21.BRIEF DESCRIPTION OF THE SELECTION PROCESS

MPTB has adopted a **Single-Stage, Three steps** bidding process (collectively referred to as the "**Bidding Process**") for selection of the bidder for award of the Project assignment. The *first stage* of the evaluation (the "**Qualification/ Eligibility Proposal Stage**") of the process involves **Qualification** (Financial Capability and Experience) of interested parties (the "**Bidder**"), in accordance with the provisions of this RFP.

At the end of first step, the will announce a list of all pre- qualified Bidders who are qualified and eligible for evaluation in the *Second* step (The Technical **Proposal Stage**). .

The Bidder will be selected on the basis of **QCBS** (Quality and Cost Based Selection) Method which is outlined below.

- 21.1 Committee appointed by MPTB shall evaluate the Technical Proposals according to Technical Evaluation Criteria as per Clause No. 8
- 21.2 The Evaluation Committee shall evaluate the Technical Proposals on the basis of responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the tender. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of

the tender and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the RFP.

- 21.3** MPTB/Evaluation Committee shall evaluate each technical proposal taking into account several criteria as detailed earlier in this RFP. Each proposal shall be marked on a scale of 1 to 100. Then the total points shall be weighted to become scores.

At the end of the second step, MPTB will declare list of technically qualified bidders with Technical Score for each bidder out of 100 marks as per this RFP.

The points and the criterion have been specified in the tender.

- 21.4** The ratio of weight towards quality and cost shall be **70: 30**. The bidders are required to score **minimum 70 technical points out of 100** to qualify for opening of financial proposal.
- 21.5** On the basis of technical assessment which includes presentation, the financial bids of technically qualified bidders shall be opened. Time and date shall be informed to technically qualified bidders (Bidders with minimum 70 technical score) by MPTB by email/phone
- 21.6** Bids received for respective ESZ shall be opened. Firm/consultant getting the highest score in ESZ will be considered for the respective ESZ.

22. PUBLIC OPENING & EVALUATION OF FINANCIAL PROPOSALS

22.1 After the technical evaluation (quality) is completed, MPTB shall notify the agencies that have secured the minimum qualifying mark. The date, time and place set for opening the financial proposals shall be informed to the Eligible Bidders by MPTB, to enable the agencies to attend the opening of the financial proposals.

22.2 Those agencies whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the tender shall not be informed separately by MPTB regarding their disqualification.

22.3 The financial proposals shall be opened Online only.

The proposal with the lowest cost (Fm) shall be given financial score (Sf) of 100 points.

The financial scores of other proposals should be computed as follows:

$$Sf = 100 \times Fm/F$$

Where F= amount of financial proposal

Combined Quality and Cost Evaluation

The total score shall be obtained by weighting the combined quality/technical and cost scores and adding them, as follows:

$$S = St \times Tw + Sf \times Fw$$

Where S = total score

St = combined technical score

Sf = combined financial score

Tw= weight assigned to technical score i.e. 0.7

Fw= weight assigned to financial score i.e. 0.3

The bidder shall be the successful bidder having the highest score. In the event two or more bidder have same score in the final ranking, the bidder with higher/highest technical score shall be considered as successful bidder. In the case two or more bidder have same score in the final ranking and technical score, the bidder with higher/ highest turnover in preceding year shall be considered as successful bidder

The firm obtaining the highest total score shall be the successful agency.

23.LETTER OF INTENT

After selection, a Letter of Intent (the “LOI”) shall be issued, in duplicate, by MPTB to the selected bidder. The Selected bidder shall, within 7 (seven) days of the receipt of the LOI, sign and return the duplicate copy of the LOI in acknowledgement thereof. In the event the duplicate copy of the LOI duly signed by the Agency is not received within the stipulated date, MPTB may, unless it consents to extension of time for submission thereof, appropriate the EMD of such Bidder as loss and damage suffered by MPTB on account of failure of the Agency to acknowledge the LOI, and MPTB may initiate the bidding process again for the other Qualified Bidders or may annul the bidding process and take steps to start a fresh bidding process.

After acknowledgement of the LOI as aforesaid by the Agency, it shall cause the Bidder to execute the Agreement. The RFP and response to queries received at Pre-Bid Meeting shall form part the agreement. The Agency shall not be entitled to seek any deviation, modification or amendment in the Agreement.

Note: Separate work orders shall be issued for each of the ESZs within a given cluster

24. CONFIDENTIALITY

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

25.INSTRUCTIONS TO THE APPLICANT

25.1 Number of Proposals and respondents

1. Any Consultant can participate in tender for more than one Cluster. For first tender submission One Technical and One Financial Proposal shall be submitted along with EMD and Tender Purchase Fee. If a Consultant wants to participate in more than one tender, copy of receipt of EMD and Tender Fee submitted during first tender shall be submitted. EMD and Tender Fee would be required to be submitted by the Consultant ONLY onetime, even if the Consultant participates in tender for more than one Cluster.
2. The RFP is nontransferable and Proposals shall be submitted only by the respective Applicants to whom the RFP has been issued by MPTB.
3. Consortium/Joint Venture shall be allowed under this RFP.

25.2 Proposal Preparation Cost

1. The Applicants shall bear all costs associated with the preparation and submission of the

Proposal. MPTB will not be responsible and liable for any costs, regardless of the conduct or outcome of the Proposal/process.

2. All papers submitted with the Proposal are neither returnable nor claimable.

25.3 Language and currency

- 1 The Proposal and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Applicants with the Proposal may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language. Supporting materials, which are not translated into English, may not be considered for evaluation. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.
- 2 The currency for the purpose of the Proposal shall be the Indian National Rupee (INR).

25.4 Force Majeure:

An event of “Force Majeure” shall mean the following events or circumstances, to the extent that they delay or otherwise adversely affect the performance beyond the reasonable control of Consultant / agency, or its agents and contractors, or their duties and obligations under this Agreement, or the performance by MPTB of their respective duties and obligations under this Agreement:

- a) Acts of God, tornadoes, hurricanes, floods, sinkholes, fires and other casualties, landslides, earthquakes, epidemics, quarantine, pestilence, and/or abnormal inclement weather;
- b) Acts of a public enemy, acts of war, terrorism, effects of nuclear radiation, blockages, insurrections, riots, civil disturbances, or national or international calamities; and
- c) Any temporary restraining order, preliminary injunction or permanent injunction, unless based in whole or in part on the actions or failure to act of SECOND PARTY.

26.LIMITED LIABILITY

- a) In case due to any event or situation arises during execution, it is realized that any component of the scope of the works cannot be implemented or there is delay in completion of the same, the MPTB may delete or differ such component. However the remaining part of the content shall remain unaffected.
- b) It is mutually agreed between MPTB and the consultant that the aggregate liability of the consultant shall be limited to fees paid for services under this contract.

27.TERMINATION OF AGREEMENT

- i) In case of any unavoidable circumstances or change in government policies which may prevent to go ahead with the project, MPTB may terminate the entire agreement or any part of the agreement without paying any compensation to the Bidder. However MPTB will make the payment –up to the stage as per time line up to which the bidder has completed the work and submitted its report (Ref. clause 5 table 2)
- ii) Either party may terminate the contract for breach or any condition of this contract. However, party claiming the breach shall first issue a notice in writing to the other party specifying the breach. If the party to whom such notice is send fails to rectify the breach within 30 days of such notice, the contract can be terminated by the party which issued the notice.

28.DISPUTE RESOLUTION

- 28.1. In case of any dispute the parties will attempt in good faith to resolve any dispute initially through negotiations. If dispute cannot be settled amicably within 14 days from the date on which either party has served written notice on the other party of the dispute, then the dispute shall be resolved as per clause 28.2 and 28.3 here under.
- 28.2. In the event of a dispute between the parties which could not be amicably resolved, the aggrieved party shall refer the dispute to be resolved by arbitration.
- 28.3. The arbitral proceedings shall be as per the provisions of Arbitration and Conciliation Act.1996

28.4. The Arbitration should be done by a sole Arbitrator appointed as per terms of the 1996 Act. The place of Arbitration shall be Jabalpur, where the principal seat of high court of MP is situated.

29.GOVERNING LAW AND JURISDICTION

The contract shall be governed by and construed in accordance with laws of India. Subject to clause 28 any dispute arising out of this contract or services shall be subject to the exclusive jurisdiction of M.P. courts.

**ANNEXURES I-VIII
FORM TECH 1/1A
FORM TECH 2
FORM TECH 3
FORM FIN 1**

Annexure I: Bidder Cover Letter

Ref.

Date:

To,
The Managing Director
Madhya Pradesh Tourism Board
6th Floor, Lily Trade Wing (above D Mart),
Jehangirabad, Bhopal – 462008
Madhya Pradesh, India

Sub: - Application & bid for the project -RFP for Preparation of Zonal Master Plans for Eco Sensitive Zones of Ralamandal Wildlife Sanctuary of Madhya Pradesh.

Dear Sir,

Being duly bidder to represent and act on behalf of _____ (hereinafter referred as the "**Bidder**"), and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and apply for qualification for undertaking **RFP for Preparation of Zonal Master Plans for Eco Sensitive Zones of Ralamandal Wildlife Sanctuary of Madhya Pradesh**. We are enclosing our Bid, in conformity with the terms of the tender, and furnishing the details as per the requirements of the Bid Document, for your evaluation. The undersigned hereby also declares that the statements made and the information provided in the Proposal is complete, true and correct in every detail.

We confirm that the application is valid for a period of 180 days from the due date of submission of application and is unconditional.

We hereby also confirm the following:

1. The Proposal is being submitted by M/s _____ [...] (*name of the Bidder*, in accordance with the conditions stipulated in the tender .
2. We have examined in detail and have understood the terms and conditions stipulated in the tender Document issued by MPTB and in any subsequent communication sent by MPTB.
3. We agree and undertake to abide by all these terms and conditions. Our Proposal is consistent with all the requirements of submission as stated in the tender or in any of the subsequent communications from MPTB
4. The information submitted in our Proposal is complete, is strictly as per the requirements stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal.
5. We confirm that we have studied the provisions of the relevant Indian laws and regulations required to enable us to prepare and submit this Proposal for undertaking the Project, in the event that we are selected as the Preferred Bidder.
6. I/ We declare that:
 - A. I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by MPTB; and
 - B. I/ We do not have any conflict of interest in accordance with the tender document; and

-
- C. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the tender document, in respect of any tender or request for proposal issued by or any agreement entered into with MPTB or any other public sector enterprise or any government, Central or State; and
7. I hereby certify that we have taken steps to ensure that in conformity with the provisions of the tender , no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;
 8. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders
 9. I further certify that in regard to matters relating to security and integrity of the country, we, have not been convicted by any Court of Law or indicted or adverse orders passed by the regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of community.
 10. I further certify that in regards to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by the Court of Law.
 11. I further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.
 12. I hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by MPTB in connection with the selection of the Bidders, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
 13. In the event of me being declared as the Preferred Bidder, I agree to enter into Agreement. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
 14. The amount has been quoted by me/ after taking into consideration all the terms and conditions stated in the tender, our own estimates of costs and after a careful assessment of the identified locations of the proposed Centers and all the conditions that may affect the Bid.
 15. I agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project / Authorization is not awarded to me or our Bid is not opened or rejected
 16. I agree and undertake to abide by all the terms and conditions of the tender document which inter alia includes furnishing of the Performance Security to MPTB in the manner provided in respect thereof in the RFP.
 17. We confirm that all the terms and conditions of the Proposal are firm and valid for acceptance for a period of 180 days from the Proposal Due Date.
 18. I/we offer an Earnest Money Deposit (EMD) of Rs 1,00,000 (One lakh Rupees Only) online for Ralamandal Wildlife Sanctuary /copy of receipt of EMD submitted for Ralamandal Wildlife Sanctuary.
-

19. I agree and undertake to abide by all the terms and conditions of the tender document. In witness thereof, I submit this Bid under and in accordance with the terms of the tender document.

Thanking You,

Yours Sincerely,

Date: _____

Place:_____

For and on behalf of: (name of the Bidder and the Company Seal)

Signature: (Bidder Representative & Signatory)

Name of the Person:

Designation:

Annexure II: Checklist of Submissions

S. No	Enclosures to the Technical & Price Bid	Status (Submitted/Not Submitted)	Comments, if any
1	Seal Signed copy of Tender		
2	Tender Purchase Fee		
3	Bid Covering Letter – Annexure I		
4	Details of Bidder - Annexure III and Annexure IIIA incase of JV		
	Technical Capacity (Experience) of the bidder. (proof to be attached) – As per Qualification requirements		
5	Declaration by Bidder – Annexure IV		
6	Turnover (Financial Capacity) of the bidder – Annexure V and Annexure VA (in case of JV)		
7	Statement of Legal Capacity – Annexure 6		
8	Power of Attorney for signing of Bid – Annexure 7		
9	Firm's Experience – Form TECH 1/Form TECH 1A		
10	CV's of Proposed staff – Form TECH 2		
11	Approach and Methodology for the proposed assignment - Form TECH 3		
12	Price / Financial bid – Form FIN 1		

Annexure III: Details of Bidder or Lead Firm in case of JV

1.	Name of the Organization	
2.	Name of the authorized person	
3.	Address & contact Numbers	
4.	Email ID	
5.	Year of establishment	
6.	Status of the firm (whether Pvt Ltd company/ Public Ltd. Company/ partnership firm/ Proprietary)	
7.	Names of Directors/ Partners/Proprietor	
8.	Whether registered with registrar of companies/ firms/ any Indian Govt. Law – mention number and date with proof	
9.	Whether assesses of Income tax payee. Mention PAN, furnish copy of last income tax return.	
10.	Name and Address of Bankers	
11.	Whether empaneled with other Government organizations. If so, give names of organizations with the details of supply.	
12.	3 years Annual Turnover (Furnished copy of CA Certified Audited Balance Sheets)	(2022-23)- (2023-24)- (2024-25)-
13.	GST details	
14.	Any other Information	

Signature:

Name:

Designation:

Affix Company seal

Note: Please attach relevant documents duly attested for proof.

Annexure IIIA: Details of Bidder (For Partner Firm in case of Joint Venture)

1.	Name of the Organization	
2.	Name of the authorized person	
3.	Address & contact Numbers	
4.	Year of establishment	
5.	Status of the firm (whether Pvt. Ltd company/ Public Ltd. Company/ partnership firm/Proprietary/ Limited Liability Partnership etc)	
7.	PAN details	
8.	GST details	
9.	Registration details	
10.	Any other Information	

Signature:

Name:

Designation:

Affix Company seal

Note: Please attach relevant documents duly attested for proof.

Annexure IV – DECLARATION BY BIDDER

1. I / We have read the instructions appended to the Performa and I/We understand that if any false information is detected at a later date, any contract made between ourselves and MPTB on the basis of the information given by me/us can be treated as invalid by MPTB and I / We will be solely responsible for the consequences.
2. I/We agree that the decision of MPTB in selection of consultant will be final and binding to me/us.
3. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
4. I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and/or in the accompanying sheets.

Place:

Date:

SIGNATURE:

Name & Designation & seal of the Company

Annexure V: Financial Capacity of the Bidder or Lead Firm in case of JV

Year	Name of the Bidder	Annual Turnover for three mentioned Financial Years (Rs. In Lakhs)
2022-23		
2023-24		
2024-25		

Instructions:

1. Audited report of the balance sheet of the financial years **2022-23, 2023-24 and 2024-25** of the Bidder. The financial statements shall:

- a) Reflect the financial situation of the Bidder and its Associates where the Bidder is relying on its Associate's financials;
- b) be audited by a statutory auditor;
- c) be complete, including all notes to the financial statements; and
- d) correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

2. UDIN generated CA certificate for turnover for all the above-mentioned financial years would be required.

Annexure VA: Financial Capacity of the Partner Firm in-case of JV

Year	Name of the Bidder	Annual Turnover for three mentioned Financial Years (Rs. In Lakhs)
2022-23		
2023-24		
2024-25		

Instructions:

- 1. Certified balance sheet of the financial years **2022-23 ,2023-24 and 2024-25** of the Partner Firm in case of JV.
- 2. UDIN generated CA certificate for turnover for all the above-mentioned financial years would be required.

Annexure VI: Statement of Legal Capacity

(To be forwarded on the letterhead of the Bidder)

Ref. Date:

To,

The Managing Director

Madhya Pradesh Tourism Board

Bhopal – 462003

Madhya Pradesh, India

Sub: the RFP for Preparation of Zonal Master Plans for Eco Sensitive Zones of Ralamandal Wildlife Sanctuary of Madhya Pradesh

Dear Sir,

We hereby confirm that we satisfy the terms and conditions laid out in the tender document.

We have agreed that _____ (insert individual's name) will act as our representative and has been duly bidder to submit the tender.

Further, the bidder signatory is vested with requisite powers to furnish such letter and authenticate the same.

Thanking you,

Yours faithfully,

For and on behalf of

Bidder signatory

Annexure VII: Power of Attorney for signing of Application

Know all men by these presents, We _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and bidder Mr./ Ms (name), _____ son/daughter/wife of _____ and presently residing at _____, who is [presently employed with us and holding the position of _____], as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for the ***** Project[s] proposed or being developed by the ***** (the “MPTB”) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Applications and other conferences and providing information/ responses to MPTB, representing us in all matters before MPTB, signing and execution of all contracts including the Authorization Agreement and undertakings consequent to acceptance of our bid, and generally dealing with MPTB in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into of the Authorization Agreement with MPTB.

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

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

For -----

(Signature)

(Name, Title and Address)

Witnesses:

1 1. [Notarized]

2 Accepted

(Signature)

(Name, Title and Address of the Attorney)

Notes:

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

Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

Annexure VIII: Draft MoA between MPTB and the consultancy firm

This agreement made at Bhopal on this day of2025.

Between

Madhya Pradesh Tourism Board (MPTB) a company incorporated under The Companies Act, 2013, having its Registered Office at 6th Floor Lily Trade Wing, Jahangirabad, Bhopal, Madhya Pradesh, India here-in-after called the FIRST PARTY or MPTB (Which expression shall unless excluded by or repugnant to the context include its successors in office and assigns) of the FIRST PARTY through its authorized signatory Mr/Ms.....

AND

....., a company incorporated under The Companies Act 1956, having its registered office at....., India here-in-after referred to as the SECOND PARTY or AGENCY or CONSULTANT(which expression shall unless excluded by or repugnant to the context include its successors in office and assigns) of the OTHER PART through its authorized signatory Mr/Ms

The MPTB and agency shall individually be referred to as party and collectively be referred to as parties.

Where As:

- a. FIRST PARTY had invited proposals vide Tender Notice No- and System No. Dated (as listed out in appendix 'A' and schedule 1), for "**Preparation of Zonal Master Plan of Eco sensitive Zones of Ralamandal Wildlife Sanctuary of Madhya Pradesh**" for selection of an Agency for the aforesaid project subject to and on the terms and conditions contained in the RFP document.
- b. After evaluation of the Bids so received, FIRST PARTY had accepted the Bid of " " a company and issued Letter of Intent No.:, dated (as listed out in appendix 'C' and schedule 6), to it and received a confirmation from the agency.
- c. Now this agreement is being executed & is to be effective from _____ 2025

NOW, THEREFORE IN CONSIDERATION OF THE FOREGOING AND THE MUTUAL COVENANTS AND PROMISES AND GOOD AND VALUABLE CONSIDERATION CONTAINED HEREIN THE RECEIPT AND ADEQUACY OF

WHICH IS HEREBY ACKNOWLEDGED, THE PARTIES INTENDING TO BE BOUND LEGALLY, AND HAVE AGREED AS FOLLOWS:

1. Subject matter of Agreement.

- 1.1** "Preparation of Zonal Master Plan of Eco sensitive Zones of Ralamandal Wildlife Sanctuary of Madhya Pradesh".

2. The First Party shall be responsible for the following:

- 2.1** The first party shall be responsible as per the RFP Document along with pre-bid query response and addendum issued regarding bid.

3. The Second Party shall be responsible for the following:

- 3.1** The second party shall be responsible for work mentioned under clause no 4 "Scope of work and deliverables" of this agreement and also as per the RFP document along with Prebid query response and addendum issued regarding bid.

4. Scope of work and deliverables.

4.1 Zonal Master Plan – Eco Sensitive Zone.

Zonal Master Plan for the eco-sensitive zone has to be prepared by the State Government within a period of two years from the date of last notification issued by the Ministry of Environment and Forests, Government of India. The zonal master plan should provide for restoration of denuded areas, conservation of existing water bodies, management of catchment areas, soil and moisture conservation, needs of local community, etc, which needs attention. It should also demarcate all the existing and proposed urban settlements, village settlements, types and kinds of forest, agricultural areas, green areas, horticultural areas, lakes, etc. No change of land use from green uses shall be permitted in the zonal master plan except limited conversion of agricultural lands to meet the residential needs of the existing local residents, improvement of roads and bridges, community buildings, without the prior approval of the state government. Pending preparation of the master plan and approval thereof by the Ministry of Environment and Forests, all new constructions can be allowed only after it is approved by the Monitoring Committee constituted by the Central Government.

The Zonal Master Plan for the Eco-sensitive Zone shall be prepared by the Consultant in such a manner as is specified in the Gazette notifications issued by Ministry of Environment and Forests for each of the identified Eco Sensitive Zones (as per Table 1 of RFP) and also in consonance with the relevant Central and State laws and the guidelines issued by the Central Government, if any. Such Eco Sensitive Zones which are yet to be notified by Ministry of Environment and

Forests shall be bound to follow all the provisions of the gazette notification whenever they get notified.

Note:

The Sub-Zonal Master Plan for such Eco Sensitive Areas which are part of municipal area shall be prepared by concerned Urban Local Body or State Town Planning Department as per the prevailing norms/practice laid out by MoEF. The Sub-Zonal Master Plan for rest of the ESZ (apart from Municipal Area) shall be prepared by the Consultant.

4.2 Preparation of Zonal Master Plan

- h) Consultant shall prepare the Zonal Master Plans for the Eco Sensitive Zone of Ralamandal Wildlife Sanctuary coordination with the following departments:
 - 1. Environment and State Pollution Control Board.
 - 2. Forest, Wildlife and Eco Tourism.
 - 3. Tourism Department, Madhya Pradesh Tourism Board and Madhya Pradesh State Tourism Development Corporation.
 - 4. Urban Development Department and concerning Urban Local Bodies.
 - 5. Town and Country Planning Department.
 - 6. Revenue Department.
 - 7. Agriculture and Horticulture Department.
 - 8. Water Resource Department and Narmada Valley Development Department.
 - 9. Public Works Department.
 - 10. Panchayat and Rural Development Department.
 - 11. Department of Science and Information Technology
- i) The Consultant shall take inputs from each of the identified departments along with other stakeholders such as other related government departments, private investors/private institutions/hoteliers etc and compile a Zonal Master Plan for the entire Eco-sensitive Zone.
- j) The language of the documentation and reporting shall be in English & Hindi.
- k) Zonal/Sub-Zonal Master Plans shall be prepared as per the provisions of applicable Eco Sensitive Zone Gazette Notification (Refer Table 1 of pre-bid clarifications) issued by Ministry of Environment and Forest, Government of India, New Delhi in consonance with the relevant Central and State laws and the guidelines issued by the Central Government, if any.
- l) The Zonal Master Plan shall be prepared without violating any of the provisions of the Wildlife Protection Act 1972 as amended from time to time and the Biodiversity Conservation Act as amended from time to time and guidelines issued by statutory

bodies such as the National Tiger Conservation Authority.

- m) The above work shall be completed as per schedule of work mentioned in Scope of Work. The main works to be taken up by the Consultant for preparation of Zonal and Sub-Zonal Master Plans for eco-sensitive zone shall be as below in 4.4

4.3 General Scope of Work for Preparation of Zonal Master Plans for the Eco-sensitive Zones.

(* General scope of work may vary slightly for individual Eco Sensitive Zones for which applicable gazette notification issued by Ministry of Environment and Forest shall be referred)

The Zonal Master Plans for the Ralamandal Wildlife Sanctuary shall cover every aspect mentioned in the applicable notifications (appended with RFP) of Government of India. The Zonal Master Plans shall comprise of GIS based maps (scale 1:4000) and reports. It shall incorporate the following aspects: -

(b) Preparation of Zonal Master Plan

- i. The Zonal Master Plan shall not impose any restriction on the approved existing land use, infrastructure and activities, unless so specified in this notification and the Zonal Master Plan shall factor in improvement of all infrastructure and activities to be more efficient and eco-friendlier.
- ii. The Zonal Master Plan shall provide for identification, restoration of denuded areas, conservation of existing water bodies, management of catchment areas, watershed management, groundwater management, soil and moisture conservation, needs of local community and such other aspects of the ecology and environment that need attention.
- iii. The Zonal Master Plan shall demarcate all the existing worshipping places, village and urban settlements, types and kinds of forests, agricultural areas, fertile lands, green area, such as, parks and like places, horticultural areas, orchards, lakes and other water bodies.
- iv. **Natural heritage-** All sites of valuable natural heritage in the Eco-sensitive Zone, such as the gene pool reserve areas, rock formations, waterfalls, springs, gorges, groves, caves, points, walks, rides, cliffs, etc., shall be identified and preserved and plan shall be drawn up for their protection and conservation.
- v. **Man-made heritage sites-** Buildings, structures, artefacts, areas and precincts of historical, architectural, aesthetic, and cultural significance shall be identified in the Eco-sensitive Zone and plans for their conservation shall be prepared.
- vi. **Vehicular traffic -** Traffic and transportation plan shall also be prepared on the

-
- basis of traffic volume on major existing roads and future development and tourist arrival. Proposals for traffic regulation and parking sites shall also be part of this plan. Guidelines shall also be framed for construction and maintenance of forest roads.
- vii. The vehicular movement of traffic shall be regulated in a habitat friendly manner and specific provisions in this regard shall be incorporated in the Zonal Master Plan and till such time as the Zonal Master Plan is prepared and approved by the competent authority in the State Government, the Monitoring Committee shall monitor compliance of vehicular movement under the relevant Acts and the rules and regulations made there under.
 - viii. The Zonal Master Plan shall also identify and demarcate the maximum expansion area of the village settlements. Plan for expansion of existing village abadi /settlement on the basis of trends of growth of population in last 20 years. There shall be no consequential reduction in Tribal area, Forest area and Green areas, Agricultural area except that strictly limited conversion of agricultural lands may be permitted to meet the residential needs of the existing local residents together with natural growth of the existing local population.
 - ix. Survey of existing village economic activities like service industries, agro based industries, cottage industries, processing, agriculture, floriculture, horticulture areas and storage of agro based products, etc. Proposals for expansion of village economic activities after assessment of carrying capacity. The Zonal Master Plan shall regulate development in the Eco-sensitive Zone as to ensure eco-friendly development for livelihood security of local communities.
 - x. Identification and demarcation of steep hill slopes with a gradient of 20 degrees or more and areas with a high degree of erosion to prevent quarrying and development on such sites.
 - xi. Survey of existing system of discharge of sewage/solid waste and effluents and its impact on environment. Strategy and plan for sustainable and environment friendly and disposal system.
 - xii. Building regulations for construction/ alteration/ renovation of buildings. It will also include the provisions for rooftop rainwater harvesting, energy conservation and use of eco-friendly building materials.
 - xiii. Proposals for rainwater harvesting and recharge of ground water shall also incorporate storm water drains and sites for structures as percolation and storage tanks and other means. Ground water aquifer recharge structure sites shall be proposed wherever such sites do not lead to slope instabilities.
 - xiv. Proposals for protection of natural water courses/ water bodies, waterfalls,
-

water springs, watershed development for recharge of ground water.

- xv. Identification, demarcation and protection of natural drainage system. Identification of check dam sites and proposals for improvement of existing check dams.
- xvi. Identification and demarcation of existing encroachments within the Eco-sensitive Zone including the forest area and suggestions shall also be given for removal of encroachments in a time bound manner subject to the provisions of the existing State laws.
- xvii. Identification of site for disposal of solid waste outside the eco-sensitive zone. Details regarding disposal of solid waste and plan for environment friendly disposal system with segregation of solid waste into biodegradable and non-biodegradable components.
- xviii. Listing of existing permitted, regulated and prohibited activities, their location and plan for shifting of prohibited activities out of ESZ. All activities in the Eco-sensitive Zone shall be governed by the provisions of the Environment (Protection) Act, 1986 (29 of 1986) and the rules made there under, and be regulated in the manner specified in the table as mentioned in the applicable Eco Sensitive Zone notification.
- xix. Suggest guidelines to be implemented by State government to reduce noise pollution and air pollution in the Eco-sensitive Zone in accordance with the provisions of the Air (Prevention and Control of Pollution) Act, 1981 (14 of 1981) and the rules made thereunder.
- xx. **Land use**-Forests, horticulture areas, agricultural areas, parks and open spaces earmarked for recreational purposes in the Eco-sensitive Zone shall not be used or converted into areas for commercial or industrial related development activities. Provided that the conversion of agricultural lands within the Eco-sensitive Zone may be permitted on the recommendation of the Monitoring Committee, and with the prior approval of the State Government, to meet the residential needs of local residents, and for the activities listed in the respective ESZ notification such as :-
 - (i) Eco-friendly cottages for temporary occupation of tourists, such as tents, wooden houses, etc. for Eco-friendly tourism activities;
 - (ii) Widening and strengthening of existing roads and construction of new roads;
 - (iii) Small scale industries not causing pollution;
 - (iv) Rainwater harvesting; and
 - (v) Cottage industries including village industries, convenience stores and local amenities;

(c) Preparation of Sub-Zonal Tourism Master Plan

The tourism activities in the ESZ shall be as per the Tourism Master Plan to be prepared by the Consultant. It shall have following components:

- i. The Tourism Master Plan shall also form a component of the Zonal Master Plan and shall be based on a detailed Carrying Capacity Study of the Eco-Sensitive Zone. The Carrying Capacity Study shall be carried out based on the existing infrastructure and shall not be based on future projections of any project that requires environmental or forest clearance.
- ii. Identification and demarcation of sites of tourist importance both natural and manmade heritage along with development proposals for each site.
- iii. All new tourism activities, development for tourism or expansion of existing tourism activities shall be permitted only within the parameters of this Tourism Master Plan.
- iv. Availability of existing infrastructure and tourist facilities and their carrying capacity.
- v. Proposals for additional tourist sites such as eco-tourism sites, camping sites, trails and facilities like convention centre, golf course, parking lots, sites for resorts & hotels, etc. and other infrastructures on the basis of requirements worked out for next 10 years after study of carrying capacity.
- vi. Annual arrival of tourists in last ten years.
- vii. Preparation of guidelines for development of tourist infrastructure in ESZ such as accommodation facilities, camping sites, way side amenities, rural tourism, adventure tourism/water tourism related activities etc.
- viii. All new tourism activities or expansion of existing tourism activities within the Eco-sensitive Zone shall be in accordance with emphasis on eco-tourism, eco-education and eco-development and based on carrying capacity study of the Eco-sensitive Zone.
- ix. All existing tourism assets and activities must be identified, listed, and mapped. The list of existing government tourism assets, including land details for the development of tourism activities, along with maps showing their locations, shall be attached as an annexure to the ESZ Master Plan.
- x. New construction of hotels and resorts shall not be permitted within one kilometre from the boundary of the Tiger Reserve except for accommodation for temporary occupation of tourists related to eco-friendly tourism activities:
(A) Provided that beyond the distance of one kilometre from the boundary of the protected area till the extent of the Eco sensitive Zone, the extension of

existing establishments may be allowed in accordance with the Zonal Master Plan:

- (B) Provided further that beyond one-kilometer upto the extent of the Eco-sensitive Zone construction of new hotels and resorts may be permitted as per Zonal Master Plan.

Note:

1. The consultant shall make all submissions stage-wise and take necessary approvals from MPTB. Consultant shall also make a presentation of draft Zonal Master Plan before MPTB, stakeholder monitoring committee, concerned departments, Local Area Committee, state-level inter-departmental committee or any other stakeholders as identified by MPTB.
2. MPTB shall act as Nodal Agency for co-ordination of this project
3. After incorporating changes as suggested by various stakeholders/departments at various stages, Zonal Master Plan for given ESZ shall be submitted to appropriate authority in the Government.
4. The suggestions provided by the Interdepartmental Committee constituted for the review of ESZ Master Plans must be incorporated by the consultant until the final notification.

5. Period of agreement.

- 5.1 The contract period shall be of two (2) years from the date of signing of agreement and may be extended upon mutual consent. The project duration for each eco sensitive zone shall be 6 months (24 weeks) from the date of issue of work order which can be extended upon mutual consent.

6. Contract Value

- 6.1 The total value of the contract is Rs + all taxes as per applicable laws, (as mentioned in appendix 'B'). Separate work orders shall be issued for each of Eco-Sensitive zone depending upon issuance of Gazette notification by GoI for that eco Sensitive Zone, separate payment will be made for each Zonal master Plans according to the rates quoted in financial bid and as per payment schedule mentioned in Clause-7 of agreement.

7. Stages of Submission and payment Schedule.

Following are the stages of work, schedule of submission, timeline and schedule of consultancy fees assigned by MPTB for undertaking Zonal Master Plan for any given Eco Sensitive Zones:

Table 2: Stages of work, schedule of submission, timeline and schedule of consultancy fees

S.No.	Stages of Work	Schedule of Submission	Timeline (T = Date for issuance	Percentage of Consultancy Fee

			of Work Order)	
1	Mobilization advance after signing the agreement against Security in the form of Bank Guarantee equivalent to the advance amount.	Stage-1 Submission of Inception report including project team, Scope of work, methodology, and project timeline.	T	10%
2	Baseline study covering all aspects outlined in the scope of work, incorporating inputs from all concerned departments, and input from stakeholder monitoring committee with compliance report after stakeholder monitoring committee meeting, including Stage-2 presentation and submission of the revised report after incorporating the suggestions provided and approved by the State Level Evaluation Committee.	Stage-2 Submission of Baseline Report , presentation, and submission of revised reports with compliance after incorporating the suggestions provided by the State Level Evaluation Committee.	T+16 weeks	35%
3	Submission of Draft Zonal Master Plan including suggestive measures and guidelines from all the concerned departments including incorporation of inputs provided after presentation of draft ZMP before stakeholder/monitoring committee its compliance report and submission of the revised report after incorporating the suggestions provided and approved by the State Level Monitoring Evaluation Committee.	Stage- 3 Submission of Draft ZMP Report , presentation, and submission of revised reports with compliance after incorporating the suggestions provided by the State Level Monitoring committee Evaluation Committee.	T+22 weeks	25%
4	Submission of the referred chapters to various stakeholder departments at the draft stage, incorporation of the comments received from them, presentation before the Inter-Departmental Committee (If required),	Stage- 4 Submission of Draft ZMP Report after incorporating the suggestions provided by various departments and the Inter-Departmental Committee	T+24 weeks	20%

	incorporation of all suggestions, and subsequent approval by MPTB.			
5	After final approval of the Zonal Master Plan by the appropriate authority in the government & its gazette notification (If required)	Stage- 5 Submission of Final ZMP Report		10%

Other conditions

1. Payments shall be made as per above milestone separately for each ESZs within the cluster.
2. All the work shall be done in Consultation with departments as mentioned in Scope of Work.
3. All data and support material required for the Consultancy should be compiled and analysed by the Consultant from reliable secondary sources as required by the Client.
4. All data and support material pertaining to each activity shall be compiled, completed and handed over to MPTB in three sets of hard copies including drawings and two soft copies. The material shall remain the property of MPTB.
5. Final Master Plan shall also be submitted in two sets of hard copies including drawings and two soft copies in Hindi.
6. No material, including the collected data, its analysis, projections and proposals, with Study Maps/Supporting Maps and Plans, shall be given or used for any other work by any other person or organization by the Consultant.
7. In case MPTB decides to abandon the project for any reason, whatsoever, at any time, the payment of the Consultancy firm/Agency shall be restricted up to the stage the services have actually been provided by the Consultancy firm/Agency.
8. Additional Bank Guarantee should be submitted against mobilization advance, i.e., 10% of the consultancy fee which will be returned after release of Stage-2 payment, i.e., Baseline study (35% of consultancy fee).

7.1 Time Extension – MPTB has the right to grant extension of time to the Consultant considering the reason for delay which is beyond the control of the Consultant. For this, the Consultant shall submit an application to MPTB before the scheduled date of submission for any stage as per Clause 7 (Table 2), of this agreement mentioning proper reason for delay in submission of Zonal Master Plan for a given Eco Sensitive Zone. MPTB shall be the sole authority to grant such extension of time and their decision would be final.

7.2 Penalty for Delay – Delay in submission of report as per the schedule mentioned in Clause 7 (Table 2) or delay in submission even after the time extension provided by MPTB, may entail a penalty of 0.5% (zero point five per cent) per week, subject to a maximum of 10% (ten per cent) of the Consultancy Fee and shall be recovered from the Consultancy Fees, or shall be appropriated from Performance Security, EMD or otherwise.

8. Risk – Purchase Clause:

8.1 If the Second party, after submission of RFP and the acceptance of the same, fails to abide by the Terms and Conditions of the RFP document or fails to complete the work within the specified time or at any time repudiates the contract, the MPTB will have the right to:

- a) Forfeit the Performance Security.
- b) In case of completion through alternative sources and if price is higher, the Second Party will pay the balance amount to MPTB.
- c) For all purposes, the work order issued by MPTB and accepted by the Second Party will be considered as a part of this agreement.

9. Termination of Agreement.

- i) In case of any unavoidable circumstances or change in government policies which may prevent to go ahead with the project, MPTB may terminate the entire agreement or any part of the agreement without paying any compensation to the Bidder. However, MPTB will make the payment up to the stage as per time line up to which the bidder has completed the work and submitted its report (Ref. clause 7 table 2) here-in-above.
- ii) Either party may terminate the contract for breach of any condition of this contract. However, party claiming the breach shall first issue a notice in writing to the other party specifying the breach. If the party to whom such notice is sent fails to rectify the breach within 30 days of such notice, the contract can be terminated by the party which issued the notice.

10. Force Majeure:

An event of “Force Majeure” shall mean the following events or circumstances, to the extent that the delay or otherwise adversely affect the performance beyond the reasonable control of Consultant / agency, or its agents and contractors, or their duties and obligations under this Agreement, or the performance by MPTB of their respective duties and obligations under this Agreement:

- a) Acts of God, tornadoes, hurricanes, floods, sinkholes, fires and other casualties, landslides, earthquakes, epidemics, quarantine, pestilence, and/or abnormal inclement weather;
- b) Acts of a public enemy, acts of war, terrorism, effects of nuclear radiation, blockages, insurrections, riots, civil disturbances, or national or international calamities; and
- c) Any temporary restraining order, preliminary injunction or permanent injunction, unless based in whole or in part on the actions or failure to act of SECOND PARTY.

11. Limited liability

- a) In case due to any event or situation arises during execution, it is realized that any component of the scope of the works cannot be implemented or there is delay in

completion of the same, the MPTB may delete or differ such component. However, the remaining part of the content shall remain unaffected.

- b) It is mutually agreed between MPTB and the consultant that the aggregate liability of the consultant shall be limited to fees paid for services under this contract.

12. Dispute Resolution:

- 12.1 In case of any dispute the parties will attempt in good faith to resolve any dispute initially through negotiations. If dispute cannot be settled amicably within 14 days from the date on which either party has served written notice on the other party of the dispute, then the dispute shall be resolved as per clause 12.2 and 12.3 here under.
- 12.2 In the event of a dispute between the parties which could not be amicably resolved, the aggrieved party shall refer the dispute to be resolved by arbitration.
- 12.3 The arbitral proceedings shall be as per the provisions of Arbitration and Conciliation Act, 1996.
- 12.4 The Arbitration should be done by a sole Arbitrator appointed as per terms of the 1996 Act. The place of Arbitration shall be Jabalpur, where the principal seat of High Court of MP is situated.

13. Governing law and jurisdiction.

The contract shall be governed by and construed in accordance with laws of India. A dispute arising out of this contract or services shall be subject to the exclusive jurisdiction of M.P. courts.

14. Annexure or Schedule

- 1) Appendix A- RFP for the Appointment of Second Party including pre-bid query response and addendum.
- 2) Appendix B- Financial Proposal Submitted by the Second Party.
- 3) Appendix C- Letter of Intent.
- 4) The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.....

S. No.	Document
1	RFP No.-..... and System No. dated issued by MPTB for Preparation of Zonal Master Plan of Eco Sensitive Zones of Ralamandal Wildlife Sanctuary of Madhya Pradesh
2	Pre-bid query response and addendum issued by MPTB on the basis of pre-bid query received and pre-bid meeting held on
3	Unconditional Bid proposal submitted by, opened on on e-Procurement portal in the presence of Technical Evaluation Committee formed by MPTB.

4	Technical presentation was given by, on
5	Financial bid submitted by, along with bid opened on
6	Letter of Intent (LoI) issued by MPTB on to
7	LoI accepted by on
8	Performance Bank Guarantees No. of Rs Rs Issued by Bank. Valid upto

IN WITNESS WHEREOF, the Parties have executed and delivered this Agreement by their duly authorized representative on the date first above written:

**SIGNED ON BEHALF OF FIRST PARTY
SECOND PARTY**

Madhya Pradesh Tourism Board (MPTB)

.....

**Bhopal, Madhya Pradesh, India
India**

SIGNED ON BEHALF OF

.....

In presence of Witnesses:

(i)

(ii)

Dated:

Place:

FORM TECH 1 – Firm's Experience

[Using the format below, provide information on each assignment for which your firm was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment]

Firm's Name:	
Assignment name:	
Country:	
Location within country:	
Name of Client:	
Address:	
Duration of assignment (months):	
Total No of man-months of the assignment:	
Amount of consulting fee received by your firm (INR)	
Start date (month/year):	
Completion date (month/year):	
Name of associated Advisors, if any:	
No. of professional man-months provided by associated Advisors:	
Narrative description of Project	
Description of actual services provided by your staff within the assignment:	

***Use separate sheet for each project submitted.**

Note: Please attach work order/ LoA/ agreement and completion certificate issued by competent authority for each project separately. Please also attach document showing scope of work for each project. Only completed projects shall be considered as relevant experience for eligibility/technical evaluation criteria.

FORM TECH 1A – Partner Firm's Experience in case of JV

[Using the format below, provide information on each assignment for which your firm was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment]

Firm's Name:	
Assignment name:	
Country:	
Location within country:	
Name of Client:	
Address:	
Duration of assignment (months):	
Total No of man-months of the assignment:	
Amount of consulting fee received by your firm (INR)	
Start date (month/year):	
Completion date (month/year):	
Name of associated Advisors, if any:	
No. of professional man-months provided by associated Advisors:	
Narrative description of Project	
Description of actual services provided by your staff within the assignment:	

***Use separate sheet for each project submitted.**

Note: Please attach work order/ LoA/ agreement and completion certificate issued by competent authority for each project separately. Please also attach document showing scope of work for each project. Only completed projects shall be considered as relevant experience for eligibility/technical evaluation criteria.

FORM TECH 2 : Curriculum Vitae (CV) for Proposed Professional Staff

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____

2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____

4. **Date of Birth:** _____ **Nationality:** _____

5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. **Membership of Professional Associations:** _____

7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

8. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: _____

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

11. **Detailed Tasks Assigned**

[*List all tasks to be performed under this assignment*]

12. **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

[*Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 8.*]

Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____s

Date :

Signature :

FORM TECH 3 : Description of Approach and Methodology for Performing the Assignment

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.

Presentation would also be held at MPTB, for which date and time shall be informed to the successful Bidders.

FORM FIN 1: Price Bid (Financial Bid)

(To be submitted Online only)

FINANCIAL BID LETTER & FORMAT FOR FINANCIAL OFFER

To,

The Managing Director
Madhya Pradesh Tourism Board
6th Floor, Lily Trade Wing (above D Mart),
Jehangirabad, Bhopal - 462008,
Madhya Pradesh, India

Sub: Price Bid for RFP for Preparation of Zonal Master Plans for Eco Sensitive Zone Ralamandal Wildlife Sanctuary of M.P.

Dear Sir,

As a part of the Bid for the **RFP for Preparation of Zonal Master Plans Eco Sensitive Zones Ralamandal Wildlife Sanctuary of M.P.**, we hereby make the following Financial Offer (Price Bid, GRAND TOTAL FEES) to Madhya Pradesh Tourism Board for the project.

S.No.	Name of the Eco Sensitive Zone	Price in INR
1	Ralamandal Wildlife Sanctuary of M.P.	
GRAND TOTAL FEES		Price in INR

We quote Rs. _____ (in words) towards **our fee for Preparation of Zonal Master Plans for Eco Sensitive Zones Ralamandal Wildlife Sanctuary of M.P.** We understand that the fees quoted by us is exclusive of GST and other taxes and the same shall be payable over and above the amount quoted at applicable rate

We agree to be bind by this offer if we are selected as the preferred bidder.

FOR AND ON BEHALF OF _____

SIGNATURE _____