

REQUEST FOR PROPOSALS

**Selection / Empanelment of Consultants To
Assist The Department Of Tourism, Government
Of Jammu and Kashmir**

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INTRODUCTION

1.1 The Tourism Department of GoJ&K wishes to empanel consultants for providing varied services related to different activities to be carried out by the department in connection with the provisioning of infrastructure, physical assets and services under the remit of the department.

1.2 To this end, this Request for Proposals seeks to invite proposals from individuals, consortia or firms (hereinafter called “Bidders”) to become **Empanelled Consultants**.

2 SCOPE OF THE ASSIGNMENT

2.1 The Empanelled Consultants will be called upon to provide their services **on pre-agreed terms** for specific tasks and scopes of work to be assigned to them from time to time on a need basis as deemed appropriate by the Tourism Department Government of Jammu and Kashmir.

3 EXPERTS REQUIRED; MINIMUM QUALIFICATIONS & EXPERIENCE

3.1 Experts are required in the diverse **Areas of Specialization** listed in the table on **List of Areas of Specialization & Basic Eligibility Criteria** below. Separate empanelment will be undertaken for each area.

3.2 While separate empanelment will be undertaken for each Area of Specialization as pointed out above, a Bidder may bid for one or more of these areas depending on the Bidder’s qualifications, experience and interest. Each bid for different Areas of Specialization must be submitted separately

3.3 Once a consultant is empanelled, a Key Expert will be required to lead each assignment allotted by the Tourism Department. The Bidder may decide whether it proposes to position one or more than one **Key Expert** as part of their bid. The qualifications and minimum experience required for the Key Expert/Experts in each Area of Specialization are also indicated in the Table Flag-“A”

3.4 In addition Bidders may, as part of the Technical Bid, indicate team members and support staff, if any, who will work with them.

3.5 The Minimum Qualifications and Work Experience required from the Key Expert(s) for each Area of Specialization for eligibility to bid are indicated below. **The Technical Evaluation of each bid will however be based on an in-depth analysis of the qualifications, experience and competence of the Key Expert(s) as described in the section on Technical Evaluation below.**

List of Areas of Specialization & Basic Eligibility Criteria Table

	Area of Specialization	Required Qualifications of Key Expert(s)	Required Minimum experience of Key Expert(s)
1	Architecture	Bachelors of Architecture from a recognized institution / university	Minimum five years of relevant experience in the Area of Specialization on at least four different projects during that period.
2	Landscape Architecture	Masters Degree in landscape Architecture from a recognized institution / university	
3	Visual Artist (Lighting)	Masters Degree in fine arts or Master program in lighting design from a recognized institution / university	
4	Conservation Architecture	Masters Degree in Conservation of historic buildings / Sustainable building conversation / Conversation Architecture from a recognized institution / university	
5	Urban Design	Masters Degree in Urban design / Urban Planning from a recognized institution / university	
6	Environment Engineering	Masters Degree in the field of Environmental Engineering or equivalent from a recognized institute.	

7	Interior Design	Bachelors of Interior Design from a recognized institution / university	Minimum seven years of relevant experience in the area of specialization on at least five different projects during that period.
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3.6 Bidders should have GST Tax Registration in the category of Consultancy Services. However, such bidders who are not registered and are eligible for registration can also submit their bids after having applied for registration with appropriate authority. The successful bidder would be required to have valid registration at the time of signing of the Contract.

4 Technical Proposal

- 4.1.1 All Bidders shall submit the technical proposal in the formats at Appendix-I (the “Technical Proposal”).
- 4.1.2 Bidder should ensure the following while submitting the Technical Proposal:
- a) Bid security is submitted
 - b) All forms are submitted in the prescribed formats and signed
 - a) CV of the bidder/Team members is/are submitted
- 4.1.3 The Technical Proposal shall not include any financial information relating to the Financial Proposal.

5 EVALUATION OF BIDS

5.1 Basic eligibility criteria for the Key Expert(s) for each specialization have been described above.

5.2 **Bid Evaluation:** The evaluation of the bids would be carried out in single stages as described below

6.00 Stage 1: Technical Bid Evaluation

Technical evaluation of the bid would be carried out based on the Technical Bids submitted as prescribed.

An Evaluation Committee will be set up for this purpose.

6.1 The Evaluation will take into account the Qualifications and Work Experience of the Key Expert(s). The size and quality of work undertaken will be assessed.

6.2 International Experience, Awards and other recognitions won by the Key Expert(s) will also be taken into account.

6.3 The bidders may illustrate relevant experience in the areas of specialization of architectural/design/landscaping/interior design etc. as the case maybe in the context of residential, commercial, public utility and IT buildings.

Experience of participation in relevant competitions, experience in ecological design, use of eco-friendly and natural materials, innovative building technologies, rainwater harvesting, waste management, energy efficiency, use of renewable, adaptive re-use, environment impact assessment (EIA) for design / architecture / urban projects and work with communities and vernacular architecture will receive favourable attention.

Experience of work in the tourism sector will be an added advantage

Experience of work in the state of J&K will be an added advantage

Documentary evidence provided of work experience and other related qualifications will assist the Evaluation Committee in carrying out a proper evaluation.

The Evaluation Committee may at its own discretion decide to interview the Bidder and/or request the Bidder to make a presentation to the Evaluation Committee to explain its credentials.

If there is more than one Key Expert proposed, the assessment will be based on the average score of the experts proposed.

Only Bidders with a score of 70 and above in the Technical Evaluation will be eligible. The scoring criteria to be used for evaluation shall be as follows:-

S.No.	Particulars	Marks
1.	International experience, awards and other recognition of key expert-5 marks for each	20
2.	Relevant experience in area of specialization and relevant works executed -5 marks for each work	20
3.	Experience of work in Tourist related field	10
4.	Presentation of the works executed	25
5.	Performance certificate testifying successful completion and commissioning of the Project (2 for each project completed)	10
6.	Addition qualification of the Key expert	05
7.	Works executed in J&K State	05
8.	Publication of journal in National/International about their specialized fields	05

The selection of the Empanelled Consultants shall be based on the total scores obtained during this evaluation process.

6.4 **Maximum of 5 (Five) consultants shall be empanelled from the respective specialised field mentioned in annexure "A" . The cost of services shall be determined by seeking financial bids from the empanelled consultants on case to case basis.**

7. Period of Empanelment

7.1 The empanelment of the Consultants/Architects will be for a period of 3 (Three) Years from the date of award of Contract. However, Tourism Department of J&K Govt; reserves the rights to cancel the empanelment of any or all the consultant(s) and request afresh proposal for empanelment at any time.

7.2 Tourism Department of J&K Govt; reserves the right to extend the period of empanelment of consultants for a further period depending on the requirement and performance of the consultant on a mutually agreed basis.

8. Language

8.1 The Proposal with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly in the forms provided in this RFP. In case any supporting document is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

9. Schedule of selection process

J&K Government would endeavour to adhere to the following schedule:

Sr. No	Event Description	Date
1	Issue of RFP	March 13, 2018
5	Proposed Due Date for receiving documents	March 5 st April 2018, 16.00 hours
6	Opening of Proposals	next working day or any other convenient date

10.1 The Queries if any, shall be as per following format to be mailed on tourismplg@gmail.com

Name of the Organization:			
S. No.	Clause No, Page No.	Clause	Query

11. Bid Security:

11.1 Proposal should be accompanied with a Demand Draft of **Rs.5000/- (Rupees Five thousands))** in favour of Director Finance Tourism, J&K Govt; payable at Civil Secretariat as (Non-refundable) RfP processing fee. J&K Govt; shall summarily reject proposal not accompanied with the Processing fee.

12. Communications:

12.1 All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters: "Selection of Senior consultant to assist the Tourism Department of Government of Jammu and Kashmir"

13. Validity of the Proposal

The proposal of the bidder should be valid for a period of 90 days from the proposal due date.

14. Format and signing of Proposal

14.1 The Bidder shall provide all the information sought under this RFP. Tourism Department of J&K Govt; would evaluate only those Proposals that are received in the specified forms and complete in all respects.

14.2 The Bidder shall prepare one original set of the Proposal (together with originals/ copies of Documents required to be submitted along therewith pursuant to this RFP) and clearly marked "ORIGINAL". In addition, the Bidder shall submit 1 (one) copy of the Proposal, along with Documents, marked "COPY". In the event of any discrepancy between the original and its copies, the original shall prevail.

14.3 The Proposal, and its copy, shall be typed or written in indelible ink and signed by the authorised signatory of the Bidder who shall initial each page, in blue ink. In case of printed and published Documents, only the cover shall be initialled. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialled by the person(s) signing the Proposal.

15. Submission of Proposal

15.1 Separate empanelment will be undertaken for each Area of Specialization as pointed out above. However, a Bidder may bid for one or more of these areas depending on the Bidder's qualifications, experience and interest. But each bid for different Areas of Specialization must be submitted separately.

15.2 The Bidders shall submit the Proposal in hard bound form with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be initialled by the Authorised Representative of the Bidder as per the terms of the RFP.

15.3 The Proposal will be sealed in an outer envelope, which will bear the address of the Government of J&K, RFP name and the name and address of the Bidder. It shall bear on top, the following: "Do not open, except in presence of the Authorised Person of Government of Jammu and Kashmir"

15.4 If the envelope is not sealed and marked as instructed above, the Government of Jammu and Kashmir assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and consequent losses, if any, suffered by the Bidder.

15.5 The envelope marked "Technical Proposal" shall contain:

- a) Application in the prescribed format as mentioned in RfP and Annexure of the RfP
- b) Bid Security

15.6 Each of the envelopes shall be addressed to, Designation	Secretary to the Government,
Address	Tourism Department, Civil Sectt; J&K
Email	jksecytourism@gmail.com

15.7 The completed Proposal must be delivered on or before the specified time on Proposal Due Date. Proposals submitted by fax, telex, telegram or e-mail shall not be entertained.

APPENDIX

APPENDIX – I: TECHNICAL PROPOSAL

FORM TECH-1

LETTER OF PROPOSAL

(On Bidder's letter head)

(Date and Location)

To,

.....

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Sub: Submission of Technical Proposal for RfP for "Selection of consultant to assist Government of Jammu and Kashmir in developing procurement policy and manual for the state and in preparing model bid documents and concession agreements".

Dear Sir,

With reference to your RFP Document, I/we, hereby submit our Proposal for selection as consultant for the Project. The proposal is unconditional and unqualified.

1. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the Consultant for the aforesaid Project.
3. I/We shall make available to the GoJ&K any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of the GoJ&K to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/We declare that we/any member of the consortium, are/is not a Member of a/any other Consortium applying for Selection as a Consultant.
7. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to

undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.

8. I/We further certify that in regard 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 a Court of Law for any offence committed by us or by any of our Associates.
9. The Bid Security of Rs. (Rupees) (non-refundable) in the form of a Demand Draft is attached, in accordance with the RFP document.
10. I/We agree to keep this offer valid for 90 (ninety) days from the Proposal Due Date specified in the RFP.
11. A Power of Attorney/Copy of Board resolution in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith.
12. I/We have studied RFP and all other documents carefully and also surveyed the Project site. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the GoJ&K or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.
13. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder / Lead Member)

FORM TECH-2

STATEMENT OF LEGAL CAPACITY

(To be forwarded on the letterhead of the Bidder)

Ref. Date:
To,
.....
.....
.....

Dear Sir,

Sub:

I/We hereby confirm that we, the Bidder (along with other members in case of consortium) satisfy the terms and conditions laid down in the RFP document.

I/We have agreed that (insert Bidder's name) will act as the Lead Member of our consortium.

I/We have agreed that (insert individual's name) will act as our Authorized Representative/ will act as the Authorized Representative of the consortium on our behalf and has been duly authorized to submit our Proposal. Further, the authorized signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf of

FORM TECH-3

POWER OF ATTORNEY

Know all men by these presents, we, (Name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr. / Ms..... son/daughter/wife 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 “**Authorized Representative**”) 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 Proposal for and selection as Consultant the for the (name of the proposal), proposed to be developed by Government of Jammu and Kashmir including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Government of Jammu and Kashmir, representing us in all matters before the GoJ&K; signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the GoJ&K in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the GoJ&K.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative 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 Authorized Representative 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, designation and address)

Witnesses:

- 1.
- 2.

Notarized

Accepted

.....
(Signature, name, designation and address of the Attorney)

FORM TECH-5

BIDDER INFORMATION

Proposal for Empanelment by Department of Tourism, Government of J&K

1.	Proposed Area of specialization (e.g. Architecture, Urban Design etc.)	
2.	Whether applying as Individual, Consortium or Firm	
3.	Name(s) of Individual/Consortium Members/Firm	
4.	Complete Contact Details and Address	
5.	Name(s) of Key Experts	
6.	Certification:	

CURRICULUM VITAE FOR KEY EXPERT (S)

Proposal for Empanelment by Department of Tourism, Government of J&K

1.	Name of Expert	
2.	Date of Birth	
3.	Nationality	
4.	Education	
5.	Professional/ Other Training certification	
6.	Detail of Membership of Professional Associations	
7.	Name of Awards / relevant recognitions as per the proposed area of specialization	Name: _____ Year of Award: _____
8.	Details of Design/ Architecture competitions won	Name of Competition: _____ Organization: _____ Country: _____
9.	Name of the project & description of the proposal in the competition won	
10.	Languages Known:	
11.	Countries of Work Experience with details of Work Performed	Name of country: _____ Designation: _____ Key roles and responsibilities: _____ _____
12.	List Work Experience/Employment Record	
From: To:		Work Experience/Position held:

13.		Describe Work Undertaken that Best Illustrates Capability to Handle the Proposed Tasks in the past five years:										
Sr. No	Name of Assignment/ project	Description of the project / Scope of work undertaken	Date of start	Date of completion	Location	Employer	Client	Main project features	Scale of project (Eg: 10,000 sq.ft)	Cost of the project (In INR)	Position held	Activities performed / key role & responsibility

NOTE:

The Bidder should submit

- a) separate CV tables for all Key Experts proposed for the engagement.
- b) relevant documentary evidence: work orders, experience certificates, competition certificates etc.
- c) relevant certificates of Membership of Professional Associations
- d) A separate statement summarizing and capturing the credentials of the Bidder and showing their relevance to tourism development in the State of J&K

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and myself. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged

Date:

Place:

Signature of authorized representative

Full name of authorized representative

