Sealed tenders are invited by the Collector, Nashik on behalf of the Government of Maharashtra for the following work as per two bid envelop system from Consultants having experience of such works.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of Work</th>
<th>Estimated Cost of Work (Rs)</th>
<th>Earnest Money (Rs)</th>
<th>Time Limit</th>
<th>Date of Issue of Blank Tender Forms</th>
<th>Last Date of submission of sealed tenders</th>
<th>Cost of Tender Form (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Appoinment of Consultancy services for preparation of Integrated Tourism Development Plan of Nashik District</td>
<td>-</td>
<td>15000/-</td>
<td>30 Days</td>
<td>16/05/2011 to 31/05/2011</td>
<td>06/06/2011</td>
<td>1000/-</td>
</tr>
</tbody>
</table>

1. Qualification criteria is included in the tender document.
2. The blank Tender forms can be purchased from above office on payment of cost by cash
3. Collector, Nashik reserves the right to reject any or all the tenders without assigning any reason there for.

No.DPC/2011/1532
Collector, Nashik

District Collectorate, Nashik
Selection of Consultants for Preparation of Integrated Tourism Development Plan of Nashik District in Maharashtra

Request For Proposal

Last Date of submission: 06/06/2011

Collector, Nashik
DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to as “RFP”) document or subsequently provided to the Consultants, whether verbally or in documentary form by or on behalf of Collector Nashik, their employees or any of its agencies/consultants/advisors, is provided to the Consultant(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Consultants with information to assist the formulation of their Proposal. This RFP document does not purport to contain all the information for all the persons, and it is not possible for Collector, Nashik, their employees or any of its agencies/consultants/advisors to consider the business/investment objectives, financial situation and particular needs of each Consultant who reads or uses this RFP document. Each Consultant should conduct its own investigations and analysis, and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. Collector, Nashik, their employees or any of its agencies/consultants/advisors make no representation or warranty and shall incur no liability under any law, statute, rule or regulation as to the accuracy, reliability or completeness of the RFP document.
## Contents

1. **NOTICE INVITING PROPOSALS** ................................................................. 1

2. **INSTRUCTIONS TO BIDDER** ................................................................. 2
   
   2.1 General Instructions ........................................................................... 2
   
   2.2 Minimum Eligibility Criteria for a Firm to Bid .................................. 3

   2.3 Preparation of Proposal ..................................................................... 3
   
   2.3.1 Technical Proposal ......................................................................... 3
   
   2.3.2 Financial Proposal ......................................................................... 4
   
   2.3.3 Validity of Proposal ....................................................................... 4
   
   2.3.4 Submission, Receipt and Opening of Proposals ............................ 5
   
   2.3.5 Proposal Evaluation ...................................................................... 5
   
   2.4 Negotiations ...................................................................................... 8
   
   2.5 Confidentiality .................................................................................. 8

   2.6 Checklist for Submission ................................................................... 8

3. **TERMS OF REFERENCE** ..................................................................... 9

   3.1 Background ....................................................................................... 9

   3.2 Scope of Work for Development of Integrated Tourism Master Plan for Nashikl District ................................................................. 10

   3.2.1 Nashik Tourism Opportunities – Status Report ........................... 10
   
   3.2.2 Review of the Regulatory Framework ......................................... 10
   
   3.2.3 Nashik Tourism Projects – Initial Screening Report 11
   
   3.2.4 Integrated Tourism Development Plan for Nashik ....................... 11

   3.3 Project Deliverables and Timelines ............................................... 12

   3.4 Payment Schedule ......................................................................... 13

   3.5 Available Data Sources .................................................................... 13

   3.6 Responsibilities of the Client ........................................................... 13

4. **ANNEXURE 1: DRAFT OF COVERING LETTER WITH THE PROPOSAL** .... 14

5. **ANNEXURE 2: DRAFT LETTER FOR FINANCIAL PROPOSAL** ............... 16
1. Notice Inviting Proposals

Collector, Nashik on behalf of Governor of Maharashtra, invites proposal for Providing Consultancy Services for Preparation of Integrated Tourism Development Plan of Nashik District in Maharashtra.

Through this document of Request for Proposal (RFP), Nashik Collectorate is requesting Proposals from consultants for the above mentioned project assignments.

A firm will be selected under the procedure described in this RFP.

Last Date of Submission: 6/6/2011 latest by 4.00 P.M.

Address for Submission:

Collector Nashik,
2. Instructions to Bidder

2.1 General Instructions

Interested Consultants are hereby invited to submit a Technical and Financial Proposal, as specified in the RFP, for Preparation of Integrated Tourism Development Plan of Nashik District.

The Assignment shall be implemented in accordance with the Terms of Reference provided as part of the RFP.

To obtain first hand information on the assignment and on the local conditions, the interested consultants are encouraged to pay a visit to the client and the project sites before submitting a proposal. You must fully inform yourself of local and site conditions and take them into account while preparing the proposal.

Please note that (i) costs of preparing the proposal and of negotiating the contract, including visits to the Client etc., are not reimbursable as a direct cost of the assignment; and (ii) Client is not bound to accept any of the proposals submitted and reserves the right to reject any or all proposals at any stage of bidding process without assigning any reasons.

The proposal prepared by the Consultant, as well as all correspondence and documents relating to the proposal exchanged by the Consultant and Collector, Nashik, shall be written in English language. Any printed literature furnished by the Consultant may be written in another language as long as such literature is accompanied by a translation of its pertinent passages in the English language duly authenticated by the Consultant, in which case, for purposes of interpretation of the Proposal, the translation shall govern.

The firm may form a joint venture/association. In case a Joint Venture/Association of firms, the proposal shall be accompanied by a certified copy of legally binding Memorandum of Understanding (MOU) / Letter of association, signed by all firms to the joint venture/Association.

At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a Consulting firm, modify the Documents by amendment. The amendment will be notified in writing or tele-fax to all interested consulting firms and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

The consultant shall provide professional, objective and impartial advice and at all times hold the Client’s interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
2.2 Minimum Eligibility Criteria for a Firm to Bid

Consultants / Transaction Advisors submitting their proposals shall satisfy the following criteria:

1. The Firm / Entity shall be registered in India
2. The Firm / Entity shall be in business of advisory / consultancy for past 10 years
3. The Firm / Entity shall have presence in Maharashtra
4. The Firm / Entity shall have an average turnover of at least INR 30 Crores in the past three financial years.
5. The Firm / Entity shall have experience of providing advisory services for at least two tourism projects each in least five different states of India.
6. The Firm / Entity shall have experience of providing consultancy / advisory services 10 tourism projects in at least three different themes

A covering letter stating conformance (with documentary proof) to above shall be submitted along with the proposal. A draft of the same is attached as part of the Annexure 1. The covering letter shall be kept in the outer envelope of the proposal.

2.3 Preparation of Proposal

Consultants shall submit their Proposal written in English language.

2.3.1 Technical Proposal

In preparing the Technical Proposal, consultants are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.

While preparing the Technical Proposal, consultants must give particular attention to the following:

- If a firm considers that it does not have all the expertise for the Assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture relationship or sub-consultancy, as appropriate.
- It is desirable that the majority of the key professional staff proposed be permanent employees of the firm and have an extended and stable working relation with it.
- Proposed Team including key experts and professional staff

The Technical Proposal should provide the following information:
- A brief description of the firm’s organization and an outline of recent experience on tourism infrastructure assignments.
For each assignment, a Project Data Sheet including, inter-alia, name of client, project cost, duration of the assignment, project brief and firm’s involvement, shall be submitted.

The firms experience in providing advisory services shall include the following:

- Experience in PPP in Tourism Infrastructure Projects
- Experience in PPP Tourism Projects under various themes and in various States of India
- Experience in PPP Area Development Projects
- Experience in availing funding under central government scheme of LRG projects.

Comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client.

A brief description on project appreciation along with the approach and methodology for performing the assignment.

A list of proposed team with key professionals and other team members and their roles defined.

CVs of all proposed key professionals and team members with details including name, qualification, total number of years of experience, number of years working for the firm/entity, responsibilities held in various assignments, proposed role for the project and experience in tourism infrastructure assignments across India, as may applicable for the key positions mentioned herein.

The Technical Proposal shall not include any financial information.

2.3.2 Financial Proposal

In Preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions of the RFP documents. Consultants shall express the price of their services in Indian Rupee only. The consultants shall not use any foreign currencies.

Financial Proposal shall be submitted in the format provided in Annexure 2: Draft Letter for Financial Proposal. The financial proposals shall be submitted on the company’s letter head clearly mentioning the total amount in numerals as well as words. It should be unconditional and should clearly state the acceptance of terms and conditions provided in this document. In case of any discrepancy, the information given in words shall prevail. The Financial Proposal should be inclusive of all taxes but exclusive of service tax, which shall be paid by the client separately as per applicable rates.

2.3.3 Validity of Proposal

The proposal must remain valid for at least 120 days from the last date of submission. During this period, the consultant is expected to keep available the key professional staff proposed for the assignment. The Client will make its best
effort to select the Consultant within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

### 2.3.4 Submission, Receipt and Opening of Proposals

The Proposal (Technical Proposal and Financial Proposals) shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialled by the person or persons who sign(s) the Proposals.

The Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal”, and Financial Proposal in a sealed envelope clearly marked “Financial Proposals” and warning: “Do Not Open with the Technical Proposal”. Both envelopes shall be placed into an outer envelope. The Covering letter stating conformance to the minimum eligibility criteria shall be placed in the outer envelope.

This outer envelope shall be sealed stamped and bear the submission address and other information as indicated below.

Collector Nashik

---

---

---

---

The completed Technical and Financial Proposals must be delivered at the above mentioned submission address on or before Date- 6/6/2011 latest by 4.00 p.m.

After the deadline for submission of proposals, if possible, the Technical Proposal would be opened by the evaluation committee on the same day. The Financial Proposal would remain sealed until final score of the technical proposal for all bidders has been arrived at.

### 2.3.5 Proposal Evaluation

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation.

#### 2.3.5.1 Evaluation of Technical Proposals

The technical proposals would be evaluated on the basis of their responsiveness to Terms of Reference, applying the evaluation criteria, sub criteria and point system specified in this RFP. Each responsive proposal will be given marks
against stipulated parameters. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Criteria</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Firms Experience</td>
<td>40 Marks</td>
</tr>
<tr>
<td></td>
<td>• Experience in Tourism Infrastructure Projects on PPP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Experience in Tourism Circuit Development Projects</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Land / Area Development Projects on PPP basis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Experience in Providing Advisory Services for tourism projects on PPP basis in following themes (at least two projects in one theme with project cost not less than INR 5 crores each)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Religious / Spiritual Tourism</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Heritage / Archaeological Tourism</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Rural / Cultural Tourism</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Eco-Tourism</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Business Tourism</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Leisure Tourism</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Adventure Tourism</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Beach / Coastal Tourism</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Health / Medical Tourism</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Golf Tourism</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Theme / Amusement Parks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Ropeways</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Other Tourism Infrastructure</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Successfully availing funding under LRG scheme for tourism projects on PPP basis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Integrated Tourism projects / Tourism Circuit Development Projects with multiple components on PPP basis for contiguous area not less than 100 acres</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Approach and Methodology (including proposed project timelines as indicated in the RFP, suggestions and comments on TOR)</td>
<td>20 Marks</td>
</tr>
<tr>
<td>3.</td>
<td>CVs of Proposed Project Team and Key Personnel</td>
<td>40 Marks</td>
</tr>
<tr>
<td></td>
<td>• Team Leader cum Project Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Tourism Expert</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Architect cum Urban Planner</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Transport Planner</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Financial and Project Structuring Expert</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Legal Expert</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The above mentioned experts should have at least 10 years of experience in the consultancy services with at least 3 project of tourism sector.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100 Marks</td>
</tr>
</tbody>
</table>
Based on the technical evaluation, each consultant would be assigned a technical score out of 100. The minimum total technical score required to qualify is 75 Points. Financial offer of those consultants whose technical proposal score less than 75 points will not be opened and shall be returned to them unopened.

2.3.5.2 Opening and Evaluation of Financial Proposals

After evaluation of technical proposal is completed, the Client would notify those consultants whose proposals are considered non-qualified to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client would simultaneously indicate the date and time set for opening the Financial Proposals for qualified proposals.

The consultant shall quote Financial proposal as per Annexure 2.

The Financial Proposals would be opened in presence of the consultants’ representatives who choose to attend. Name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened.

The firm quoting lowest financial proposal will be considered as preferred consultant and awarded the project.

2.3.5.3 Earnest Money & Cost of Tender Form

A] Earnest money of Rs. 15000/- In words Rs. Fifteen Thousands only along with Tender Form. Earnest money pay by cash or D.D. in favour of District Planning Officer, District Planning Committee, Nashik.

B] Cost of tender form is Rs. 1000/- In words Rs. One Thousand only pay by cash or D.D. in favour of District Planning Officer, District Planning Committee, Nashik. Bidder also can download the Tender Document from the website http://nashik.nic.in in that case the cost of the Tender Document is to be paid while submitting the Tender Document.
2.4 Negotiations

Negotiations (if required) will commence with a discussion of technical details, the proposed methodology, staffing and any suggestions the consultant may have made to improve the TORs. Agreement must then be reached on final TORs, the staffing and bar charts, which will indicate activities, staff, and periods in the field and in the office, staff months, logistics and reporting. Special attention will be paid to optimize required outputs from the consultants within the available budget and to clearly define the inputs required from the client to ensure satisfactory implementation of the assignment.

Financial negotiation will then be carried out, if required.

2.5 Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process.

2.6 Checklist for Submission

Covering Letter including Undertaking for Minimum Eligibility Criteria in attached Format

Technical Proposal

- A brief description of the firm’s organization and an outline of recent experience on assignments of similar nature and as required for evaluation purposes.
- For each assignment, a Project Data Sheet including, inter-alia, Name of the project, location, name of client, project cost, duration of the assignment, project brief and firm’s involvement.
- Project appreciation along with approach and methodology.
- Comments or suggestions on the Terms of Reference
- Proposed team with key professionals as mentioned above and other technical support staff and their roles defined.
- CVs of all proposed key professionals with details including name, proposed position, qualification, total number of years of experience, number of years working for the firm/entity, responsibilities held in various assignments, proposed role for the project and experience in similar assignments across India during the last five (5) years.

Financial Proposal in the Format attached as Annexure 2
3. Terms of Reference

3.1 Background

Nashik today is one of the fastest growing cities of India and has even been identified as a tier-2 metro. The city's economy is driven chiefly by the engineering and manufacturing industry (which has been around since the seventies) as well as the progressive agriculture in area surrounding the city. Auto majors such as Mahindra & Mahindra, BOSCH and Original Equipment Manufacturers (OEMs) such as VIP, Samsonite, CEAT etc. have their plants here and have spawned a huge network of auto component suppliers and engineering ancillary services. It is also a pharmaceutical hub with presence GlaxoSmithKline and Fem. In recent years, Nasik has also carved a niche for itself as India's "Napa Valley" and locally established wine brands such as "Sula" and "Zampa" have attained international acclaim.

Apart from the industrial development, Nashik is a major tourism centre. It is famous for Kumbhmela. The holy temples of Trumbkeswar, Sirdi and Shani are located within a reasonable distance. The river Godavari presents unique opportunity with her scenic spots, waterfalls, holy ghats and as a perennial water source for the city. Pilgrims use Nasik as their base while visiting these. Its climatic condition is pleasant. These make the city a major centre for tourism development.

In terms of infrastructure, the city is relatively well placed. But with the growing population and economic improvements the existing infrastructure does not seem to be adequate and hence a strain in the infrastructure is visible.

The Kumbhmela, which is one of the major religious tourism events, is scheduled to be held in 2013 / 2014 in Nashik. This event will have major influx of tourists from across India and in turn will have major strain on the existing infrastructure and in turn for identifying and assessing the infrastructure required for the success of the event. Hence, an integrated tourism development plan may require to be prepared including certain hard infrastructure and soft infrastructure with guidelines for implementing the same.

With this objective, Collector, Nashik, on behalf of Government of Maharashtra, intends to appoint a consultant for Preparation of Integrated Tourism Development Plan of Nashik District in Maharashtra.

The Consultant’s scope of work would essentially be in the capacity of an advisor and program manager for the above mentioned services and selection of private sector player/(s) for development of appropriate components of the development plan on PPP basis.

The scope of work has been divided in two parts as detailed below:
3.2 Scope of Work for Development of Integrated Tourism Master Plan for Nashik District

3.2.1 Nashik Tourism Opportunities – Status Report

Consultant would review the existing scenario of tourism in Nashik district. This stage would include:

- Base data collection
- Assessment of Tourism Offerings in Nashik
- Identification of Issues / Bottlenecks in development of the Tourism offerings in Nashik along with specific focus on Kumbh Mela
- Solution considering the locations and issues

3.2.2 Review of the Regulatory Framework

This would include outlining existing acts, regulations & frameworks; understanding role and obligations of GoM, Private Sector Players (PSP) and other stakeholders (including Nashik Municipal Corporation, MTDC and Tourism Department) in further process towards development & implementation of tourism projects. This stage would include:

- Understanding and review of various relevant political / institutional / legal frameworks and existing procedures, policies and best practices, for clearances to various developments with respect to above mentioned issues and development services / opportunities specifically in reference to Nashik and Kumbh Mela.
- Understanding and review of National Tourism Policy, Maharashtra Tourism Policy, LRG Scheme, VGF and other special incentives along with Environment and Disaster Management framework for Maharashtra etc. with a specific focus on Nashik and Kumbh Mela.
3.2.3 Nashik Tourism Projects - Initial Screening Report

After reviewing the existing scenario and arriving at the aforementioned solution matrix, an Initial Screening Report (ISR) would be prepared as part of the next stage. The ISR would include:

- Clustering places of intervention / tourism hubs / circuits / regions
  - Consultations with client and other relevant government agencies / authorities
- Identify tourism infrastructure projects that primarily relate to tourism offerings from existing basket with due consideration to:
  - Tourism characteristic of the locations
  - Available infrastructure and its functional requirements
  - Operational characteristics of existing infrastructure
  - Scope for private entrepreneurs
  - Tourism facility classification and broad estimation of tourists

A separate section would be dedicated towards Initial Screening Report for ‘Kumbh Mela’

Integration of above considerations would facilitate identification and prioritization of infrastructure in terms of location and packaging of destinations / circuits under various tourism offerings like cultural, rural, eco-tourism, health, heritage, adventure, business, religious and spiritual, special packages or a combination of the listed options and determining the participation of local stakeholders, infrastructure catering to low, mid and high budget tourists and viability of PPPs. The same would be arrived at by having meetings & discussions with concerned stakeholders.

- Broad Investment Requirements for above basket of projects
  - Broad Financial Outlays for Projects
    - Assessment of total project costs on thumb rule basis
    - Assessment of revenue generation opportunities on thumb rule basis
    - Broad Assessment of Economic Benefits of the Project
  - Assessment of means of finance
    - Public Private Partnership projects
    - Projects with Government funds (VGF / other schemes)
- Project Prioritisation
  Prioritisation of intervention / tourism hubs / circuits / regions
  Prioritisation of PPP and Non-PPP tourism infrastructure projects
  Prioritisation of other tourism projects.

3.2.4 Integrated Tourism Development Plan for Nashik

Based on the above mentioned ISRs, and their subsequent approval by client, the integrated tourism development plan would be prepared. It would include:
• Implementation Framework with due consideration to
  Resource requirement in terms of physical resources, human resources in addition to fiscal resources
  Local capability and consultations with the government
  Risk appetite of the public / private sector
  Relevant regulations and guidelines
  Marketing and Financing Strategies

• A time-bound and phased action plan for effective implementation of specific program proposals for (indicative /not limited to)
  • Integrated Development of Tourism Destination
  • Integrated Tourism Destination Management
  • Connectivity of prime locations
  • Heritage conservation
  • Socio-environment management
  • Environment conservation through development of sustainable concepts and research facilities.
  • Facilities for IT based information mapping and database management

3.3 Project Deliverables and Timelines

The deliverables and indicative timelines for the proposed consultancy services is given in the following table. The proposed timeline do not include the time required for government approvals and clearances:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Deliverables</th>
<th>Time line for the proposed Deliverable * (duration in Weeks)</th>
<th>Cumulative Timelines** (duration in Weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Nashik Tourism Opportunities – Status Report</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>2</td>
<td>Kumbh Mela – Initial Screening Report</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>Nashik Tourism Projects – Initial Screening Report</td>
<td>3</td>
<td>13</td>
</tr>
<tr>
<td>4</td>
<td>Draft Integrated Tourism Development Plan for Nashik</td>
<td>4</td>
<td>17</td>
</tr>
<tr>
<td>5</td>
<td>Final Integrated Tourism Development Plan for Nashik</td>
<td>2</td>
<td>19</td>
</tr>
</tbody>
</table>

The above mentioned timelines are indicative only. The consultant shall propose and appropriate timeline as part of their approach and methodology. The timelines proposed by the consultants shall be considered as for evaluation.
3.4 Payment Schedule

The following payment schedule shall be adhered to for all payments to the consultant:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Deliverable</th>
<th>% of Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mobilisation Advance</td>
<td>10%</td>
</tr>
<tr>
<td>2.</td>
<td>Nashik Tourism Opportunities – Status Report</td>
<td>30%</td>
</tr>
<tr>
<td>3.</td>
<td>Nashik Tourism Projects – Initial Screening Report</td>
<td>20%</td>
</tr>
<tr>
<td>4.</td>
<td>Kumbh Mela – Initial Screening Report</td>
<td>10%</td>
</tr>
<tr>
<td>5.</td>
<td>Draft Integrated Tourism Development Plan for Nashik</td>
<td>20%</td>
</tr>
<tr>
<td>6.</td>
<td>Final Integrated Tourism Development Plan for Nashik</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

3.5 Available Data Sources

The proposal must clearly indicate the data to be collected. The consultant would solely be responsible for collection of data; The Client will only facilitate collection of data.

3.6 Responsibilities of the Client

The Client would provide all reasonable assistance to the consultants for accessing all available data that are relevant to this study.
Annexure 1: Draft of Covering Letter with the Proposal
[To be submitted on Letter Head of the Company]

Date: XXXX XXX, 2011

To,
Collector Nashik

Sub: Selection of Consultants for Providing Advisory Services for Preparation of Integrated Tourism Development Plan of Nashik District in Maharashtra

Dear Sir,

Being duly authorized to represent and act on behalf of [Name of the bidder] and submitting bid for mentioned subject, I would like to ensure you that we conform to ‘Minimum Eligibility Criteria’ set for bidding for above mentioned project.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Criteria</th>
<th>Conformance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Registered in India</td>
<td>[Registration Certificate]</td>
</tr>
<tr>
<td>2</td>
<td>In business of advisory / consultancy for past 10 years</td>
<td>[Year of Incorporation]</td>
</tr>
<tr>
<td>3</td>
<td>Presence in Maharashtra</td>
<td>[Contact details and Office Address in Maharashtra]</td>
</tr>
<tr>
<td>4</td>
<td>An average turnover of at least INR 30 Crores in the past three financial years.</td>
<td>[Provide details of average annual turnover over the past three financial years and attach a Copy of Balance sheet and P&amp;L Statements for past three financial years]</td>
</tr>
<tr>
<td>5</td>
<td>Experience of providing advisory services for at least two tourism projects each in at least five different states of India</td>
<td>[Name of Projects and States]</td>
</tr>
<tr>
<td>6</td>
<td>Experience of providing consultancy / advisory services for at least ten tourism projects each in at least three different themes</td>
<td>[Name of Projects and Themes]</td>
</tr>
</tbody>
</table>

Having reviewed and fully understood all requirements of the RFP document and information provided, the undersigned hereby applies for the project referred in the subject mentioned.
The following documents are enclosed in the bid:
1. Sealed Technical Proposal Document
2. Sealed Financial Tender

The validity of the bid is for 120 days from the bid due date.

I also undertake that the qualification, experience and minimum number of manpower proposed would be deployed as submitted in the offer.

Regards,

[Signature with date and company stamp]
[Name of Authorised Person]
[Designation of Authorised Person]

Encl: as above

Note: The Consultant is required to provide the documentary evidence of the information provided in the covering letter.
Annexure 2: Draft Letter for Financial Proposal
[To be submitted on Letter Head of the Company]

Financial Proposal

Date: XXXXXX XXX, 2011

To,
Collector Nashik

Sub: Selection of Consultants for Providing Advisory Services for Preparation of Integrated Tourism Development Plan of Nashik District in Maharashtra

Dear Sir,

Having gone through this RFP document and having fully understood the Terms of Reference for the Project as set out in this RFP, we are pleased to inform that the consultancy fee (exclusive of service tax) that we offer for the said services shall be as follows:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Assignment</th>
<th>In Figure</th>
<th>In Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Preparation of Integrated Tourism Development Plan of Nashik District</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The above bid is valid upto a period of 120 days (One hundred and Twenty days) from the date of last date of bid submission.

Regards,

[Signature with date and company stamp]
[Name of Authorised Person]
[Designation of Authorised Person]