

Consultants for Jajpur District Administration on Heritage, Arts, Culture and Tourism (HACT)

Issued By:

Collector, Jajpur, Odisha

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DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of Collector, Jajpur or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by Collector, Jajpur to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by Collector, Jajpur in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Collector, Jajpur accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

Collector, Jajpur, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

Collector, Jajpur also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.

Collector, Jajpur may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that Collector, Jajpur is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and Collector, Jajpur reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Collector, Jajpur or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any

manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

1. INTRODUCTION

1.1 BACKGROUND

Jajpur district's rich and unique artistic culture is attributable to the historical significance of the place. The district is known for its ancient religious monuments such as Chhatia Bata, Biraja temple, Chandikhole temple, Daswasamedha ghat, Jagannath Temple and Ashokjhar ghat. All the above-mentioned places are major potential tourist attractions in Jajpur.

The district is also home to an isolated low hill called Ratnagiri, which is famously known as 'hills of jewels' located in its vicinity. The district is also home to heritage sites such as the Ratnagiri and Udayagiri monastery. Jajpur also houses an archaeological museum in Ratnagiri established by Archaeological Survey of India, which has 3,485 listed antiquities in its store.

Encompassing the region is the presence of three rivers namely the Brahmani, the Kimiria and the Birupa along with their offshoots. People from Odisha and the adjoining States visit Jajpur to offer 'shraddha' on the Bank of River Baitarini.

Jajpur's art and culture is the outcome of a long process over the panorama of time in which the spiritual, philosophical and the humane dimensions have amalgamated to yield the finest effects of culture and civilized life. The cultural heritage of Jajpur is reflected in its vibrant art forms like architecture, handicraft, and handloom.

1.2 OBJECTIVES

Given the existing Heritage, Arts, Culture and Tourism development potential, the Government of Odisha has outlined the Vision for Jajpur as: ***'Confluence of the Old and the New'***

The three objectives outlined to achieve this Vision are as follows:

1. **To develop existing heritage destinations for unique tourism experience**
2. **To support local crafts and looms through focused support**
3. **To position Jajpur as a preferred destination for tourism**

To achieve this Vision and Mission, the Government has identified interventions under the areas of **Heritage, Arts, Culture and Tourism**.

With this background, the Jajpur Administration has decided to engage a professional services agency (hereinafter "the Consultant") to provide consulting support for ideation, designing and planning support as per the following scope of work.

The broad nature of the support shall be to **conceptualize ideas, design interventions, implementation roadmap, monitoring framework, documentation, and support in engagement with stakeholders**, including national and international collaboration

1.3 OVERVIEW OF BIDDING PROCESS

Bidders are called upon to submit their RFP proposals in respect of the Project, in accordance with the formats, terms and conditions of the RFP. The RFP will be available for download, free of cost, at <https://jajpur.nic.in/>. All Bidders must submit a sum of Rs.10,000/- (Rupees ten thousand only) towards the cost of the RFP Document in the form of Demand Draft only and Rs. 5,00,000 (Rupees Five Lakhs Only) as Bid Security along with their Proposal as per the conditions outlined in this RFP. The cost of the RFP Document should be submitted in the form of Demand Draft in favor of "Collector, Jajpur", payable at Odisha from any Nationalized or Scheduled Bank and Bid Security should be submitted in the form of a Bank Guarantee / Term

Deposit Receipt (TDR) issued by any Nationalized or Scheduled Bank having branch at Bhubaneswar in favor of "Collector, Jajpur".

The selection of the Preferred Bidder for this Project is envisaged through a single-stage process involving evaluation of two-part Proposals received from Bidders covering:

- a. Part I – Technical Bid
- b. Part II – Financial Bid

The RFP proposals would be evaluated in two steps in line with the Evaluation process described in Section 3 of this RFP.

The first step involves evaluation of Part I – Technical Bid of Bidders. The Technical Bid evaluation will be carried out as per the criteria laid down in Section 3. The Financial Bid of Bidders who does not qualify the Technical Bid will be returned unopened at the end of the Bid process.

The second step involves opening of Part II – Financial Bid. The Financial Bid of those Bidders who are technically qualified will be opened.

1.4 INDICATIVE SCHEDULE OF BIDDING PROCESS

While Collector, Jajpur reserves the right to change/ modify the steps and the timelines of the bidding schedule as necessary, it shall endeavor to adhere to the bidding schedule provided in the below table:

S. No	Descriptions	Tentative Timelines
1	Date of issue of RFP document	28.04.2021
2	Last date of receiving queries	05.05.2021 before 05:00PM
3	Date of Pre-Bid Meeting	07.05.2021 at 11:00AM
4	Issue of clarifications	07.05.2021
5	Proposal Due Date	19.05.2021 before 03:00PM
6	Opening of Technical Bids and Presentation	20.05.2021 at 09:00 AM and 10.30AM
7	Opening of Financial Bids	To be announced later

1.5 CLARIFICATIONS ON RFP AND PRE-BID MEETING

Prior to the Pre-Bid meeting, Bidders may submit a list of queries and propose suggestions and modifications, if any, to the RFP. Any queries or request for additional information concerning this RFP shall be submitted in writing by Speed Post or by facsimile or by electronic mail to Collector, Jajpur or before date mentioned in Section 1.4 at hactjajpur@gmail.com. The communications shall clearly bear the following identification/ title: "Request for Information for Consultants for Jajpur District Administration on Heritage, Arts, Culture and Tourism (HACT)".

Collector, Jajpur proposes to hold a Virtual Pre-Bid meeting (link will be uploaded in the website) as per date and time mentioned in Section 1.4 at Jajpur, Odisha to discuss issues related to the RFP with all the prospective Bidders. Collector, Jajpur at its discretion may also hold further discussions with the prospective Bidders in relation to the submission of RFP proposal before submission. Only three representatives from each bidder with necessary authorization will be allowed to attend the meeting virtually. The link and details of this will be made available to interested bidders.

Collector, Jajpur shall endeavor to respond to the queries at the earliest. However, Collector, Jajpur reserves the right not to respond to any question or provide any clarification, in its sole discretion. Nothing in this clause shall be taken or read as compelling or requiring Collector, Jajpur to respond to any question or to provide any clarification. Collector, Jajpur will not respond to the question raised by Bidder if it is going to affect the outcome of the bidding process as well as affect the different qualification criteria in this bidding document. Collector, Jajpur will upload all the queries and its responses on <https://jajpur.nic.in/>.

To facilitate evaluation of Proposals, Collector, Jajpur may, at its sole discretion, seek written clarifications from any Bidder regarding its Proposal through electronic mail or facsimile. Such clarification(s) shall be provided within the time specified by the Collector, Jajpur for this purpose. If a Bidder does not provide clarifications sought within the prescribed time, such Bidder's Proposal shall be liable to be rejected. In case the Proposal is not rejected, Collector, Jajpur may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding and that of its advisors. The Bidder shall not have the right to subsequently question such interpretation of Collector, Jajpur.

Collector, Jajpur shall not entertain any correspondence with any Bidder in relation to the acceptance or rejection of any Proposal.

1.6 AMENDMENT OF RFP

At any time prior to the deadline for submission of Proposal, Collector, Jajpur may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addendum to the RFP. Collector, Jajpur may also on its own initiative, issue interpretations and clarifications to all Bidders.

Any Addendum thus issued will be uploaded <https://jajpur.nic.in/>. All clarifications and interpretations issued by Collector, Jajpur thus shall be deemed to be part of the RFP.

Verbal clarifications and information given by Collector, Jajpur or its employees or representatives shall not in any way or manner be binding on Collector, Jajpur.

In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the Collector, Jajpur may, at its own discretion, extend the Proposal Due Date.

2. INSTRUCTION TO BIDDERS

Collector, Jajpur under Government of Odisha intends to engage a consultancy firm for setting up of Program Management for Consultants for Jajpur District Administration on Heritage, Arts, Culture and Tourism (HACT) for a period of 24 months. Collector, Jajpur hereby invites Request for Proposal (RFP) from interested and eligible firms/ agencies/ organizations (the "Bidders") for appointment of consultancy agency for Jajpur District Administration on Heritage, Arts, Culture and Tourism (HACT). Leading consulting/ advisory firms of national/ international repute who are

eligible as per the provisions of this RFP can apply. The detailed procedure for submission of BID along with the bid process has been given in this of the RFP document. The prescribed format for submission of BID is at Annexure-I.

The detailed description of the scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP. In case the Bidder firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process as an individual (the "Sole Firm"). No Joint Venture, Consortium of firms and Sub-Consultancy is allowed in response to this invitation. The term Bidder (the "Applicant") means the Sole Firm. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP. Bidders are advised that the selection of Consultancy firm shall be on the basis of an evaluation by Collector, Jajpur through the Selection Process specified in this RFP.

2.1 BID SECURITY

The Bid must be accompanied by a refundable Bid Security amount of Rs.5,00,000/- (Rupees Five Lakhs only) in the form of Bank Guarantee / Term Deposit Receipt (TDR) issued by any Nationalized or Scheduled Bank having branch at Odisha in favor of "in favor of "Collector, Jajpur" and a non-refundable RFP Document Cost of Rs. 10,000/- (Rupees ten thousand only) separately in the form of Demand Draft drawn in favour of "Collector, Jajpur" payable at Odisha. After selection of the suitable Bidder, the amount of Bid Security shall be refunded to the unsuccessful Bidders. The Bid Security of the successful Bidder shall be refunded upon submission of a Performance Guarantee.

2.2 SCOPE OF WORK

The scope of work of the project is divided into the following tasks:

Task I: Propose solutions

The Consultant is expected to study existing plans and current state to provide innovative, implementable solutions to support the Jajpur administration in achieving the following objectives:

- Improving the tourist experience and stakeholders through better solutions and processes
- Sustainably developing and supporting local heritage and tourism ecosystem
- Sustainably developing and supporting local arts and culture ecosystem
- Establishing Jajpur as a preferred domestic and international tourist destination
- Establishing Jajpur arts and crafts as products on national/global platforms

Task II: Execute plans

- Identify requisite technologies, solutions, partners
- Prepare the plan for implementing the ideas
- Provide program management support to the District Administration
- Provide hand-holding support to prepare presentations, notes, summary documents and other relevant material to assist the officials in meetings

The Consultant is *not expected* to conduct transaction advisory or bid process management for any infrastructure/PPP project.

The duration of the project is **24months**.

2.3 CONTRACT AND PAYMENT TERMS

The duration of the contract will be for 2 years. The contract shall be a lumpsum contract and payment to consultant will be made as per milestones defined here.

Milestone	Timeline (T=Signing of the contract) (in months)	Percentage payment (of total fee agreed at time of signing contract)
Inception Report	T+1	10%
Draft Solution Document	T+3	10%
Final Solution Document	T+4	10%
Bi-monthly progress update report (1-10)	<i>every two months starting from end of month 6</i>	<i>7% per report</i>

Payment will be due on submission of invoice for the said deliverable/work product.

2.4 BIDDING PROCEDURE

The Bidder fulfilling the eligibility conditions as laid down in Section 3.1 in this RFP shall submit the Bids in Two separate covers (as per the format given in Annexure I to IX), as follows:

Cover (A) would include the Technical Bid i.e. the proposal and documents in support of the eligibility conditions as mentioned above (Annexure-I to VIII).

Cover (B) would include the Financial Bid as per Annexure-IX.

2.5 SUBMISSION OF BIDS

The envelopes should be super-scribed as “RFP for Jajpur District Administration on Heritage, Arts, Culture and Tourism (HACT) under the Collector, Jajpur, the Government of Odisha – Technical Bid/Financial Bid” as the case may be. Bid Security and RFP document fee shall be submitted in the Technical Bid envelope.

The two envelopes (Technical Bid, Financial Bid) should be enclosed in a large cover super-scribed as “RFP for Jajpur District Administration on Heritage, Arts, Culture and Tourism (HACT) under Collector, Jajpur, Government of Odisha – Technical Bid/Financial Bid”.

The Bidders shall submit two copies of the proposal in separate envelopes marked “Original” and “Copy” respectively. In the event of any discrepancy between the Original and Copy, the Original shall prevail.

The envelopes shall be addressed to the following:

Collectorate Building, Collector Office,

Jajpur, Odisha

Pin code: 755001

Tel: 06728222001

Email: hactjajpur@gmail.com

Every sheet and all forms complete in all respect shall be signed by the person / persons duly authorized to sign on behalf of the applicants. Any/ all corrections made in the offer shall be duly authenticated by the signature of the authorized signatory.

2.6 COST OF PROPOSAL

The Bidder shall bear all costs associated with the preparation and submission of its Proposal, including data collection, analysis, design, etc. Neither Collector, Jajpur nor any of its consultants/advisors will be responsible or liable for any such costs, regardless of the conduct or outcome of the bidding process.

Due to the current COVID-19 Pandemic situation, the team is expected to work remotely in the initial stages of the project. However, the Client reserves the right to instruct the Consultant to deploy the full-time team in Jajpur District Administration Office in the future as per requirement and status of the pandemic. In such a scenario, the Client will provide dedicated seating space in Jajpur Collectoroffice to the Consultant's team, including internet connection, electricity and other support infrastructure.

However, the Consultant is expected to factor in these additional costs when submitting the Proposal.

2.7 LANGUAGE AND CURRENCY

The Proposal and all related correspondence and documents in relation to the Bidding Process shall be in English language. The currency for the purpose of the Proposal shall be Indian Rupee only.

2.8 NUMBER OF PROPOSALS

A Bidder shall submit only one Proposal as part of this bidding process. Any entity that submits or participates in more than one Proposal will cause all the Proposals in which the entity has participated to be disqualified.

2.9 PERIOD OF ASSIGNMENT

The overall period of the engagement of the Bidder shall be Twenty-Four (24) months from the date of signing of contract, with the provision of extension based on the satisfactory performance during the pursuing duration and requirements in the following period.

The quote shall be on a lump-sum basis. In case of extension, the person-month rate shall be charged on the number of the months extended as per mutual agreement. The rate shall be escalated by 10% per annum for every 12 months of extension.

2.10 VALIDITY OF BID

The application Bid shall be valid for a period of 180 days from the last date of submission of application.

2.11 PERFORMANCE SECURITY

After selection of preferred bidder, the amount of Bid Security shall be refunded to the unsuccessful bidders. The Bid Security of the successful Bidder shall be retained by Collector, Jajpur till it has furnished the Performance Security. The Performance Security shall be submitted to Collector, Jajpur within 15 days of issuance of Letter of Award (LoA).

The Performance Security shall be obtained from the selected agency in the form of bank guarantee to the tune of 5% of the contract value. Performance security in the form of bank guarantee shall initially be valid till the end of this agreement and in case the assignment extends beyond the period, the validity of the bank guarantee shall be suitably extended.

2.12 FINANCIAL BID

The agency should quote lump sum monthly professional fee for consulting services that shall include all out of pocket expenses, applicable taxes and other statutory levies etc. for the duration of the project (24months).

2.13 WITHDRAWAL/ AMENDMENT OF BID

At any time prior to the last date of receipt of Bids, the Department, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by an amendment. In order to provide prospective Bidder reasonable time in which to take the amendment into account in preparing their Bids, the Department may at its discretion, extend the last date for receipt of Bids and/or make other changes in the requirements set out in the invitation to RFP.

The Department reserves the right to withdraw the RFP at any stage without any liability or any obligation for such withdrawal, without assigning any reasons.

2.14 REJECTION OF APPLICATION/ BID

The application / Bid for appointment as Consultant are liable to be rejected, if:

- a. It is not received in proper sealed cover with superscription as indicated above.

- b. It is not in prescribed form and not containing all required details/ information/ documents.
- c. It is not properly signed.
- d. It is received after the due date and time.
- e. Bid is received by telex, fax, telegram or e-mail.
- f. Bid received without cost of Bid document and Bid Security.
- g. Collector, Jajpur reserves the right to:
 - To reject any/all application without assigning any reasons thereof
 - To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of Collector, Jajpur
 - To include any other items in the Scope of Work at any time after consultation in the pre-Bid meeting.

2.15 LATE PROPOSALS

Proposals received by the Collector, Jajpur after the specified time on Bid Submissions shall not be eligible for consideration and shall be summarily rejected.

2.16 DOWNLOAD OF RFP DOCUMENT

The RFP document can also be downloaded from the Odisha Government website i.e. www.tendersodisha.gov.in

2.17 BID SUBMISSION

The proposals/ bids may be addressed to Collector, Jajpur, Odisha. The complete proposals/ bids should reach the office Collector, Jajpur on or before 3:00 PM on 19.05.2021

2.18 DISQUALIFICATION

The Bidder shall be disqualified if it is discovered that it has wrongly stated/manipulated the facts and figures in the proposal at any stage before the award of the assignment. Any Bidder trying to influence the evaluation process by any means shall be disqualified. Bid Security would be forfeited in such a case.

3. EVALUATION PROCESS

3.1 ELIGIBLE AGENCIES

The agencies intending to bid for the engagement of Project shall fulfill the following eligibility conditions:

- a. The bidder should be a Company/ Firm /LLP registered in India with a track record of providing consulting/ advisory services for at least 10 years as on March 31, 2020
- b. The bidder should have a Minimum Turnover of INR 1,000 crore from consulting/ advisory business during each of the last 3 (three) preceding financial years i.e. FY 2017-18, FY 2018-19 and FY 2019-20 (Supported by duly audited balance sheet and statutory auditor certificate)

- c. The bidder should have experience in managing atleast one (1) large scale government event/program during past ten (10) years in India. The experience must be in managing of mega events (defined as minimum 1 crore participants/visitors), organized by governments such as large religious/spiritual congregation, heritage/tourism event or sports events. *(Conferences, workshops and seminars will not be accounted for this experience requirement).*
- d. The bidder should have experience in managing at least one (1) large scale government program during past ten (10) years in Odisha. The experience must include large scale community/youth mobilization engagements – in areas of sports, tourism/culture, social development
- e. The bidder should have experience of supporting atleast one (1) city in India for successfully being selected as official India entry for UNESCO Creative Cities Network
- f. The bidder should have experience in at least one (1) project supporting Indian State/Central governments in international engagement for global collaborations between cities/states *(Investment promotion/facilitation projects, investment seminars etc. will not be accounted for this experience requirement)*

Note 1: Documents submitted as proof for these criteria shall be subject to further verification by the client, if required. Submission of any false information would lead to forfeiture of EMD and disqualification of the Bidder. Completion Certificate, Appreciation Certificate or Letter, Work Order, Signed Agreement/Contract will be considered as proof.

Note 2: The Client reserves the right to award/ reject the orders to any bidder without assigning any reason thereof.

3.2 KEY PERSONNEL

The Bidder is expected to provide the following team for achieving the objectives of the project as per scope of work.

S.No.	Key personnel	Length of professional experience	Qualifications
Project execution team (Full-time)			
1.	Team leader	5 years	<ul style="list-style-type: none"> Bachelor's degree in hotel management, tourism or related field. Post graduate degree in relevant field/business management is additional advantage. Experience of working in cities, travel/mobility, tourism and culture Experience of leading/ co-leading projects for at least 2 years
2.	Team member 1 – Communities and ecosystem	5 years	<ul style="list-style-type: none"> Post graduate degree in Social Work or related field Experience of supporting governments in livelihood and community development Experience in Odisha is preferred
3.	Team member 2 - Process design and digital	3 years	<ul style="list-style-type: none"> Post graduate degree in management and Bachelor's in engineering or relevant field Experience of providing process improvement, process documentation, BPR support to clients including identification and deployment of digital tools to government clients Experience of working in Odisha is preferred
Expert support team (Part-time)			
4.	Culture, tourism, international engagement Expert	8 years	<ul style="list-style-type: none"> Post graduate degree in economics, graduate in economics/business Experience of working and leading teams on government consulting projects Experience of supporting state/central governments in India in project (s) related to culture (handicrafts/handloom), tourism and international engagement
5.	Program management Expert	8 years	<ul style="list-style-type: none"> Post graduate degree in project management, management, Graduate in Engineering Experience of supporting governments in large scale programs Experience in Odisha is preferred. Experience of working with Mission Shakti Groups is an added advantage.

Due to the current COVID-19 Pandemic situation, the team is expected to work remotely in the initial stages of the project. However, the Client reserves the right to instruct the Consultant to deploy the full-time team in Jajpur District Administration Office in the future as per requirement and status of the pandemic. In such a scenario, the Client will provide dedicated seating space in

Jajpur Collector office to the Consultant's team, including internet connection, electricity and other support infrastructure.

However, the Consultant is expected to factor in these additional costs when submitting the Proposal.

The Client reserves the right to engage a greater number of resources to meet the emerging requirements of the program. In such an eventuality, the additional resources shall be deployed by the consultant at the Person-month rates in the financial bid.

3.3 BID EVALUATION

The firm will be selected based on combined Techno-Financial evaluation of the proposal in the ratio of 80% (Technical) and 20% (Financial).

The financial bids will be evaluated on a score 0 to 20. L1 will get 20 marks and the others will get marks in proportion to L1. Thus, if the quote of L1 is Rs. X and L2 is Rs. Y, then L2 will get $Y/X * 20$ marks.

Commercial bids with less than 70% cost of average lumpsum cost, shall be disqualified. Average lumpsum cost shall be calculated as the average cost of upto four (4) of the lowest bidders, excluding the cost of L1.

For example, 4 bidders namely A, B, C and D have quoted Rs 100, 110, 120 and 50 respectively as lumpsum cost. The average lumpsum cost shall be $(100+110+120) / 3 = 110$. The cost quoted by D (Rs 50) is less than 70% of the average cost of Rs 110. Thus, the commercial bid of D shall be rejected. In this case, cost quoted by A (Rs 100) shall be considered as L1.

Generally, the successful applicant shall be the applicant having the highest combined score. In the event two or more proposals have the same scores in the final ranking, the proposal with the highest technical score shall be ranked first.

3.4 EVALUATION CRITERIA

The technical Bid will be evaluated on a scale of 100, and the breakup for each criterion would be as follows:

S.No	Criteria	Marks												
1	Financial Capability– 10 marks													
1.a	<p>Annual Average Turnover for the last three (3) years:</p> <p>10 marks for the bidder with highest average annual turnover. Other bidders shall be awarded pro-rated marks as illustrated below:</p> <table border="1"> <thead> <tr> <th>Bidder</th> <th>Avg. Annual Turnover (of Last Three Years)</th> <th>Marks assigned for this Criteria (Maximum Marks – 10)</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>INR 4,000 crore (highest average annual turnover)</td> <td>10</td> </tr> <tr> <td>Y</td> <td>INR 2,000 crore</td> <td>5</td> </tr> <tr> <td>Z</td> <td>INR 1,000 crore</td> <td>2.5</td> </tr> </tbody> </table> <p>Above requirement shall be demonstrated by submitting audited financial statements for the last three (3) years.</p>	Bidder	Avg. Annual Turnover (of Last Three Years)	Marks assigned for this Criteria (Maximum Marks – 10)	X	INR 4,000 crore (highest average annual turnover)	10	Y	INR 2,000 crore	5	Z	INR 1,000 crore	2.5	Max 10 marks for highest turnover
Bidder	Avg. Annual Turnover (of Last Three Years)	Marks assigned for this Criteria (Maximum Marks – 10)												
X	INR 4,000 crore (highest average annual turnover)	10												
Y	INR 2,000 crore	5												
Z	INR 1,000 crore	2.5												
2	Firm's experience –20 marks													
2.a.	<ul style="list-style-type: none"> Experience in managing large scale government event/program during past ten (10) years in India The experience must be in managing of mega events (defined as minimum 1 Crore participants/visitors), organized by governments such as large religious/spiritual congregation, heritage/tourism event or sports events. Bidder's fee for the project must be at least INR 2 crore <p><i>Conferences, workshops and seminars will not be accounted for this experience requirement.</i></p> <p><i>5 marks for 1project</i></p>	5 marks												
2.b.	<ul style="list-style-type: none"> Experience in managing large scale government program during past ten (10) years in Odisha state The experience must include large scale community/youth mobilization engagements – in areas of sports, tourism/culture, social development Bidder's fee for the project must be at least INR 2 crore <p><i>5 marks for 1 project</i></p>	5 marks												
2.c.	<ul style="list-style-type: none"> Experience in supporting Indian State/Central governments in international engagement for global collaborations between cities/states Collaboration could be in terms of any of the following –heritage, tourism, knowledge exchange, ecosystem development, and 	5 marks												

S.No	Criteria	Marks
	startups/innovation. <ul style="list-style-type: none"> • Project duration should be for atleast 2 years • Bidder's fee for the project must be at least INR 2 crore <i>Investment promotion/facilitation projects, investment seminars etc. will not be accounted for this experience requirement</i> <i>5 marks for 1 project</i>	
2.d.	Experience of providing consulting support to Indian cities in being selected as official entry from India for UNESCO Creative City Network <i>5 marks for 1 project</i>	5 marks
3	Evaluation of A&M and technical presentation: 50 marks	
	Technical Presentation: The bidders shall be invited for a Power Point presentation in front of the committee to be formed by the client to evaluate the presentation	50 marks

Only those bidders who score more than 60% marks in the technical evaluation will be considered for financial evaluation.

Note:

1. Physical presentation will be done. A team of maximum three members will be allowed
2. Presentation has to be made by one of the members of proposed team
3. Date is subject to change depending on COVID Situation
4. It will be the duty of the bidder to check and comply with the travel conditions approved by Government of Odisha
5. Due to the current COVID-19 Pandemic situation, the team is expected to work remotely in the initial stages of the project. However, the Client reserves the right to instruct the Consultant to deploy the full-time team in Jajpur District Administration Office in the future as per requirement and status of the pandemic

4. ANNEXURE - I

TECHNICAL BID SUBMISSION FORM

To

<>

Collector,

Jajpur, Odisha

Sub:RFP for Consultantsfor Jajpur District Administration on Heritage, Arts, Culture and Tourism (HACT)

Dear Sir,

We,theundersigned,offertoprovideservicesforthecaptionedassignmentinaccordancewith your Request for Proposaldated [Insert Date] and our Bid.We are herebysubmitting our Bid,which includes this TechnicalBid, and a Financial Bid sealedunderseparate envelopes.

We hereby declare that all the information andstatements made in this Bid are true and accept that anymisinterpretationcontained in itmayleadtoour disqualification.

IfnegotiationsareheldduringtheperiodofvalidityoftheBid,i.e.,beforetheBidDueDate mentionedin theDataSheet of theRFP, we undertaketo negotiate onthe basisof the proposed staff. Our Bidis bindinguponusand subject to the modificationsresultingfrom contract negotiations. We understand you arenot bound toaccept anyBid you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm: Address:

5. ANNEXURE - II

DECLARATION

(On Applicant's Letter Head)

To

<>,

Collector,

Jajpur, Odisha

Sub:RFP for Consultants Jajpur District Administration on Heritage, Arts, Culture and Tourism (HACT) under Collector, Jajpur

Sir,

- 1) With reference to the RFP for, dated, I/we, having examined the RFP and understood their contents, hereby submit my/our Bid for the captioned assignment. The Bid is unconditional and unqualified.
- 2) All information provided in the Bid and in the Appendices is true and correct.
- 3) This statement is made for the purpose of qualifying as a bidder for undertaking the captioned assignment.
- 4) I/ We shall make available to the Authority any additional information it may find necessary or require supplementing or authenticating the Bid.
- 5) I/ We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- 6) We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
- 7) We certify that we have not been barred by Collector, Jajpur, Government of Odisha (GoO), or any other state government in India (SG) or Government of India (Gol), or any of the agencies of GoO/SG/Gol from participating in their projects.
- 8) I/ We have examined and have no reservations to the RFP, including any Addendum issued by the Authority.
- 9) I/ We do not have any conflict of interest in accordance the RFP document;
- 10) 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 as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State
- 11) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, 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.
- 12) 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

captioned assignment, without incurring any liability to the bidders, in accordance with the RFP.

- 13) I/We declare that we are not a Member of any other firm submitting a Bid for the captioned assignment.
- 14) I/We certify that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the captioned assignment.
- 15) 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.
- 16) I/We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
- 17) I/We 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 the Authority in connection with the selection of the bidder, or in connection with the Bidding Process itself, in respect of the captioned assignment and the terms and implementation thereof.
- 18) In the event of my/ our being declared as the successful bidder, I/We agree to enter into a Service Agreement in accordance with the draft that has been provided to us prior to the Bid Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
- 19) I/We have studied the RFP carefully and also understood the scope of the assignment. 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 Authority or in respect of any matter arising out of or concerning or relating to the bidding process including the award of assignment.
- 20) The Fee has been quoted by me/us after taking into consideration all the terms and conditions stated in the RFP.
- 21) I/We offer and attach as specified Non-refundable processing fee of Rs. 10,000 (Rupees Ten Thousand Only) in the form of demand draft.
- 22) I/We agree to keep this offer valid for 180 (one hundred and eighty) days from the Bid Due Date specified in the RFP.
- 23) I/We agree and undertake to abide by all the terms and conditions of the RFP.

In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFP.

Yours faithfully,

(Signature of the Authorized signatory)

(Name and designation of the of the Authorized signatory)

Date: _____

Place: _____

Name and seal of Bidder: _____

6. ANNEXURE - III

CONSULTANTS ORGANIZATION

[Provide a brief description of the background and organization of your firm for this assignment]

1	Name of the Consultancy Firm	
2	Address	
3	Name of the contact person to whom all references shall be made regarding this Bid	
4	Designation of the person to whom all references shall be made regarding this Bid	
5	Address of the person to whom all references shall be made regarding this Bid	
6	Telephone	
7	Mobile No. of the contact person	
8	E-mail of the contact person	
9	Fax No.	

7. ANNEXURE - IV

FORMAT OF APPLICANTS EXPERIENCE

Project Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/entity (profiles):
Name of Client:		No. of Person Months of professional staff by the firm:
Address:		Approx. Value of Services (in Current INR):
Start Date (Month/Year)	Completion Date (Month/Year)	No. of Months of Professional Staff, provided by Associated Consultants:
Name of Associated Consultants, if any:		Status of the firm in the association consortium:
Narrative Description of Project:		
Description of Actual Services provided by your staff:		

8. ANNEXURE - V

FORMAT FOR FINANCIAL CAPABILITY OF THE CONSULTANT

FY	2017-18	2018-19	2019-20	Average
Annual Turnover				

Note:

- 1) Authenticated copy of audited balance sheet and income statement for last three years in support of annual turnover (as on 31.03.2020) is to be furnished
- 2) Certificate from Statutory Auditor for certifying the turnovers

9. ANNEXURE - VI

DESCRIPTION OF APPROACH & METHODOLOGY AND WORK PLAN FOR UNDERTAKING THE ASSIGNMENT

- a) Understanding of TOR, Technical Approach and Methodology
- b) Work Plan

This section should not exceed more than 10 pages of a Microsoft Word document, with following specifications:

- Minimum font size of 10
- Line spacing at least 1.15

10. ANNEXURE - VII

POWER OF ATTORNEY

Know all men by these presents, We _____ do hereby irrevocably constitute, nominate, appoint and authorise, Mr./ Mrs. _____ 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 application for prequalification and submission of our bid for the **"RFP for Consultants for Jajpur District Administration on Heritage, Arts, Culture and Tourism (HACT) under Collector, Jajpur, Government of Odisha"** 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 the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority 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 Concession Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things 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 _____ 20**

For _____ (Signature, Name, Title and Address)

Accepted _____ (Signature, Name, Title and Address)

Witnesses:

- 1.
- 2.

Note: Board resolution confirming the Authority of the signatory to submit the proposals could also be provided as a substitute to the Power of Attorney.

11. ANNEXURE - VIII

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PERSONNEL

Proposed Position:.....
Name of Firm:.....
Name of Staff:.....
Profession:.....
Date of Birth:.....
Years with Firm/ Entity:.....
Nationality:



Education:

[Summaries college/university and other specialized education of staff member, giving their names, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

S No.	Name of the Employer	Post Held	Period	
			From	To

Detailed Task Assigned:

[List of all tasks to be performed under this Assignment/ Job]

Work undertaken that best illustrates Capability to Handle the Tasks Assigned:

[Among the Assignment/jobs in which the Staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under.]

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

Note: Personnel is to affix their recent photograph on first page of CV.

12. ANNEXURE - IX

FINANCIAL BID – FIN 1

(On The Letterhead of the Firm)

Sub: RFP for Consultants for Jajpur District Administration on Heritage, Arts, Culture and Tourism (HACT) under Collector, Jajpur, Government of Odisha

Having gone through the RFP document and having fully understood the scope of work for the Project as set out in these documents, we are pleased to quote the following Professional fees for the Assignment:

In Figure (Lump-sum professional fee exclusive of GST)	
In Words (Lump-sum professional fees exclusive of GST)	

This fee is inclusive of all expenses (including travel, accommodation, per diem, etc.) for all professional staff on the project.

Any cutting / overwriting in the Bid documents must be authenticated by the authorized signatory of the applicant agency.

Yours faithfully

bidder)

(Signature of

(Name)

Date:

Place:

BREAKDOWN OF MONTHLY PROFESSIONAL FEES – FIN 2

S. No	Position	Name	Personmonth Rate (A)	Person months (B)	Net fee (A*B)
Project execution team					
1.	Team Leader			24	
2.	Team member 1 - Community mobilization			24	
3.	Team member 2 - Process design and digital			24	
Expert support team					
4.	Culture, tourism, international engagement expert			4	
5.	Program Management expert			4	
Total				80	<i>(should be same as lump sum fee quoted in FIN-1)</i>