

Ref No.MTDC/EOI/HeritageWalk/2020

Date:02/09/2020



EXPRESSION OF INTEREST

FOR

***Empanelment of Agencies for Conceptualizing & Conducting Thematic
Heritage Walks in Maharashtra.***

September 2020

MAHARASHTRA TOURISM DEVELOPMENT CORPORATION

(Govt. of Maharashtra Undertaking)

Apeejay House, 4th Floor, 3, Dinshaw Wachha Road, Church Gate, Mumbai 400 020.

Tel. Nos. 022-22845678, 022-22044040

Fax: 022- 2285 2182

DISCLAIMER

Maharashtra Tourism Development Corporation Limited (MTDC) has prepared this document to give the interested parties the background information on the empanelment of agencies for Conceptualizing & Conducting Thematic Heritage Walks in Maharashtra.

While MTDC has taken due care in the preparation of the information contained herein and believe it to be accurate, neither MTDC nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely solely on the information given in this document while submitting their proposals.

MTDC reserves the right not to proceed with the empanelment process at any point of time during the empanelment process or to change the configuration of the Assignment to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities submitting their proposals.

MAHARASHTRA TOURISM DEVELOPMENT CORPORATION

Apeejay House, 4th Floor, 3, DinshawWachha Road, Church Gate, Mumbai 400 020.

Notice Inviting Expression of Interest

Ref. No. MTDC/EOI/Heritage Walk/2020

FOR WEBSITE

Maharashtra Tourism Development Corporation Limited (MTDC) invites proposals from experienced agencies for "Conceptualizing & Conducting Heritage Walks in Maharashtra".

Key Details of submission Process

Sr. No.	Activity	Timeline
1.	Notice Inviting EOI	02/09/2020 @ 11:00 Hrs
2.	Date of start of submission	02/09/2020 @ 11:00 Hrs
3.	Last date for submission	16/09/2020 @ 15:00 Hrs
4.	Opening of EOI	17/09/2020 @ 15:00 Hrs
5.	Processing Fees	Rs. 1,180/- (Incl. of GST)

Note:

- The EOI document can be seen & downloaded from the following portal:
<https://maharashtratourism.gov.in>
- For more details contact Deputy General Manager, MTDC Ltd. At abovementioned address or through e-mail at dgm@maharashtratourism.gov.in.

-Sd-
Managing Director,
MTDC, Mumbai.

Date: 02/09/2020.

Place: Mumbai, Maharashtra.

FOR NEWS PAPER



Maharashtra Tourism Development Corporation Limited (MTDC) invites proposals from experienced agencies for "Conceptualizing & Conducting Heritage Walks in Maharashtra". To download EOI document please visit <https://maharashtratourism.gov.in>

-Sd-
Managing Director,
MTDC, Mumbai.

Date: 02/09/2020.

1. BACKGROUND & OBJECTIVE

OBJECTIVE OF ASSIGNMENT

MTDC intends to empanel experienced agencies to conceptualize & conduct theme-based Heritage walks for various circuits and trails elucidating Maharashtra's rich architectural treasures, its culture, traditions, rituals, customs and natural resources.

2. SCOPE OF WORK:

- a. Organizing Heritage Walks/ Tours in cities, forts, parks, etc.
- b. Conducting Walks/ Tours to historical buildings & monuments.

The detailed scope of work will be decided mutually after empanelment.

3. Empanelment Period

The empanelment period will be for 03 (three) years and may be extended for another 02 (two) years by the authorities.

4. Minimum Eligibility Criteria

- The applicant shall be a Company / Firm / Trust / Organization existing not less than 3 years. Appropriate documents supporting their status & existence must be submitted along with the proposal.
- The applicant must have experience of conducting at least one Similar activity for minimum duration of one year. Experience of conducting similar activities in Maharashtra will be preferred.

Similar activity means activity involving Conceptualizing and conducting heritage walks or tours, which involves handling group of more than 20 participants. Corresponding appropriate document should be submitted to prove the experience such as photographs, appreciations received, itinerary/package details of executed tours, etc.
- Average Annual Turnover of the applicant in the last three financial years ending with 2019-20 should be minimum Rs. 10 Lakhs (Rupees Ten Lakh) as per the Balance Sheet. Turnover Certificate of Chartered Accountant shall be submitted in support of Balance Sheet.

5. Evaluation Criteria

Only those applicants who meet the Minimum Eligibility criteria as per clause - 4 shall qualify for evaluation of Proposals. *The evaluation will be carried out as specified below:*

Sr. No.	Subject description	Requirements	Max. Marks
1	Applicant's experience for taking similar assignment.	Number of similar assignments executed during last three years; At least one of the Assignments should be similar Assignments/Assignments in Maharashtra. Assignment means different circuits/routes/locations of heritage walks/tours. <i>(10 marks per Assignment)</i>	40
2	Key Personnel qualifications and competence for the assignment.	The applicant shall provide organization chart with key roles and responsibilities. Team: 1. Team Leader: Key person having experience of 05 years or more in the similar Assignments/Assignments. <i>(Max 05 Marks)</i> 2. Tour Guides: Guides having 01 year or more experience in conducting heritage walks / tours. <i>(Max 15Marks)</i> 05 marks for 05 Guides 10 Marks for 06 to 10 guides. 15 Marks for 11 & above guides. 3. Historian: Historian associated with applicant having experience of 05 years or more. <i>(Max 05Marks)</i> 4. Heritage Walk Planner: Planner associated with applicant having experience of 05 years or more in the similar Assignments/Assignments. <i>(Max 05Marks)</i> 5. Heritage conservation expert: Planner associated with applicant having experience of 05 years or more in the similar Assignments/Assignments. <i>(Max 05Marks)</i> Self-attested detailed CV of each team member including duration of association with the applicant shall be submitted by the applicant	30
3	Third party appreciations & ratings.	1. 5-star rating feedbacks/reviews on leading travel guide and research website such as TripAdvisor, Expedia, etc. <i>(Max 05marks)</i> 02 mark for each 10 5-star rating reviews/feedbacks.	10
4	Presentation: Technical Approach, Methodology, Thematic Concepts.	The applicant shall explain understanding of the objectives of the assignment as outlined in the document, the technical approach, and the methodology that would be adopted for implementing the tasks.	20

For each proposal, the maximum marks that can be awarded are 100, and the minimum score that an applicant requires to qualify for empanelment is **60 (Sixty)** marks.

6. Processing Fees

Non-refundable Processing fees amounting to **Rs. 1,180/- (Rupees One Thousand One Hundred Eighty Only)** (inclusive of the GST) shall be paid by the applicant in the form of Demand Draft in favor of “**Maharashtra Tourism Development Corporation Ltd.**” payable at Mumbai OR by NEFT/RTGS (using Bank Details in Annexure-IV). In case of payment by NEFT/RTGS, applicant shall submit the copy of receipt of payment. Proposals without the requisite Processing fees shall be treated as non- responsive and rejected.

7. Disputes

All legal disputes are subject to the jurisdiction of Mumbai Courts only.

8. Addendum / Corrigendum / Notice

Any Addendum / Corrigendum / Notice etc. for this assignment issued by MTDC will be hosted only on the website <https://maharashtratourism.gov.in>.

9. Local Office

The selected Agency shall have an operative office / branch in Maharashtra and submit proof of the same. If agency doesn't have operative office / branch in Maharashtra, agency shall establish operative branch in Maharashtra (preferably in Mumbai for smooth operations) within 30 days from the date of agreement and undertaking regarding the same shall be submitted.

10. Agreement, TOR & Commercials

After the empanelment process, Terms of References & Commercial modules will be finalized & accordingly agreement will be executed in consultation with various stake holders.

11. Language

The proposal and all communications in relation to or concerning the empanelment process shall be in English language and strictly in the formats provided in this invitation document.

12. Submission of Proposal

Documents to accompany in the Proposal:

The applicant must submit the following particulars/documents along with the proposal:

- (a) Covering Letter and Details of Applicant as per Annexure I and II, respectively.
- (b) Non-refundable Processing Fee as per Clause 6 above.
- (c) The Agency shall submit their Agency Registration Certificate, Photocopy of PAN Card and GST Registration Certificate.
- (d) Balance Sheets for the last three Financial Year (ending with 2019-2020) duly certified by Chartered Accountant indicating the Annual Turnover for the mentioned years and Turnover Certificate issued by Chartered Accountant.
- (e) All the page of the proposal shall be initialed with date by the agency at the lower left-hand corner.
- (f) Proof that the Agency has an operative office / branch in Maharashtra or undertaking as mentioned in Clause 9.
- (g) The Agency should not be blacklisted by any Government Institution/Private Agency. A self-declaration of non-blacklisting shall be submitted.
- (h) Experience of similar assignments/Assignments in the format mentioned in Annexure- III supporting with proof for claiming experience.
- (i) Presentations as mentioned in Clause 5 i.e. Evaluation Criteria.
- (j) All other documents required as mentioned in Clause 5 i.e. Evaluation Criteria.

Manner of Submission:

All the agencies shall submit the hardcopy of all the proposal documents precisely indexed as mentioned in 12.1 along with DD / Receipt of RTGS/NRFT against processing fees. The sealed envelopes, along with applicant's name and address in the left-hand corner of the envelope and super scribed in the following manner shall reach MTDC within the schedule as mentioned in Notice:

“Empanelment of Agency for Conceptualizing & Conducting of Thematic Heritage Walks in Maharashtra.”

Addressed to,
Managing Director,
MTDC Ltd,
Apeejay House, 4th Floor, 3, Dinshaw Wachha Road, Church Gate, Mumbai - 400020.

Annexure- I

Covering Letter (On the Letterhead of the applicant)

Date:-

To,
Managing Director,
MTDC Ltd.
Apeejay House, 4th Floor,
3, DinshawWachha Road,
Church Gate, Mumbai - 400 020

Sub: “Empanelment of Agency for Conceptualizing & Conducting Thematic Heritage Walks in Maharashtra”

Ref: EOI Notice - EOI No. MTDC EOI/Heritage Walk/2020 /** dated **/08/2020.

Being duly authorized to represent and act on behalf of.....(hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of _____ (Name of Applicant) for the captioned Assignment with the details as per the requirements of the EOI, for your evaluation.

We also hereby agree and undertake asunder:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unconditional in all respects and we agree to the terms and conditions of the Expression of Interest.

We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other applicant or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully,

For and on behalf of (Name of Applicant)

**Duly signed by the Authorised Signatory of the Applicant
(Name, Title and Address of the Authorised Signatory)**

Annexure-II
Details of Applicant
(On the Letter Head of the Applicant)

- (a) Name of the Agency:
- (b) Name of the contactperson:
- (c) Designation:
- (d) Company/Agency:
- (e) Address:
- (f) Telephonenumber:
- (g) E-mail address:
- (h) Fax number:
- (i) Mobile number:
- (j) GST Registration number:
- (k) Registration Number of theCompany:
- (l) Full address of Operating Office /Branch:
- (m) Phone Number:
- (n) Mobile Number of the contact person at Localoffice:
- (o) Average AnnualTurnover:

Financial Year	Turnover	Remarks
2017-18		
2018-19		
2019-20		

Duly signed by the Authorised Signatory of the Applicant
(Name, Title and Address of the Authorised Signatory)

Annexure- III

Format for Assignment Data Sheet

Sr. No.	Parameters	Remarks
1	Assignment Title	
2	Assignment Description	
3	Location	
4	Name of Client (If any)	
5	No. of manpower deployed.	
6	Period of execution rendered by the Applicant (Start date and End date)	
7	Scope of Assignment	
8	Present Status of the Assignment (Completed/ongoing)	
9	Other Information relating to Assignment	
10	Proofs for claiming the experience as mentioned in clause 4.	

Note:

- **Applicant shall attach separate sheet for each Assignment and work order along with other relevant documents shall be attached with every Assignment.**
- **Experience of completed and ongoing Assignments will be considered for evaluation.**

**Duly signed by the Authorized Signatory of the Applicant
(Name, Title and Address of the Authorized Signatory)**

Annexure- III

Bank Details for payment of Processing Fees by NEFT/RTGS

THE DETAILS OF PAYMENT MADE THROUGH ECS / NEFT SYSTEM

ACCOUNT NAME	Maharashtra Tourism Development Corporation Ltd.
ADDRESS	Apeejay House, 4th Floor, 3 Dinshaw Vaccha Road, Churchgate, Mumbai –400 020
NAME OF THE BANK	Bank of India
NAME OF THE BRANCH & ADDRESS	Nariman Point Branch Air India Building, 216, Backbay Reclamation, Nariman Point, Mumbai - 400 021
BANK ACCOUNT NO.	005720100001111
IFSC CODE	BKID0000057
TYPE OF BANK ACCOUNT	Current Account
PAN NO.	AAACM0712G


Chief Accounts Officer
MTDC LTD., Mumbai-21.

Note: Applicant shall submit the copy of receipt of payment through RTGS/NEFT along with the proposal.