

Maharashtra Tourism Development Corporation Ltd.

(A Govt. of Maharashtra Undertaking)

Apeejay House, 4th floor,3,Dinshaw vaccha road, Nr. .K.C collage churchgate
Mumbai-400020.

Phone 022-22024522, 022-22044040 Fax no. 022-22024521.

No.MTDC/ADVT/Marine consultant/A-167/2017.

Date 6 8/11/2017.

INVITATION OF

REQUEST FOR PROPOSAL (RFP)

FOR

“APPOINTMENT OF MARINE SPECIALIST/CONSULTANT.

Cost of Blank RFP Form: - Rs.5,000/- per copy

Issued to: -

_____execution of

General Receipt No. _____ Date _____

**Managing Director
M.T.D.C. Ltd., Mumbai.**

No.MTDC/ADVT/Marine consultant/A-167/2017.
Date ó 8/11/2017.

To,
All concerned,

Subject: -Request for proposal (RFP) for Appointment of Marine Specialist/
Consultant.

Sir/Madam,

I am directed to forward herewith a copy of Request for proposal (RFP) for Appointment of Marine Specialist/ Consultant for Design, Development and Monitoring of Coastal/Adventure and Marine Tourism projects of Maharashtra State.

You are requested to submit your proposal to this office as per the instruction given in the RFP document. The RFP document is available on website www.maharashtratourism.gov.in

The last date for receipt of RFP is 27/11/2017 during office hours.

---sd---
Managing Director
M.T.D.C, Mumbai.

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NEWS PAPER NOTICE



Maharashtra Tourism Development Corporation Ltd.,

Apeejay House, 4th floor, 3, Dinshaw vaccha road, Nr. .K.C collage churchgate Mumbai-400020. Tel.- 022-22044040,
Fax ó 022-22852182

Request for Proposal (RFP)

FOR

APPOINTMENT OF

MARINE SPECIALIST/CONSULTANT.

Maharashtra Tourism Development Corporation Ltd commonly abbreviated as MTDC, is a body of the Government of Maharashtra responsible for development of tourism in the State of Maharashtra. It has been established under the Companies Act, 1956, (fully owned by Govt. of Maharashtra) for systematic development of tourism on commercial lines and wants to appoint Marine Specialist/Consultant from the Marine Sector to assist MTDC in Design, Development and Monitoring of Marine/Adventure and Coastal tourism projects and activities. The Marine Specialist/Consultant (Individuals) who are having experience and expertise in similar work are requested to submit their proposals. The detailed information is available on www.maharashtratourism.gov.in. The last date of submission of proposal is on or before 27/11/2017 till 17:00 Hours.

No.MTDC/ADVT/Marine consultant/A-167/2017
Date-8/11/2017.

Managing Director,
M.T.D.C., Ltd.

1 DISCLAIMER

- 1.1 The purpose of this RFP document is to provide the information to eligible Marine Specialist/Consultant (Individuals) for the formulation of their proposals.
- 1.2 Each Marine Specialist/Consultant should conduct its own investigations and analysis and should examine the accuracy, reliability and completeness of the information in this RFP document and wherever necessary, may obtain independent advice from appropriate sources.
- 1.3 MTDC makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document
- 1.4 MTDC appoints Marine Specialist/Consultant from the proposals received in response to the RFP as per the objectives laid down.
- 1.5 Marine Specialist/Consultant shall bear all costs associated with the preparation and submission of their proposals and contract negotiations. MTDC is not bound to accept any proposal and reserves the right to annul the selection process without assigning any reasons at any time prior to contract award, without thereby incurring any liability to the Marine Specialist/Consultant.
- 1.6 Marine Specialist/Consultant must submit its detailed information in the prescribed form mentioned in the Annexure.
- 1.7 A meeting of Marine Specialist/Consultant may be conducted in the office of Senior Manager MTDC to provide clarifications to the written queries and also present the expectations.
- 1.8 It may be noted that the MTDC is neither bound to respond to all the queries raised by a prospective respondent nor to assign any reason thereof. No written reply to the queries will be made by the MTDC However the necessary clarification may be placed on website which shall form part of this RFP.
- 1.9 MTDC reserves right to accept all or one or more offer and the same way MTDC
Reserves right to reject such offer/s without assigning any reasons thereof.

2.1 INTRODUCTION.

The Maharashtra Tourism Development Corporation (MTDC) under the aegis of Government of Maharashtra wants to Appoint Marine Specialist/Consultant (Individuals) with marine background to assist MTDC in Design, Development and Monitoring of Coastal/Adventure and Marine Tourism Projects in the State of Maharashtra. The experts could be from various Maritime sectors with relevant and requisite experience in similar projects.

The Maharashtra Tourism Development Corporation (MTDC) a body of the Government of Maharashtra responsible for development of tourism in the Indian state of Maharashtra. It has been established under the Companies Act, 1956, (fully owned by Govt. of Maharashtra) for systematic development of tourism on commercial lines.

2.2 BACKGROUND AND PURPOSE:

Maharashtra is the third largest state in the country, both in terms of population and area. The state capital city of Mumbai, one of the largest and most vibrant cities in the world is also the financial and entertainment capital of the country.

Maharashtra is one of the few regions in the world which offers multiple types of destinations for its tourists. It has a long coastline of 720 kilometers along the lush green Konkan region. The Coastal Districts of Palghar, Thane, Mumbai/Navi Mumbai, Raigad, Ratnagiri and Sindhudurg offer natural beauty in the form of pristine beaches, coves, bays, rivers, lakes along with rich historical and cultural heritage in their forts, temples and other monuments. There is a need to set up tourist activities and facilities along these areas and provide connectivity for quick and convenient access. With the objective to foster the same, MTDC has planned to appoint expert Marine Specialist/Consultant to assist MTDC in Design, Development and Monitoring of Coastal and Marine Tourism projects

3 PROPOSAL:

MTDC invites Proposals for Appointment of Marine Specialist/Consultant as mentioned in the RFP documents, to be appointed in MTDC to assist MTDC in Design, Development and Monitoring of Marine and Coastal Tourism Projects over a period of 3 years (extendable).

4 ELIGIBILITY & EVALUATION CRITERIA

This invitation to submit Proposal to the RFP is open to those Marine Specialist/Consultant (Individuals) who meet the following criteria. (Total Marks-100)

- 4.1 University degree in General Science/Engineering/Nautical Sciences/Maritime Studies. Post Graduate Degree/Diploma in Business Management desirable. (10 Marks)
- 4.2 At least **Five years of professional work experience** related to Coastal and Marine infrastructure projects. (10 Marks)
- 4.3 At least **Five years of hands-on experience** of Water Transport, Leisure Boating and Water-sports operations. (10 Marks)
- 4.4 At least **Five years of experience** of working with various State Government bodies related to Coastal and Marine projects such as Maritime Boards, Port Trusts, Pollution Control Boards, and Coastal Regulatory Authorities etc. (10 Marks)
- 4.5 At least **Five years of experience** in repairs and maintenance of Luxury Yachts, Speed boats, Jet-skis and other watercraft. (10 Marks)
- 4.6 At least **Five years experience of** Government and/or private sector tendering system, pre-tender and post tender activities. (10 Marks)
- 4.7 Proven experience of various surveys and investigations, Detailed Project Reports, Feasibility Studies etc related to Coastal and Marine Projects as well as process of Environment Clearance from Ministry of Environment and Forests (MoEF). (5 Marks)
- 4.8 Sound knowledge of waterfront development projects such as Jetties, Marinas, Cruise Terminals, Ro-Ro/Ferry Terminals. (5 Marks)
- 4.9 Proven experience of Scuba Diving operations desirable. (5 Marks)
- 4.10 Good command over written and spoken English, Hindi and Marathi. (5 Marks)
- 4.11 Personnel interview and presentation. (20 Marks).

- **Common Information for all Marine Specialist/Consultant.**

- ❖ Appointment shall be initially for a **period of 3 years**, which may renewed further, if required, on the basis of the performance review only.
Consortium or Joint Venture application is not eligible for this purpose.
MTDC reserves the right to accept/reject all or any offer without assigning any reason thereof.
- ❖ Appointment of consultant/Marine specialist shall be depends on score achieved as per annexure 3.

5 TERMS OF REFERENCE

5.1 Objectives

Assist MTDC: -

- To increase efficacy and effectiveness of Marine/Adventure and Coastal Tourism projects.
- To identify measures for encouraging private investment in Marine/Adventure and Coastal Tourism Projects.
- To implement policy initiatives contained in Maharashtra Tourism Policy 2016 pertaining to Marine/Adventure and Coastal Tourism.

5.2 Scope of Work.

- 5.2.1 To prepare Marine/Adventure & Coastal Tourism Master Plan for the State of Maharashtra.
- 5.2.2 To identify potential sites for development of Marine Complexes with Floating Jetties, Cruise Boats, Floating Restaurants and Water-sports facilities along the Konkan Coast.
- 5.2.3 To organize events, seminars and conferences for all stake-holders for overall growth of Marine/Adventure and Coastal Tourism in Maharashtra.
- 5.2.4 To prepare detailed Project Report (DPR), in consultation with reputed and suitable Consultant for each Marine/Adventure and Coastal Tourism Projects such as Ro-Ro Ferries, Marinas and Water-sports complexes.
- 5.2.5 To assist private investors and entrepreneurs in development and successful Implementation of Marine/Adventure and Coastal Tourism Projects.

- 5.2.6 To carry draw detailed Technical Specifications for procurement of water-borne assets like Floating Cottages, House Boats, Cruise Boats etc. carry out pre-tender and post tender activities and short-listing of suitable manufacturers and suppliers for successful Implementation of Projects.
- 5.2.7 To develop Road Map for successful Implementation of Marine/Adventure and Coastal Tourism initiatives as per Maharashtra Tourism Policy 2016.

5.3 Deadline for Submission.

The proposal shall be received by the Maharashtra Tourism Development Corporation, Apeejay House, 4th floor,3,Dinshaw vaccha road, Nr. .K.C collage churchgate Mumbai-400020 on or before 27/11/2017 only during office hours 17.00 P.M. In case such date is declared as holiday then the offer must reach on the next working day during office hours. The proposal received after due date and time will not accepted and no communication shall be entertained in this regard.

5.4 Proposal Validity Period

The proposals shall be valid for acceptance by MTDC for a period of One Hundred and Twenty (120) days from the date the proposal is opened. The same can be extended by mutual consent of MTDC & Marine Specialist/Consultant.

5.5 Submission of Proposal

- 5.5.1 The proposal shall be received by the Maharashtra Tourism Development Corporation, Apeejay House, 4th floor, 3, Dinshaw vaccha road, Nr. K.C collage churchgate Mumbai-400020 on or before **27/11/2017**, during office hour till 17.00 hours.
- 5.5.3 Proposal should be in clearly sealed and marked envelope with following identification:
- “Application for Proposal for appointment of Marine Specialist/Consultant”**
- 5.5.4 Envelope should contain all the detail mentioned in Annexure.
- 5.5.5 The proposal must also contain a covering letter duly signed by the Applicant.
- 5.5.6 The proposal should also contain Bid Processing Fees.

5.5.7 The proposal received after due date and time shall not be entertained by MTDC and no communication shall be done by MTDC in this regard.

5.5.8 MTDC will not be responsible for loss or delay in postal transit.

5.6 Bid Processing Fees

Marine Specialist/Consultant is required to pay Rs. 5000 (Rs. Five Thousand only) towards Bid Processing Fees in the form of Demand Draft drawn in favor of **Maharashtra Tourism Development Corporation Ltd** and payable at Mumbai. The Bid Processing Fees is Non-Refundable.

Please note that the bid, which does not include the bid processing fees, would be rejected.

- ❖ Pre-bid conference (for those who have purchased the bid) will be held at 15.00 hrs. On 17/11/2017 at the office of Manager (Adventure Sports), MTDC on above address.

5.7 Proposal Opening date.

The Proposals shall be opened in the presence of Bidders or their authorized representatives on at **15:00 hrs. on dated 28/11/ 2017 (If possible)**. The intimation for change of date, if any, for opening of proposals will be conveyed to bidders vide e-mail/ telephone

5.8 Terms of Payment.

As per format given in section 14.

6 Short Listing of Candidates.

6.1 Process of Short-listing of Candidates. (As per Annexure-3)

6.1.1 MTDC will constitute a **Screening Committee** for evaluation of the proposals. On the occasion of conflict in selection method, the decision made by the Screening Committee shall be final and no communication in this regard shall be entertained.

6.1.2 Screening Committee shall open the Proposals at a time, date and venue specified in the Terms of Reference and in the presence of the Marine Specialist/Consultant who choose to attend.

- 6.1.3 The evaluation of the proposal shall be carried out based on Quality and Cost Based Selection (QCBS). Proposals shall be ranked using the Technical Score and financial score only.
- 6.1.4 The Technical score (More than 70 Marks/Points) will be considered for short listing of Marine Specialist/Consultant for the next level of financial bid opening interview/ presentation against the Screening Committee/Higher Authority.
- 6.1.5 The final selection of the Marine Specialist/Consultant shall primarily be based on the high score achiever of the combined score of technical evaluation & Financial evaluation.

7. NOTIFICATION OF AWARD & SIGNING OF CONTRACT

- 7.1 Prior to expiry of the period of proposal validity, MTDC will notify the Successful Marine Specialist/Consultant.
- 7.2 After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by MTDC to the appointed Marine Specialist/Consultant and the appointed Specialist/Consultant will sign and return the duplicate copy of the LOA in acknowledgment thereof, within 15 (Fifteen) days of the receipt of the LOA.
- 7.3 If successful Marine Specialist/Consultant thus fails to sign the contract as stipulated, MTDC reserves the right to offer the contract to the next eligible Marine Specialist/Consultant.

8 RIGHT TO REJECT ANY OR ALL PROPOSALS.

Notwithstanding anything contained in this RFP, MTDC reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

8.1 MTDC reserves the right to reject any Proposal if:

- 8.1.1 The application is not covered in proper sealed cover with superscription as indicated in section 5.
- 8.1.2 Not in prescribed form and not containing all required details or containing wrong information.

8.1.3 Not properly signed & stamped.

8.1.4 Proposal is sent by fax, telegram or e-mail.

8.1.5 Not received by office of MTDC on/before last date of submission.

8.2 CONFIDENTIALITY

The information supplied by MTDC and/or, the data collected during given assignment and final report shall remain the sole property of the MTDC and the Marine Specialist/Consultant is not authorized to divulge the information or publish findings in any form without the prior written permission from the Managing Director, MTDC. If any non-compliance is found, the MTDC may take action against the Marine Specialist/Consultant.

9 CONFLICT OF INTEREST.

The appointed Marine Specialist/Consultant shall not engage in any activity which is in direct or indirect conflict with the interests of MTDC and favours any particular firm or entity. He/she shall give an undertaking that he/she shall not be associated with any firm or entity which is bidding for any work at MTDC which has been assigned to the Marine Specialist/Consultant. Any instance of breach will result in immediate cancellation of appointment and black-listing for a period of 5 years.

10 SUB-LETTING OF WORK.

If it is found that the Marine Specialist/Consultant has assigned particular work to some other Specialist/Consultant / sub-contractor, without approval and prior notice to the MTDC then MTDC reserves a right to reject any such work carried out at any time and will not make any payment.

11 AMENDMENT OF RFP

11.1 At any time prior to the deadline for submission of Proposal, MTDC may, for any reason, whether at its own initiative or in response to any clarifications requested by a Marine Specialist/Consultant, modify the RFP document by the issuance of Amendment.

11.2 All such amendments will be notified in writing through fax or e-mail to all Marine Specialist/Consultant who have been issued the RFP document. The

amendments will also be posted on the website along with the revised RFP containing the amendments and will be binding on all Marine Specialist/Consultant.

11.3 In order to afford the Marine Specialist/Consultant a reasonable time for taking an amendment into account, or for any other reason, the MTDC may, in its sole discretion, extend the Proposal Due Date.

12. PENALTY & TERMINATION OF CONTRACT.

Penalty: Penalty on the appointed Marine Specialist/Consultant can be imposed by MTDC at the rate of 1% of the awarded contract value per month of the delayed period and maximum to 10% of the total work value.

Termination: The Contract of the appointed Marine Specialist/ Consultant with the MTDC will be terminated in the following ways:

- I. The term of Contract expires;
- II. Termination of Contract by the MTDC due to non performance during the execution of Project:
 - 1) Performance is below expected level.
 - 2) Non adherence to the timelines of the Project.
 - 3) Quality of work is not satisfactory.

MTDC shall terminate the contract on evidence of persistent non-performance by the Marine Specialist/Consultant by giving one month notice.

13. Bid submission:

- 13.1 The Bidder shall submit the Bid in the format specified for Technical Bids as per Annexure-1, 2 and 3, together with the documents specified and seal it in an envelope and mark the envelope as "Technical Bid".
- 13.2 The Bidder shall submit the Financial Offer in the format specified at Annexure-4 and seal it in another envelope and mark the envelope as "Financial Bid".
- 13.3 Both the envelopes of the Technical Bid and the Financial Bid shall then be sealed in an outer envelope and mark the envelope as "Bid". The Bidder shall seal the original and the copy of the Bid document (duly signed on all pages), together with their respective enclosures, in separate envelopes duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope which shall be super-scribed as BID for "Request for proposal (RFP) for Appointment of Marine Specialist/ Consultant"

14. Payment Terms.

MTDC will pay consultancy fees which are quoted by marine specialist /consultant.

Break-up of consultancy payment shall be as follows:

Submission of draft RFP	- (25% of fees)
Successful selection of L1 bidder	-(25% of fees)
Commencement of work	-(25% of fees)
Successful completion of work	-(25% of fees)

14.1 Work and Remuneration: -

The selected Marine specialist should retain his service beyond the project formulation and implementation for this he/she should be available for 03 working days in week for this

He/she will get monthly remuneration of Rs.25000/- per month for assigned work related to marine/water sports.

TA DA, site visit, Room accommodation charges etc. will be given to marine specialist which is admissible to Deputy General Manager, MTDC

Annexure 1

Submission of PROPOSAL : The respondent shall submit the PROPOSAL, giving details as indicated below in hard copy in clearly sealed cover , and marked envelope with following identification: **“Application for Proposal For Appointment of Marine Specialist/ Consultant ”**

Format of Curriculum Vitae of Marine Specialist/Consultant.

- i. Name of Person :
(With e-mail id & Contact no)
- ii. Designation :
- iii. Date of Birth :
- iv. Languages Known (Reading-Writing- Speaking):
- v. Qualification (Graduation & onwards) :
- vi. Total No. of Years of Experience :
- vii. Sectorial Specialization :
- viii. Employment Record (Starting with present position) :
 - ix. List of the Marine Infrastructure projects handled in the last ten years with value of project. (Documentary proof attached) :
 - x. List of Water-sports, Water Transport, Leisure Boating, Luxury Yachts operations handled in the last ten years with documentary proof, copies of MoUs, Contracts, Work Orders, employers certificate etc.
 - xi. List of Government authorities and departments worked with at State Level and Central level.
 - xii. Details of repairs and maintenance work on waterborne assets like yachts, boats, jet-skis etc, if any.
 - xiii. Average Annual Income of last three financial years (2014-15, 2015-16, 2016-17)
(Attached the certificate of CA)

Certification,

I, the undersigned, certify that to the best of my knowledge and behalf, this Bio data correctly describes me, my Qualifications and my experience.

Signature

Date:

Note: The CV must be signed by the person. Only those CVs would be considered, which are signed by the concerned persons.

Annexure 2
DOCUMENTS CHECKLIST

Sl. No.	Details/ Particulars	Documents Required	Attached (Yes/No)
1.	CV of the individual	As per given format	
2.	Proof of PAN	Photocopy	
3.	Average annual income for last three financial years (2014-15, 2015-16, 2016-17)	Copy of CA certificate	
4.	Proof of Professional Experience	Work order / MoU including budget, Employer Certificate, Letter of Engagement	
5.	Proof of Educational Qualification	Degree/Diploma/Course Certificates	
6.	Any other support document of relevance	Self attested photo-copies	

Annexure -3:
QCBS Method of selection:

Quality and Cost Based Selection Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:

Sr. No	Criteria	Points
1	University degree in General Science/Engineering/Nautical Sciences/Maritime Studies. Post Graduate Degree/Diploma in Business Management desirable	10
2	At least Five years of professional work experience related to Coastal and Marine infrastructure projects.	10
3	At least Five years of hands-on experience of Water Transport, Leisure Boating and Water-sports operations.	10
4	At least Five years of experience of working with various State Government bodies related to Coastal and Marine projects such as Maritime Boards, Port Trusts, Pollution Control Boards, and Coastal Regulatory Authorities etc.	10
5	At least Five years of experience in repairs and maintenance of Luxury Yachts, Speed boats, Jet-skis and other watercraft.	10
6	At least Five years experience of Government and/or private sector tendering system, pre-tender and post tender activities.	10
7	Proven experience of various surveys and investigations, Detailed Project Reports, Feasibility Studies etc related to Coastal and Marine Projects as well as process of Environment Clearance from Ministry of Environment and Forests (MoEF).	5

8	Sound knowledge of waterfront development projects such as Jetties, Marinas, Cruise Terminals, Ro-Ro/Ferry Terminals.	5
9	Proven experience of Scuba Diving operations desirable.	5
10	Good command over written and spoken English, Hindi and Marathi.	5
11	Personnel interview and presentation.	20
Total Points		100

The minimum technical score required to pass is: 75 Points/Marks.

The formula for determining the financial scores is the following:

$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration. The weights given to the Technical and Financial Proposals are: $T = 70$ $P = 30$

Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights ($T =$ the weight given to the Technical Proposal; $P =$ the weight given to the Financial Proposal; $T + P = 1$) indicated in the Data Sheet: $S = S_t \times T\% + S_f \times P\%$. The marine specialist achieving the highest combined technical and financial score will be invited for negotiations and signing of pre-bid MOU conclusion.

ANNEXURE 4
FORMAT FOR PRICE BID

To,
The Managing Director,
4th Floor, Apeejy House,
Dinshaw Vaccha Road,
Mumbai-400020.

Dear Sir,

I, the undersigned, offer to provide the services as a marine specialist to MTDC in accordance with your Request for Proposal dated _____ and our Technical Proposal. Our quoted fees is as below. GST will be applicable as per Government Norms.

Sr. No	Consultancy Fees	Fees in percentage (in numbers and words)
1	Consolidated fee of Marine Specialist/Marine Consultant per project cost as mentioned in the Scope of Work. (Maximum Percentage restricted by MTDC is 4 % of project Cost)	In Numbers-
		In Words-

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e 3 year from the date of receipt of work order.

Thanking You,
Yours Sincerely,

Authorized Signature [In full and initials]: _____ Name and Title
of Signatory: _____

Address: _____

Work and Remuneration: -

- The selected Marine specialist should retain his service beyond the project formulation and implementation for this he/she should be available for 02 working days in week or as and when required, for this He/she will get monthly remuneration of Rs.25000/- per month for assign work related to marine/water sports.

- TA DA, site visit, Room accommodation charges etc. will be given to marine specialist which is admissible to Deputy General Manager, MTDC as per state Govt. Norms.
