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## **BIDDING DOCUMENT (Recall)**

Issued on: 17<sup>th</sup> November 2017

For

### **Selection of consultants for preparation of beach tourism DPRs for three locations in Andhra Pradesh**



**Authority: Andhra Pradesh Tourism Development Corporation**

*Vol I: Instructions to Bidders (ITB) and Bid Data Sheet  
(BDS)*





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## Letter to bidders

Date: 17.11.2017

To

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**Sub:** Engagement of consultants for preparation of beach tourism DPRs for three locations in Andhra Pradesh

Dear Sir,

Andhra Pradesh Tourism Development Corporation (APTDC, The “*Authority*”) is inviting consulting firms of national and international repute for preparation of beach tourism DPRs for three locations in Andhra Pradesh

1) The RFP document comprises:

<b>Volume I</b>	<b>Letter of Invitation</b> <b>Instructions to Bidders (ITB)</b> <b>Bid Data Sheet (BDS)</b>
<b>Volume II</b>	<b>Terms of Reference (TOR)</b> <b>Project profile (Annexure 1)</b>
<b>Volume III</b>	<b>Model Contract</b>

2) Request for Proposal (RFP) can be downloaded from the website [www.aptdc.gov.in](http://www.aptdc.gov.in) from 17.11.17 (5.00 PM) to 27.11.17 ( 2.00 PM)

3) Pre Bid Meeting on 22.11.2017 at 2.00 PM

4) Bid submission Date: 27/11/2017 (up to 3.00 PM)

5) Bids opening Time : 27/11/2017 at 4.00 PM



## **SECTION I. INSTRUCTIONS TO BIDDERS (ITB)**



## **Instructions to Bidders**

### **A. GENERAL CONDITIONS**

- 1) This RFP is intended for only those firms which are providing consultancy services as defined in Section II – B. Eligibility Criteria. The bids may be submitted as a single bid or in a consortium. In case of a consortium, the number of consortium members should not exceed two entities.
  - a) The lead member shall meet at least 50% of the Financial Eligibility Criteria: The firm should have an average annual turnover of INR 5 crores in last 3 financial years (2013-14, 2014-15, 2015-16) from consultancy services related to preparation of DPR / Master Plan for tourism infrastructure and other large infrastructure PPP Projects.
  - b) The second member shall meet the technical capacity i.e. Sr. No. 2 of B. Eligibility Criteria.
  - c) Both members combined should meet total Eligibility Criteria
- 2) The selection shall be on the Combined Quality Cum Cost Based Selection (CQCCBS) based on the final weighted score, subject to fulfilling the requirements of the Qualification Criteria. The Proposal will form part of the contract with the selected agency.
- 3) All bidders, shall have to comply with the eligibility criteria to be declared “Eligible”. The eligibility criteria have been elaborated in the BDS.
- 4) CVs of all the team members certified by the authorized signatory and clearing indicating educational and professional qualification and experience should be attached.
- 5) All contents of the Proposal should be clearly numbered, indexed and arranged in a sequence and shall be bound firmly.
- 6) The Original Proposal (Technical Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the official of Agency themselves. The person who signs the proposal must put initial against such corrections.
- 7) Submission letters for the Technical Proposals should be in the formats specified in this document.
- 8) The proposals shall be signed and submitted by the Authorized Signatory of the Agency. The authorization shall be attached in the Technical Proposal and shall be in the form of a written power of attorney as per the prescribed format.
- 9) The Agencies shall bear all costs associated with the preparation and submission of their proposals. Authority is not bound to accept any or all proposals, and reserves the right to annul the selection process at any time prior to award of contract, without any liability to Authority.
- 10) The Technical and Financial Proposal to be submitted by the bidders should be firm and valid for a period of 180 days from the last date of submission of the proposal.

- 11) Agencies may seek clarifications, if any, at the time of Pre-bid meeting. Any request for clarification must be sent in writing, fax or e-mail to Authority.
- 12) Physical papers are to reach Authority office as per the date and time mentioned in this document. It is the responsibility of the Bidder to submit the bid before the last date and time at the address as mentioned in the document above, and Authority shall not be responsible for any delay due to post/courier/any other reasons.

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- 13) At any time before the submission of Proposals, Authority may amend this document by issuing an addendum, which shall be binding on the agencies.
- 14) The agencies shall acknowledge the tender conditions and all subsequent amendments and submit along with their proposals duly signed. Therefore, the tender document signed by the authorized signatory should be the part of the technical proposal.
- 15) Authority will select the agency who has scored the highest as per the evaluation criteria - combined score of technical proposal and financial quote (QCCBS)
- 16) Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If such disqualification/ rejection occurs after the Proposals have been opened and the highest ranking Applicant gets disqualified/ rejected, then the Client reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the Selection Process.
- 17) The Client, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
  - Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
  - Consult with any Applicant in order to receive clarification or further information;
  - Retain any information and/or evidence submitted to the Client by, on behalf of and/or in relation to any Applicant; and/or
  - Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.
- 18) The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by APTDC or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and APTDC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the Bidder in preparation or submission of the Bid , regardless of the conduct or outcome of the Bidding Process.



## B. THE BIDDING DOCUMENTS

<p><b>1. Clarification of Bidding Documents and Pre-bid Meeting</b></p>	<p>1.1 A prospective Bidder requiring any clarification of the Bidding Documents may notify the Authority in writing at the Authority’s address and by one of the means <b>indicated in the BDS</b>. Similarly, if a Bidder is of the opinion that any provision in the Bid documents is unacceptable, such an issue shall be raised at the earliest instance. Copies of the Authority’s response (including an explanation of the query without disclosing the source) will be posted on the APTDC website.</p> <p>1.2 As <b>specified in the BDS</b>, the Authority will schedule a pre-bid meeting at the time and place <b>indicated in the BDS</b>. The purpose of the meeting will be to clarify issues and answer questions on any matter that may be raised at this stage, with particular attention to issues related to the Technical Requirements. Bidders may raise any queries by email, which shall be mailed to the Authority not later than 3 days before the meeting. Minutes of the meeting, including the queries raised and responses given, together with any responses prepared after the meeting, will be transmitted to all by publishing it on the website. No queries in this regard shall be entertained thereafter.</p>
<p><b>2. Amendment of Bidding Documents</b></p>	<p>2.1 At any time prior to the deadline for submission of bids, the Authority may, for any reason, whether on its own or in response to a clarification of a prospective Bidder, amend the Bidding Documents. The amendments so made, shall supersede the earlier conditions.</p> <p>2.2 Amendments will be provided in the form of Addenda to the Bidding Documents, which will be communicated to all prospective Bidders by publishing on the official website of Authority. Addenda shall be binding on the Bidders. Failure to acknowledge the receipt of the Addenda on the part of any bidder, shall be deemed that the Addenda have been considered by the Bidder in its Bid.</p> <p>2.3 In order to afford reasonable time to the prospective Bidders for considering the Addenda in preparing their bids, the Authority may, at its discretion, extend the deadline for the submission of bids, in which case, the Authority will notify all Bidders by publishing it in the official website.</p>





## **C. PREPARATION OF BIDS**

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- 1) The Proposal 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 initialed by the person or personnel who sign the Proposal.
- 2) The Authorized Representative of the Applicant should initial all pages of the technical proposal. The Authorised Representative's authorization should be by a written power of attorney by the competent authority.
- 3) The Tender fee, Bid security along with below mentioned documents shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL – [name of assignment]" (please refer Appendix I for documents that need to be submitted in Technical proposal)
- 4) The Financial proposal (Appendix X should be sealed in a separate envelope marked as FINANCIAL PROPOSAL – [name of assignment]"
- 5) All envelopes shall be placed into an outer sealed envelope bearing the name of assignment, submission address and marked.
- 6) The outer envelope shall bear the Name of the Assignment, submission address, etc. The Proposals must reach the Client on or before the last date of submission mentioned in the notice inviting tender.
- 7) The Client may, in its sole discretion, reject any Proposal that is not responsive to the submissions mentioned above.
- 8) Financial Proposal:
  - The quote should be unconditional.
  - The fee quoted should be exclusive of Service Tax/GST.
- 9) Bid Currencies: Prices/proposal shall be quoted in Indian Rupees only. Proposal in any other currency would not be accepted and is liable to be rejected.
- 10) Bid Fee: All bids shall be accompanied with the bid fee, to be paid as specified in the BDS. Any bid submitted without the bid fee shall be summarily rejected.
- 11) Bid Security: The BDS specifies the amount and mode of submission of bid security to be submitted by the bidder. The bidder shall submit the bid security. Any bid not accompanied by the Bid Security shall be rejected by the Authority as non-responsive. The bid security of the second ranked bidder shall be retained by the Authority and shall be released after successful signing of agreement with the successful Bidder. Bid Security of remaining qualified Bidders (other than second ranked bidder) would be returned on issuance of Letter of Intent (LoI) to the successful bidder or if the Bidding Process is cancelled by the Authority. Bid security of disqualified bidders will be returned post completion of technical evaluation process.

The Authority shall be entitled to appropriate the Bid Security and encash the bank guarantee towards compensation / damages on occurrence of any of the events specified in this RFP including:

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- If a Bidder engages in a Corrupt Practice, or Fraudulent Practice, or Coercive Practice, or Undesirable Practice or Restrictive Practice
- If a Bidder modifies or withdraws its Bid;
- If a Bidder withdraws its Bid during the interval between the Bid Due Date and expiration of Bid Validity period, as extended by the Authority;
- If a Bidder submits the technical bid and fails to submit financial proposal in time.
- If any information or document furnished by the Bidder is found by the Authority to be misrepresenting, misleading, incorrect or untrue in any material respect.
- In case the Successful Bidder, fails within the specified time limit -
  - to sign the Letter of Award;
  - to sign the Agreement and/or;
  - to furnish the Performance Security as per the provisions of this RFP or Agreement;
  - having signed the Agreement, commits any breach thereof prior to furnishing the Performance Security.
  - Failure to comply with LoI conditions



## D. PROPOSAL EVALUATION

### 1. Evaluation of Single Bid and second call for responses

- a) In case of receipt of single bid, APTDC will start the technical evaluation process to determine if the single bid received is qualifying the eligibility criteria stipulated in this RFP. In case the bid is found to be qualifying the eligibility criteria, then APTDC shall extend bid submission date by upto 30 days.
- b) Even after the bid extension as per (b) above, if the number of bids received are less than two, the Authority would proceed with financial evaluation of the single bid received leading to identification of successful bidder.
- c) In case the single bid doesn't qualify with respect to eligibility criteria, then the Authority will reject the bid and take appropriate actions at its discretion.

### 2. Methodology

The respective weightage for the Combined Technical Score and the Financial Score are set out in the table below:

S. No.	Description	Weightage
1	Technical Score	80%
2	Financial Score	20%

The evaluation of proposals shall be on Quality Cum Cost Based Selection (QCCBS). The assignment shall be awarded to the bidder scoring the highest final score.

The lowest Financial Proposal (L1) will be given a financial score of 100 points. The financial scores of the other bidders will be determined using the following formula:

$$\text{Financial Score of bidder (Sf)} = \frac{\text{Fm (Lowest Financial Proposal i.e. L1)}}{\text{Financial Proposal of the bidder under consideration}} \times 100$$

In which Sf is the financial score, Fm is the lowest Financial Proposal, and F is the Financial Proposal (in INR) under consideration.

Proposals will finally be ranked in accordance with their final scores based on weighted technical and financial scores:

$$\text{FS} = \text{St} \times \text{Tw} + \text{Sf} \times \text{Fw};$$

Where FS is the combined score, and St is the technical score, Sf is the financial score and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that will be 0.80:0.20.

The Applicant achieving the highest Final score (FS) will be considered to be the successful Applicant and will be invited for contract signing (the "Successful Applicant").

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**3. Technical Criteria**

The Evaluation Committee appointed will carry out the evaluation of Proposals on the basis of the following evaluation criteria and points system. Each evaluated proposal will be given a technical score as detailed below. The maximum marks to be given under each of the evaluation criteria are:

A	<b>RELEVANT EXPERIENCE</b>		
Sl	<b>Evaluation Parameter</b>	<b>Evaluation Elements</b>	<b>Maximum Marks</b>
1.	Should have completed at least one (1) assignment of preparation of DPR under Swadesh Darshan / PRASAD schemes / PIDDC / CFA scheme of Ministry of Tourism , Government of India / HRIDAY Scheme of Ministry of Urban Development , Government of India / other eligible tourism projects for Andhra Pradesh and other Ongoing projects which are 80% completed will be considered with supporting certificates issued by respective authorities.	<ul style="list-style-type: none"> <li>▪ Less than 1 assignment = 0 marks</li> <li>▪ At least 1 assignment = 5 marks</li> <li>▪ More than 1 assignment = 5 marks for each project subject to a maximum of 5 marks</li> </ul>	10
2	Should have completed at least one (1) assignment of preparation of Master Plan for an International Coastal/ Waterfront Destination with a minimum area of 100 acres in the last 7 years	<ul style="list-style-type: none"> <li>▪ Less than 1 assignment = 0 marks</li> <li>▪ At least 1 assignment = 5 marks</li> <li>▪ More than 1 assignment = 2.5 marks for each project subject to a maximum of 5 marks</li> </ul>	10
3	Should have undertaken at least (5) five feasibility studies related to development of tourism infrastructure in the last 5 years	<ul style="list-style-type: none"> <li>▪ Less than 5 projects = 0 marks</li> <li>▪ At least 5 project = 5 marks</li> <li>▪ More than 5 projects – 1 mark for each project subject to a maximum of 5 marks</li> </ul>	10
4	Should have completed at least (1) one assignment of preparation of Master Plan for development of tourism/urban infrastructure for a minimum area of 100 acres in the last 3 years.	<ul style="list-style-type: none"> <li>▪ Less than 1 assignment = 0 marks</li> <li>▪ At least 1 assignment = 5 marks</li> <li>▪ More than 1 assignment = 2.5 marks for each project subject to a maximum of 5 marks</li> </ul>	10
5	Should have undertaken atleast (5) five assignments related to development of tourism circuits, of which one project should be related to coastal/ beach circuit in the last 5 years.	<ul style="list-style-type: none"> <li>▪ Less than 5 projects = 0 marks</li> <li>▪ At least 5 project = 7 marks</li> <li>▪ More than 5 projects – 1 marks for each project subject to a maximum of 3 marks</li> </ul>	10



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<b>B</b>	<b>Key Personnel</b>		
	<b>Key Personal</b>	<b>Criteria</b>	
1.	Team Leader	<ul style="list-style-type: none"> <li>• MBA/CA/Master’s degree in Urban Planning/Regional Planning/Civil with at least 15 years of experience = 5 marks</li> <li>• Experience of having worked/working as Team Leader /Senior Member for at least 3 tourism/sea front related assignments involving preparation of master plans/DPRs for infrastructure development = 3 marks</li> <li>• For every additional assignment = 1 mark each subject to a maximum of 2 marks</li> </ul>	10
2	Master Planner	<ul style="list-style-type: none"> <li>• Master’s degree in Urban Planning/ Design with atleast 10 years of experience = 1 mark</li> <li>• Experience of having worked on atleast 3 projects involving experience in design and implementation on large site development and urban/regional planning projects = 2 marks</li> <li>For every additional project = 1 mark each subject to a maximum of 2 marks</li> </ul>	5
3	Environmental Planner	<ul style="list-style-type: none"> <li>• Master’s degree in Urban Planning or Environmental Planning with at least 10 years of experience = 1 mark</li> <li>• Experience in atleast 5 regional/sea front planning projects or Environmental Conservation projects. = 2 marks</li> <li>For every additional project = 1 mark each subject to a maximum of 2 marks</li> </ul>	5
4	Architect	<ul style="list-style-type: none"> <li>• Masters in Urban Design/ Planning with atleast 7 years of experience = 1 mark</li> <li>• Experience of having worked on atleast 3 projects involving experience in Architectural design and urban/site planning projects. = 2 marks</li> <li>• For every additional project = 1 mark each subject to a maximum of 2 marks</li> </ul>	5
5	Financial Analyst	<ul style="list-style-type: none"> <li>• Master’s in Business Administration with specialization in Finance with atleast 7 years of experience = 1 mark</li> <li>• Experience of having worked on atleast 5 projects involving financial feasibility studies = 2 marks</li> <li>For every additional project = 1 mark each subject to a maximum of 2 marks</li> </ul>	5
<b>C</b>	Approach &	Adequacy of the Proposal: i.e. approach and methodology and Work plan in response to the terms of reference and	20

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	Methodology	covering: a) Techno commercial feasibility report b) Experience in handling tourism infrastructure projects under relevant tourism schemes of MoT c) Bid Process management for identification of Suitable Private Partner	
	<b>Total Marks</b>		<b>100</b>

Bidder has to score at least of 75 marks (from 100 marks) from technical proposal to qualify for opening of financial bid. Financial proposal of only those agencies who are declared as qualified in technical criteria will only be opened.

The agencies shall make a presentation before the Technical evaluation Committee. The date and time for the technical presentation will be **intimated by the Authority**. The bidder shall submit one hard and soft copy of its presentation (PPT) to APTDC prior to making the presentation.

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## **E. POST QUALIFICATION**

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APTDC is offering an opportunity to consulting agency to become part of this prestigious project. The agreed fee and the payment schedule will cover the time cost of all the resources allocated by the consulting agency of choice to plan, design and finalize the DPR and drawings as deemed relevant by APTDC. The successful consulting agency will also assist in bid process management for selecting appropriate private partner to execute the works.

**Performance Security:** The Successful Bidder shall be required to submit Performance Security (the “Performance Security”) by way of unconditional and irrevocable bank guarantee, as per the details provided in the BDS. The Performance Security is for due and punctual performance of the obligations of the Successful Bidder under the Agreement:

- The Performance Security in the form of a bank guarantee should be submitted to the Authority by the Successful Bidder at least 30 days before the expiry of the existing bank guarantee, thereby ensuring that the Performance Security is valid during the Agreement Period.
- The Performance Security shall be encashed as per the terms of the Agreement. The Successful Bidder is expected to replenish or provide fresh Performance Security within a period of 15 days in the case of such encashment by the Authority.



## SECTION II. BID DATA SHEET (BDS)

The following specific information relating to the project and the procurement procedures that will be used shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions in the Bid Data Sheet (BDS) shall prevail over those in the ITB.

### A. GENERAL

1	<b>Name of Authority: Andhra Pradesh Tourism Development Corporation (APTDC)</b>
2	<b>Title of RFP: Selection of consultants for preparation of beach tourism DPRs for three locations in Andhra Pradesh</b>

### B. ELIGIBILITY CRITERIA

Sr. No.	Minimum Qualification Criteria	Bid by single Entity
1	Must be <ul style="list-style-type: none"> <li>i. a company registered in India under the Companies Act, 1956 / 2013;</li> <li>ii. a partnership firm registered under the Indian Partnership Act, 1932;</li> </ul>	Must meet the requirement
2.	The Consultant should have undertaken the following assignments (the “ <b>Technical Capacity</b> ”). <ul style="list-style-type: none"> <li>i. Should have completed at least one (1) assignment of preparation of DPR under Swadesh Darshan / PRASAD schemes / PIDDC / CFA scheme of Ministry of Tourism , Government of India / HRIDAY Scheme of Ministry of Urban Development , Government of India / other eligible tourism projects for Andhra Pradesh and other State Governments in India</li> <li>ii. Should have completed at least one (1) assignment of preparation of Master Plan for an International Coastal/ Waterfront Destination with a minimum area of 100 acres in the last 5 years.</li> <li>iii. Should have completed at least (1) one assignment of preparation of Master Plan for development of tourism/urban infrastructure for a minimum area of 100</li> </ul>	Must meet the requirement

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	<p>acres in the last 5 years.</p> <p>iv. Should have undertaken atleast (5) five assignments related to development of tourism circuits, of which one project should be related to coastal/ beach circuit in the last 5 years.</p> <p>v. Should have undertaken atleast (5) five feasibility studies related to development of tourism infrastructure in the last 5 years.</p>	
4	The Consultancy Team should consist of the following key personnel (the “Key Personnel”) having the following qualification & experience and shall discharge their respective responsibilities as specified in the table below	Must meet the requirement
5	<p>The firm should have an average annual turnover of INR 5 crores in last 3 financial years (2013-14, 2014-15, 2015-16) from consultancy services related to preparation of DPR / Master Plan for tourism infrastructure and other large infrastructure PPP Projects.</p> <p>In case of a consortium, the lead member shall meet at least 50% of the eligibility Criteria and both members combined should meet total Eligibility Criteria</p>	Must meet the requirement

**KEY PERSONNEL**

Key Personnel	Length of Professional Experience	Educational Qualification	Experience	Responsibility
Team Leader	15 years	MBA/CA/ Master’s degree in Urban Planning/ Regional Planning/ Civil	Experience in leading teams for preparation of master plan for international tourism/urban related assignments involving infrastructure development	Giving strategic inputs in the assignment from International perspective.
Environmental Planner	10 years	Master’s degree in Environmental Planning	Experience in urban/regional planning projects or Environmental Conservation projects.	Inputs on site planning, master planning etc.



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Key Personnel	Length of Professional Experience	Educational Qualification	Experience	Responsibility
Master Planner	10 years	Master's degree in Urban Planning/ Design	Experience in design and implementation on large site development and urban/regional planning projects or Environmental	He/ she would be coordinating and supervising the team during the Consultancy and provide inputs on large site development and environmental
Architect	7 years	Masters in Urban Design or Urban Planning	Experience in Architectural design and urban/site planning projects.	Inputs on site planning, master planning etc.
Financial Analyst	7 years	Master's in Business Administration with specialization in Finance.	Experience of having worked on atleast 5 projects involving financial feasibility studies	Inputs on Project costing and phasing
Support Personnel			As required and relevant (to be proposed by the Consultant)	

**C. PREPARATION OF BIDS**

ITB (B)1.2	<p><b>Pre-bid queries:</b></p> <p>The bidders should submit their queries/ suggestions on the RFP, strictly in the format given below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S. No.</th> <th>Section and Clause of RFP</th> <th>Reference Page</th> <th>Reference Clause</th> <th>Query/ Suggestion</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>The queries shall be sent to: <a href="mailto:ce@aptdc.in">ce@aptdc.in</a>, <a href="mailto:se@aptdc.in">se@aptdc.in</a></p>	S. No.	Section and Clause of RFP	Reference Page	Reference Clause	Query/ Suggestion										
S. No.	Section and Clause of RFP	Reference Page	Reference Clause	Query/ Suggestion												

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	<p><b>Pre-bid conference:</b></p> <p>The pre-bid conference shall be held on 22 .11.2017 , 2PM (IST) at Vijayawada, AP Venue details are as follows:</p> <p>Andhra Pradesh Tourism Development Corporation, 55-17-2 to 4, Fifth Floor, Industrial Estate, Autonagar, Vijayawada – 7.</p>
ITB (C) 3	<p>Cost of bid: <b>INR 10,000</b> only</p> <p>The cost of bid shall be submitted through a DD, drawn from Nationalized/ Scheduled Bank in favor of “Andhra Pradesh Tourism Development Corporation” and payable at Vijayawada, AP</p>
ITB (C) 11	<p><b>Bid security</b></p> <p>The bid security is <b>INR 200,000 (INR Two Lakhs Only)</b>. The bid security shall be submitted in the form of either Demand Draft or unconditional and irrevocable Bank Guarantee from a Nationalized/ Scheduled Bank (excluding Cooperative Banks) which is refundable subject to terms and conditions of RFP.</p>
ITB (C) 11	<p><b>Validity of Bid security</b></p> <p><b>180</b> days from the date of submission</p>

**D. SUBMISSION OF BIDS AND BID EVALUATION**

ITB (C) 5	<p>The address for bid submission is:</p> <p>Andhra Pradesh Tourism Development Corporation, 55-17-2 to 4, Fifth Floor, Industrial Estate, Autonagar, Vijayawada – 7.</p>
ITB (C) 6	<p>Deadline for bid submission is: <b>27 November 2017 (3:00pm)</b></p>
ITB (D) 2	<p>Time, date, and place for bid opening are:</p> <p>Time : 4:00 pm</p> <p><b>27 November</b> <b>Date : 2017</b></p> <p><b>Place: Vijayawada.</b></p>

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	Andhra Pradesh Tourism Development Corporation, 55-17-2 to 4, Fifth Floor, Industrial Estate, Autonagar, Vijayawada – 7.
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**E. POST QUALIFICATION – EXECUTION OF CONTRACT**

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ITB (E) 1	<p>One Bank Guarantee of <b>INR 5,00,000 (INR Five Lakhs Only) or 5% of the Consultancy fees, whichever is higher</b> towards Performance Security shall be submitted to the Authority within 15 days from the date of LoI in the format prescribed as part of this RFP.</p> <p>The Performance Security will be retained by the Client until the completion of the assignment by the Consultant and be released <b>three (03)</b> months after the completion of the assignment.</p>
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## **SECTION III. APPENDICES AND SAMPLE FORMATS**





## Appendix I

S. No.	Enclosures to the Envelope-1, Envelope-2	Status (Submitted/ Not Submitted)	Comments, if any
<b>Envelope-1 (Technical)</b>			
1.	Downloaded RFP document duly signed by the bidder on each page in token acceptance of the terms and conditions		
2.	Covering letter in the format provided in Appendix II - Format for Covering Letter		
3.	• General Information of the Bidder in the format provided in Appendix III – General Information		
4.	Bank guarantee for Bid Security of INR 200,000 (INR Two Lakhs only) as per Appendix IX		
5.	Demand draft for Bid Document Charges of INR 10,000 (Ten Thousand only)		
6.	Power of Attorney for Bid signatory in the format provided in Appendix IV – Format of Power of Attorney for Bid Signatory		
7.	Certificate of Registration/ Incorporation establishing that the bidder is legally registered in India under relevant act (Companies Act/ Partnership Act etc.)		
8.	Project profile details of the Applicant in prescribed format provided in Appendix V		
9.	Team Composition as per Appendix VI		
10.	Curriculum Vitae (CV) for Key Staff as per Appendix VII		
11.	Average Annual turnover of the applicant as per Appendix VIII		
12.	Adequacy of the Proposal i.e. approach and methodology and Work plan in response to the terms of reference and covering: d) Techno commercial feasibility report e) Experience in handling tourism infrastructure projects under relevant tourism schemes of MoT f) Bid Process management for identification of Suitable Private Partner		
<b>Envelope-2 (Financial)</b>			
13.	Bidders will be required to submit the Financial Proposal as per the format provided at Appendix X – Format for Financial Proposal		



## **Appendix II - Format for Covering Letter**

*(On the letterhead of the Bidder)*

Date:

To

The Managing Director,

A.P.T.D.C.,

55-17-2 to 4,

Fifth Floor,

Industrial Estate, Autonagar, Vijayawada – 7

Dear Sir/ Madam:

**Sub:**

Being duly authorized to represent and act on behalf of..... (hereinafter referred to as “the Bidder”), and having reviewed and fully understood all of the proposal requirements and information collected and provided to us, the undersigned hereby submits the Proposal on behalf of (*Name of the Bidder*) in response to the RFP for the abovementioned project of <<>> at <<>>, with the details as per the requirements of the RFP, for your evaluation.

We confirm that our proposal is valid for a period of **180** days from (*insert the Bid Due Date*).

We understand that any omission, commission, miss-statement in factual statements made by us will make our Bid invalid at any time during the course of Bidding Process and also after award of the project. The Authority reserves the right to take appropriate action accordingly. We understand that the Authority reserves the right to accept or reject any or all the Bids and reserves the right to withhold and/or cancel the Bidding Process.

*We also hereby agree and undertake as under:*

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

Yours faithfully,

For and on behalf of

*Name of Bidder*

*Duly signed by the Authorized Signatory of the Bidder*

*(Name, Title and Address of the Authorized Signatory)*



## **Appendix III – General Information**

*(To be provided for all bidders)*

1. Bidder details
  - a. **Name of the Bidder**
  - b. **Bidder's Constitution**
  - c. **Country of incorporation**
  - d. **Address of corporate headquarters and its branch office(s), in India**
  - e. **Date of incorporation and/or commencement of business**
  
2. Details of individual (s) who will serve as the point of contact / communication within the Company:
  - a. **Name**
  - b. **Designation :**
  - c. **Company :**
  - d. **Address :**
  - e. **Telephone Number :**
  - f. **E-Mail Address :**
  - g. **Fax Number :**
  
3. Name, Designation, Address and Phone Numbers of Authorized Signatory of the Bidder:
  - a. **Name**
  - b. **Designation :**
  - c. **Company :**
  - d. **Address :**
  - e. **Telephone Number :**
  - f. **E-Mail Address :**
  - g. **Fax Number :**

.....

Signature of the Authorized Person

(Name, Designation and Address)



## **Appendix IV – Format of Power of Attorney for Bid**

### **Signatory**

*(On Non-judicial Stamp Paper of INR 100 and duly attested by notary public. To be submitted by each Bidder)*

#### **POWER OF ATTORNEY**

Know all men by these presents, we \_\_\_\_\_ (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. \_\_\_\_\_ (name and address of residence) who is presently employed with us and holding the position of \_\_\_\_\_ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Bid for 'Selection of consultants for preparation of beach tourism DPRs for three locations in Andhra Pradesh', including signing and submission of all documents and providing information/ responses to APTDC in all matters before APTDC and generally dealing with in all matters in connection with the said bid. We hereby agree to ratify all such acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all such acts, deeds and things lawfully done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Executant's Signature

(Name, Title and Address)

I Accept

Attorney Signature

(Name, Title and Address of the Attorney)

Attested

Executant

#### **Notes:**

- 1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.**
- 2. Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.**

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**3. In case the Proposal is signed by an authorized Director of the Bidder, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.**



## Appendix V – Project profile

### Work Experience

S. No.	Particulars	Details
1.	Name of the Eligible Project	
2.	Cost of the eligible project	INR ____ (Rupees XXX)
3.	Type of Project	
4.	Details of the project	Project Size (Acres):  Services Rendered:  Team Members' Details and Roles:
5.	Client, Location, State, Country	Client Name:  Location:  State:  Country:
6.	Work Order attached	Y/N
7.	Proof of completion attached	Y/N

Note: separate table to be provided for each project.



## Appendix VI: Team Composition

The Bidder shall propose team consisting of staff / experts to take care of all aspects of the assignment.

<b>Key Staff</b>					
<b>Name of key expert</b>	<b>Educational qualification</b>	<b>Area of expertise</b>	<b>Post qualification relevant experience in number of years</b>	<b>Name of key project and role</b>	<b>Name of the client</b>

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:



## Appendix VII: Curriculum Vitae (CV) for Key Staff

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1. **Name of Entity** [*Insert name of firm proposing the staff*]: \_\_\_\_\_
2. **Name of Staff** [*Insert full name*]: \_\_\_\_\_
3. **Date of Birth**: \_\_\_\_\_
4. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]:  
\_\_\_\_\_  
\_\_\_\_\_
5. **Membership of Professional Associations**:  
\_\_\_\_\_
6. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]:
7. **Countries of Work Experience**: [*List countries where staff has worked in the last ten years*]:  
\_\_\_\_\_  
\_\_\_\_\_
8. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:  
\_\_\_\_\_
9. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:  
From [Year]: \_\_\_\_ to [Year]: \_\_\_\_  
Employer: Positions held:  
\_\_\_\_\_
10. **Work Undertaken that Best Illustrates Relevant Experience and Capability to Handle the Tasks Assigned**
11. **Certification**:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to disqualification or dismissal of the firm. If selected my services shall be available for the assignment till completion.



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[Signature of staff member or authorized representative of the staff] Date:  
Day/Month/Year Full name of authorized representative:



## Appendix VIII: Format for Average Annual turnover of the applicant

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Sr. No.	Financial Year	Average Annual turnover of bidder from consultancy services related to preparation of DPR/Master Plan for tourism infrastructure and other large infrastructures projects (INR)
1	2013-14	
2	2014-15	
3	2015-16	
	Average for three years	[indicate sum of above divided by 3]

### CA Certificate

This is to certify that [name of company] [registered address] has received the payments shown above against the respective years\*.

Name of Authorized Signatory

Designation

Name of firm

Signature of Authorized Signatory

Seal of Audit firm

\*: Shall be supported by appropriate work orders and/or completion certificates from the respective clients.



## **Appendix IX: Bank Guarantee Format**

(To be submitted by bidder)

B.G. No. Dated:

In consideration of you, Office of the Managing Director, A.P.T.D.C., 55-17-2 to 4, Fifth Floor, Industrial Estate, Autonagar, Vijayawada – 7, (hereinafter referred to as the "Authority", which expression shall unless it be repugnant to the subject or context thereof include its, successors and assigns) having agreed to receive the Bid of \_\_\_\_\_ (a company registered under the Companies Act, 1956) and having its registered office at \_\_\_\_\_ (hereinafter referred to as the "Bidder" which expression shall unless it be repugnant to the subject or context thereof include its/their executors, administrators, successors and assigns), for '*Selection of consultants for preparation of beach tourism DPRs for three locations in Andhra Pradesh*' (hereinafter referred to as "the Project") pursuant to the RFP Document dated \_\_\_\_\_ issued in respect of the Project and other related documents including without limitation the draft Service agreement (hereinafter collectively referred to as "Bidding Documents"), we \_\_\_\_\_ (Name of the Bank) having our registered office at \_\_\_\_\_ and one of its branches at \_\_\_\_\_ (hereinafter referred to as the "Bank"), at the request of the Bidder, do hereby in terms of Clauses of the RFP Document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfillment and compliance of the terms and conditions of the Bidding Documents (including the RFP Document) by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Authority an amount of INR \_\_\_\_\_ (Rupees \_\_\_\_\_ only). (hereinafter referred to as the "Guarantee") as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfill or comply with all or any of the terms and conditions contained in the said Bidding Documents.

1. Any such written demand made by the Authority stating that the Bidder is in default of the due and faithful fulfillment and compliance with the terms and conditions contained in the Bidding Documents shall be final, conclusive and binding on the Bank.
2. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the Authority is disputed by the Bidder or not, merely on the first demand from the Authority stating that the amount claimed is due to the Authority by reason of failure of the Bidder to fulfill and comply with the terms and conditions contained in the Bidding Documents including failure of the said Bidder to keep its Bid open during the Bid validity period as set forth in the said Bidding Documents for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding INR \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

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3. This Guarantee shall be irrevocable and remain in full force for a period of 365 (three hundred and sixty five) days from the Bid Due or for such extended period as may be mutually agreed between the Authority and the Bidder, and agreed to by the Bank, and shall continue to be enforceable till all amounts under this Guarantee have been paid.
4. We, the Bank, further agree that the Authority shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfillment and compliance with the terms and conditions contained in the Bidding Documents including, inter alia, the failure of the Bidder to keep its Bid open during the Bid validity period set forth in the said Bidding Documents, and the decision of the Authority that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Authority and the Bidder or any dispute pending before any Court, Tribunal, Arbitrator or any other Authority.
5. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
6. In order to give full effect to this Guarantee, the Authority shall be entitled to treat the Bank as the principal debtor. The Authority shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said Bidding Documents or to extend time for submission of the Bids or the Bid validity period or the period for conveying acceptance of Letter of Award by the Bidder or the period for fulfillment and compliance with all or any of the terms and conditions contained in the said Bidding Documents by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said Bidding Documents or the securities available to the Authority, and the Bank shall not be released from its liability under these presents by any exercise by the Authority of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Bidder or by any change in the constitution of the Authority or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.
7. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
8. We undertake to make the payment on receipt of your notice of claim on us addressed to \_\_\_\_\_ [name of Bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorized to receive the said notice of claim.
9. It shall not be necessary for the Authority to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Authority may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealized.

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10. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Authority in writing.
11. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank.
12. For avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to INR \_\_\_\_\_ (Rupees \_\_\_\_\_ only). The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank on or before \_\_\_\_\_ (indicate date falling 180 days after the Bid Due Date)].

Signed and Delivered by                      Bank

By the hand of Mr. /Ms.                      , its                      and authorized official.

(Signature of the Authorized Signatory)

(Official Seal)



## Appendix X – Format for Financial Proposal

To

**Managing Director,**

Andhra Pradesh Tourism Development Corporation,  
55-17-2 to 4, Fifth Floor,  
Industrial Estate, Autonagar, Vijayawada – 7.

**SUB: Financial proposal for for preparation of beach tourism DPRs for three locations in Andhra Pradesh**

*Sir,*

As a part of the Proposal for providing Management Consultancy Services, we **hereby quote the Professional Fee of..... (in Rs.) inclusive of cost of consultants, travel and all other incidental expenses to be paid as per the following payment schedule:**

S. No.	Payment milestone	Percentage
1.	On completion of Stage – 1	25%
2.	On completion of Stage – 2	25%
3.	On completion of Stage – 3	50%

- 1 We declare that we have read and understood the scope of work along with the team effort requirements. Our financial quote has been submitted with complete understanding of the same.
- 2 We abide by the above quote, terms and conditions of the RFP, if APTDC selects us as the successful Bidder.
- 3 We also understand that, in case of any discrepancy between the quoted amount in words and figures, the amount quoted in words will prevail.
- 4 In case of equal Bids, the successful Bidder will be decided based on highest technical score. In case of still a tie, then the two tie Bidders will be given opportunity to submit revised quotes and the Bidder quoting less quote will be declared as the successful Bidder.
- 5 We agree that this offer shall remain valid for a period of one hundred and eighty (180 days) from the Bid Due Date or such further period as may be mutually agreed upon.
- 6 The Professional Fee quoted is inclusive of TDS and exclusive of GST and all other applicable taxes.

*Selection of consultants for preparation of beach tourism DPRs for three locations in Andhra Pradesh*



*Yours faithfully,*

Authorised Signatory

Name:

Designation:

Date:

Company Seal: