



CLOSED REQUEST FOR PROPOSAL (RFP)

**Madhya Pradesh Tourism Board (MPTB) Registered Office: 6th Floor,
Lily Trade Wing (above D Mart), Jahangirabad, Bhopal - 462008 Tel.: 0755-
2780600**

Website: www.tourism.mp.gov.in

**RFP from shortlisted agencies for Selection of consultant for the "Preparation of
application/ proposal for submitting entries in the National List for (Narmada Parikrama)
Intangible Cultural Heritage (ICH) OF Madhya Pradesh."**

**NIT No.: 6294/PLG/MPTB/2023
2021_MPTB__**

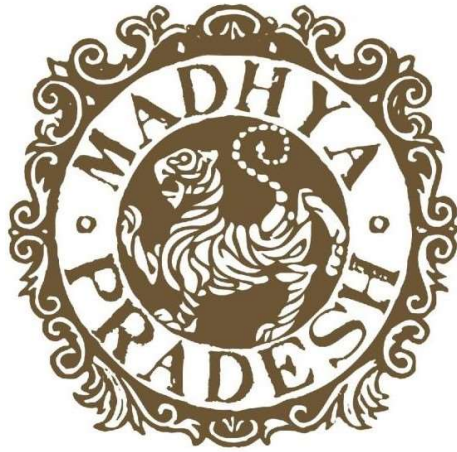
04/10/ 2023 Tender ID:

Bids in sealed envelope are invited in hard copies from listed Agencies for selection of consultant for the "Preparation of application/ proposal for submitting entries in the National List for (Narmada Parikrama) Intangible Cultural Heritage (ICH) OF Madhya Pradesh". www.tourism.mp.gov.in

For any other information contact Mr. Prashant Singh Baghel, Joint Director (Planning), Mob.no: 9425184809 or e-mail at jdplg.mptb@mp.gov.in. For any technical issues contact: Toll free number -18002588684 Last date and Time for Bid Submission is 20/10/2023 at 17:00hrs.

Managing Director

RFP from shortlisted agencies for Selection of consultant for the Preparation of application/ proposal for submitting entries in the National List for (Narmada Parikrama) Intangible Cultural Heritage (ICH) OF Madhya Pradesh for various Art forms in Madhya Pradesh



The heart of
Incredible India

Madhya Pradesh Tourism Board (MPTB)

Bhopal, India

2023

The Managing Director on behalf of Madhya Pradesh Tourism Board
invites RFP from shortlisted agencies for Selection of consultant for the
**“Preparation of application/ proposal for submitting entries in the National List for
(Narmada Parikrama) Intangible Cultural Heritage (ICH) OF Madhya Pradesh for
various Art forms in Madhya Pradesh”.**

1	Name of the Authority: Managing Director, Madhya Pradesh Tourism Board, Bhopal
2	Proposal should remain valid for 120 days from the proposal due date.
3	The Agency/Firm is required to include with its Proposal written confirmation of authorization to sign on behalf of the Firm: Yes
4	Method of Selection: L1 (Least Cost Based Selection)
5	The Agency/Firm must submit: i. Technical Proposal (To be submitted Online & Offline) ii. Financial Proposal (To be submitted Online Only)
6	All correspondence shall be addressed to: Managing Director, Madhya Pradesh Tourism Board, 6th Floor Lily Trade wing, Jehangirabad, BHOPAL – 462008 Tel: 0755-2780600 Website: www.tourism.mp.gov.in pEmail : jdplg.mptb@mp.gov.in .
7	Date of issue: 05.10.2023
8	Last date and the time of submission of proposal- 20.10.2023; 17.00 hrs.
9	Date and time of Opening of financial proposal- 26.10.2023 ; 12:00 hrs.

LIST OF ANNEXURES

Annexure I	Details of Organization/Consultant
Annexure II	Declaration by Organization/Consultant
Annexure III	Price Bid (Financial Bid)

1. INTRODUCTION

Madhya Pradesh Tourism Board also referred to as the “MPTB” or “Authority”, is a nodal agency under Department of Tourism, Government of Madhya Pradesh (“DoT”) with a mandate to develop tourism infrastructure in the State of Madhya Pradesh.

Statement of Objective:

To Prepare the application/ proposal for submitting entries in the National List for Intangible Cultural Heritage (ICH) OF Madhya Pradesh for (Narmada Parikrama) various Art forms in Madhya Pradesh.

2. PROPOSED PROJECT

Madhya Pradesh Tourism Board invites proposals from shortlisted agencies for Consultant for **Preparation of application/ proposal for submitting entries in the National List for Intangible Cultural Heritage (ICH) OF Madhya Pradesh for (Narmada Parikrama) various Art forms in Madhya Pradesh** having relevant experience in preparation of Intangible Cultural Heritage Nomination Dossier of similar nature, proposal Intangible Cultural Heritage (ICH) of Madhya Pradesh or any other suggested by agencies.

3. Scope of Work

The scope of work shall be to prepare the **application/ proposal for submitting entries in the National List for Intangible Cultural Heritage (ICH) OF Madhya Pradesh for (Narmada Parikrama) various Art forms in Madhya Pradesh.**

- A. The nomination document includes an exhaustive survey of diverse aspects of the element to be inscribed. This involves extensive interactions with various stakeholders and participants. The information elicited is to be presented in a concise, coherent and structured manner in a format enclosed in the Annexure.

To summarise, the required format includes following sections:

1. Name of the element in English and the local language (200 characters)
2. Name of communities/groups or individuals concerned (150 words)
3. Geographical location and range of the element (150 words)
4. Identification and description of the element – a brief summary (oral traditions, social and ritual practices, traditional craftsmanship) (250 words)
5. Bearers and practitioners of the element (specific categories, roles of practitioners) (250 words)
6. How are the knowledge and skills relating to the element transmitted today? (250 words)
7. What social functions and cultural meanings does the element have for its community today? (250 words)
8. Is there any part of the element that is not compatible with existing international human rights instruments or with the requirement of mutual

respect among communities, groups and individuals, or with sustainable development? (250 words)

9. How can inscription of the element on the Representative List contribute to the visibility of the intangible cultural heritage in general and raise awareness of its importance at the local, national and international levels (150 words)
10. How can inscription encourage dialogue among communities, groups and individuals? (150 words)
11. How can inscription promote respect for cultural diversity and human creativity? (150 words)
12. Safeguarding measures: How is the viability of the element being ensured by the concerned communities, groups or, if applicable, individuals? What past and current initiatives have they taken in this regard? (250 words)
13. Safeguarding measures: How have the concerned States Parties safeguarded the element? Specify external or internal constraints, such as limited resources. What are its past and current efforts in this regard? (250 words)
14. What measures are proposed to help to ensure that the element's viability is not jeopardized in the future, especially as an unintended result of inscription and the resulting visibility and public attention? (750 words)
15. Mitigating possible negative impacts of income generating activities, over commercialization. (250 words)
16. How have communities, groups or individuals been involved in planning the proposed safeguarding measures and how will they be involved in their implementation? (250 words)
17. Consent of the communities required.
18. Respect for customary practices governing access to the element (250 words)
19. Inclusion of the element in an inventory (150 words)

The number of words specified for each section and other queries in the format are sacrosanct and need to be adhered to in all respects for the dossier to be technically accepted for evaluation.

B. To achieve above scope of work following activities shall be taken;

3.1 Activity 1: Research – Archival and others

- 3.2.1. Research on Intangible Cultural Heritage. This shall include research about Intangible Cultural Heritage during different periods of its history, and its relationship to its surroundings and social context.
- 3.2.2 Research on description of the Intangible Cultural Heritage and its cultural contents like carving, loose sculptures, etc. (Refer Annexure: List of available references to be used as baseline data)
- 3.2.3 Research on socio cultural, natural, geographical, anthropological, ethnographic, archaeological, ecological, structural and geo-technical engineering information. (Refer Annexure: List of available references to be used as baseline data)
- 3.2.4 Research on oral and art history
- 3.2.5. Research on evolution of architectural vocabulary and construction techniques.
- 3.2.6. Any other research activities as required

3.2 Activity 2: Documentation and Studies

3.3.1. **Inventories:** The consultant is to devise the method to collect and organize the information in such a manner that the elements of ICH, features of significance to the ICH, and listing of actions required to preserve the “Value” of the ICH should be clearly identifiable for management of ICH and deciding prioritization of actions.

3.2.2.2 Inventories to highlight the special features of the components and the present status of preservation

3.2.2.3 Inventories to include identification/listing of past intervention and their appropriateness.

3.2.2.4 Detailed photo documentation – photographs of ICH including those of all artists, decorative works, patterns of decays, degree of deterioration, etc.

3.2.2.5 Any other work(s) required for putting into effect

4. Period of Contract

The contract period shall be of **90 days** from the date of agreement till submission of application & may be extended with mutual consent but not earlier than execution of the project. Both the parties will have the right to cancel the contract by giving 1-month notice.

5. Other Terms and Conditions

5.1 Schedule of activities and payment

5.1.1 Table

Sr. no.	Scope of work	Schedule of submission	Timeline (T= Date for issuance of work order)	Percentage of consultancy fee
1.	Preliminary study of the property		T + 30 days	20%
2.	Collection of information as per scope of work and submission of draft report as per the application format and its approval by MPTB.	Draft report	T + 60 days	40%
3.	Final application T+ 90 days	Final application for submission & its approval by MPTB	T + 90days	40%
Total			90 DAYS	100%

5.1.2 All taxes levied by law, such as GST, etc. contingent to the professional service/rendered by the consultant shall be payable by the MPTB.

**6. ELIGIBILITY CRITERIA (QUALIFICATIONS) AND TECHNICAL EVALUATION CRITERIA-
REQUIREMENT OF AGENCY:**

The agency should provide details of experience in executing the work in the relevant field in Annexure III.

7. SELECTION CRITERIA- The selection of the consultant will be done on least cost basis if details as per Annexure III are found suitable.

8. VALIDITY OF THE PROPOSAL:

The Proposal shall be **valid** for a period of **not less than 120 days** from the Proposal Due Date(PDD).

9. INSTRUCTIONS TO THE APPLICANT

16.1 Number of Proposals and respondents

1. The RFP is non-transferable and Proposals shall be submitted only by the respective Applicants to whom the RFP has been issued by MPTB.
2. Consortium/Joint Venture shall not be allowed under this RFP.

16.2 Proposal Preparation Cost

1. The Applicants shall bear all costs associated with the preparation and submission of the Proposal. MPTB will not be responsible and liable for any costs, regardless of the conduct or outcome of the Proposal/process.
2. All papers submitted with the Proposal are neither returnable nor claimable.

10. LIMITED LIABILITY

- a) In case due to any event or situation arises during execution, it is realized that any component of the scope of the works cannot be implemented or there is delay in completion of the same, the MPTB may delete or differ such component. However the remaining part of the content shall remain unaffected.
- b) It is mutually agreed between MPTB and the consultant that the aggregate liability of the consultant shall be limited to fees paid for services under this contract.

11. TERMINATION OF AGREEMENT

- i) In case of any unavoidable circumstances or change in government policies which may prevent to go ahead with the project, MPTB may terminate the entire agreement or any part of the agreement without paying any compensation to the Organization/Consultant. However MPTB will make the payment up to the stage as per time line up to which the bidder has completed the work and submitted its report (Ref. clause 5.1.1)
- ii) Either party may terminate the contract for breach or any condition of this contract. However, party claiming the breach shall first issue a notice in writing to the other party specifying the breach. If the party to whom such notice is send fails to rectify the breach within 30 days of such notice, the contract can be terminated by the party which issued the notice.

12. In the event of a dispute between the parties which could not be amicably resolved, the aggrieved party shall refer the dispute to be resolved by arbitration.
13. The arbitral proceedings shall be as per the provisions of Arbitration and Conciliation Act.1996
14. The Arbitration should be done by a sole Arbitrator appointed as per terms of the 1996 Act. The place of Arbitration shall be Bhopal, M.P.

15. GOVERNING LAW AND JURISDICTION

The contract shall be governed by and construed in accordance with laws of India. Subject to clause 25 any dispute arising out of this contract or services shall be subject to the exclusive jurisdiction of M.P. courts.

ANNEXURES

Annexure I: Details of Organization/Consultant

1.	Name of the Organization	
2.	Name of the authorized person	
3.	Address & contact Numbers	
4.	Email ID	
5.	Year of establishment	
6.	Status of the firm (whether Pvt Ltd company/ Public Ltd. Company/ partnership firm/ Proprietary)	
7.	Names of Directors/ Partners/Proprietor	
8.	Whether registered with registrar of companies/ firms/ any Indian Govt. Law – mention number and date with proof	
9.	Whether assesses of Income tax payee. Mention PAN, furnish copy of last income tax return.	
10.	Name and Address of Bankers	
11.	Whether empaneled with other Government organizations. If so, give names of organizations with the details of supply.	
12.	3 years Annual Turnover (Furnished copy of CA Certified Audited Balance Sheets)	(2020-21)- (2021-22)- (2022-23)-
13.	GST details	
14.	Any other Information	

Signature:
Name:
Designation:
Affix Comp

ANNEXURE II: DECLARATION BY ORGANIZATION/CONSULTANT

1. I / We have read the instructions appended to the Proforma and I/We understand that if any false information is detected at a later date, any contract made between our selves and MPTB on the basis of the information given by me/us can be treated as invalid by the MPTB and I / We will be solely responsible for the consequences.
2. I/We agree that the decision of MPTB in selection of consultant will be final and binding to me/us.
3. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
4. I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and/or in the accompanying sheets.

Place.

Date.

SIGNATURE:

Name & Designation & seal of the Company

Annexure III

- 1. Brief description of intangible Heritage name applied for –**
- 2. Experience of agency in the Heritage field –**

Annexure IV: Price Bid (Financial Bid)

(To be submitted Online only)

FINANCIAL BID LETTER & FORMAT FOR FINANCIAL OFFER

To,

The Managing Director
Madhya Pradesh Tourism Board,
6th Floor, Lily Trade Wing (Above D
Mart),Jahangirabad, Bhopal
Madhya Pradesh 462008

Sub: Financial Bid for “Preparation of application/ proposal for submitting entries in the National List for Intangible Cultural Heritage (Narmada Parikrama) various Art forms of M.P”

Dear Sir,

As a part of the Bid for “Preparation of application/ proposal for submitting entries in the National List for Intangible Cultural Heritage (ICH) OF Madhya Pradesh for (Narmada Parikrama) various Art forms of M.P” we hereby make the following Financial Offer (Price Bid) to Madhya Pradesh Tourism Board for the project.

S.no	ICH of M.P.	Consultant fee (GST Extra if applicable)
1	Narmada Parikrama	

Note: 1. Method of Selection: L1 (Least Cost Based Selection).

- 1. The proposal will be considered for which financial proposal submitted by the consultant.**

FOR AND ON BEHALF OF _____

SIGNATURE _____

S.no	ICH of M.P.	Consultant fee (GST Extra if applicable)
1	Gond Adivasi Chitrakala - Patangarh, Dindori	
2	Bhagoriya Adivasi Nritya, Jhabua	
3	Narmada Parikrama	