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Madhya Pradesh Tourism Board

Corporate Identification Number (CIN):

U75302MP2017NPL043078

6th Floor, Lily Trade Wing, Jahangirabad, Bhopal - 462008

Ph: (0755) - 2780600; www.tourism.mp.gov.in,

E-mail: dirskill.mptb@mp.gov.in

No. 3846.. /G&SD/Skill /MPTB/2021-22

Bhopal: 09/07/2021

Expression of Interest for Empanelment of Agency to Support

Implementation of Rural Tourism Project in MP

EOI No. 01/G&SD/Skill /MPTB/2021-22 Dated: ~~12/7/2021~~ 12/7/2021

Madhya Pradesh Tourism Board is issuing Expression of Interest (EOI) for "Empanelment of agency to support implementation of Rural Tourism Project in Madhya Pradesh".

Interested bidders, eligible as per qualification criteria, may submit their response to the EOI latest ^{by} 05 August, 2021 till 5.30 PM.

The EOI document can be downloaded from www.tourism.mp.gov.in

For Further information may please contact 0755-2780600 and send your queries to dirskill.mptb@mp.gov.in as per before last date mentioned in the EOI Document.

Managing Director

**Expression of Interest
for
Empanelment of Agency to Support
Implementation of Rural Tourism Project in MP**

EOI No. 01/MPTB/RT/2021-22 Dated: 12/07/2021



**MADHYA PRADESH TOURISM BOARD (MPTB), 6th Floor, Lily
Trade Wing (Above D Mart) Jahangirabad, Bhopal-462008**

Index

1. Invitation for Expression of Interest	3
2. Letter of Invitation	4
3. Background	5
4. Aim and Objective	5
5. EOI Processing Fee	5
6. Venue & Deadline for submission of proposal	5
7. Validity of Offer	5
8. Terms of Reference (TOR)	5
10. Instructions to bidder	8
11. Qualification Criteria	8
12. Evaluation Marking of Proposal:	8
13. Evaluation Criteria and Method of Evaluation:	9
14. Response:	9
15. Conflict of Interest:	10
16. Conditions under which EOI is issued:	10
17. Financial Support	10
Format - 1 : Applicant's Expression of Interest	11
Format – 2: Organization Details	12
Format 3: Organization's Experience in Related field.	13
Format 4: Financial Capability of agency	14
Format 5: List of experts/consultants with agency	15
Format 6: Letter of consent from all consortium partners (On the letter head of the all-consortium partners)	16
Format 7: Non-Black listing Certificate	17

1. Invitation for Expression of Interest

The Madhya Pradesh Tourism Board (MPTB) is responsible for promotion and development of tourism in state. The MPTB is implementing a program for promoting community based Rural/ Cultural Experience Tourism in MP. In order to take implementation support for development of rural tourism, the MPTB is inviting EOI from agencies who may help MPTB to achieve its objectives.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. which can be downloaded from the website www.tourism.mp.gov.in

Last date for submission of EOI is **05 August 2021 up to 5.30 PM**. Sealed envelope marked to the “EOI for providing support for Rural Tourism to MPTB as Project Support Organization (PSO)” containing (1) dully filled EOI document, (2) Non-Refundable fee of Rs 2000.00 + 18% GST in the form of a Demand draft drawn in favour of “Madhya Pradesh Tourism Board, Bhopal” payable at Bhopal may be submitted. **(Financial bid not required).**

**The Managing Director,
Madhya Pradesh Tourism Board,
6th Floor, Lily Trade Wing, Jehangirabad, Bhopal
Madhya Pradesh, India. Pin code – 462008**

**Managing Director,
Madhya Pradesh Tourism, Board**

2. Letter of Invitation

**The Madhya Pradesh Tourism Board,
6th Floor, Lily Trade Wing, Jahangirabad Bhopal
Madhya Pradesh, India, Pin code – 462008**

No.

Dated:...../..../2021

Dear Sir/Madam,

Madhya Pradesh Tourism Board (MPTB) invites sealed Expression of Interest (EOI) from agencies legally register in India for providing “Sector specific support to MPTB for better implementation of Rural Tourism project.

The EOI document containing the details of qualification criteria, submission requirement, TOR and scope of work etc. is enclosed.

The EOI document is available on the MPTB website **www.tourism.mp.gov.in**

You may submit your proposal in sealed envelopes in prescribed format at the below given address. The bid received after mentioned time and date will not be considered and will be returned unopened.

**The Managing Director
Madhya Pradesh Tourism Board,
6th Floor, Lily Trade Wing, Jahangirabad, Bhopal
Madhya Pradesh, India. Pin code – 462008
E-mail: dirskill.mptb@mp.gov.in**

S. No.	Critical Dates	Date	Time
1	Date of Publishing	12/07/2021	-
2	Document Availability Date	12/07/2021	-
3	Last date for receiving Pre bid query through email dirskill.mptb@mp.gov.in	19/07/2021	5.30PM
4	Pre-bid meeting	20/07/2021	3.00PM
5	Bid Submission End Date	05/08/2021	5:30 PM

Yours faithfully,

Managing Director, MPTB

3. Background

The Madhya Pradesh Tourism Board (MPTB), in order to provide better rural experience in and around its tourism destinations situated across Madhya Pradesh, is willing to take the services of agencies working in the field of community-based tourism and could help to MPTB for achieving its objectives.

In this respect, Expression of Interest (EOI) is being floated to invite proposals from reputed and experienced NGOs/Trusts/ registered societies/companies from all over the country having adequate experience and expertise in require field.

4. Aim and Objective

The Madhya Pradesh tourism board is implementing rural tourism project in selected villages, located in and around tourism destinations, across Madhya Pradesh. For successful implementation of the project, MPTB is looking forward to take the services of the agencies who are interested to work in the development and promotion of rural tourism in Madhya Pradesh. The MPTB will empanel the agencies working in the field as mentioned in the TOR.

5. EOI Processing Fee

A non-refundable processing fee for Rs. 2,000/- + 18% GST (Two Thousand Rupees + 18% GST only) in the form of a Demand draft drawn in favour of “**Madhya Pradesh Tourism Board, Bhopal**” **Payable at Bhopal** has to be submitted along with the EOI response. **Bids received without or with inadequate EOI processing fees shall be liable to get rejected.**

6. Venue & Deadline for submission of proposal

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to MPTB at the address specified herein earlier. In exceptional circumstances and at its discretion, MPTB may extend the deadline for submission of proposals by issuing an amendment to be made available on the MPTB website, in which case all rights and obligations of MPTB and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

7. Validity of Offer

The offer for EOI as per this document shall be valid for a period of six (6) months initially which may be extended further, if required by MPTB.

8. Terms of Reference (TOR)

Madhya Pradesh Tourism Board (MPTB) was established by the tourism department government of Madhya Pradesh in 2017 under company act. The MPTB is responsible for development and promotion of the tourism in Madhya Pradesh. MPTB is also responsible to invite public private investment in development of tourism destinations of Madhya Pradesh. MPTB is committed to provide better opportunities, available in tourism and hospitality sector, to youth of MP through ensuring their participation in tourism.

The MPTB is implementing Rural Tourism Project in selected villages situated nearby the tourism destinations in order to promote tourism and to increase participation of local community in tourism sector. The homestays will be established with local families. Also, various tourism products will be developed with the help of local community to provide rich rural and cultural experience to the visitors.

To implement various activities, MPTB is willing to take the support from the agencies having expertise in the required field. MPTB is issuing an EOI to hiring the services of agencies.

Objective

The objective is to

1. The identification and development of villages, located nearby tourism destinations, as tourism villages.
2. Enhance the skill of selected manpower in identified job roles in hospitality, tourism and travel and allied sectors to meet-out the market demand.
3. Enhance participation of local community located in and around tourism destinations of MP.
4. Provide better stay facilities, to visitors, with the local rural families to provide rich local experiences.
5. Promote, revive local arts and crafts and support local artisan via providing market linkages for the products.

Scope of Work

1. Identification of villages, on the basis of parameters set by the MPTB, located nearby the tourism destinations or having possibilities to develop as tourism village.
2. Mobilize the local community and identification of family for developing homestay by their own.
3. Establish various tourism activities based on local resources i.e. local folk dance and songs, local plays and games, local cuisine, local art and craft etc. to provide real rural experiences to visitors at identified villages.
4. Identification of beneficiaries for various activities to be proposed for development of village as tourist village.
5. Microplanning and implementation of identified activities in tourism villages by consultation with community and Madhya Pradesh Tourism Board.
6. Conduct training and exposure programs for the beneficiary for better orientation of community tourism.
7. Identification of required community infrastructure for selected villages.

8. Coordination between relevant stakeholders for development of tourism villages.
9. Other work required for the development of villages as community-based tourism village.
10. Marketing and publicity of tourism villages.
11. With the permission of MPTB mobilize funds from other sources like CSR for development of selected villages, if required.
12. Submission of proposal to utilize the expertise that the agency is having i.e. training, exposure, document development etc. for the areas not allotted to agency (including the allotted villages) on the request of the MPTB.

Eligibility criteria for agency

1. The agency must have legal status i.e. society/company/trust or consortium of not more than 3 as partners must have registered in India. All partners of consortium must be working in the field of community development / tourism.
2. The agency must have at least 3 years old.
3. The agency must have worked in the field of community development / tourism. The preferences will be given to agency having an international experience in required field.
4. The total turnover of an agency in last three financial years (FY 2017-18, 2018-19, 2019-20), must be equal to or more than 50 lakhs.
5. The agency must have minimum 5 staffs in its payroll.

Note: * in case of consortium (of not more than 3 institutions / organizations) documents of all the partnering institution are to be submitted and proposals will be evaluated jointly.

Expected deliverables

1. Develop selected village as tourism village, of Madhya Pradesh situated in nearby tourism destinations of Madhya Pradesh.
2. Stay facility for tourist at village level to give them real rural experience of rural Madhya Pradesh.
3. Establishment of various tourist activities/products at village level for visitors.
4. Trained human resources at village level to provide better services to visitors.
5. New source of income for identified beneficiary at selected villages.

10. Instructions to bidder

The Expression of Interest is to be submitted in the manner prescribed below: - All information as detailed below is to be submitted in two hard copies in separately sealed envelopes

1. Applicant's Expression of Interest (Format-1)
2. Organizational Details (Format-2)
3. Experience in related fields (Format-3)
4. Organization's Financial Capability along with audited financial balance sheet (Format-4: CA certificate)
5. List of experts / consultants on payroll (Format-5)
6. Letter of consent from all consortium partners on their official stationery duly signed by the chief functionary/ authorized signatory (Format-6)
7. Non-blacklisting Certificate (Format-7)

EOI Documents have been up-loaded on the website www.tourism.mp.gov.in and may be downloaded from the website.

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

11. Qualification Criteria

As mentioned in the TOR.

12. Evaluation Marking of Proposal:

S. No.	Parameters	Marking criteria	Maximum Marks
1	Organization existence	Till minimum requirement of years, 0 marks and after that every two years 1 mark, up to maximum 5 marks	5
2	Number of Staff	Till minimum requirement of staff, 0 Marks and after that for every staff 1 mark, up to maximum 5 marks (Please attach CVs of Staff. Only attached CVs considered for marking)	5
3	Financial	Till min. requirement 0 marks and after that for every 05 lakhs 1 mark, up to maximum 05 marks	05
4	Work with Govt. Project	Agency having implemented any project with Govt.	5
5	Working Area	Till minimum requirement of State 0 marks and after that 1 mark for each state up to max. 5 marks	5
		Working experience in Madhya Pradesh	5

S. No.	Parameters	Marking criteria	Maximum Marks
6	Experience (Project Support Agency)	Agency have an experience of development of community-based tourism in India	20
		Agency have an experience of community development in rural areas	10
		Agency having an international experience in the field of tourism	5
		Agency have won any National and International award in the field of tourism.	5
7	Presentation by organization	Presentation Outline Guideline: <ol style="list-style-type: none"> 1. Introduction, experience, financial strength and Team composition of Organization – 10 Marks 2. Strategy for development of tourism village in Madhya Pradesh – 10 Marks 3. Suggestion/ idea of new tourism product for Madhya Pradesh – 05 marks 4. Other USP/Strengths – 05 Marks 	30
		Total Marks	100

The minimum qualifying marks are 60.

Note: The experience and track record of all the consortium partners will be evaluated against the requirements.

13. Evaluation Criteria and Method of Evaluation:

- a) Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on primary verification of testimonials submitted.
- b) EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their manpower, financial strength of firm and presentation made by the agency before selection committee, whose decision will be final.

14. Response:

Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

Application in sealed envelope super scribed, as **“EOI for providing support for Rural Tourism to MPTB as Project Support Organization (PSO).”** Failing to this, proposal will be rejected without opening the same.

Bidders can submit their proposal through online mode also. Proposal may submit through email dirskill.mptb@mp.gov.in on or before last date and time with Subject Line: **“EOI for providing support for Rural Tourism to MPTB as Project Support Organization (PSO).”** Online application form with all supportive documents and copy of Demand Drafts must be scanned and send through single pdf file before last date and time. *Original copy of documents must be sent via post/courier after online submission.*

Incomplete or wrongly filled up application format or application with lack of essential documents will be summarily rejected.

15. Conflict of Interest:

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform MPTB, detailing the conflict in writing as an attachment to this Bid.

MPTB will be the final arbiter in cases of potential conflicts of interest. Failure to notify MPTB of any potential conflict of interest will invalidate any verbal or written agreement

A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

16. Conditions under which EOI is issued:

The EOI is not an offer and is issued with no commitment. MPTB reserves the right to withdraw EOI and or vary any part thereof at any stage. MPTB, further reserves the right to disqualify any bidder, should it be so necessary at any stage.

The agency has to bear all the cost related to submission of this EOI. The cost, incurred by agency for submitting this EOI, will not be reimbursed in any circumstances by the MPTB to the bidder.

17. Financial Support

Financial support of Rs. 4,00,000/- (Rupees four lakhs only) per year which will be paid on the completion of the prescribed milestones for that year. Apart from this, separate provision will be made for specific trainings, capacity building and marketing support, which will be spent by Madhya Pradesh Tourism Board.

Format - 1 : Applicant's Expression of Interest

To,

The Managing Director,
Madhya Pradesh Tourism Board,
6th Floor, Lily Trade Wing, Jehangirabad Bhopal
Madhya Pradesh, India. Pin code – 462008

Sub: Submission of Expression of Interest for Project Support Organization (PSO) under Rural Tourism Project.

Dear Sir,

In response to an invitation for Expressions of Interest (EOI) published on for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach the following documents in sealed envelope:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. Organization's Financial Capability (Format-4: CA certificate) along with audited financial balance sheet.
4. List of experts / consultants on payroll (Format-5)
5. Non-blacklisting Certificate (Format-6)

Declaration

We hereby confirm that we are agree and accept to all terms and conditions mentioned to this EOI. We are willing to undertake the task related to part for which we are submitting this EOI as required by MPTB.

All the information provided herewith is in my knowledge and are genuine and accurate.

Sincerely Yours,

Signature of the applicant
[Full name of applicant]
Stamp.....
Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

Format – 2: Organization Details

1. Name of the Organization:
2. Legal status of the organization (Company/Society/Trust) enclosed copy of by-laws:
3. Registration Number (Enclose copy of registration):
4. Date of registration:
5. GSTIN no. (If Registered):
6. PAN No. (Enclose copy):
7. TAN No. (Enclose copy):
8. Address of Head Office:
9. Address of Communication office:
10. Address of Madhya Pradesh Office :
11. Name, Designation and Contact details of authorized person:
12. Financial Capability of the organization (Enclose CA Certificate & audited Balance sheet of required years)
 1. Turnover for financial year is (In Rs. only):

Note : This information is to be furnished for the organization/All consortium partners.

Signature of the applicant
Full name of applicant
Stamp & Date

Format 3: Organization's Experience in Related field.

S. No.	Name of the project	Name of the supporting/funding agency	Geographical Area of implementation		Year of assignment	Government/Non-Government/CSR	Present Status (complete/on going)	Achievements
			District	State				

Note: Please enclose the supporting documents (i.e. work order/completion certificate etc.) for each work mentioned above. Without supporting documents experience will not be counted. This information is to be furnished for the organization/All consortium partners.

Signature of the applicant

Full name of applicant

Stamp & Date

Format 4: Financial Capability of agency
On the letter head of CA

CA Certificate

This is to certify that the financial detail of the agency is as follows for the year/s

S. No.	Financial Year	Turn over (In Rs.)

Note: This information is to be furnished for the organization/All consortium partners.

Signature & Seal of CA

Format 5: List of experts/consultants with agency

(On the letter head of the agency)

S. No.	Name	Designation	Qualification	Total Years of experience	Relevant Experience	On agency Payroll (Yes/ No)
1						
2						
3						
4						

Note: Enclosed the CV of staff who are in payroll of the agency. Without CV, staff will not be counted.

Signature of the applicant
Full name of applicant
Stamp & Date

Format 6: Letter of consent from all consortium partners

(On the letter head of the all-consortium partners)

S. No.	Name of Organization	Roles and Responsibility	Comment
1			
2			
3			

Signature of the applicant
Full name of applicant
Stamp & Date

Format 7: Non-Black listing Certificate

TO WHOMSOEVER IT MAY CONCERN

This is to certify that we(Name of the Agency) registered under the
(Name of the Act) vide registration no. do hereby declare and confirm that we have
neither been black-listed nor bankrupt by any Ministry/Department/Board/Corporation / Any other entity of
the Central or State Government or by any quasi-government or any Public Sector Undertaking or any bank or
any other entity till date. If any of the information given under this EOI, at any stage founds false, agency shall
be solely responsible and will accept the decision taken by MPTB without raising any questions.

Authorized Person's Signature

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization/All consortium
partners.