

**TOURISM DEPARTMENT
CHANDIGARH ADMINISTRATION
U.T.CHANDIGARH**

e-TENDER NOTICE

Chandigarh Administration invites e-tender (online tender) from the eligible, reputed and experienced agencies / individuals for “**SELECTION OF CONSULTANT FOR DEVELOPMENT OF TOURISM CIRCUIT UNDER SWADESH DARSHAN SCHEME OF MINISTRY OF TOURISM, GOVT. OF INDIA**”.

The detailed terms and conditions of this tender can be obtained from the office of the Director Tourism, U.T. Chandigarh or from Govt. website <http://etenders.chd.nic.in> Prospective bidders should download the complete tender documents only from the website <http://etenders.chd.nic.in> upto the last date for submission i.e. 01.02.2018 by 11.00 AM. Addendum/Corrigendum, if any, to the tender documents shall be uploaded on the aforementioned website only. Hence, the bidders are required to visit the website regularly. Bidders are requested to go through the complete bid documents, criteria and scope of work in particular, before submission of online bid.

Director Tourism,
Paryavaran Bhawan,
4th Floor,
Sector 19-B, Madhya Marg,
U.T. Chandigarh-160019
E-mail: chdtourism123@gmail.com
Ph : 0172-2700225, 2700054

Endst. No.

Dated Chandigarh, the

Copy is forwarded to the members of Committee for selection of Consultant for Development of Tourism Circuit, for information and necessary action please:

1. .
2. .
3. .
4. .

Director Tourism,
Chandigarh Administration.

**TOURISM DEPARTMENT
CHANDIGARH ADMINISTRATION
U.T.CHANDIGARH**

FORWARDING LETTER FOR INVITATION TO E-BIDS

Sub: SELECTION OF CONSULTANT FOR DEVELOPMENT OF TOURISM CIRCUIT UNDER SWADESH DARSHAN SCHEME OF MINISTRY OF TOURISM, GOVT. OF INDIA

The Director Tourism, U.T. Chandigarh invites online tenders for the above project. The salient features of the tender are:

1	Type of online Bid	2 Bid System
	ii) Cover-1	Pre-qualification documents such as profile of project done, Affidavit in original regarding non-blacklisting, downloaded copy of whole tender document, certificate of registration of GST/ PAN / TIN duly signed on each page by the authorized person and upload the same along with other requisite documents.
	iii) Cover-2	Financial bid
2.	Date of Pre-bid Conference	18/01/2018 at 11.00 AM
3.	Venue of Pre-Bid Conference:	4 th Floor, Paryavaran Bhawan, Sector 19 B, Madhya Marg, Chandigarh
4.	Bid Closing Time & Date	01/02/2018 at 11.00 AM
5.	Technical Bid Opening Time & Date	02/02/2018 at 11.00 AM
6.	Presentation by Technically Qualified Bidders before Evaluation Committee for shortlisting.	08/02/2018 at 11.00 AM
7.	Opening of Financial Bid.	To be intimated later on
8.	Amount of Performance Guarantee to be submitted only by the Successful Bidder in the form of Bank Guarantee (BG) from any Nationalized / Scheduled Bank in India.	The selected agency/consultant shall be required to deposit the Performance Security equal to 5% of the commissioned amount/consultancy fees of the sanctioned amount of the project from MOT, GOI. However, initially the selected agency/consultant shall be required to deposit Rs. 2 lakhs in the shape of Bank Guarantee (BG) within 7 days from the issue of letter of acceptance from the Director Tourism, UT, Chandigarh. The difference shall be deposited by the agency/firm within 7 days from the

		receipt of the sanction letter of the project which shall be valid for a period extending to 05 (Five) years.
9.	Signing of Contract	Contract is to be signed within 7 days of date of issue of letter of award of tender.
10.	Mobilization & Commencement of work	From the date of issue of letter of award of tender.
11.	Time schedule of project	FOUR years or date of completion of work.
12.	Quantum of Liquidated damages for default in completion of the scope of work as per the contract.	Amount of performance guarantee.

Other details and terms & conditions are attached. You are invited to submit your bid against the above tender.

Director Tourism,
Paryavaran Bhawan,
4th Floor,
Sector 19-B, Madhya Marg,
Chandigarh
E-mail:
chdtourism123@gmail.com
Ph : 0172-2700225, 2700054

INSTRUCTIONS TO BIDDERS

1. The bidders are expected to examine all the instructions, forms, terms and specifications in the Bid Document. Failure to furnish any information required in the Bid Documents or submission of a bid not substantially responsive to the Bid Documents in any respect will be at the Bidder's risk & responsibility and may result in the rejection of its bid.
2. At any time prior to the deadline for submission of bids, the Department may, for any reason, whether at its own initiative or in response to a clarification sought by a prospective Bidder or as a sequel to Pre-bid conference, modify the Bid Documents by issuance of an Addendum. The Addendum will be put only on the Chandigarh Administration website (<http://etenders.chd.nic.in>).
3. The online bid submitted by the Bidder shall comprise the following components:
 - (i) Complete details of the services intended to be provided.
 - (ii) Documentary evidence of eligibility criteria.
 - (iii) Price-bid format as per BOQ uploaded on website: <http://etenders.chd.nic.in>
 - (iv) Any other document as required as per the Bid Document.
4. **TECHNICAL EVALUATION AND FINANCIAL BID OPENING:** The technical evaluation of the proposal submitted by the participating agencies will be done by the committee constituted by the Chandigarh Administration, U.T. Chandigarh. The committee will evaluate the participating agencies on the basis of bid submitted and/or presentation made before the committee. The committee will recommend the shortlisted agencies for the opening of the financial bid.
5. Financial Proposal of the qualified consultancy firms/ organizations shall ONLY be opened with intimation to the qualified Consultancy firms/ organizations. Firms/ organization are required to quote their fees as a percentage of the project cost amount sanctioned by the ministry without any conditions. GST, as applicable, shall be paid by the Department of Tourism, Chandigarh & TDS shall be deducted as per Govt. rules.
6. The financial proposal shall includes all cost related with this project.
7. The Department will award the Contract to the successful Bidder whose bid will be determined to be substantially responsive and will be selected as per the QCBS method of selection i.e. 70% weightage to Quality and 30% weightage to cost.
8. The Department will notify the successful Bidder(s) in writing and /or email whose bid has been accepted for award of job.
9. The agency will have to sign the agreement within 7 days of issue of letter of award.
10. **PERFORMANCE GUARANTEE:**

- 10.1 The selected agency/consultant shall be required to deposit the Performance Security (in the form of Bank Guarantee) equal to 5% of the commissioned amount/consultancy fees of the sanctioned amount of the project from MOT, GOI. However, initially the selected agency/consultant shall be required to deposit Rs. 2 lakhs in the shape of Bank Guarantee (BG) within 7 days from the issue of letter of acceptance from the Director Tourism, UT, Chandigarh. The difference shall be deposited by the agency/firm within 7 days from the receipt of the sanction letter of the project which shall be valid for a period extending to 05 (Five) years.
- 10.2 The Performance Guarantee specified above must be valid for 05 years from the date of issue of letter of acceptance of work or the date of issue of sanction letter of the project as the case may be. In case the work extends beyond four years the agency will revalidate the PG for another year or as per decision of the Department. The same will be discharged by Department after 06 months from date of successful completion of work and obtaining completion certificate from Department of the work.
- 10.3 The Performance Guarantee will not accrue any interest during its period of validity or extended validity.
11. The agency shall have to furnish an affidavit regarding non blacklisting:
I/We have not been black listed / FIR registered / Debarred/Suspended by any Govt. / Semi Govt./ Corporation / Private Organization during the last seven years.
12. **All the other standard terms and conditions as per CPWD works manual 2014 and General Conditions of Contract 2014, as related to the work, will be applicable.**
13. Security amounting to 10% of the total contract value will be deducted from the payments made to the agency. The same will be released after one year from the date of completion of work. During this period the agency will provide assistance related to the implementation of the proposals at site duly approved by the Administration, free of cost. In case the agency fails to discharge the duties as required by the administration, the security money will be forfeited.
14. If the prospective bidder submits any false information to the department or backs out of the work after allotment of work, the Performance Guarantee shall be forfeited and bidder shall be debarred for any future tendering. The department reserves the right to verify the submitted documents independently. In case of any breach of terms & conditions of agreement, the department reserves the right to blacklist the agency as per Chandigarh Administration, Finance Department Notification No. 1927- F&PO (3)-2009 dated 27.2.2009.
15. Jurisdiction: The Courts at Chandigarh shall have the exclusive jurisdiction to try all disputes if any, arising out of this agreement between the parties.
16. Arbitration: In the event of any dispute or difference arising out of or in any way touching or concerning this agreement, the matter whatsoever shall be referred to Sole Arbitrator i.e. Secretary Tourism, Chandigarh Administration whose decision thereon shall be final & binding on the parties thereto. The Arbitration and

Conciliation Act, 1996 including and rules framed there under as amended/modified from time to time shall be deemed to apply to the arbitration proceedings under the clause. The venue of arbitration shall be only at Chandigarh (India). There shall be no objection by the consultant agency that the Secretary Tourism may have dealt with subject matter earlier in his official capacity.

The expression “Secretary Tourism, Chandigarh Administration shall mean and include as acting/officiating Secretary Tourism, Chandigarh Administration”

DESCRIPTION OF WORK

INTRODUCTION

The Ministry of Tourism, Government of India (MOT, GOI) has launched the Swadesh Darshan scheme with a vision to develop theme based tourist circuits on the principles of high tourist value, competitiveness and sustainability in an integrated manner by synergizing efforts to focus on needs and concerns of all stakeholders to enrich tourist experience and enhance employment opportunities. Department of Tourism, Chandigarh invites applications from Consultancy Firms for undertaking various tourism circuit related assignments, including Pre-Feasibility Studies, preparation of Detailed Project Reports for 4 years for obtaining Central Financial Assistance for the preparation of DPR, Development of theme based Circuits under Swadesh Darshan scheme of MOT, GOI and other mega tourism project in Chandigarh. Consortium is not allowed to participate in the tender proposal submission.

The agency will be required to be well conversant with the Swadesh Darshan scheme of the Govt. of India, which is available on the website of Ministry of Tourism, Govt. of India. The consultant will be required to document all the schemes and planning for proper future use of Chandigarh Tourism. The consultant shall lay special emphasis on promoting Capitol Complex Chandigarh, UNESCO World Heritage Site, on the Heritage Circuit.

ELIGIBILITY CRITERIA

The eligibility criteria for selection of Consultant would be as under:-

1. Consulting firm should have successfully completed at least 03 consultation works of similar nature during the last 07 years, amounting to minimum Rs 2.00 crore consultancy fee each.
2. Consultation firm should have GST number, PAN/TAN number.
3. The consulting firm should be empanelled in preparation of DPR for any State/Central Govt./MOT, GOI.
4. Consulting firm should submit affidavit for non-blacklisting on non judicial stamp paper.

The firm will enclose documentary proof for eligibility criteria as above. Agency shall upload maximum of 50 pages on the site and the remaining documents may be handed over physically at the office. Department will take print of only first 50 pages uploaded by the agency.

1. BID EVALUATION CRITERIA (BEC)

The bids will be evaluated on the basis/ parameters given below :-

Stage-I

Bidder qualifying as per the technical evaluation criteria in stage-I, will have to make power point presentation on the project highlighting the concept plan, execution details, procedural management, etc. before the Committee. The stage I will have total 100 marks having 70%weightage in the overall selection procedure. The presentation shall provide insight to the planning, execution and procedural management for the work. The presentation shall be brief and shall be of maximum 20 minutes. On the basis of the experience, capacity and presentation the committee will award marks on as per the QCBS method of selection criteria.

1.	Unique and creative projects done in Tourism Sector like Aquarium, adventure or theme parks, ropeway, lakes and parks, development of natural assets for tourism potential, tourism infrastructure development or any other project in Tourism Sector in the last 7 years from the bid due date - 5 marks for each project (Maximum 6 works)	30 marks
2.	Approved DPRs of ministry of tourism/Govt. of India / States / U.T in the preceding 7 years from the bid due date amounting to more than 10 crores - 5 marks for each sanctioned project (Maximum 6 works)	30 marks
3.	Year of establishment of company (the firm must be registered before March 31, 2017) - 1 mark per year (Maximum 10 marks for 10 years)	10 marks
4.	Presentation on the project highlighting the concept plan, execution	30 marks

	details, procedural management, etc. before the Committee	
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Stage –II

Financial bid of the qualified eligible bidders will be opened and the score shall be worked out on the QCBS methodology in which 70% weightage shall be given to Stage I and 30% weightage shall be given to Stage II i.e. financial bid.

[The ‘financial score’ of Bidder for the project(Y)]	= [Lowest % age of the project cost quoted by the qualified bidder] / [% age of the project cost quoted by the respective Bidder (Rs.)] X 100
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Ranking

Proposals will be ranked according to their combined technical and financial scores, giving **70% weight to the Technical Score and 30% weight to the Financial Score.**

Composite Score of the Bidders

Composite score of the Bidders for the bid shall be worked out as under:

Bidder	Technical Score (X)	Financial Score (Y)	Weighted Technical Score (70% of X)	Weighted Financial Score (30% of Y)	Composite Score (F=D+E)
A	B	C	D	E	F

QCBS methodology will be adopted for selection of highest bidder who will be awarded the work.

****The payment will be made based on the sanctioned amount from Ministry of Tourism, GoI. If no fund is sanctioned by MOT, GOI then there will be no payment. All the expenses incurred before the submission of project/sanction of amount by the ministry shall be borne by the selected consultant only. The department will not bear any cost.***

SCOPE OF WORK

The broad scope of work is being provided by the Department, but the same will not be limited to the details provided herewith. Any other work required to be undertaken for this project but not included here shall also be considered as part of this agreement.

- a) Assess the existing and proposed tourism potential of Chandigarh.
- b) Identify the list of tourism projects that can be taken up in Chandigarh along with preliminary costs.
- c) Prepare Master Plan for identified tourism development along with concept reports / pre-feasibility reports of important and potential Tourism Projects. The report to be on the format laid down by MoT guidelines and with supporting documents including land / property ownership details and if required, NOC shall be obtained from the owners / concerned department for the Project.
- d) Assist the tourism department in presenting the concept Reports/pre-feasibility reports to the Chandigarh Administration and Govt. of India and funding agencies & seeking their sanction/approval.
- e) The agency will be required to submit presentation to the officials of the Chandigarh Administration, Govt. of India and other authorities, as and when required / decided by the Administration.
- f) The agency will assist Chandigarh Administration in engaging qualified experts & contractors to execute the various projects under this scheme.
- g) The consultant shall also help in the capacity building of the Engineering and Tourism Department of Chandigarh Administration.
- h) The consultant will be required to get approve all the schemes and drawings from Department of Urban Planning, U.T. Chandigarh
- i) Preparing detailed specifications, architectural drawings, working drawings, structural drawings, detail of quantities, rough cost estimates, detailed estimates and DNIT for Civil, Public Health, Electrical, Landscaping, surveying of sites and misc. works as per CPWD DSR, as applicable in Chandigarh (as per latest amendment) along with BOQ and detailed analysis of rates.
- j) The work will be got executed by Engineering Department, U.T. Chandigarh and the agency will be required to get Rough Cost estimates, Detailed estimates and DNIT checked and approved from the Engineering Department, as per prevailing pattern.
- k) Obtain approval of proposed works, restoration and alterations, from Chandigarh Heritage Conservation Committee in co-ordination with Department of Urban

Planning, Tourism Department, Engineering Department and any other Department of Chandigarh Administration.

- l) Preparation and submission of periodic restoration reports to Chandigarh Administration, Govt. of India.
- m) The agency shall establish office in Chandigarh at its own cost, where the correspondence from the Department is received.
- n) The agency shall bear all the costs pertaining to travelling, lodging, etc. to Chandigarh as and when required throughout the period of the agreement.
- o) The agency shall also carry out work, not specified above, but required at site, as per the directions and requirement of Chandigarh Administration, Chandigarh Heritage Conservation Committee (CHCC), other Departments with respect to promotion of Tourism in Chandigarh, within the scope of this agreement and nothing extra will be paid on this account.
- p) The capacity of the agency shall include sub-consultants for specialised work as mentioned in the scope of work i.e. comprehensive services, planning for new schemes and any other work as specified by the department.
- q) The agency shall get the vetting of works done from competent government institutes.
- r) To regularly supervise the work of the Contractual agencies through suitably qualified and experienced personnel as per site requirements and submit progress report of work at regular intervals.
- s) Assessment of impact of re-development / renewal plan on the project area and its immediate environs.
- t) Study of existing infrastructure, accessibility, Tourism pattern and other related works.

STAGES OF WORK / SCHEDULE OF PAYMENTS

The agency shall quote definitive figure for the work in Rupees on the e-tendering website.

The consultant shall be paid professional fee in the following stages as per the work done:

1(a)	Submission of conceptual design and preliminary estimate cost of the project to Tourism Department and Deptt. Of Urban Planning. (Three months) from start of work.	-----
1 (b)	Submission of preliminary scheme for approval along preliminary estimate of cost to CHCC after incorporating the changes / suggestions from the Chandigarh Administration (Five Months) from start of work.	-----
1 (c)	Submissions of detailed project report with the Govt. of India after receiving approval from the Chandigarh Administration. Approval of the scheme and issue of 1 st installment of funds from the Ministry of Tourism, Govt. of India (Nine months) from start of work.	20% of the agreement amount.
2.	Submission of working drawings and details required for commencement of work at site. Invitation, receive and analyzing of tenders and appointment of contractors. (Twelve Months)	40% of the agreement amount less payment already.
3.	Submission of progress report to the Govt. of India and subsequent release of balance funds to Tourism Department, Chandigarh Administration. (Twenty months)	60% of the agreement amount less payment already.
4.	Completion of all works at site	90% of the agreement amount less payment already.
5.	Submission of completion report and issuance of completion certificate from the department.	100% of the agreement amount less all the payments made already to the agency.

Note: 10% security will be deducted from all payments as mentioned at Sr. no. 12 in Instruction to Bidders.

The consultant will be required to co-ordinate with various Departments of Chandigarh Administration, including but not limited to the Tourism Department, Department of Urban Planning, Engineering Department etc. The payment for each stage will be released after receiving approval of that stage from committee of officers constituted for this work by the Chandigarh Administration. The consultant will be required to attend the observation of all the members of the committee.

PERFORMANCE GUARANTEE

Ref. No.....

Bank Guarantee

No.....

Dated.....

To,
The Director Tourism,
Paryavaran Bhawan,
Sector 19, U.T. Chandigarh-160019
E-mail: chdtourism123@gmail.com

Dear Sir,

1. In consideration of The Director Tourism, U.T. Chandigarh (hereinafter referred to as Chandigarh Administration which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and assignees) having entered into a CONTRACT No. _____ dated _____ (hereinafter called 'the CONTRACT' which expression shall include all the amendments thereto) with M/s _____ having its registered/head office at _____ (hereinafter referred to as the 'CONSULTANT') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and THE DIRECTOR TOURISM, U.T. CHANDIGARH having agreed that the CONSULTANT shall furnish to THE DIRECTOR TOURISM, U.T. CHANDIGARH a performance guarantee for Rupees..... for the faithful performance of the entire CONTRACT.
2. We (name of the Bank) _____ registered under the laws of _____ having _____ head/registered office at _____ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any / all moneys to the extent of Rs.(in figures) _____ (Rupees (in words) _____) without any demur, reservation, contest or protest and /or without any reference to the CONSULTANT. Any such demand made by THE DIRECTOR TOURISM, U.T. CHANDIGARH on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and /or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by The DIRECTOR TOURISM, U.T. Chandigarh in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the CONTRACTOR and shall remain valid, binding and operative against the bank.
3. The Bank also agrees that The DIRECTOR TOURISM, U.T. Chandigarh at its option shall be entitled to enforce this Guarantee against the Bank as principal debtor, in the first instance, without proceeding against the CONSULTANT and notwithstanding any security or other guarantee that The DIRECTOR TOURISM, U.T. Chandigarh may have in relation to the CONSULTANT's liabilities.

4. The Bank further agrees that The DIRECTOR TOURISM, U.T. Chandigarh shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said CONTRACT or to extend time of performance by the said CONSULTANT(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in The DIRECTOR TOURISM, U.T. Chandigarh against the said CONSULTANT(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said CONSULTANT(s) or for any Forbearance, act or omission on the part of The DIRECTOR TOURISM, U.T. Chandigarh or any indulgence by The DIRECTOR TOURISM, U.T. Chandigarh to the said CONSULTANT (S) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the CONTRACT and all dues of The DIRECTOR TOURISM, U.T. Chandigarh under or by virtue of this CONTRACT have been fully paid and its claim satisfied or discharged or till The DIRECTOR TOURISM, U.T. Chandigarh discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of The DIRECTOR TOURISM, U.T. Chandigarh or that of the CONSULTANT.
7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Laws and subject to the exclusive jurisdiction of Courts of the place from where the purchase CONTRACT has been placed.
9. Notwithstanding anything contained herein above, our liability under this Guarantee is limited to Rs. (in figures) _____ (Rupees (in words) _____) and our guarantee shall remain in force until _____ (indicate the date of expiry of bank guarantee).

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of The DIRECTOR TOURISM, U.T. Chandigarh under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of The DIRECTOR TOURISM, U.T. Chandigarh under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this ____ day of ____ 20__ at _____

WITNESS NO. 1

(Signature)
Full name and official
Address (in legible letters)
With Bank stamp

(Signature)
Full name, designation and
address (in legible letters)

Attorney as per power of
Attorney No. _____

Dated _____

WITNESS NO. 2

(Signature)

Full name and official

Address (in legible letters)

1. The expiry date as mentioned in clause 9 should be arrived at by adding 90 days to the CONTRACT completion date unless otherwise specified in the bidding document.