



**UTTARAKHAND TOURISM DEVELOPMENT BOARD, (UTDB)
PT. DEEN DAYAL UPADHYAY, PARYATAN BHAWAN,
NEAR O.N.G.C. HELIPAD, NIMBUWALA,
GARHI CANTT, DEHRADUN.
Ph. 91-135-2559898, Fax. 91-35-2559988**

No. 2409/2-6-1419/2020

Dated 21st December 2020

Invites Expression of Interest (EOI) to Conceptualize, Design and Advise UTDB for setting up Eco Park-cum-Tulip landscape at Pithoragarh, Uttarakhand online submission from eligible individual Consulting firms / JV / Consortium.

The Consultant will be selected as per QCBS method in accordance with the procedures of Uttarakhand Procurement Rules, 2017 along with all subsequent amendments.

More information including Terms of Reference are given below.

Any Addendum / Corrigendum including any date extension and clarifications will be uploaded only on www.uktenders.gov.in and will not be published in newspapers. Hence, interested Consultant should regularly visit this website to keep them abreast with the latest developments.

Expression of Interest must be submitted online through www.uktenders.gov.in only. Submission in any other mode shall not be entertained and shall be rejected.

Pre-submission meeting is scheduled at **2:30 PM on 02.01.2021**, subject to required permissions on account of situation arising out of COVID 19. In addition, participation through **Video Conference (VC)** will also be facilitated, details for which will be shared on request.

Prospective Consultants may seek clarification till 2:00 PM on 08.01.2021 through E-mail: utdbplanning@gmail.com CC to procurement.utdb@gmail.com.

The Expression of Interest (EOI) should be submitted not later than **2:00 PM on 28.01.2021**, which will be opened same day at 2:30 PM

Chief Executive Officer

**Terms of Reference for Selection of Technical Consultant to Conceptualize, Design and Advise
UTDB for setting up Eco Park-cum-Tulip landscape at Pithoragarh**

1. Background:

- (i) Uttarakhand Tourism Development Board Act, 2001 was enacted “to promote Tourism activities in the State of Uttarakhand in a regulated manner”. The Act mandated setting up of a body called Uttarakhand Tourism Development Board, a corporate entity with perpetual succession and common seal with powers subject to the said Act.

The functions of the Board include *inter alia*:

- (1) Formulation of policies and strategies for development of tourism in Uttarakhand.
- (2) Preparation of plans for developing and strengthening tourism related infrastructure in the State ensuring inter-departmental coordination;
- (3) Preparation of plans for various tourism segments and activities, identification and development of projects and ensuring their timely implementation;
- (4) Formulation of standards, norms and policy guidelines for various tourism related activities;
- (5) Formulation of a strategy for mobilizing private sector participation and investment in the tourism sector and
 - a. Engage in, assist and / or promote the improvement of facilities for visitors to Uttarakhand and the development of Uttarakhand as a global tourist destination;
 - b. Function as a regulatory and licensing Authority in respect of various tourism related enterprises and activities;
 - c. Undertake to promote publicity and marketing of tourism, within India and abroad, with a view to attracting tourists to Uttarakhand, and to this end also organize and participate in tourism – related projects both within and outside Uttarakhand;
- (6) The Board may requisition the services of specialist and consultancy agencies for planning, implementation and evaluation of tourism projects on such terms and conditions as it may deem appropriate.
- (7) To carry out any other tourism related activities which may be considered necessary for the promotion and development of tourism in Uttarakhand.

And the powers of the Board include *inter alia*:

- (1) The Board shall function as Regulatory and Licensing Authority, subject to the provisions of this Act.
- (2) The Board may carry on such activities which may appear to the Board as advantageous, necessary or convenient in the discharge for its functions under this Act and in particular, the Board may exercise the following powers:-
 - a. Establish regulations and standards for different tourism – related – activities and enterprises;
 - b. Register, license, recognize, certify and provide accreditation to tourism – related enterprises and institutions and to prescribe the conditions under which the same may be granted and the fees which may be levied for such registrations, licenses, recognition, certification and accreditation;
 - c. Acquire, take on lease, hire, hold or enjoy movable and immovable property and to convey, assign, surrender, charge, mortgage, demise, transfer or otherwise, dispose of or deal with, any movable or immovable property belonging to the Board upon such terms as the Board consider fit;
 - d. Enter into any contracts or agreements for carrying out the purposes of this Act;
 - e. Exercise all powers and perform all duties which under any other law, or may be vested in or delegated to the Board by the Government,

- (ii) With renaming of the State in 2006, the Board was renamed as Uttarakhand Tourism Development Board. Thus it is the highest body to advise Government on all matters relating to tourism in the State. The statutory board is chaired by the Tourism Minister, Govt. of Uttarakhand and Chief Secretary of Uttarakhand is its vice chairman. The Principal Secretary Tourism acts as Chief Executive Officer. It also has five non-official members from the private sector and experts in tourism related matters.
- (iii) The Board also functions as a regulatory and licensing Authority.
- (iv) Mission & Vision.
 - To place Uttarakhand on the tourism map of the world as one of the leading tourist destinations.
 - To develop the manifold tourism related resources of the State in an environmentally and socially responsible manner, with the active participation of the private sector and the local host communities.
 - To develop tourism as a major source of employment and income / revenue generation and as a pivot of the economic and social development in the State.

2. Objective:

District of Pithoragarh has weather and soil conditions conducive for tulip landscape. Hence, it is proposed to layout tulip garden over an area of fifty (50) hectares on lines of international standards. This will facilitate the region to be more attractive destination for tourist both within the Country and overseas.

Nearest airport is at Pant Nagar airport is 243 kms. from Pithoragarh. The distance to the nearest railway station at Tanakpur is 138 kms. The distance by road from New Delhi is 495 kms.

3. Tasks:

- (i) To check suitability of identified land for floriculture including Tulip flowers and suggest remedies wherever it is deficient.
- (ii) Suggest suitable strategy for floriculture covering tulip flowers and other flowers spread that ensured systematic flowering throughout the year.
- (iii) To provide complete layout including rotation of flowers.
- (iv) Designing of garden from tourism point of view and earmarking appropriate space for all facilities including administration, restaurant, souvenir shop, selfie point, etc.
- (v) Detailed technical specification for each of the facility and requirement of the garden.
- (vi) To be technical advisor to advise on procurement of tulip flowers and other requirements inputs / facilities.
- (vii) To advise UTDB in evaluation of subsequent tenders / procurement required for operation of the project.
- (viii) Strategy and plan for sustainability of project and development including nursery, quarantine, bud generation, source of revenue, possibility as PPP Project, etc.
- (ix) Self-sufficiency in required inputs like labs, nurseries, seeds / bulb treatment and storage facilities and financial sustainability.
- (x) Suitable plan and provision for educational related activities.
- (xi) Hand holding for 3 to 5 years post execution of the project

4. Criteria for short listing:

- (i) Individual Consulting firms / JV / Consortiums are eligible. However, they are not permitted to submit EOI individually as well as partner of a JV / Consortium.
- (ii) In case of JV / Consortium there can be maximum of three partners / members.

- (iii) Among JV partners Lead Partner and in case of Consortium Lead Member should be a legal entity registered under appropriate law in India. Other partners / members, if from abroad, should be registered as legal entity under appropriate law of the respective country.
- (iv) Individual Consulting firm and in case of a JV / Consortium at least one partner / member must have been in existence for minimum five years and other partners / members for at least three years as on last date for submission of EOI.
- (v) Should have executed successfully at least three projects each worth not less than equivalent to Rs. 10 crores for setting up Tulip garden in India or overseas during five years prior to the last date for proposal submission

(Only completed projects / assignments will be considered)

- (vi) Individual Consulting firm and in case of JV / Consortium collectively should have achieved an Average annual financial turnover during the financial years 2016-17, 2017-18 and 2018-19 of Rs. 5 Crores.

To ensure reasonable number of Consultants for issuing RFP, we may also shortlist the Consultants found to be competent otherwise, even if the financial threshold limits for assignments and Financial Turnover are not met.

5. Tentative Key Experts to include:

- (i) Team Leader (Business Strategist with expertise in Tourism)
- (ii) Horticulturist / Floweriest
- (iii) Architect
- (iv) Financial Analyst

Consultants may also comment / suggest Key Experts in their EoI for our consideration to be included in RFP.

6. Schedule:

Park to be laid out within six (6) months from the signing of Contract. Subsequent technical advice will be for further three years period. This may be extended suitably on mutually agreed terms.

7. Data services and facilities to be provided by UTDB:

- (i) All available data with UTDB.
- (ii) Identify a single point official to co-ordinate with the Technical Consultant.
- (iii) Required permissions to visit the site.

8. Other Terms:

- (i) Right to reject any or all Expressions of Interest - Notwithstanding anything contained in this document, the Authority reserves the right to accept or reject any EOI and to annul the Selection Process and reject all EOIs, at any time without any liability or any obligation for such acceptance, rejection or cancellation.
- (ii) The Authority reserves the right to reject any Expression of Interest, if
 - a. At any time, a material misrepresentation is made or uncovered, or
 - b. The Consultant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Expressions of Interest.
- (iii) At any time before the submission of Expression of Interest, the Authority may, whether at its own initiative or in response to a clarification requested by a potential Consultant, amend the EOI by issuing an Addendum / Corrigendum, which shall be uploaded on website www.uktenders.gov.in & www.uttarakhandtourism.gov.in only and also may extend the deadline for submission of Expressions of Interest.
- (iv) To assist in the process of examination of EOIs, UTDB may, at its sole discretion, ask any Bidder for clarification including additional information and documents. In case of any additional documents, same will be accepted only if they are of historical nature i.e., either the documents or facts in the documents should have existed prior to

be EOI submission time and same could be verified independently. However, no change in the substance of the EOI would be permitted by way of such clarifications. The request for clarification and the response shall be in writing or e-mail or by facsimile.

- (v) With regard to Shortlisting criteria and Consultants' Expression of Interest, the interpretation and decision of the Consultancy Selection Committee (CSC) shall be final and binding on all Consultants.
- (vi) The selection will be on Quality and Cost-Based Selection (QCBS) Method.

9. EOI should be submitted in the order and format as under:

Section -1:	Particulars of Consultant / s viz., Name, Address, Contact Person's name, e-mail ID and mobile no.
Section -2:	Power of Attorney as per format given in Annexure – A.
Section -3:	Affidavit as per format given in Annexure – B.
Section -4:	JV / Consortium MoU or Agreement
Section -5:	Certificate of incorporation / registration.
Section -6:	Statement of Financial Turnover for the required period duly certified by CA along with Name, Registration no. and Seal as per format given in Annexure – C.
Section -7:	List of relevant assignments as per format given in Annexure – D.
Section -8:	Other documents the applicant desires to submit / upload.

10. Submission of original documents:

The (a) **Original Power of Attorney** (as per format), (b) **Original Affidavit** (as per format) and (c) **JV / Consortium agreement or MoU** are to be delivered to Planning Section of UTDB, Dehradun within three working days from EOI submission. UTDB shall not be held liable for any delays in the receipt of these documents. Scanned copies of these documents should also be uploaded as part of EOI. **No other original documents are required at this stage.**

{Note:

1. To be given on Stamp paper of value not less than Rs. 100, and also should be Notarised.
2. Only in case of Proprietary firms and if signed by proprietor himself / herself, this Power of Attorney is not required. }

Power of Attorney for signing and submission of EOI and Proposals

Know all men by these presents, We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr/ Ms (name), son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our EOI and Proposals **to Conceptualize, Design and Advise UTDB for setting up Eco Park-cum-Tulip landscape at Pithoragarh, Uttarakhand** proposed by Uttarakhand Tourism Development Board, (the “UTDB”) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Applications and other conferences and providing information/ responses to UTDB, representing us in all matters before UTDB, signing and execution of all contracts including the Contract and undertakings consequent to acceptance of our bid, and generally dealing with UTDB in all matters in connection with or relating to or arising out of our bid for the said Work and/ or upon award thereof to us and/or till the entering into of the Contract with UTDB.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF2.....

For
(Signature, name, designation and address)

(Notarised)

(Name, Title and Address of the Attorney)

Accepted

.....
(Signature)

Witnesses:

1.
2.

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. Wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a board or shareholders’ resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed the Hague Legislation Convention 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostle certificate.

(To be given on Stamp paper of value not less than Rs. 100, and also should be Notarised)

AFFIDAVIT

I / We, who is / are Authorised to sign and submit the EOI and subsequently the Proposals against your tender no.[title and reference number of the Invitation for EOI] do hereby undertake as follows:

- i. all the statements, documents, testimonials, certificates, etc., uploaded are genuine and the contents thereof are true,
 - ii. any of our personnel, representatives, sub-consultants, sub-Suppliers, service providers, Suppliers and/or their employees will not directly or indirectly, engage in any activity that may intervene, interfere and/or influence the procurement process at any stage,
 - iii. indemnify and compensate the UTDB from any penalties and costs that may be incurred due to lapse/s on our part including incorrect / misrepresented / forged documents or statements,
 - iv. our firm / company, M/s. and our Principal M/s. are not blacklisted by any ministry / department / undertaking of Government of India, any State government and / or any Union territory administration in India.
2. If we are found contravening this undertaking even after award of contract in our favour or anyone else, we accept disciplinary action by the UTDB including rejection of our bid, annulment of contract and blacklisting.

Authorized signatory for the bidder

Signed: _____

Name: _____

Designation: _____

Date: _____

(Notarised)
(Name, Title and Address of the Attorney)

Accepted
.....
(Signature)

Witnesses:

1.

2.

Duly Authorised to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Format for Financial Capability

Financial Year	Rs.
2016-17	
2017-18	
2018-19	

Note:

- (1) Only Annual Turnover from same item duly certified by CA along with his / her firm stamp and registration no. will be considered.
- (2) The Bidder should provide the Financial Capability based on its own financial statements. Financial capability of the Bidder's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Bidder.

List of relevant assignments

Sl. No.	Client	Project / assignment description	Brief scope of services for the Contract	Contract commencement and completion dates		Contract amount / payment received
				Start Date	End Date	