

EXPRESSION OF INTEREST
CUM
REQUEST FOR PROPOSAL (RFP)

Engagement of Civil Engineer (Individual Consultant), Social Development Specialist (Individual Consultant) and Environmental Specialist (Individual Consultant) to support the Project's components at Agra and Braj region for Technical Support Unit (TSU) under U.P. Pro Poor Tourism Development Project

A. BACKGROUND

1. The state of Uttar Pradesh (UP) is India's biggest tourist draw, attracting 155 million domestic and 1.8 million international tourists out of 748 million domestic and 6.2 million international tourists visiting India in 2011. These tourists contributed a total of USD 6 billion to Uttar Pradesh's economy in 2011. Despite such staggering numbers, tourism's economic (and service delivery) benefits have had little trickle-down effect in the state in general, in the communities adjacent to these cultural assets in particular. Paradoxically, Uttar Pradesh remains India's third most lagging state, with a 37.7 percent poverty rate. The majority of tourism earnings are captured by airlines, travel agencies and tour operators. Additionally, the iconic built and living assets in Uttar Pradesh are not only home to some of the state's poorest communities, but they are also facing great threats.

Department of Tourism, Government of Uttar Pradesh (GoUP) ("the Authority") is implementing "Pro Poor Tourism Development Project" with the financial assistance of World Bank ("the Project"). The proposed the Project aims to address this paradox by unlocking the potential of UP's unique heritage through pro-poor tourism development for inclusive growth and poverty reduction in asset-rich, but lagging areas in the state. Ultimately, the Project is expected to improve living standards, create job opportunities, while protecting the state's unique heritage, with the poor population living in selected destinations along the Braj region and Agra being the main beneficiaries.

The Project targets the three main tourist areas in the state – Agra and the Braj region where some of India's and Uttar Pradesh's prime and greatest wealth of heritage assets meet some highest poverty rates. The Project targets 06 destinations within these two areas, including: Agra, as well as Mathura, Vrindavan, Barsana, Nandgaon and Govardhan in the Braj region.

To this end, the Project is expected to provide GoUP with policies, approaches, capacities and financing to help structure its tourism economy in a pro-poor way, (i) increasing the benefits to the state's residents and its poor through the provision of jobs and public services to some of the poorest communities in the state living in heritage rich, but lagging areas,(ii) enhancing the management of the state unique natural and cultural assets as endogenous sources of inclusive growth, and (iii) enabling productive private subprojects and associated job creation opportunities especially to the youth and women.

The Project has four proposed components: (i) destinations coordination and governance, (ii) development and management of tourist products, (iii) support to local creative economy, and (iv) project management. The key partners and implementing agencies of the Project will include the respective Municipal Administrations and Development Authorities, Town Panchayats, Archeological Survey of India, Public Works, Forestry Department, among others.

2. It is proposed to establish a Technical Support Unit (TSU) at District level to support the Implementing Agencies (ADA and MVDA) as well as Department of Tourism in the various

activities related to the implementation of the UP Pro-Poor Tourism Development Project in the State.

Each implementing entity (IE) is supported by a TSU comprised of competitively selected experienced professionals. The TSUs work under the guidance of the State Project Coordination Unit (SPCU). They are housed in the respective Development Authority and report directly to the Divisional Commissioner and the Vice-chairman of ADA/MVDA, as required as well as the or Project Director, Project Coordinator and respective Expert at the SPCU.

TSUs are located in Agra and Mathura-Vrindavan and comprise of specialists competitively hired by the SPCU, depending on the activities to be carried out by each IE under the Project. Core specialists include inter alia:

- Social Development Specialist
- Environmental Specialist
- Civil Engineer

The TSU's primary task is to directly support the Implementing entities (IEs) through on-the-job technical support and training, in areas as diverse as contract planning, procurement and management, to design, civil works execution supervision, support to coordination, communication and monitoring of the Project investments and activities. The TSU primary responsibilities are inter alia to:

- Function as the branch office for the Project in its main target destinations and areas.
 - Assist the IE in preparing necessary proposals/work schedules under the Project.
 - Assist the IE in placing the proposals before the field level review committee (FLRC) and subsequently forward them to the SPCU for approval.
 - Assist the IE in all sub-project preparatory activities.
 - Assist the IE in furnishing the necessary inputs to the SPCU for preparing the Annual Procurement Plan, the Annual Budget and the Quarterly Consolidated Work Plan.
 - Provide technical assistance in (a) preparing specifications and terms of reference for engaging suppliers/contractors and consultants for various sub-project activities; (b) packaging; (c) technical evaluations of bids and proposals as required; (d) quality assurance of deliveries made by suppliers/contractors and consultants; (e) technical disputes, if any in the contracts; (f) any other technical support required in procuring and implementing contracts etc.
 - Prepare and submit periodic progress reports to the FLRC and the SPCU.
 - Participate in review meetings of the FLRC and the SPCU.
 - Bring to the attention of the SPCU any matters hindering the progress of the project implementation and obtain directions on further course of action.
 - Collect and furnish all information that the SPCU may seek from time to time.
 - Coordinate and facilitate annual/periodic audit at IE level.
 - Assist the IE in maintaining Project accounts and in Project financial reporting.
 - Submit monthly activity reports of the TSU activities to the SPCU.
 - Assist the IE in outreaching and coordinating with local stakeholders and agencies.
 - Ensure quick response to Project beneficiaries or affected communities.
3. Department of Tourism, GoUP invites application from experienced professionals (Individual Consultants) for a full time Consultants of the Technical Support Unit (TSU) at Agra and Mathura
 4. towards successful execution of the UP Pro Poor Tourism Development Project.

B. EXPRESSION OF INTEREST CUM REQUEST FOR PROPOSAL (RFP)

1. Team Structure and other requirements

In the first phase of the project, following experts are required for TSU in Agra and Braj Region:-

Sl. No	Name of Post	Station at	Numbers
1.	Civil Engineer	Agra	01
2.	Civil Engineer	Mathura	01
3.	Social Development Specialist	Agra	01
4.	Social Development Specialist	Mathura	01
5.	Environmental Specialist	Agra	01
6.	Environmental Specialist	Mathura	01

The detailed Terms of Reference (ToR) along with the Scope of Works including Eligibility Criteria & Required Qualifications is given at **Annexure I**.

2. General Terms

- a. All communications including Expression of Interest cum Request for Proposal (RFP) and Expert's contract for the proposed consultancy will be issued in English language only.
- b. Proposal submitted in any other mode, other than uploaded on www.etender.up.nic.in shall not be entertained and shall be rejected.
- c. The Expert will be selected in accordance with the Quality Cum Cost Based System (QCBS) procedures described in this RFP and in accordance with the procurement guidelines for the Selection of Experts/Consultants/Advisors, Developers for PPP Projects & Private Partners for Disinvestments in Uttar Pradesh, Department of Infrastructure Development Government of Uttar Pradesh.
- d. The selected Expert will have to sign an Agreement with the Authority.
- e. The Proposal shall be valid for a period of 90 days from the date of opening of the Financial Proposal.
- f. No Applicant shall submit more than one Proposal.
- g. The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals, Digital Signatures, and their participation in the Selection Process, visits to the Authority, etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

3. Right to reject any or all Proposals

- a. Notwithstanding anything contained in this Document, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance rejection or cancellation, and
- b. The Authority reserves the right to reject any Proposal if:
 - at any time, a material misrepresentation is made or uncovered, or
 - the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.
- c. At any time before the submission of proposals, the Authority may, whether at its own initiative, or in response to a clarification requested by a potential applicant/ experts, or in response to queries raised at the pre-bid meeting, if applicable, amend the RFP by

issuing an addendum. The addendum shall be uploaded on official website www.etender.up.nic.in. To give potential applicants/ experts a reasonable time in which to take an amendment into account in their proposals, the Authority may at its discretion, if the amendment is substantial, extend the deadline for the RFP submission.

4. Reporting and Output

This is a full time position and shall be based at Agra and Mathura (within Development Authorities Office) and work closely with the officials of Department of Tourism (DoT) Agra and Mathura. The experts shall report directly to the Divisional Commissioner, Vice Chairman of ADA/MVDA, Dy Director DoT Agra & Mathura, as required as well as Project Coordinator and/ or Project Director DoT, GoUP. It is the sole responsibility of the respective experts to provide outputs by way of periodic reports, technical preparation/supervision, reports, reviews on various documents and other matters related to the Project.

5. Compliance with Regulatory Requirements.

The assignment must be conducted in accordance with relevant environmental, social and cultural/heritage laws, regulations, and any other requirements of the Government of India (GoI) and the Government of Uttar Pradesh (GoUP). On Resettlement & Rehabilitation (R&R) issues, the assignment will take into account the provisions of the National Laws and R&R Act 2013.

If the Department of Tourism obtains information on the conduct of any Experts of TSU which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a substantive suspicion in this regard, the Department will hold no liabilities towards this misconduct and will inform the Vigilance Office and in addition can initiate disciplinary actions.

6. Support from GoUP

The consultants/experts will be extended full support from the State /District Tourism Department, GoUP, through its designated representatives, regarding access to basic available data and information relevant to the preparation of the documents as well as to key agencies and other stakeholders. The consultancy will also be extended advisory support from the World Bank on its policies and the project, as appropriate.

However, it is the sole responsibility of the qualified experts to contact the identified stakeholders, gather the necessary information, synthesize and analyze it as well as prepare all the assignment deliverables satisfactory to the GoUP and the World Bank. All information gathered belongs to the GoUP and the World Bank's Project teams.

7. Period of Services

The Consultants/Experts will be initially engaged for three years, with the possibility of renewal subject to work requirement and their satisfactory performance. The appointment is only for the contract period and the candidate will not have any lien to the Authority in any manner after the end of the contract period.

8. Remuneration and Reimbursable expenses, support to be provided by the Authority

- The Experts are eligible for Monthly Retainership Fees, Travel Allowance and Daily Allowance equivalent to Class 1 Officers (Grade Pay @ 10000/=) of Government of Uttar Pradesh. The monthly retainership fees shall not exceed to the aggregate of the upper

limit as admissible in pay scale of PB-4 Rs 37400/- to Rs.67000/- grade pay @ Rs 10000/= of Govt. of U.P.

- The Experts has to raise monthly invoice for payment of monthly Retainership Fee.
- Payment has to be made within 15 days after receiving the invoice for each month.
- The Fees payable are exclusive of Service Tax and other taxes as applicable from time to time.
- TDS to be deducted as per Government Rule.
- The Experts are eligible for 15% of annual increment.
- In house infrastructure facility for office space/furniture/office equipment's/office supplies will be provided to the Experts.

9. Submission of Proposal

- a. Interested experienced and qualified individual professionals (Individual Consultants) must provide information strictly as per format given at Annexure II to V.
- b. The Applicant shall provide all the information sought under this RFP. The Authority will evaluate only those Proposals that are received in the required formats and complete in all respects.
 - Technical Proposal: Annexure II, III and IV.
 - Financial Proposal: Annexure V.
- c. The proposal shall be submitted in two parts, viz, Technical Proposal (Annexure II, III and IV) and Financial Proposal (Annexure V). The proposal must be uploaded on www.etender.up.nic.in on or before 15:00 hours on 02 November, 2017. Any extension to this date is subject to in accordance with Para 3c of this RFP.
- d. The "Technical" and "Financial" Proposal must be submitted in two separate covers available. The **first cover (which is Technical Proposal) named "Fee/PreQual/Technical"** containing 3 Annexes (Annexure II, III and IV) should include the description of the expert's general experience in the field of the assignment, the qualification and competency of the personnel proposed for the assignment in response to suggested Terms of Reference as required. The first cover should not contain any cost information whatsoever. The **second cover (Which is Financial Proposal) named "Finance"** should contain the detailed price offer in Annexure - V.
- e. At any time before the submission of proposal, the Authority may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be uploaded on Dot official website and on e-tender portal of GoUP. To give bidders a reasonable time in which to take an amendment into account in their proposals, the Authority will, if the amendment is considered as materially substantial, extend the deadline for the submission of Proposal.
- f. The DoT/SPCU shall not be responsible for any file that is corrupted and could not be opened
- g. For assistance/query, please contact:
procurement.uptourism@gmail.com, akspdpropoor@gmail.com

10. Evaluation Criteria and Selection Process

- a. The Authority has adopted a two-stage selection process (collectively the "Selection Process") in evaluating the Proposals comprising Technical and Financial proposals to be submitted in two separate covers through www.etender.up.nic.in. In the first stage, a technical evaluation will be carried out as specified below.
- b. The Authority shall open the Proposals (first cover containing Technical Proposal only) at 16:30 hours on the Proposal submission's end date, at the office of Director General

EXPRESSION OF INTEREST CUM REQUEST FOR PROPOSAL (RFP)

Tourism, Government of Uttar Pradesh and in the presence of the Applicants who choose to attend the proposal opening proceedings. It may please be noted that the second Cover i.e. Financial Proposals containing the Price Proposal will not be opened until technical evaluation has been completed and the result uploaded on the e-tender portal. The Applicants shall be encouraged to be present at the time of opening of the Technical Proposal personally. The Applicants, who choose to attend the Proposal opening proceedings, will sign an Attendance Sheet.

- c. All the technical proposals will be scrutinized and candidate's shortlisted. The Applicants will be evaluated based on appropriate marking system. The categories for marking and their respective marks are as under:

Criteria for Social Development and Environmental Specialist	Maximum
Educational Qualification As mentioned in the TOR	[10]
Work Experience	[80]
Total professional relevant experience (One related project of minimum 06 months of duration, or weightage of related project of more than 1 year shall be counted as 1 project for each completed year - 02 Marks per project/or per year)	20
Working Experience in the Region (One related project of minimum 06 months of duration, or weightage of related project of more than 1 year shall be counted as 1 project for each completed year - 02 Marks per project/or per year)	05
Working with Central Ministries/State Governments/ ULBs (One related project of minimum 06 months of duration, or weightage of related project of more than 1 year shall be counted as 1 project for each completed year - 04 Marks per project/or per year)	20
Experience of working on environmental management/ social development management with at least 5 years of the experience in carrying out Environmental Assessment (EA/EIAs), preparation of Environmental Management Plans (EMPs)/ Social Management Plan (SMPs) and management of environmental/ social issues in infrastructure and services provision. (One related project of minimum 06 months of duration, or weightage of related project of more than 1 year shall be counted as 1 project for each completed year - 04 Marks per project/or per year)	20
Knowledge of the World Bank's Environmental/Social Safeguard Policies and central government in India's environmental/social legal requirements preferably. (One related project of minimum 06 months of duration, or weightage of related project of more than 1 year shall be counted as 1 project for each completed year - 02 Marks per project/or per year)	05
Capacity Building and Managerial skills	10
Statement of Interest	[10]
Total Marks	100

EXPRESSION OF INTEREST CUM REQUEST FOR PROPOSAL (RFP)

Criteria for Civil Engineer	Maximum
Educational Qualification As mentioned in the TOR	[10]
Work Experience	[80]
Total professional relevant experience (One related project of minimum 06 months of duration, or weightage of related project of more than 1 year shall be counted as 1 project for each completed year - 02 Marks per project/or per year)	20
Working Experience in the Region (One related project of minimum 06 months of duration, or weightage of related project of more than 1 year shall be counted as 1 project for each completed year - 02 Marks per project/or per year)	20
Working with Central Ministries/State Governments/ ULBs (One related project of minimum 06 months of duration, or weightage of related project of more than 1 year shall be counted as 1 project for each completed year - 04 Marks per project/or per year)	20
Working Experience with the World Bank's/ Asian Development Bank (One related project of minimum 06 months of duration, or weightage of related project of more than 1 year shall be counted as 1 project for each completed year - 02 Marks per project/or per year)	10
Capacity Building and Managerial skills	10
Statement of Interest	[10]
Total Marks	100

- d. Quality and competence of the consulting service shall be considered as the paramount requirement.
- e. In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's CV, Work experience and Statement of Interest. Only those Applicants who's Technical Proposals get a **score of 75 marks or more out of 100** (St) will only be considered for financial evaluation. The financial proposal of others will not be considered. The authority shall notify those applicants whose proposals did not meet the minimum qualifying marks or were considered non-responsive to letter of Invitation and ToR, indicating that their Financial Proposal will not be opened. The Authority simultaneously notify the applicants that have secured the minimum qualifying mark for opening of the financial proposals indicating the date and time.
- f. In the second stage, the financial proposals of only those applicants who have been declared qualified in Technical Proposal will be opened. Applicant shall submit the Financial Proposal in the format at **Annexure V** clearly indicating the total cost of the Consultancy i.e. **Monthly Retainer ship Fee only** exclusive of GST/other tax etc in the given BOQ format.
- “Monthly Retainer ship Fee” shall include all the costs associated with the assignment. These shall normally cover remuneration for the Personnel man month.*
- g. The representative of the Authority will open each qualified Financial Proposals. One of the representative member to the authority will read out aloud the name of the Applicants and the total price quoted in the Schedule V i.e. Financial Proposal of each applicants. The Authority's representative will record this information in writing. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any

assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

- h.* The Authority will determine whether the Financial Proposals are complete, unqualified and unconditional.
- i.* The eligible applicants shall be encouraged to be present at the time of opening of the Financial Proposal personally. The applicants, who choose to attend the Proposal opening proceedings, will sign an Attendance Sheet.
- j.* The lowest financial proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores of all the proposals will be computed as follows:

$$\mathbf{Sf = 100 \times Fm / F \text{ (F - amount of financial proposal)}}$$

- k.* Proposals will finally be ranked according to their combined technical (St) and financial (Sf) scores using a weight of 70% for technical proposal and 30% for financial proposal.

$$\mathbf{S = St \times 0.70 + Sf \times 0.30}$$

- l.* The Proposal securing the highest combined score and ranked H-1 will be invited for negotiations, if required, and shall be recommended for award of contract.

A Committee comprising of external experts from multidisciplinary background shall be formed by the authority for evaluation of technical proposals received from the applicants. Applicants are advised that the selection of Experts shall be on the basis of an evaluation by the Authority through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and Authority's decisions are without any right of appeal whatsoever.

11. Termination of Contract

The Authority, if not satisfied with the work performance of the Experts, may terminate the Contract with 30 day's notice in advance. If the Experts decides to resign then he/she should give at least a month's advance notice to the Authority.

12. Acknowledgement by Applicant

It shall be deemed that by submitting the Proposal, the Applicant has:

- made a complete and careful examination of the RFP document;
- Received all relevant information requested from the Authority;
- Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP document or furnished by or on behalf of the Authority.
- Acknowledged that it does not have a Conflict of Interest.

13. Declaration:

Department of Tourism, GoUP is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, national origin, or disability.