

KERALA TOURISM INFRASTRUCTURE LIMITED

DEPARTMENT OF TOURISM

GOVERNMENT OF KERALA

**REQUEST FOR EXPRESSION OF INTEREST
FOR SHORTLISTING OF CONSULTANTS
FOR**

**PREPARATION OF READY TO EXECUTE DETAILED PROJECT REPORTS
FOR DEVELOPMENT OF INFRASTRUCTURE FACILITIES
TOURISM AMENITIES SPECIAL PROJECTS LIKE ROPE WAYS, AIR STRIPS,
THEME PARKS ETC. TO MEET THE GROWING DEMANDS
AT VARIOUS TOURISM DESTINATIONS AND CIRCUITS IN KERALA**

SEPTEMBER 2016

**Managing Director, Kerala Tourism Infrastructure Limited
4th Floor, Vipanchika Towers,
Govt. Guest House Junction, Thycaud P O, Thiruvananthapuram - 695014
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EXPRESSION OF INTEREST (EOI)

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LETTER OF INVITATION FOR PRESENTING EXPRESSION OF INTEREST

No.: 245/KTIL/EOI/2016

Thiruvananthapuram, Dated : 29-9.-2016

Kerala Tourism Infrastructure Limited (KTIL), on behalf of Department of Tourism, has invited EOI for **Preparation of Ready to Execute Detailed Project Reports for Development of Infrastructure facilities, Tourism Amenities, Special Projects like Rope ways, Air Strips, Theme Parks etc. to meet the Growing demands at various Tourism Destinations and Circuits in Kerala**, giving importance to infrastructure development required to meet the increasing demands due to growth of tourist arrivals **(Project details will be specified in each assignment, as and when required)**.

1. For this purpose the Kerala Tourism Infrastructure Limited proposes to invite EOIs from experienced Consultants/Consortiums for short listing a set of consultants for carrying out consultancy services for the study and preparation of Detailed Project Reports for the Infrastructure development and other related tourism amenities in the destinations/circuits specified in the assignment.
2. The Minimum qualifications for short listing are:-
 - i. Should have minimum five years experience in Infrastructure consulting, Preparation of Vision cum Development Plans and Ready to execute Detailed Project Reports in Tourism Sector or special projects like Ropeways/ Airstrips/ Theme Parks etc., as the case may be.
 - ii. Should have worked in the role of lead consultant for the preparation of at least 5 Nos. of Major Destination development master plans, with macro, micro level detailing and DPR preparation during the last 5 years or 3 Nos. of special projects like Ropeways, Airstrips, Theme Parks, Aquariums, Snow Theme Parks, Laser Show etc. in last 5 years.
 - iii. Should have annual turnover of minimum ` . 100.00 lakhs/year for the last 3 years.
 - iv. Should have sufficient Consultants, of various disciplines, Architects, Town Planners and Engineers, to prepare ready to implement development project reports.
3. Consultants, either individually or jointly (consortium and/or joint venture) shall submit EOI for this purpose in sealed cover, as per the Standard Form given in the EOI document. Consultants shall make a detailed presentation of their technical capability, methodology, action plan and concept sketches of one destination of their choice, giving a broad outline of the developments proposed there before a Selection Committee set up for this purpose by the KTIL.

4. The EOI document (Expression of Interest) for short listing consultants can be downloaded from the KTIL's website, www.ktil.in
5. The selection will be based on the principles of Quality evaluation as described in the EOI document.

The Document for short listing to be submitted by the Consultants shall contain the following.

Part 1 : Performa & Details for short listing.

Part 2 : Information and Instructions to the Consultants.

6. In case EOI documents are sent by the consultants through courier or post, consultants are required to make sure that the same is delivered before the closing time. EOIs received after the closing time and date will not be entertained.
7. The printed and duly signed proposals in A4 size sheets in Sealed Cover with superscription of the name of the job, shall be submitted to the office of the undersigned on or before **3.00 pm on 15-10-2016**. The cover will be opened at **4.00 pm on the same day**. After evaluation the consultants who obtain the minimum qualification will be initially short listed and called for making a presentation. After presentation the final short listing will be done by the committee based on the total Technical score. Agencies will be given ranking according to the total technical score obtained and the total numbers as required will be shortlisted. The committee will also give special categorization for agencies who are specialized in particular disciplines. The committee will decide on who are the best suited consultants and how many are to qualify for the second stage and RFP will be given to them to give the Technical and Financial quote for that assignment for selection on QCBS principle.

A List of Probable Destinations/ Circuits and Special Projects are given below:

- Dam Based Tourism Circuits
- Beach Tourism
- Eco & Farm Tourism
- Adventure Tourism
- Medical Tourism
- Destination Development
- CFA Schemes like Swadesh Darshan, Prasad etc.

Special Projects/ Services

- Rope ways
- Air Strips
- Major Theme and Leisure Parks
- Water ways
- Aquariums & Oceanarium
- Snow Theme Parks
- Laser/ Light and Sound Shows
- Cruise Tourism
- Special Botanical and Flower Gardens
- EIA Studies etc.

MANAGING DIRECTOR

KERALA TOURISM INFRASTRUCTURE LIMITED

Part. 1.0 Proforma Details for Short listing

Part. 1.0.1 EOI Submission Letter

[Location, Date]

From :

To :

..... The Managing Director
..... Kerala Tourism Infrastructure Limited
..... 4th Floor, Vipanchika Towers,
..... Govt. Guest House Junction, Thycaud P O
..... Thiruvananthapuram - 695014

Sir,

Subject : Preparation of Ready to Execute Detailed Project Reports for Development of Infrastructure facilities, Tourism Amenities, Special Projects like Rope ways, Air Strips, Theme Parks etc. to meet the Growing demands at various Tourism Destinations and Circuits in Kerala.

We, the undersigned, offer to express our readiness to provide consultancy services for the above in accordance with your Rules and Regulations. If we are short listed, we are ready to cooperate with your organization in competing for the bids as per the RFP issued to us. We hereby submit our EOI proposals, which include all the details required in your document.

We understand that you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorised Signature :

Name and Title of Signatory :

Consultants Name :

Address :

1.0.2 FIRM'S REFERENCES

Relevant Services carried out in the last five years
which best illustrate the competence in similar tasks

<i>Assignment Name:</i>		Country and State:
<i>Location within Country:</i>		Professional Staff Provided by your Firm/Entity (profiles):
<i>Name of Client:</i>		No. of Staff:
<i>Address:</i>		No. of Staff-Months; Duration of Assignment:
<i>Actual Date of Start (Month/Year)</i>	<i>Actual Date of Completion (Month/Year)</i>	Approx. Value of Services (in `.) :
<i>Name of Associated Consultants, if any:</i>		No. of Man-Months of Professional Staff Provided by Associated Consultants :
<i>Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:</i>		
<i>Narrative Description of Project: (add separate sheets and give full narrative description for the five projects cited for minimum experience) with details of Project Cost :</i>		
<i>Description of Actual Services Provided by Your Staff:</i>		

Use additional sheets if required.

1.0.3 Format of Curriculum Vitae (CV) for proposed Professional Staff

(Key professionals only)

Name of Staff :

Proposed Position :

Years with the firm (if a permanent employee) :

Association with the firm :

(a) In what capacity ? :

(b) Since when ? :

(c) Whether association is for this project alone ? :

Date of Birth :

Nationality :

Key Educational Qualifications :

Degree/ Diploma, Subject of Specialization, University/ Institution/ State or Country/Year of obtaining the Degree or Diploma

Papers presented/ research carried out/ books published/ awards received / honours conferred, if any

Key Experiences gained :

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Membership of Professional Bodies :

Employment Record :

(Starting with the present position, list in reverse order every employment held. List all positions held by the staff member since graduation, giving dates, names of employing organizations, titles of position held, and locations of assignments. For experience in the last ten years, also give types of activities performed and client reference, wherever appropriate. Use about three-quarter of a page)

Proficiency in Languages :

(For each language indicate proficiency in speaking, reading and writing as excellent, good, fair, or poor)

Certificate :

I, the undersigned, certify that to the best of my knowledge and belief my personal data stated above correctly describe me, my qualifications and my experience.

Signature of staff member and/or authorized representative of the firm with date :

2.0 INFORMATION AND INSTRUCTIONS TO CONSULTANTS

1.0 Introduction

- 1.1 Kerala Tourism Infrastructure Limited (KTIL), on behalf of Department of Tourism, has invited EOI for **Preparation of Ready to Execute Detailed Project Reports for Development of Infrastructure facilities, Tourism Amenities, Special Projects like Rope ways, Air Strips, Theme Parks etc. to meet the Growing demands at various Tourism Destinations and Circuits in Kerala.** The Kerala Tourism Infrastructure Limited proposes to shortlist experienced Consultants and Architects duly selected based on the details given in this Expression of Interest document.
- 1.2 In the Second stage, the Client, namely the KTIL will select a firm from among this short listed qualified agencies for each assignment through separate bidding process.
- 1.3 In this EOI document the Consultants are invited to submit details required for short listing a set of firms. The EOI proposal submitted will be the basis for short listing.
- 1.4 Please note that the Kerala Tourism Infrastructure Limited (KTIL) reserves the right to reject any or all of the proposals submitted for short listing without assigning any reasons.
- 1.5 Government policy requires that Consultants selected for any Government assignments provide professional, objective, and impartial advice and at all times hold the Client's interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
- 1.6 It is policy of the Govt. of Kerala that Consultants under contract observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy the Government of Kerala defines for the purposes of this provision, the terms set forth below as follows:
- (i) "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or contract execution :
 - and (ii) "Fraudulent Practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract, and includes collusive practices among Consultants (prior to or after submission of proposals) designed to establish prices at

artificial, non-competitive levels and to deprive other competing firms of the benefits of free and open competition.

2.0 EOI document

2.1 The Kerala Tourism Infrastructure Limited (KTIL) may, at its discretion, extend the deadline for the submission of EOI.

2.2 Preparation of EOI document

While preparing the EOI proposal, Consultants must give particular attention to the following :

(i) If a firm or Consortium which has the minimum qualification for short listing as per para. 2 of Letter of Invitation, considers that it does not have all the expertise for the Assignments, it may obtain a full range of expertise by associating with more individual consultant(s) and/or other firms or entities in an expanded joint venture or sub consultancy as appropriate. Consultants may not associate with the other Consultants submitting EOI for this Advertisement.

(ii) The Consultants should take into account the general requirements of this type of projects and the minimum number of professional staff required for such assignments, as listed in the data sheet, should be named as key professionals in all these positions.

Consultants who are experienced in projects like **Rope ways, Air strips, Theme parks etc.** should give list of more experts from these fields also, who will be awarded marks at appropriate levels.

(iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relation with it.

(iv) Proposed key professional staff must have at least the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in the place of the Assignment.

(v) Alternative professional staff shall not be proposed, and only one Curriculum Vitae (CV) may be submitted for each position.

2.2.1 The technical proposal should provide the following information using the attached Standard Forms (Section 1.0) :

(i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignments, the outline should indicate, inter

alia, the profiles and names of the staff provided, duration of the assignment, contract amount, and firm's involvement.

A narrative description of each project taken up and completed by the firm in the last 5 years should be specially indicated to understand the capacity of the agency in planning and project monitoring abilities.

- (ii) CVs recently signed by the proposed professional staff or the authorized representative submitting the proposal (Section 1.0.2). Key information should include number of years working for the firm/entity, and degree of responsibility held in various assignments during the last five (5) years.
- (iii) Any additional information that may reflect the agencies capabilities and credibility.

3.0 Submission, Receipt and Opening of EOI Document

- 3.1 The original EOI document may be prepared adopting the standard form uploaded in the website. EOIs submitted in any other form will not be considered by KTIL and will be rejected.
- 3.2 Each page of the EOI document should be signed by the Authorized signatory of the Firm/Agency and submitted in a sealed cover superscripted with the name of work and addressed to the Managing Director KTIL. The Name and Address of the Agency should also be clearly given on the cover.
- 3.3 The completed EOI document must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 3.4 The EOI proposal shall be opened by KTIL, as per the time indicated in the data sheet.

4.0 Proposal Evaluation

4.1.1 Initial Short listing

The EOI received will be evaluated taking into consideration the experience and financial status of the consultants.

Minimum qualifications for short listing are:-

- i. Should have minimum five years experience in Infrastructure consulting, Preparation of Vision cum Development Plans and Ready to execute Detailed Project Reports in Tourism Sector or special projects like Ropeways/ Airstrips/ Theme Parks etc., as the case may be.

- ii. Should have worked in the role of lead consultant for the preparation of at least 5 Nos. of Major Destination development master plans, with macro, micro level detailing and DPR preparation during the last 5 years or 3 Nos. of special projects like Ropeways, Airstrips, Theme Parks, Aquariums, Snow Theme Parks, Laser Show etc. in last 5 years.
- iii. Should have annual turnover of minimum ` . 100.00 lakhs/year for the last 3 years.
- iv. Should have sufficient Consultants, of various disciplines, Architects, Town Planners and Engineers, to prepare ready to implement development project reports.

The Consultants who satisfy the above minimum criteria will be initially short listed and asked to make a presentation before a committee set up for this purpose.

4.1.2 **Presentation :** The Initially short listed agencies will have to make a presentation of their EOI with special importance to the details of any of the five destination development projects or special projects indicated as minimum qualification for short listing, the agency's profile, they should present DPR of one destination of their choice with non site specific proposals and details and explaining the work plan and methodology adopted for working out this project. The drawings for this non site specific concept of a modern Tourist Destination should be presented with Plans, Elevations and Views. Proposals for development works and services should be brought out in these drawings. Altogether the presentation should bring out the total picture of how the destination will look once it is developed for the future needs of about 30 years. The presentation will have to be made before the selection committee who will evaluate the EOI and award the total technical score based on the evaluation criteria and rank the consultants. A minimum of 10 days time will be allowed for making the presentation.

4.2 Evaluation of EOI document

The evaluation committee appointed by the Client will evaluate the EOI proposals on the basis of the details given in the EOI applying the evaluation criteria, sub criteria and point system specified below.

The evaluation points for the different criteria shall be as noted below:

- | | |
|--|---|
| i. Competence and capability of the Consultancy organization | 30 pts. |
| Sub criteria | |
| (a) Preparation of Destination Development Master Plan and Project Report for Major Destinations | : 4 pts. each with max. of 16 pts. |
| (b) - do - Minor destinations | : 3 pt. each with max. of 9 pts. |
| (c) Design of major Tourism Infrastructure, landscapes etc. costing above ` . 5.00 cr. | : 2 ¹ / ₂ pts. each with max. of 5 pts. |

ii.	Presentation of one non site specific concept for development of a destination with the methodology and work plan adopted with all other details, data and analysis	:		40 pts
iii.	Qualification and Competency of the key professionals of the Agency	:		
	(a) Tourism Planner	:	5 pts.	
	(b) Conservation cum General Architect	:	5 pts.	
	(c) General Planner	:	4 pts.	
	(d) Domain Expert, Infrastructure Environmental Engineer	:	4 pts.	
	(e) Architect with experience in Temple Architecture	:	4 pts.	
	(f) Marketing Expert	:	3 pts.	
	(g) Quantity Surveyor	:	2 ¹ / ₂ pts.	
	(h) Financial Expert	:	2 ¹ / ₂ pts.	
	Total			30 pts
	Total	:		100 pts

Sub criteria

Points given to evaluation of sub-criteria for qualification of staff are

(a)	Educational Qualifications	:	35 points	
(b)	Experience in similar tasks	:	30 points	
(c)	Competency of the key professional staff for the assignment	:	35 points	
	Total	:		100 points

4.3.2 Final Short listing

Agencies will be given ranking according to the total technical score obtained and the total number as required will be shortlisted. The committee will also give special categorization for agencies who are specialized in particular disciplines such as Rope ways, Air strips, Theme parks etc. The committee will decide on who are the best suited consultants for each sector and how many are to compete in the second stage and RFP will be issued to them accordingly. Technical and Financial quote will be obtained from them for that assignment for selection on QCBS principle.

DATA SHEET

Information to Consultants

- 1.1. The Name of the Client is : The Kerala Tourism Infrastructure Limited (KTIL)
- 1.2. The method of Selection is : Short listing based on quality evaluation
- 1.3. Technical and financial proposals are requested : No. Only Expression of Interest

The Edition of Guidelines is : Standard master plan guidelines followed in Planning Board and various Government Departments for availing Financial Resources from KIIFB or to Central Government for Financial Assistant from various schemes.

The name, objective and description of the Assignment : **Preparation of Ready to Execute Detailed Project Reports for Development of Infrastructure facilities, Tourism Amenities, Special Projects like Rope ways, Air Strips, Theme Parks etc. to meet the Growing demands at various Tourism Destinations and Circuits in Kerala.**

- 1.4 A pre-proposal conference will be held : Not for this short listing
- 1.5 The language(s) to submit proposals : English
- 1.6 The duration of the project : Will be decided in case of each assignments separately in the second stage bidding.
- 1.7 (i) Whether the short- listed firm/entity may associate with other short-listed firm : No
- A set of key experts/professional staff with minimum professional experience normally required are listed below.

Sl. No.	Position*	Year of Professional Experience	Specific Experience
1.	Tourism Planner	10	Experience in Sustainable Tourism Planning, Tourism and livelihood and Product development, Preparation of Master plans, Demand estimation and Projection of Tourism facilities required to be created for '30 years beyond today' period.
2.	Conservation cum General Architect	10	Experience in conceiving and designing projects focusing sustainable construction and sustainable destination development including Infrastructure Development Plans, Utilities, Landscapes and area lightings, Projection of Architectural styles and trends for '30 years beyond today' period.
3.	General Planner	10	Experience in Preparation of Master plan, Field surveys, Space utilization proposals, Access corridors, Roads & Pathways and Destination Development Plan.

4.	Domain Expert - Infrastructure and Environmental Engineering	7	Planning and designing of Energy efficient Water Supply, Sewerage, Solid waste collection and disposal, Rain water harvesting etc. Conceiving and Designing nature friendly Green buildings & Infrastructure.
5.	Architect with Expertise in Heritage Building and Temple Architecture	7	Experience in Conservation Plans and Designing Heritage and Pilgrim Tourism Components & Destinations.
6.	Marketing Expert	5	Experience in Tourism operations and Marketing both International and National.
7.	Quantity Surveyor	5	Expertise in Estimating cost of Buildings, Infrastructure, Conservation works etc.
8.	Financial Expert	5	Experience in Financial analysis of Tourism Projects, Viability studies, Project structuring and Enhancement of Project bankability.

* For each position of key professional, required level of support/junior personnel shall be deployed.

1.8 The information on the outer envelope shall be : **Short listing consultants for Preparation of Ready to Execute Detailed Project Reports for Development of Infrastructure facilities, Tourism Amenities, Special Projects like Rope ways, Air Strips, Theme Parks etc. to meet the Growing demands at various Tourism Destinations and Circuits in Kerala.**

1.9 The address for submission of proposal is : Managing Director
The Kerala Tourism Infrastructure Limited
4th Floor, Vipanchika Towers,
Thiruvananthapuram - 695014, Kerala
Tel : ++91-0471-2336233
Fax : ++91-0471-2336433
E-mail : office@ktil.in, md@ktil.in

1.10 Proposals duly printed & signed in A4 size sheets must be submitted not later than the following date and time: **3.00 pm on 15-10-2016.**

1.11 Address to bring any information to the Client: Same as in Para 1.9

1.12 The date, time and address of the proposal opening are:
EOI - **16.00 hrs. on 15-10-2016** at the office of the Managing Director, The Kerala Tourism Infrastructure Limited.

MANAGING DIRECTOR

KERALA TOURISM INFRASTRUCTURE LIMITED