GOVERNMENT OF MANIPUR
DIRECTORATE OF TOURISM
****

NOTICE INVITING TENDER

Imphal, the 18th May, 2020

No. 4/457/2014-SHIM: In pursuance of the approval of the Government vide letter No. 28/1/2008-TSM (Pt) dated 15.05.2020, the Directorate of Tourism, Government of Manipur invites e-bids from intending reputed Firms/ Agency/ Company for the project "RFP for selection of a Private Partner for Operation & Management of State Institute of Hotel Management, Catering Technology and Applied Nutrition at Nongmaiching, Imphal East District, Manipur".

Sl. No.	Name of the project
1	"RFP for selection of a Private Partner for Operation & Management of State Institute of Hotel Management, Catering Technology and Applied Nutrition at Nongmaiching, Imphal East District, Manipur".

Detailed, Request for Proposal (RFP) documents containing information on eligibility, dates and timelines, required formats etc shall be available in our website www.manipurtourism.gov.in and the Government website www.manipur.gov.in, www.manipurtenders.gov.in from 19.05.2020 onwards.

Further, the bidding shall be online and all interested firms/Organizations and Companies etc shall apply the bid through online.

18/5/2020.

(W. Ibohal Singh)
Director (Tourism), Manipur

Copy to:

1. Additional Chief Secretary, Tourism, Government of Manipur.
2. Director (IT), Manipur
3. Editor – Indian Express and Telegraph - - with a request to kindly publish the above notification for 1(one) day as Advertisement.
4. Editor – The Sangai Express (English), Hueiyen Lanpao (Manipuri), Naharolgi Thoudang (Manipuri) - with a request to kindly publish the above notification for 1(one) day as Advertisement.
5. Mr. Martha Khuman, Web manager – with a request to kindly upload the above Notification in the Government website: www.manipur.gov.in
6. Mr Deepak , Manger IT, TCML - with a request to kindly upload the above Notification in the Department's website : www.manipurtourism.gov.in and www.manipurtender.gov.in
7. Relevant File.

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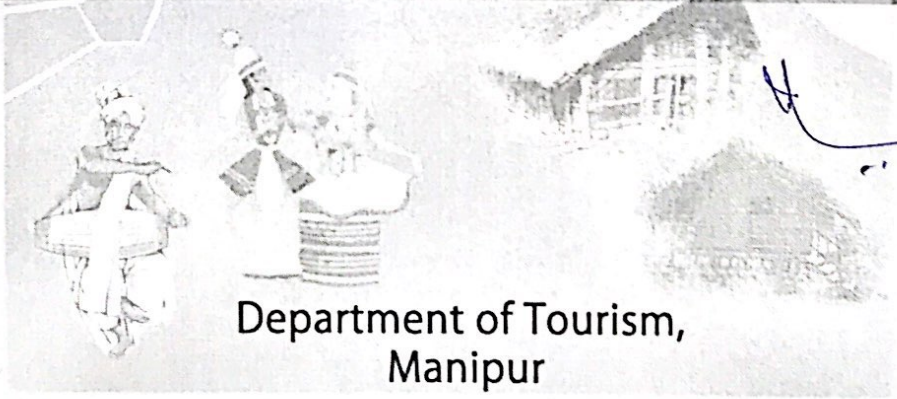
Manipur
Jewel of India

Request for Proposal (RFP)

For Selection of Private Partner

for

"STATE INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY AND APPLIED NUTRITION AT NONGMAICHING, IMPHAL EAST DISTRICT, MANIPUR"



Department of Tourism,
Manipur

The Department of Tourism envisages developing a wide capacity base for the development of the Hospitality Industry. This Request for Proposal is the first cornerstone for such an initiative.

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Introduction :

This Request for Proposal (RFP) is issued by The Department of Tourism – Manipur (DOT, Manipur)

Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither DOT,MANIPUR, nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed Project, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of DOT, MANIPUR. It does not, and does not purport to, contain all the information that a recipient may require for the purposes for making a decision for participation in this process. Neither DOT,MANIPUR, nor any of its officers, employees nor any of its advisors nor consultants undertakes to provide any Party with access to any additional information or to update the information in this RFP or to correct any inaccuracies therein which may become apparent. Each Party must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry- out its own investigation into the proposed objectives of the Project, the regulatory regime which applies thereto and by and all matters pertinent to the said Project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the Project.

This RFP includes certain statements, estimates, projections, targets and forecasts with respect to the said Scope of the Project. Such statements, estimates, projections, targets and forecasts reflect various assumptions made by the management, officers and employees of DOT, MANIPUR, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty.

DOT, MANIPUR shall be the sole and final authority with respect to qualifying a panel of consultants through this RFP. The decision of DOT, MANIPUR in qualifying a respondent into the panel of consultants who may bid DOT, MANIPUR reserves the right to reject any or all the bids without assigning any reason thereof. DOT, MANIPUR further reserves the right to negotiate with the qualifying agencies to enhance the value through this project and to create a more amicable environment for the smooth execution of the project.

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Important Information to the bidders

Sl. No	Particulars	Details
1.	Documents Reference Number	DOT,MANIPUR/RFP/SC/23.06.2014/IV
2.	Start Date of the issue of the RFP	19.05.2020
3.	Closing Date of the issue/downloading of the RFP	30.05.2020
4.	Date and Time of Receiving of Bid Queries (online)	05.06.2020
5.	Notice Inviting Tenders	18.05.2020
6.	Last date of bid submission	15.06.2020
7.	Date and Time of Opening of Technical Bids	17.06.2020
8.	Notification to the bidders (through web-site communiqué)	19.06.2020
9.	Bidders Presentation	25.06.2020
10.	Opening & Evaluation of the Financial Bids	27.06.2020
11.	Award of Contract	15.07.2020
12.	Portal for RFP Information / corrigendum, if any / submission	www.manipurtenders.gov.in
13.	Office Address of DOT,MANIPUR	North AOC, DM Road, Imphal-795001
14.	Nodal Contact Person	Director - Tourism
15.	Validity of the Proposal given by the bidders	90 days
16.	Legal Jurisdiction	Courts having territorial jurisdiction in Manipur.
17.	Right to Accept or Reject the Proposal will be with	DOT, MANIPUR
18.	Earnest Money Deposit (on the State Bank of India, payable in Imphal)	Rs.2.00 Lakh only. This amount will be converted to Performance Bank Guarantee for the successful Bidder. The EMDs of the others will be refunded.

Note: The successful bidder will be selected based on the **Quality Cum Cost Based (QCBS)** Selection criteria .This document is non-transferable. All Bidders are requested to go through the website for any information, corrigendum etc.

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Section 1: Invitation for Proposal

Background: Department of Tourism (DoT), Government of Manipur (GoM), through the Director of Tourism, Manipur has embarked on a major initiative for growth of tourism and hospitality sector in Manipur. The in- principle approval of the Project has been accorded by the Honorable President of India, at Nongamaiching, Imphal. The Project will be coordinated by the State Society for Management of Institute of Hotel Management, Catering Technology & Applied Nutrition, Imphal (Manipur). As part of this initiative, GoM intends to set up a world class Institute of Hotel Management at Imphal. The following are the highlights of the envisaged project:

1.1 - About SIHM Manipur - Public Private Partnership (PPP) Model.

01	The Project will be built on an approximate area of **5 Acre** Prime land.
02	The Project is to be developed under Public Private Partnership (PPP) Model. i. Infrastructure will be provided under Central / State Government Schemes ii. Academic Model and Operations to be provided by the Private Partner iii. The Project will be structured on operation and maintenance model *iv. The Initial Tenure of the Project will be 20 (Twenty) Years, after which further subsequent extensions for a period of 20 (Twenty) Years each shall depend on the performance of the Private Partner over the period of past Tenures.*
03	Setting up of core infrastructure will be done from the Government side and Project Management operation and maintenance will be done by the selected Private Partner.
04	Design of appropriate industry oriented academic curriculum to ensure student absorption.
05	Apart from the affiliation required for NCHMCT, SIHM can obtain an affiliation under State University, but subject to prior approval of the GBM of the Society.
06	Introduction of other courses are permitted if those are NCHMCT/AICTE/UGC – State University & others recognized, and are related to the Hospitality or Tourism Industry. For those courses, revenue sharing with government will be done separately.
07	NSDC and/or any other International Collaborative Program taken up by the Private Partner will be appreciated.

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1.2 -The Private Partner is expected to adhere to the following Indicative Scope of the Project:

1	Conduct a detailed process study
2	Prepare a Detailed Project Report
3	Create a sustainable action plan for the Running The institute.
4	Design Employment Guaranteed Programme for Manpower Deployment.
5	Orientation and Guidance for Self Help Groups etc.
6	Plan, Initiate and Operate the Project
7	Operating, Maintaining and Managing the Facility During the Concession Period
8	Comply with standards/guidelines as per affiliating agency or minimum as per by Nation Council for Hotel Management & Catering Technology (NCHMCT) or as per the Guidelines the affiliated State University

1.3 - IMPLEMENTATION MODEL:

The implementation of application solution for accomplishing the IHM in Manipur would adopt an "integrated bundling of services" approach coupled with an "integrated service delivery" approach. The implementation of the complete model shall include the following major components:

1	Process Study
2	System Requirement
3	Specification Process
4	Development of Curriculum to address key requirement with specific focus on the development of North East
5	Development of Industry Collaboration Models
6	Defining Business Model for Service Provisioning and Delivery
7	Operating, Maintaining and Managing the Facility During the Concession Period
8	Comply with standards/guidelines as per affiliating agency or minimum as per by Nation Council for Hotel Management & Catering Technology (NCHMCT) or as per the Guidelin of the affiliated State University

While implementation will be subsequently in accordance with the Project Execution outlined in the Project Management Framework, the outcomes expected out of the project and the citizen impact it is likely to have needs to be defined as a first phase of undertaking the activity. DOT, MANIPUR invites proposals from all the interested and **credible Institutions who have had prior experience in conducting similar activities or having experience in the Educational Sector.**

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Section 2 :Scope of Work:

2.1 - The scope of work of the Private Partner as envisaged by DOT, MANIPUR is encapsulated as under:

2.1.1 - Phase 1: Planning and Initiating Implementation

The objective of this stage is to have a detailed plan in the form of a Detailed Project Report and a Project Management Plan.

1. Prepare an Inception Report
2. The approach and methodology to be adopted
3. The expectation from the Department
4. The Milestones and the Timelines
5. Assessment Study and the Detailed Project Report
6. "As Is" Process Study
7. "To Be" Report
8. Gap Analysis and Functional Requirement Analysis
9. Process Engineering and Change Management Interventions
10. Curriculum Design and Up-gradation strategies
11. The Audit Structure
12. Outcome and Impact Frame work analysis
13. Financial Models and Estimates
    - Cost estimate of the project and the sources of funding
    - Recurring and Non-recurring estimates during plan period and beyond
    - Cost-Benefit Analysis and Social Cost-Benefit Analysis for analyzing the project suitability
14. Risk Mitigation Strategies
15. Project Sustainability /Continuity Plan
16. Preparation of the Project Management Plan
17. Propose the appropriate Project Team
18. Create the Work Break-down structure
19. Define Quality Standards and the Acceptance Plan
20. Determine Faculty Profiles and their participation
21. Determine the Procurement Plan and the Bill of Materials
22. Document the Project Monitoring & Control Frame work
23. Document Project operationalization methodology
24. Formation of a Project Management Unit (PMU)

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The following courses are envisaged to be conducted by the Institute along with the Private Partner:

Sl. No	Courses	Indicated Student Intake Per Year Indicative at 1st Year	Indicated Student Intake Indicative at 2nd Year	Indicated Student Intake Indicative at 3rd Year
1.	B. Sc Degree in Hotel Management & Catering Technology	80	80*2 = 160	80*3 = 240
2.	One and Half Year Diploma in Food Production	40	40	40
3.	One and Half Year Diploma in Food & Beverage Services	40	40	40
4.	One and Half Year Diploma in Bakery & Confectionary	40	40	40
5.	One and Half Year Diploma in Housekeeping	40	40	40
6	One and Half Year Diploma in Front Office Operations	40	40	40
	Total	280	360	440

Note: The number of seats allocated can be increased or decreased as per the industry demand.

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2.1.2 - Phase 2:

The Purpose of the Phase is to Monitor and control project implementation and ensure sustainability.

1. Preparation of Faculty Selection Criterion and the structure of the Academic Council
2. Encapsulation of Benchmarks
3. Appointing Faculty Selection Committee
4. Faculty Qualification Criterion
5. Staff Selection criterion etc.

Implementation, Monitoring & Operations

1. Promotion of **SIHM**
2. Preparation and Execution of Institutional Promotion Strategies
   - Print and Electronic
   - Periodicity
3. Identification and Implementation of Curriculum Improvement
4. Initiation and Growth of Industry Interventions
5. Obtain Formal Acceptance of Deliverables and facilitate conflict resolution
6. Conduct Review Meetings
7. Control changes
8. Stabilize Institutional Activities and Put it in systematic operation within a period of one year

Note:

The above list is indicative and is liable to be altered as to suit the project objectives. The Central/ State Government will broadly provide the following paraphernalia:

1. Central Assistance of **Rs. 12.00 Cr** of which a
   - Maximum of Rs. 8.00Cr will be utilized for construction of Institute Building,
   - Rs. 2.00 Cr for construction of hostel and
   - Rs. 2.00 Cr to be allocated to the selected PPP for the purchase of Technical Training equipment.
2. The Purchase of Equipment shall be done by the selected private Partner who would procure the equipment from out of Rs. 2.00 Crore in consultation with the Principal, IHM, Guwahati, the Institute Mentor appointed by the Ministry of Tourism, Government of India, and the Directorate of Tourism, Manipur. Additional Cost of equipment's above 2.00crore would be borne by the selected Private partner.
1. The State Government will provide basic services and utilities such as roads, sewerage, water and electricity *connections, etc. However, recurring expenditures are to be borne by the selected private partner.*
3. Private party should will provide the entire fund which is required for
   - Project management,
   - Operations
   - Maintenance
   - Functioning of the Institute
4. All the cash flow will be calculated as Net Present value at a discounted rate of **6%**.

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Section 3:Instructions to Bidders (ITB)

3.1 Clarifications / Amendment / Submission

3.1.1 Clarifications and Amendments of RFP

a) During process of evaluation of the Proposals, the Department may at its discretion, ask Bidders for clarifications on their proposal. The Bidders are required to respond within the prescribed time-frame.

b) The Department may for any reason, modify the RFP from time to time. The amendment(s) to the RFP would be clearly spelt out and the bidders may be asked to amend their proposal due to such amendments.

3.1.2 Submission of Proposal

a) Bidders shall submit their bids online at :

http://manipurtenders.gov.in

b) The two parts of the Proposal should be as per following:

Technical Bid	**Financial Bid**
Technical Proposal outlining the Project Vision, Project Methodologies and Sustainability Plans	Commercial Proposal outlining expected Turnover and % Share envisaged for the State

c) Technical Proposal - Technical proposals would be submitted as per format specified in the RFP. Scanned copy in PDF file format, duly signed by the authorized signatory of the firm/ Company along with the Company seal on each page, with file name clearly mentioning: "Technical Proposal for Tender No <>"

d) Financial Proposal – Financial proposals would be submitted as per format specified in the RFP Scanned copy in PDF file format, duly signed by the authorized signatory of the firm/ Company along with the Company seal on each page, with file name clearly mentioning: "Financial Proposal for Tender No <>"

Note:

a) Conditional proposals shall not be accepted on any ground and may be rejected straight away. If any clarification is required, the same should be obtained before submission of the bids.

b) Bidders are advised to submit the proposals well before time to avoid lastminute issues.

c) The bid has to be submitted only online through http://manipurtenders.gov.in website. No physical submission of bid would be accepted.

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3.2.1 Process for Selection of the Private Partner:

The response received in reciprocation to this Request for Proposal will be evaluated as per the criterion given below:

Selection Criterion: Evaluation of Technical Proposals for Private Partners (Institutions with an average turnover of Rupees Two Crore (Rs2 Cr) over the past three (03) years are eligible) will be on the following criterion:

Technical Bid (Tn)		
1.	Past Relevant Experience	45
2.	Detailed Work Plan and Methodology for Project Management	10
3.	Detailed Profiles of Personnel Constituting Project Team	05
4.	Curriculum Design and Curriculum Delivery Models	10
5.	Presentation on the Project Approach Methodology	05
6.	Understanding and Clarity of Operating on a PPP mode	05
7.	Presentation covering all the above mentioned parameters before the Committee"	20
	Total	**100** Marks
Financial Bid (Fn)		
1.	Percentage of Financial Share for the State starting from a minimum of 2.95% of the total turnover. #. The first three years will be the period of concession. #. From the fourth to the sixth year the State share will be at a fixedfloor of 2.95% of the total turnover or Rs 24,00,000/-(Twenty Four Lakh per annum), whichever is more. #. From the seventh year onwards the private partners need to Quote the State Share for a period of at least 14 years not exceeding 12.5% *of the total turnover. For any share more than this of the total turnover, the bidder shall furnished a feasibility analysis report so as to ensure that it is not non-viable* #. The proposed fees for Financial Bids should not exceed INR 40,000/- per semester per student *#. For Diploma Programs the course will be counted at the rate of two(2) Semester Fees & for Degree Programs 6(Six)* *#. Fees Maximum fee increment should not be more than 5% every three years.* ***Kindly note:*** *#. Any non-viable financial quote will be consider inappropriate & will be disqualified* *#. Hostel Fees/Mess Fees & Accommodation fees of student are not considered for state share in Financial Bid, but any kind of special prospect like other business prospects & State share in additional Business Models can be presented in Technical Bid presentation* *#. The State share of the Fee should be calculated at the below given student numeri index parameter*	**100** Marks

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3.2.1.1 Evaluation Criteria for Selection of Private Partner for S-IHM, Manipur in PPP Mode Provided in Form 2 a of Bid Documents :

01. Past Relevant Experience			
Criteria	**Scoring (in Points)**	**Maximum Score**	**Relevant Documents**
No. of Years in Existence of the Applying Organization in Education Sector.	0 - 5 years =1 5-10 years = 3; 10 years and above = **5**	**5**	Certificate of incorporation / Registration/ Registered Deed/Trade License etc.
No. of Years Work Experience in Educational Sector / Higher Education / Placement Linked Training in **Hospitality**& Allied **Sector**	0-3 Years =0 3 - 5 years =1 5-10 years = 3; 10 years and above = **5**	**5**	Trade License Copy or TM Registration Certificate / Application Copy
Affiliated / Hub Partnership Under any State University / or University of National Importance Under UGC / NEEM/ AICTE / MHRD for Conducting Minimum 3 Years Bachelor Degree Programs in Hospitality or Hotel Management. Should have conducted minimum1 Batch of 3 Years Bachelor's Degree (BBA or BSc or B.Voc) in Hotel Management or Hospitality Mgt. affiliated /Approved / NEEM Partner under State University or University of National Importance or Central University & the Degree should be Approved by AICTE - Under Ministry of HRD Government Of INDIA	Yes = 10 No = 0	**10**	Degree & Pass Certificates of Minimum 3 Students. & University Approval Certificate
Any Previous Affiliation with Central affiliation Committee for Travel & Hospitality Sector Under AICTE – NSQF as Institute or SKP (Skill Knowledge Provider) under MHRD Government of INDIA.	Yes = 5 No = 0	**5**	Documents Relating to the National Listing of the organization in AICTE - NSQF – List

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No. of Students Trained / Certified & Placed for Courses of Duration of Minimum **1 Year & Above** in Hospitality & Allied Sector During last 5 years / (Programs or Courses of Minimum Duration of **1 Year & Above** are Considered only from Manipur & North Eastern Estates). All the data should be duly listed in NSDC - SDMS of the applying Institution/or University List of Pass Out Students.	< 300 = 0 300 to 499 trainees = 2; 500 to 999 trainees = 4; 1000 to 1499 trainees = 6; more than 1500 trainees= 10	**10**	In case of Govt. Related Schemes, Copy of relevant work order and work completion certificate should be Furnished. If it is self-financed, the proof of documents for training with self-attestation Should be submitted./ or SDMS Records for NSDC Institutes
No of Education Institution Established by the Organization in North east States in Hospitality & Allied Sector	1 Campus = 1 2 Campus = 2 **3**& Above Campus = 3	**3**	List of Institutions with Registration Nos. & date of Establishment
Prior NSDC Partnership Experience. (NSDC partners Need to attach copy of work Sheet)	0 to 3 years = 1 3 Years & Above = 2	**2**	Copy of MoU/ Agreement / Listing / Government Order /NSDC partners need to attach copy of work sheet
Any Collaboration with International Institute in the Relevant Sector	Yes=2 No=0	**2**	Copy of MOU – (MoU should be minimum 3 Years Old)
Number of Companies Tied Up for Placements	5-10 = 1 11-20 = 2 More Than 20 = 3	**3**	Details of the Companies along with their Contact Details / Relevant LoI
Total Score		**45**	

02. Detailed Work Plan and Methodology for Project Management	**5**	Detailed Work Plan
03. Detailed Profiles of Personnel Constituting Project Team Prior Work Experience will be given importance	**5**	Detailed Profiles with Documents
04. Curriculum Design and Curriculum Delivery Model	**5**	Detailed Curriculum Design
05. Presentation on the Project Approach Methodology	**10**	Approach Method
06. Understanding and Clarity of Operating on a PPP mode	**10**	Clarity of Operation
07. Presentation covering all the above mentioned parameters before the "Selection Committee"	**20**	Presentation
Total	**100 Score**	

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3.3.1 Bid Evaluation process

Bid evaluation will be held in two stages. Initial Bid scrutiny will be held after opening the Pre-Qualification Eligible Proposals will qualify for Technical Qualification. All eligible bids will be considered for further evaluation by the Committee according to the Evaluation process defined as below.

3.3.2 The decision of the DoT, Manipur shall be final in this regard.

I. All responsive bids will be opened in the presence of Bidders (who choose to be present)
II. Bidders who qualify the Bidders Eligibility Criteria as mentioned in this Section of the RFP will be informed through an Email
III. In the next stage, DoT, Manipur will do the Technical evaluation of only Eligible bidders
IV. The Bidders will be informed through an Email about the status of their Technical evaluation qualification
V. Bidders who score more than 60% marks in Technical evaluation as mentioned in this Section of the RFP will be considered for next stage of evaluation
VI. The Commercial bids of technically qualified bidders will be opened in the presence of Bidders (who choose to present)
VII. The successful bidder will be selected based on the Quality Cum Cost Based (QCBS) Selection criteria .

3.3.3 Bidders Technical & Functional Evaluation Criteria for technical bid evaluation are as follows:

- Bidders whose bids are responsive and who score at least 60 Marks in the technical evaluation would be considered technically qualified.

3.4.1- Financial Bid Evaluation

- The Financial Bids of technically qualified bidders will be opened in the presence of bidder's representatives. The date, time and venue of opening of financial bid will be communicated to the technically qualified bidders separately and/or posted in the DoT Manipur website
- If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will be rejected.
- The price specified by government of Manipur as maximum cap would be considered as H1.
- The bidder matching (H1) as specified by DoT will be awarded 100% score
- Financial Scores for other bidder's less than H1 (the specifications of DoT) bidders will be evaluated using the following formula:
  (Fn) = {(Financial Bid of the Bidder / Financial Bid of **H1**) X 100} (Rounded off to two decimal places)

3.4.2- Financial Score of a Bidder :

(a) The bid price shall be in Indian Rupees.
(b) Any conditional bid would be rejected.
(c) Any exorbitant quote exceeding the maxim Cap given by the government will be rejected.
(d) Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

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3.4.3- Combined Technical and Final Evaluation

a) The technical and financial scores secured by each bidder will be added using weightage of 70% and 30% respectively to compute a Composite Bid Score.

The overall calculation of both the bids will be done by the following: (Bn)

Technical Qualification – 70%	Financial Qualification – 30%
The overall score will be calculated as follows: **Bn** = 0.70*Tn + 0.30*Fn Where, **Bn** = Overall score of bidder **Tn** = Technical score of the bidder (out of maximum of 100 marks) **Fn** = Normalized financial score of the bidder	

b) The bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project.

c) In the event the bid composite bid scores are 'tied', the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

Award Criteria:

The DoT Manipur will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bid, i.e., has secured highest overall score as per the process outlined above. **RFP**.

Terms & Conditions *- Right to Accept Any Proposal and To Reject Any or All Proposal (s) The DoT Manipur reserves the right to accept or reject any proposal or all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the* ***DoT, Manipur Action***

Eligibility Criteria:

Joint Ventures and Consortiums	a) ***There shall be a maximum number of 3(three)partners in joint venture or Consortium. Each*** member should have past relevant experience in education sector & must be a Registered Trust/Society/Pvt Ltd /Ltd Entity. b) The lead partner of the Joint venture should have Experience in operating or managing Hospitality related Training Institute in India or abroad for minimum 5 years (Five) or experience in operating or managing an educational institute in India or abroad for minimum 10 years, and the other members should have atleast 50% of the required experience individually. c) A firm or consortium of firms taken together must have an aggregate Turnover Rs. 5.00 Crore[***AtleastRs.2.5 crore by***

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	the lead partner and Rs.1.75 crore each by the other JV partner(s)] as on March 31,2019, as per audited financial results, excluding Re-evaluation Reserve Good will and other intangible assets to be certified by a Chartered Accountant; d). Should have strong Industry Connect- ***Proof of documents shall be furnished separately along with other documents required for initial evaluation of eligibility.***
Individual entities (if bidding alone)	a) The Individual entity should have past relevant experience in education sector & Must be a Registered Trust/Society/Pvt Ltd /Ltd Entity b) Experience in operating or managing a Hospitality related Training Institute in India or abroad for minimum 05 years or; experience in operating or managing an educational institute in India or abroad for minimum 10 years. c) Individual reputed firms or corporate houses Trust/Society/ Pvt Ltd / Ltd having average turnover of **Rs 2.00 Crore** in last 3 years as on March 31,**2019** d) Should have strong Industry Connect - ***Proof of documents shall be furnished separately along with other documents required for initial evaluation of eligibility.***

Note: Earnest Money Deposit

a) The bidder shall furnish, as part of the Pre-qualification Proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 2, 00,000/-(**Rupees Two Lacs Only).

b) The EMD shall be in Indian Rupees and shall be in the form of Bankers Cheques or Demand Draft or Bank Guarantee.

c) In case EMD submitted in the form of Bankers Cheque / Demand Draft/Bank Guarantee, the same should be in India Rupees and from any of the Nationalized Bank in favor of "State Bank of India" payable at Imphal.

d) The earnest money of the successful bidder shall be converted to Performance Bank Guarantee for the successful completion of the first three years of the project.

1. Award of Contract:

DOT, MANIPUR will notify the successful bidder in writing for finalizing the contract conditions. The successful bidders will be asked to sign the Contract Agreement within 20 days of the notification. After signing of the Contract Agreement, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

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2. **Confidentiality:**

a) Information relating to the examination, clarification and comparison of the Proposals shall not be disclosed to any Bidder or any other persons not officially concerned with such process until the selection process is over. The undue use by any Bidder of confidential information related to the process may result interjection of its Proposal. During the execution of the project except with the prior written consent of the Department, the Project Consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Contract.

b) Confidential information shall mean and include any and all confidential or proprietary information furnished, in whatever form or medium, or disclosed verbally or otherwise by the Bidder/ Consultant and/ or the Department to each other including, but not limited to, the services, plans, financial data and personnel statistics, whether or not marked as confidential or proprietary by the parties.

Section 4: Bid Proposal Formats

The Department invites the Proposals. Bidders are required to submit following proposal formats for submitting their Proposals for selection as "State Implementation Consultant" under the RFP.

Sl. No	Form	Description
1.	Form- 1	Covering Letter
Technical Forms		
2.	Form- 2a	Past Relevant Experience
3.	Form- 2b	Understanding of Working and Methodology
4.	Form- 2c	Profiles of Personnel Constituting Project Team
5.	Form- 2d	Work Plan
Commercial Form		
6.	Form- 3	Commercial Proposal Format

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1. **Form- 1:** Covering Letter to be attached along with the Technical Proposal

(To be submitted in company letter head)

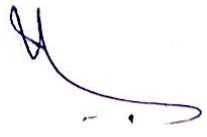
To,
The Director
Department of Tourism
Government of Manipur
Imphal, Manipur

Sub: Proposal for Selection as Private Partner to implement and operate SIHM, Manipur

Dear Sir,

1. We, the undersigned, having carefully examined the referred RFP, offer to Propose for the selection as State Private Partner, in full conformity with the said RFP.
2. We have read the all the provisions of RFP and confirm that these are acceptable to us.
3. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to us.
4. We agree to abide by this Proposal, consisting of this letter, our Pre-qualification, Technical and Commercial Proposals, the duly notarized written power of attorney, and all attachments, for a period of 90 days from the date fixed for submission of Proposals as stipulated in the RFP and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
5. Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.
6. We declare that we do not have any interest in downstream business, which may ensue from the RFP prepared through this assignment.
7. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification.
8. We understand you are not bound to accept any proposal you receive, not to give reason for rejection of any proposal and that you will not defray any expenses incurred by us in bidding.

Signature:
In Capacity of:
Date:
Place:



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2. Form- 2a: Past Relevant Experience

Sl. No	Particulars	Details
1.	Name of the organization, complete Postal Address with PIN, Mobile/ Telephone Number, Email Id, Fax No, Website	**Provide Relevant Standard Documents for each Para 01 to 14**
2.	Registration Number, date of Registration, validity of Registration, Act Under which Registered	
3.	Status of the Organization(Pvt. Ltd / LTD/NGO / Trust / Society/)	
4.	Name & Designation of Chief Functionary with Tel No./ Mobile No.	
5.	Name and Designation of Contact person for RFP with Tel No. / Mobile No.	
6.	No of Years of Past Experience the Organization Has any in Educational Sector & Years of Experience.	
7.	No. of Years Work Experience in Educational Hospitality & Travel Sector	
8.	Affiliated / Hub Partner of under any State University or University of National Importance for the relevant sector / No of years of Association / Affiliation under NEEM	
9.	No. students Trained from the State of Manipur & North-East States in last Five consecutive years in the relevant Sector for 1 Year Diploma or 18 Months Diploma or 3 Years Degree Courses in Hospitality & Travel Sector. (Course Duration **1 Year & Above is considered in** Past Relevant Experience)	
10.	No of Education Institution Established by the Organization in North East States in Hospitality & Allied Sector in last 10 years.	
11	Any Previous Affiliation with central affiliation committee for Travel & Hospitality Sector Under AICTE – NSQF Institute or SKP under MHRD, Government of INDIA	
12.	Any Previous Affiliation / Partnership with central affiliation committee for the relevant sector and the number of years affiliated (AICTE / NSDC / NCVT)	
13.	Any Collaboration with International Institution in the Relevant Sector	
14.	Industry Tie-ups in the relevant Sector across India & Abroad in 5 star properties / MNCs / (No of companies supported by relevant Offer letters & Records of Placements in Last 10 Years)	

Signature: In Capacity of:

Date:

Place

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3. Form- 2b: Understanding of Work & Methodology

Based on the broad areas of work outlined in the RFP and bidder's own experiences, bidders are required to provide details of bidder's understanding regarding:

a) Functions of the Department

b) Requirements of the assignment and activities of work involved as Private Partner in executing the IHM project

c) Approach & methodology intended to be adopted to address the requirements

Note: The details on above must be precise, coherent and complete.

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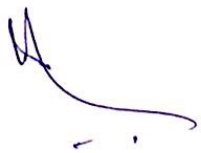
4. Form- 2c: Profile of Personnel Constituting Project Team

[Bidders are required to provide the profiles of resources who will be involved in the assignments in the format given below (their resumes need to be attached separately). Use separate sheet for each team member)]

Summary of Professional Experience(s) / Skill Set		
1/2/3	Name of the Member	
	Highest Educational Qualification	
	Past Relevant Experience	
	Contact Details of the Team Member	
	Position under the Current Project	
	Whether Part Time / Full Time	
	Roles and Job Description for the Project	

I, the undersigned, certify that above profile correctly describes about qualifications and experiences about myself/ my staff to the best of my knowledge. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of the Team Member:
Date:
Place:



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Brief of the Project Team:

Sl. No	Name of the Staff	Area of Expertise	Position under the current assignment	Task / Activities Assigned
Professional Staff				
Support Staff				

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5. Form- 2d: Work Plan

2d (I): Team Composition & Task Assignment

2(d) (II): Indicative Format of Work Plan

[Bidders are required to provide a detailed work plan reflecting each milestone, deliverable and related task. The proposed work plan should reflect the activities/ tasks of the methodology proposed, showing a good understanding of the assignments to be undertaken and ability to translate them into feasible working plan]

Phase	Milestones	Deliverables	Timeline					
			M1	M2	M3	M4	M5	M6
Phase 1		Inception Report						
		"As Is" & "To Be" Report						
		Detailed Operation Plan						
Note: Bidders are expected to define the deliverables for the Implementation and Operational Phases								

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6. Form-3 : Commercial Proposal Format:

[To be submitted by the bidder as per the format given below on their letterhead in a separate sealed cover]

Parameters	Timeline in Year																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Turnover Projected in Cr Rs																				
State Shared Proposed in %	**Concession**			**Fix Floor of 2.95 %**			**Proposed % for the State with a Maximum cap of 12.5%**													

Note:

All taxes quoted will be assumed to be as on 10th day prior to the date of submission of bid. Any changes in the statutory taxes or levies affected by Central/State/Other Government bodies after this date will be considered and applied after due authorization.

Signature:
On Behalf of:
Date:
Place:

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Checklist of Submissions:

Sl. No	Particulars	Yes	No
1.	Earnest Money Deposit worthRs.2.00lakhs(Demand Draft / Bank Guarantee drawn on a Scheduled Bank in Favour of Director (Tourism), Manipur) Physical copy		
2.	Certificate of Incorporation of Firm / Firms in case of Consortium		
3.	Consortium Agreement clearly defining the Roles and Responsibilities of the Participating Partners and mentioning the Lead partner of the Consortium		
4.	Company Profile (Profile of the Lead Partner in case of Consortium)		
5.	Consistency of Techno-Commercial Proposal		
6.	Technical proposals would be submitted as per format specified in the RFP. Scanned copy in PDF file format, duly signed by the authorized signatory of the firm/ Company along with the Company seal on each page, with file name clearly mentioning: "Technical Proposal for Tender No <>"		
7.	Financial proposals would be submitted as per format specified in the RFP. Scanned copy in PDF file format, duly signed by the authorized signatory of the firm/ Company along with the Company seal on each page, with file name clearly mentioning: "Financial Proposal for Tender No <>"		
9.	Audited Balance Sheet for last three years		
10.	Bid Documents to be signed on every page by the bidder		

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