



REQUEST FOR PROPOSAL

FOR SELECTION OF CONSULTING FIRM FOR ASSET MONETIZATION OF VARIOUS PROPERTIES OF DEPARTMENT OF TOURISM, UT of DNH & DD (4th CALL)



DEPARTMENT OF TOURISM, DNH & DD

4th floor, Vidhyut Bhavan (Secretariat), Kachigam 396 215 Daman

<https://share.google/rwMrM7vcsm9j5AdaE>

Ph No. 0260 2250002

RFP Ref no: 3/110/DT/DNH&DD/PPP/2024-25/PART/101

Date: 19/02/2026

tourism-dmn-dd@ddd.gov.in

dnhddtourism@gmai.com

For participation, RFP/tender document available on <https://ddtenders.gov.in/>

**U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU, DEPARTMENT
OF TOURISM,
DEPARTMENT OF TOURISM, DAMAN**

SECTION 1

NOTICE INVITING TENDER (NIT)

Tender No. 3/110/DT/DNH&DD/PPP/2024-25/PART/101

Date: 19/02/2026

1. Department of Tourism, UT Administration of Dadra & Nagar Haveli and Daman & Diu intends to select a consulting firm for Assts Monetization for department of tourism, UT of DNH & DD.

Sr. No.	Name of Work & Location	RFP/Tender Fee (₹)	EMD (₹)
1.	SELECTION OF CONSULTING FIRM FOR ASSET MONETIZATION OF VARIOUS PROPERTIES OF DEPARTMENT OF TOURISM, UT of DNH & DD FOR A PERIOD OF ONE (01) YEAR – 4 th Call	₹ 10,000/-	₹ 2,50,000/- (Exemption for MSME)

2. **Tender schedule is as follows:**

Bid Uploading Date	19/02/2026
Date, Time and venue for Pre- Bid Meeting	25/02/2026 at 12:00 hrs <i>meet.google.com/qxm-eyjq-yta</i>
Last date for receipt of Technical and Financial proposals	02/03/2026 at 18:00 hrs
Physical hard copy Submission	4 Days from last date of receipt of Technical and Financial proposals
Date and time of opening of technical proposals	03/03/2026 at 12:00 hrs
Date and Time for Technical presentation of technically eligible applicant	To be intimated Later
Date and time of opening of financial proposals	To be intimated Later

3. **Accepting Authority:**

Director (Tourism), DNH & DD,
Department of Tourism,
4th floor, Vidhyut Bhavan (Secretariat), Kachigam 396 215 Daman
Ph No. 0260 2250002

B. INSTRUCTION TO BIDDERS

1. Location & Duration of the Work

- (i) Location: Department of Tourism, DNH & DD
- (ii) Duration: One (01) year

2. Eligibility Criteria

The bidder (company incorporated under the Companies Act or a limited liability partnership registered in India), which meets the Eligibility Criteria as specified below as on the last date of submission of the RFP shall be eligible to submit a Proposal and must upload related documents: -

- a) Average Annual turnover of minimum INR 100 Crore in last four preceding financial years (2020-21, 2021-23, 2022-23, 2023-24).
- b) The Applicant should have experience of successfully managing the projects in the areas of investment facilitation/Asset Monetization, in the last 5 years from the proposal due date, in central/ state governments/PSU/Government body/ ULB in India for a period of at least 4 years.

3. Format and signing of proposal

The proposal shall be submitted in two parts:

Part A: Technical Proposal (To be submitted Online and Offline)- While preparing the Technical Proposal, the bidders are expected to examine the documents comprising this tender in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.

The Technical Proposal shall provide the following information using the attached Standard Forms (**Section 4 – Proposal – Standard forms**) and EMD & Tender Fee.

- (i) Cover Letter for Technical Proposal (Form A)
- (ii) Bidders Profile (Form B)
- (iii) Project Experience (Form C)
- (iv) Team Composition and Task Assignment (Form D)
- (v) Format for CV (Form E).

The Technical Proposal shall not include any financial bid Information

Part B: Financial Proposal (To be submitted Online only):

In preparing the Financial Proposal, the bidders are expected to take into account the Requirements and Conditions of the tender document. The Financial Proposal shall be uploaded online only. Refer (Form F)

- i. The bidders shall express the price of their Services in Indian Rupees.
- ii. Final quote should be inclusive of all out of pocket/reimbursable expenses.

4. Submission of Proposals:

- a) The Technical Proposal (Part A) and Financial Proposal (Part B) must be uploaded in response to this RFP along with all related documents and payments in respect of EMD and Tender document fees is to be deposited through offline mode with Hard Copy of the Technical Bid duly signed and stamped, failing which the offer of the bidder will be rejected.

All the information in respect of this tender will be uploaded on ddtenders.gov.in

5. RFP Document Fee/Tender Fee

Non-refundable Proposal Document fee/Tender Fee in the form of DD for Rs.10,000/- (Rupees Ten thousand only) in the name of Director (Tourism), DNH & DD, payable at Daman is to be furnished by the bidder and to be submitted with Technical Bid. Proposals without the requisite Tender Fee shall be treated as non-responsive and rejected out rightly.

6. Earnest Money Deposit (EMD)

EMD for **Rs. 2,50,000/- (Rupees Two lakh Fifty Thousand only)** in the form of DD is to be deposited by the bidder through offline mode in the name of Director (Tourism), DNH & DD (Exemption for MSME). Proposals without the requisite EMD shall be treated as non-responsive and rejected.

The EMD submitted by unsuccessful bidders shall be returned after signing of agreement with successful bidder.

- (i) The EMD shall be forfeited:
 - a) If a Bidder withdraws its Proposal during the period of validity of the proposal,
 - Or
 - b) If the successful Bidder fails to execute the agreement or the work assigned.

7. Financial proposal:

- a) The financial proposal shall be the **“Quoted Fee per month inclusive of applicable taxes”** and shall be submitted online only on ddtenders.gov.in portal.

Please refer Form-F. All Taxes and surcharges as applicable shall be paid by the selected Consultants / Firms.

b) Final quote should be inclusive of out of pocket/reimbursable expenses.

c) The Quoted Fee per month shall be paid by DEPT. OF TOURISM, DNH & DD, subject to the fulfilment of conditions in this RFP / Agreement by the selected bidder.

8. Validity of Proposal

Proposals shall remain valid for 180 days from the last date of submission of proposals. A proposal valid for a shorter period shall be rejected as non- responsive.

9. Documents accompanying the Proposal:

a) PART A (Technical Proposal)

The bidder must upload the following particulars / documents along with the Technical Proposal failing which the Proposal may be treated as non- responsive.

- a. Non-refundable Proposal Document Fee of INR 10,000/- (INR Ten thousand only).
- b. EMD amount of INR 2,50,000/- (Rupees Two lakh Fifty Thousand only).
- c. Copy of the PAN card & GST registration certificate.
- d. Cover Letter as per the format in Form-A.
- e. Bidder's profile as per the format in Form-B.
- f. Past experience of the Applicant in Form-C.

(Upload photo copies of Work order / Contract agreement / Completion certificate. In cases, where the work completion certificates for the services are not available, a self-declaration by the bidder on its letter head with contact details of client or an interim certificate issued by the client for an ongoing project certifying the basic eligibility criteria/ Work order / Contract agreement has to be submitted)

- g. Team composition and task assigned along with Curriculum Vitae for all the proposed positions as per the format in Form-D and E.

b) PART B (Financial Proposal)

The Bidder must upload the Financial Proposal online on ddtenders portal as per the format in Form- F.

10. Deadline for submission of Proposals

- a) Proposals filled in all respect must be uploaded as per aforesaid schedule.

- b) The enclosed duly signed technical bid hard copy with EMD and tender fee must reach at the below mentioned address before the bid submission due date

11. Late Proposals

Proposals received after the deadline for submission of Proposals prescribed by DEPT. OF TOURISM, DNH & DD will be rejected.

12. Modifications and Withdrawal of Proposals

No modifications to the Proposal shall be allowed once it is received by DEPT. OF TOURISM, DNH & DD.

13. Pre-Bid Meeting

A pre-bid meeting as per the Bidding Schedule will be conducted at the Chamber of Director (Tourism), DNH & DD, Daman and through online VC.

14. Proposal Opening

DEPT. OF TOURISM, DNH & DD will open all Proposals in the presence of the Technical Evaluation Committee, at the date and time of bid opening at the following location.

Department of Tourism

4th floor, Vidhyut Bhavan (Secretariat), Kachigam 396 215 Daman

0260 2250002

In the event of the specified date of Proposal opening being declared a public holiday, Proposals shall be opened at the appointed time and location on the next working day.

The Financial Proposals of only those firms fulfilling the eligibility criteria and the technical requirements of the Proposal shall be opened. The date and time of opening of the Financial Proposals will be intimated to the qualifying Bidders later.

15. Bid Evaluation Methodology:

Evaluation of the Technical and financial proposals will be based on Quality cum Cost Based Selection mode with weightage of 70% and 30% for technical and financial proposals, respectively.

- a) In the first phase the Technical Proposals shall be evaluated on the basis of eligibility criteria as mentioned in this RFP.
- b) In the second phase the firms which satisfy the eligibility criteria shall be given marks based on Table: 1 of this RFP. Accordingly, firms will be ranked based on the marks allotted to them.

Table 1: Evaluation Criteria

	Parameter	Total/ Maximum Marks	
1	<u>FINANCIAL CAPACITY OF BIDDER</u>	15	
	Bidder's Average Annual Turnover for the last Four Financial Years (ending 31st March 2022) has to be at least INR 100 Crore		
	Bidders Between INR 100 – 500 crore		10 Marks
	More than INR 500 crore		15 Marks
2	<u>PROOF OF EXPERIENCE IN THE LAST 5 YEARS</u>	25	
	Ongoing or completed experience of advising central/ state governments/ PSU/ government body/ ULB in India in tourism sector in the areas of destination development/ infra development/investment facilitation/Schemes implementation/Asset monetization/ enabling Ease of Doing Business undertaken in the last 5 years:		
	2 projects		10 marks
	3-5 projects		20 marks
	More than 5 projects		25 marks
3	<u>SUITABILITY FOR THE SCOPE OF WORK: TEAM COMPOSITION</u>	30	
	Project Manager	10	
	Tourism Sector Specialist	10	
	Procurement Expert	10	
4	<u>APPROACH AND METHODOLOGY (Presentation)</u>	30	
	Understanding of Department of Tourism/DEPT. OF TOURISM, DNH & DD and its objectives of the assignment and terms of reference	10	
	Work plan based on the terms of reference highlighting the job responsibility of each team member, including 1- 2 case studies. The Bidders shall be invited for a presentation in front of the committee to be formed by DEPT. OF TOURISM, DNH & DD to evaluate the presentation.	20	
	TOTAL	100	

For each Technical Proposal, the total points that can be awarded for each Bidder are 100, and the minimum technical score (St) that a Bidder requires to qualify for evaluation of the Financial Proposal is **70**.

- a) **Technical Score Calculation (Ts):** A final technical score (out of 100) will be awarded to each responsive bidder based on the sum of the marks from all the technical criteria
- b) **Opening of Financial Bids:** Only the financial bids of the bidders who have successfully qualified in the technical evaluation (i.e., met the minimum technical score) are opened.

Financial Score Calculation (Fs): The financial scores are calculated based on the lowest quoted price among all the technically qualified bidders. The lowest bidder receives the maximum score (typically 100 points), and the others are assigned a proportional score using the following formula:

$$Fs = [\text{Lowest Financial Bid (LFB)} / \text{Bidder's Financial Bid (BFB)}] \times 100$$

c) Final Combined Evaluation

Composite Score Calculation: The final evaluation combines the technical score and the financial score using the pre-defined 70:30 weighting. The formula to calculate the final composite score for each bidder is:

$$\text{Final Score} = (\text{Technical Score} \times 0.70) + (\text{Financial Score} \times 0.30)$$

- d) **Ranking of Bidders:** All technically qualified bidders are ranked based on their final combined score, from highest to lowest. The bidder with the highest combined score is designated as H1 (Highest Rank 1) and is considered the "most responsive" or "successful bidder" and is selected for the project.

16. Evaluation Methodology:

- a) Evaluation of technical proposals based on Table1.
- b) Technical scores shall be calculated for Bidders after the presentation. After that, financial proposals of the top three ranked Bidders based on their technical score (Ts) after technical evaluation shall be opened.
- c) Combined Scores shall be calculated based on Technical and financial scores as per QCBS system.
- d) The highest ranked Bidder with the highest marks obtained shall be awarded with the project.

17. Performance Security and Agreement:

- (i) DEPT. OF TOURISM, DNH & DD shall issue a letter of award (LoA) along with the Draft Contract Agreement to the selected Bidder within 15 days from the opening of

the financial proposals. Within 15 days of such issuance, the selected firm is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to 5% of the contract value and enter into the contract agreement with DEPT. OF TOURISM, DNH & DD and start the work on an immediate basis.

(ii) Duly signed RFP shall be considered as the contract agreement.

18. Right to Accept or Reject

DEPT. OF TOURISM, DNH & DD, UT of DNH & DD reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any or the term and condition at any time, without assigning any reason whatsoever.

19. Conflict of Interest

There will be no conflict of interest of this assignment with any other assignment or transaction contracted by DEPT. OF TOURISM, DNH & DD with the selected firm.

20. Disputes

All legal disputes are subject to the jurisdiction of DNH & DD courts only.

21. Liability

The Liability of the DEPT. OF TOURISM, DNH & DD under this agreement in any case shall not be beyond the amount of fees payable to the selected consultant under this agreement. Also, The Consultant's total liability to the Department under this agreement, including but not limited to intentional negligence, error, omission, demands, breach of statutory duty or otherwise, shall be limited to the fees paid to the Consultant under this agreement.

22. Indemnity

The Consultant at all times during the pendency of this agreement, keep the Government/ Authority Indemnified to an amount not exceeding the total fees payable to the consultant under this agreement. Also, The Department shall indemnify and hold harmless the Consultant for any losses incurred or damage/suffered due to:

i. Third party claims

ii. Any fraud, misrepresentation, or omission of facts by the Client/Purchaser or its personnel

23. Confidentiality

As used herein, the term "Confidential Information" means any information, including

information created by or for the other party, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures of either party or any of its affiliates, or any client of either party, except such information.

The Consultant shall treat the details of the output of the Assignment and the Services as confidential and for the Consultant's own information only and shall not publish or disclose the details of the output, deliverables/milestones submitted to Department of Tourism/DEPT. OF TOURISM, DNH & DD, DNH & DD or the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous written consent of the competent Authority.

24. Payment Schedule

Payment of professional fee will be made on monthly basis upon the submission of an invoice backed by Monthly Progress Reports (MPR) outlining the areas covered in SOW. Payment will be made after analyzing the report and following all the codal formalities by the department.

25. Penalty

- (i) If the consultant fails to submit any key deliverable (e.g., reports, bid documents, valuations) within the agreed-upon timeframe, a penalty of 10% of total consultancy value may be levied.
- (ii) In the event of non-satisfactory performance of any personnel, the Department of Tourism, DNH & DD, may request their replacement. The consulting firm must replace the individual within 25 days with an expert of equal or better qualifications. Failure to do so may result in a penalty.
- (iii) The Consultant reserves the right to replace personnel assigned to the project under compelling circumstances (such as resignation, medical emergency, etc.) beyond the control of the consultant and the key personnel, provided the replacement has equivalent qualifications and experience without any financial implications.
- (iv) The Department reserves the right to impose 0.5% per week, capped at a maximum of 10% of the monetary deduction against delayed milestone payment for each instance of nonexecution or failure to deliver on a critical task as outlined in the scope of work. No penalty should be applied for delays caused by factors beyond the Consultant's control, and an appropriate extension of time should be granted to the Consultant.

- (v) The Earnest Money Deposit (EMD) of ₹2,50,000/- will be forfeited if the successful bidder withdraws its proposal during the validity period or fails to execute the agreement or the assigned work

26. Termination Clause

- (i) Either the Department of Tourism, DNH & DD, or the consulting firm can terminate the agreement if either parties commit a material breach of its terms. Termination shall be effective upon written notice after a 30 days cure period.
- (ii) In event of such suspension or termination the Department shall pay such sums as are due to the Consultant for its performance of its obligations under this agreement up to and including the effective date of such suspension/termination.
- (iii) The Department reserves the right to terminate the contract with immediate effect if the consulting firms performance is deemed unsatisfactory after multiple show cause/warnings. This includes, but is not limited to, failure to replace underperforming personnel within the stipulated 25-day period.
- (iv) The Performance Security, equivalent to 5% of the contract value, may be forfeited if the contract is terminated due to the firm's failure to perform its duties as per the agreement.

27. Exit Clause

- (i) Upon contract termination or completion, the consulting firm must hand over all documents, data, and deliverables in their possession related to the project. This includes all reports, analyses, financial models, and transaction documents, whether in physical or digital format.
- (ii) The consulting firm is required to conduct a formal knowledge transfer session with the Department's designated personnel. This will ensure that the Department can continue the work or manage the assets effectively after the firm's departure.
- (iii) The consulting firm must continue to treat all project details as confidential and cannot publish or disclose any information about the assignment without the written consent of the competent authority.
- (iv) The final payment to the consulting firm will be subject to the satisfactory completion of all exit formalities, including the handover of documents and knowledge transfer. The liability of the Department under the agreement will not exceed the total fees payable to the consultant.

28. Force Majeure

- (i) A "Force Majeure Event" refers to any event or circumstance that is beyond the reasonable control of the consulting firm or the Department of Tourism, DNH & DD, and which could not have been foreseen or prevented with reasonable care. Such events include, but are not limited to, acts of God (e.g., floods, earthquakes, natural disasters), war, terrorism, civil unrest, fire, epidemics, pandemics, government actions, or any other cause of similar nature.
- (ii) If either party is affected by a Force Majeure Event, they must promptly notify the other party in writing, providing details of the event and its expected duration within 10 days of the event. The affected party must take all reasonable steps to mitigate the impact of the event and resume its obligations as soon as possible.
- (iii) During the period of the Force Majeure Event, the affected party's obligations under the contract will be suspended to the extent they are prevented from performing them.
- (iv) If the Force Majeure Event continues for an extended period (e.g., more than 90 days), both parties may mutually agree to terminate the agreement without penalty. The parties will then work together to determine a fair and reasonable settlement for any work completed up to that point.

C. TERMS OF REFERENCE

1. Objective

The objective of this engagement is to commission a consulting firm to provide comprehensive advisory and transaction support services for Tourism Market Study, Asset Monetization, and Investment Facilitation. By leveraging external expertise, the Department of Tourism, DNH & DD, aims to effectively and transparently monetize its underutilized land and property assets in alignment with current market trends.

This strategic outsourcing is intended to achieve the following:

1. **Maximize Economic Value:** By utilizing specialized financial and real estate expertise, the Department seeks to unlock the full commercial potential of its assets, generating a sustainable revenue stream for reinvestment in new tourism projects and public infrastructure.
2. **Foster a Sustainable Tourism Ecosystem:** The engagement will facilitate the entry of private sector capital, technology, and management efficiency, leading to the development of world-class tourism infrastructure that creates direct and indirect economic opportunities for all stakeholders, including the local community.
3. **Ensure Transparency and Risk Mitigation:** The consulting firm will manage the entire transaction lifecycle, from valuation to bid management, ensuring a professional, transparent process that attracts a wide pool of qualified investors while mitigating legal and financial risks for the government.
4. **Enhance Strategic Focus:** By entrusting the complex financial and transactional aspects to a specialized firm, the Department of Tourism can focus on its core function of promoting tourism, developing strategic policies, and enhancing the overall visitor experience in DNH & DD.

2. Duration of the Contract

The estimated input of the consultant/ consulting firm is one year. The assignment is expected to start from the date of signing the contract agreement (extension to start the work can be given with the approval from Director (Tourism), Daman if required).

3. Scope of Work

The consulting firm will serve as a Project Monitoring Unit (PMU) to support the Department of Tourism, DNH & DD. The main goal of this partnership is to provide comprehensive advisory and assistance for investment facilitation and the successful implementation of the asset monetization program. The PMU's scope of work will be extensive, covering a range of key areas to ensure the program's success:

1. Review and assess the status of all tourism-related assets (land, buildings, resorts, convention centers, tourist spots, etc.) under the ownership or control of the Department of Tourism, DNH & DD. The inventory should broadly include details such as location, area, current usage, and ownership status.
2. Categorize and assess each asset based on its potential for monetization. The assessment should consider factors such as:
 - a. Current condition.
 - b. Review the existing acts, codes and regulatory frameworks, including land title, zoning, and use permissions.
 - c. Proximity to key tourist attractions, connectivity, and infrastructure.
 - d. Current revenue generation (if any) and operational status.
3. Conduct a high-level feasibility study for each identified asset to determine its suitability for monetization. This includes identifying potential monetization models and outlining the initial challenges and opportunities.
4. Perform a comprehensive financial valuation for the short-listed assets. The valuation should utilize applicable methodologies to arrive at a fair market value.
5. market research and analysis to understand the demand for tourism assets in DNH & DD from private investors and operators. This should include an analysis of market trends, competitive landscape, and potential investor appetite.
6. Based on the valuation and market assessment, develop a detailed monetization strategy. This strategy report must include:
 - a. Recommended Monetization Models: Propose suitable monetization models for each asset (e.g., long-term lease, outsourcing, operation and maintenance contract, or outright sale) with a clear justification for each.
 - b. Commercial Structuring: Recommend the commercial and financial structure for the proposed transactions, including revenue-sharing mechanisms, concession periods, and performance metrics.
 - c. Implementation Roadmap: Provide a phased implementation plan with a clear timeline, required actions from the Department, and a risk mitigation strategy.
7. Prepare all necessary transaction documents to initiate the monetization process. This includes, but is not limited to:
 - a. Request for Proposal (RFP) or Expression of Interest (EOI).
 - b. Draft Concession Agreement/License Agreement/Outsourcing Agreement.
 - c. Standard Operating Procedures for the bid process.
8. Assist the Department in the pre-bid process, including:
 - a. Developing a strategy to attract a wide pool of qualified bidders.
 - b. Organizing and conducting a pre-bid meeting.
 - c. responding to bidder queries and issuing clarifications or addendums in consultation with the department.
9. Technical and financial evaluation of bids in tandem with the department. This includes:

- a. Establishing a clear evaluation matrix and scoring criteria.
 - b. Analyzing technical and financial proposals submitted by bidders.
 - c. Preparing a comprehensive Bid Evaluation Report with recommendations for the Department's approval.
10. Assist the Department in the final stages of the transaction, including:
- a. Negotiation with the preferred bidder(s) on the terms of the agreement.
 - b. Finalizing the draft concession agreements.
 - c. Assisting in the signing and closing of the transaction.

3.2 Team Composition:

Note: Experience certificate to be submitted with technical bid

Sr. No	Position	Minimum Qualifications and Experience	Years of relevant Experience
1	Project Manager	<p>Education: A postgraduate degree is highly preferred, such as an MBA, M.A. in Economics, or a Master's in Finance. A bachelor's degree in a relevant field (Business, Economics, Law, Urban Planning, Engineering) would also be acceptable if backed by significant professional experience.</p> <p>Experience: Post-qualification experience in a relevant field, with a significant portion dedicated to advisory roles. Proven experience in handling government projects, especially those related to asset monetization, investment facilitation, tourism project development or land/real estate transactions. Experience with tourism or hospitality sector projects is a major advantage.</p>	10+ years
2	Tourism Sector Specialist	<p>Education: PG in Tourism Management / Hospitality / Planning / MBA / M.A. in Economics / Finance.</p> <p>Experience: 8+ years in tourism project planning and development. Prior work in infrastructure and real estate projects is highly desirable. Experience working with government or public sector clients is a plus.</p>	8+ years

3	Procurement Expert	<p>Education: Bachelor's degree in Engineering / Planning / Architecture and MBA / PG in Finance / PGP-PEM.</p> <p>Experience: Minimum 8 years of experience in procurement and outsource project structuring. Prior experience in tourism projects is highly desirable. Experience working with Government or Public Sector clients shall be an added advantage.</p>	10+ years
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4. Availability of Key Personnel:

- a) The bidder is required to deploy at least one team member full-time at Authorities office. However, they bidder shall ensure that other Key Personnels required for the assignment are available to make a visit for critical discussion and meetings.
- b) The consulting agency will be responsible for acquiring all their necessary work systems and equipment, including but not limited to computers, software, and other peripherals, required to successfully complete the project.

D. PROPOSAL – STANDARD FORMS

(to be submitted on letter head of the bidder duly signed by authorized signatory with Technical Bid)

FORM A – COVER LETTER

Date._

To,

**The Director (Tourism), DNH & DD,
Department of Tourism,
4th floor, Vidhyut Bhavan (Secretariat), Kachigam 396 215 Daman**

Subject: Selection of Consulting Firm for Asset Monetization of Various Properties of Department of Tourism, UT of DNH & DD (2nd Call)

Sir,

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the Applicant in the RFP Document issued by DEPT. OF TOURISM, DNH & DD. We agree and undertake to abide by all these terms and conditions. We hereby submit all the necessary information and relevant documents during submission of our RFP, we undertake, if our Proposal is accepted, to deliver services as specified in the RFP document.

2. We acknowledged that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract.
3. We have deposited Document Fee of INR 10,000/-.
4. We have deposited EMD of INR 2,50,000/-.
5. As per RFP the validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that DEPT. OF TOURISM, DNH & DD reserves the right to reject any application without assigning any reason thereof.

Yours Faithfully,

Signature of Authorized Person and seal Name and Designation

Name of the Company

Form B – BIDDER'S PROFILE

1. Name of the Firm:
2. Year of Establishment:
3. Registered address of Office: 4. PAN & GST No.:
4. Telephone No. & Fax No:
5. E. Mail Address:
6. Brief description of background of the firm for this assignment.
7. No. of years of proven experience of providing similar services.
8. Average Annual turnover of the Applicant (in INR) during the last three Financial Years. (Please attach copy of three Audited Financial Statements)

Financial Year	Annual Turnover (INR cr.)
2020-21	
2021-22	
2022-23	
2023-24	

Signature of Authorized Person and seal Name and designation

Name of the Company

Dated:

FORM C – PROJECT EXPERIENCE

Assignment Name:		Location:
Name and address of Employer:		
Start Date (Month / Year):	Completion Date (Month / Year):	Approx. Value of Services (Rs.):
Name of Associated Consultant/ Firms, if any:		
Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and Functions performed:		
Description of Project and services provided by your staff		

Signature of Authorized Person and seal

FORM D – TEAM COMPOSITION AND TASK ASSIGNMENT

Team proposed

Sl. No.	Name	Position	Task assigned
1.			
2.			
3.			

FORM E – FORMAT FOR CV

(Mentioning the position is mandatory)

Name of Firm:

Name of Staff:

Date of Birth:

Years of Relevant Exp:

Number of years with the Firm:

Nationality:

Membership with Professional bodies:

Education:

(Summarize College / University and other specialized education of staff Member)

Employment Record:

(Starting with present position, list in reverse order every employment held)

List of Projects/Assignments on which the personnel have worked

Sr No.	Name of the Client	Sector	Position Held	Key Role	Major Responsibility

Languages:

(Indicate proficiency in speaking, reading and writing of each language by **(Excellent, Good, Fair, Poor)**)

Note: - CVs of only Experts shall be evaluated during bid process management. The CVs should be recently signed by the proposed staff or the Authorized Representative signing the Proposal.

FORM F - FINANCIAL PROPOSAL (BOQ)

Name of the Position	Lump sum Financial Quote per month (In Rs.)
Project Manager	
Tourism Sector Specialist	
Procurement Expert	
Total (Including Taxes)	

Note: Financial Proposal is to be submitted online only on ddtenders portal.