

# **ASSAM TOURISM DEVELOPMENT CORPORATION LTD**

**( A GOVERNMENT OF ASSAM UNDERTAKING )**

## **EXPRESSION OF INTEREST FOR EMPANELMENT OF PROFESSIONAL CONSULTANTS-CUM -ARCHITECTS FOR DEVELOPMENT OF TOURISM /ECO TOURISM/ADVENTURE TOURISM PROJECTS**

Expression of Interest [EOI] is invited by Assam Tourism Development Corporation Ltd, A Government of Assam undertaking, from reputed Tourism/Eco-tourism/Adventure Tourism consultant-cum- architects for empanelment, having appropriate registration and minimum experience of 2 years in developing and supervising Tourism/ Eco-tourism/ Adventure Tourism projects. Bidders are requested to submit technical bids and relevant credentials of work experience of Tourism/Eco-tourism/Adventure Tourism. Technical details should be submitted in sealed cover in the Office of Managing Director, Assam Tourism Development Corporation Ltd, A.K.Azad Road, Rehabari, Guwahati, Assam Pin-781008

Detailed Document may be downloaded for the website link  
<http://www.assamtourisonline.com/tender.html>

Last date of submission of offer: 7/11/2011 up to 3.00 p.m. (by RPAD/Courier/Speed Post/Hand delivery)

Managing Director, ATDC, reserves the right to reject any or all offers without assigning any reasons thereof.

**Managing Director,  
Assam Tourism Development Corporation Ltd**

## INTRODUCTION:

Tourism Projects especially eco-tourism /rural tourism and community tourism are expected to be very beneficial to all stakeholders particularly to the local Communities that host the project. The local people will appreciate more the importance of the natural resources as the main attraction to such projects

**Assam Tourism Development Corporation Ltd** is involved in the development of tourism related facilities for destination development projects at its own / district projects in various districts of the state with the fund of Government of Assam and Government of India. These projects also include the eco destinations across the Assam. There are various projects for the development of **Tourism/Eco-tourism/Adventure Tourism** in the state. ATDC proposes to prepare a panel of Tourism **Tourism/Eco-tourism/Adventure Tourism**consultant-cum-architects for these projects for the duration of two years whose services can be utilized in the progress of Project designing, tendering, estimation, development and project supervision etc of projects for development of Tourism sector in Assam

The proposed sites for development of **Tourism/Eco-tourism/Adventure Tourism**have strong potentiality. The type of the proposed **Tourism/Eco-tourism/Adventure Tourism**will depend on basic infrastructure with future expansion in consideration. It will be designed according to both traditional and modern architectural concepts.

Applications are invited from **reputed Tourism/Eco-tourism/Adventure Tourism consultant-cum architects** for empanelment, having sound technical background, appropriate registration and minimum experience in developing and supervising **Tourism/Eco-tourism/Adventure Tourism**projects. Those who have completed planning, design, DTP, having proper supporting staff and infrastructure facilities and experience in related Tourism field need to apply.

**The Consultants responsibility would be to prepare Detailed Project Report, Project Supervision, assisting ATDC in preparation of bid documents for selection of Contractors, Private Partners etc.**

## **PQ CRITERIA**

Those who have completed at least one work/project of, **Tourism/Eco-tourism/Adventure Tourism**, during last 2 years ending last day of month previous to the month of publication, need to apply. Applicant should enclose soft copy and photographs of the previous works/projects to support the above along with the application form.

Firms who fulfill the above criteria will only submit their application on the prescribed format for empanelment.

## **GENERAL INSTRUCTIONS TO BIDDERS:**

- Intending applicants are required to submit their bio data /resume giving details about their organization, experience, technical personnel's in their organization, proven competence to handle major works, in house computer aided design facilities etc in the enclosed Performa
- As the time is essence of a contract, the ability and the competence of the applicant to render required services within the specific time frame, will be a major factor while deciding the selection of consultant-cum-architect for empanelment.
- The application shall be signed by the persons on behalf of the organization having necessary authorization / power of attorney to do so. Each page of the application shall be signed (copy of power of attorney/memorandum of article of association shall be furnished along with the application
- While filling up the application with regard to the list of works completed and or on hand, applicants shall only include those works which individually cost as per pre-qualification criteria mentioned in the form. (works restricted to Govt./Semi Govt./PSUs/Private body)
- The applicant shall have to engage the services of well qualified specialists of consultants pertaining to structural, electrical, sanitary drainage, water supply and horticulture etc. wherever necessary
- The team applying for the empanelment should have qualified professionals and technically sound people on board. It is one of the very important selection criteria.

- Services to be rendered from the stage of conceptualization till commissioning of the projects by consultant/ brief scope of the consultant cum architect.
- To identify the needs of development of particular **Tourism/Eco-tourism/Adventure Tourism** based on your analysis before concept plan
- Examine the technical, social, financial and economic feasibility of funds/ investments in environmental improvements, sustainable ecotourism development and improvements in accessibility
- To discuss the present requirements and prepare conceptual drawings and have consultation with the client department, making revisions till client approves the design
- To prepare preliminary estimates
- To prepare detailed drawings for all the necessary items and for all spaces involved in the project.
- To prepare working drawings for the smooth working
- To draw detailed estimates, specifications related to tender items etc
- To visit the site and maintain the quality of work
- To help our organization for procurement of the materials as per Government of India guidelines and CVC guidelines and instructions and maintain the time limit with bar chart
- To help prepare bills and overall monitoring
- Landscaping and decoration will also demonstrate the conservation values
- Advertisement is the part and parcel of the tender document

**TECHNICAL EVALUATION:**

The details given by the applicants in the Application form will be evaluated as per tender terms & conditions and requirement. ATDC reserves the right to restrict the list of firms to be enlisted to any number deemed suitable by it. Its decision for empanelling the consulting firm for development of Tourism/Ecotourism/Rural tourism/Community tourism/Adventure tourism shall be final and binding to all.

**ELIGIBILITY:**

Firms with good experience in similar nature of projects need only to apply for the expression of Interest. The team should have members who are expert in the field of Architecture, preferably **Tourism/Eco-tourism/Adventure Tourism** project design.

**PROCEDURE FOR APPLICATION:****Tender Fee:**

1. **Rs5,000/-** (Rs Five Thousand only) Non-Refundable in the form of Crossed DD /banker's cheque in the name of Managing Director, Assam Tourism Development Corporation Ltd.

**The Earnest Money Deposit:**

2. **Rs.10000/-** (Rs Ten thousand only) is the Earnest Money Deposit (EMD) for this tender. Earnest Money mentioned above should be paid by Crossed Demand Draft / Bankers' Cheque in favor of **Managing Director, Assam Tourism Development Corporation Ltd.**

**The Earnest Money Deposit will be converted into Security Deposit in case of successful bidder as empanelment**

3. Tender Documents submitted without the requisite EMD and tender fee shall not be considered for evaluation and will be rejected out rightly.

**Method of physical submission of Tender Documents:-**

1. The Consultant-cum-architect is required to submit the technical bid envelope and it should be super scribed with **Technical Bid**. The name of the Consultant cum- Architect and address should also be mentioned on each envelope.

2. **Cover No.1** -Unconditional acceptance of **ATDC** tender conditions in its entirety duly signed by the Consultant-cum-architect as given in tender document. This acceptance letter shall be submitted in this sealed cover.

3. **Cover No.2** -Technical bid will be put in this envelope, super scribed as **Technical Bid** (duly signed and stamped on each page by the tenderer). **In this sealed cover along with Tender Fee in the name of Managing Director of ATDC Ltd, in the form of DD/ Banker's cheque payable at Guwahati should be enclosed.**

4. **Cover No.3** -all the above envelopes should be put in the third larger envelope which should be super scribed with "**EMPANELMENT OF PROFESSIONAL CONSULTANTCUM-ARCHITECTS FOR DEVELOPMENT OF TOURISM /ECO TOURISM/ADVENTURE TOURISM**" along with the name, contact numbers and address of the Consultant-cum-architect. It should be sent through **speed Post/ Courier/ Hand delivery in the office time period of below address**

**Address:**

**Managing Director, Assam Tourism Development Corporation Ltd.**

**A.K.Azad Road, Rehabari, Guwahati, Assam**

**Pin-781008**

**APPLICATION FORM**

To

**The Managing Director,  
Assam Tourism Development Corporation Ltd.  
A.K.Azad Road, Rehabari, Guwahati, Assam  
Pin-781008**

Sir

I / We ..... am / are desirous to be empanelled as Consultant-cum-architect for developing and supervising **Tourism/Eco-tourism/Adventure Tourism** and hereby apply for the same.

The Technical Proposals in sealed cover is submitted herewith. We undertake to make power point presentation during the validity of our proposals. It is understood that the proposal is binding upon the proponent and that the same is subject to modifications arising out of contract negotiations. It is also understood that you are not bound to accept any proposal that you receive.

Yours Sincerely

Authorized Signatory

Name & Title of the Signatory

Name of the Agency

Address

## DATA SHEET

- 1.Name of assignment: EMPANELMENT OF PROFESSIONAL CONSULTANT-CUM-ARCHITECTS FOR DEVELOPMENT OF TOURISM/ ECO TOURISM/RURAL TOURISM/COMMUNITY TOURISM/ADVENTURE TOURISM
- 2.Source of Funds for projects involved: Government of Assam & Government of India
- 3.Area / District Covered under the Bid: **Across Assam**
- 4 .Type of work: TOURISM/ ECO TOURISM/RURAL TOURISM/COMMUNITY TOURISM/ADVENTURE TOURISM
- 5.Project Implementation Periods: As per TIME FRAME
- 6 .Defect liability Period: As per the liability of contractor/s' for the respective project/s
- 7.Communications: **The Managing Director,A.K.Azad Road, Rehabari, Guwahati, Assam**  
**Pin-781008**  
Ph: (0361) 2633654, Tele fax: 0361-2738620
- 8.Place of issue of documents and Bid Document fees: On-line and Office of the **Managing Director,A.K.Azad Road, Rehabari, Guwahati, Assam**  
**Pin-781008**  
**Rs.5000/-** (Rupees Five thousand only) inform of DD in favor of ATDC(**non-refundable**)
- 9.Earnest Money Deposit: **Rs. 10,000/-** (Rupees Ten thousand only)by Demand Draft

- 10. Security Deposit:** **Earnest Money Deposit will be converted into Security Deposit in case of Successful bidder as empanelment**
- 11. Bid Validity:** 180 days from due date for submission of bid.
- 12. Issue of Bid documents (On line):** 14/10/2011, 5.00 p.m. onwards.
- 13. Pre-bid meeting:** 5/11/2011 at 3:00 PM
- 14. Submission of technical bid:** 7/11/2011 at 3:00 PM  
(Hard copy submission at Office of the **Managing Director, A.K. Azad Road, Rehabari, Guwahati, Assam Pin-781008**)
- 15. Opening of the Technical Bids**  
(Date & time): 8/11/2011 at 3.00 p.m.
- 16. Place of Opening of Bids:** **ATDC, ,A.K. Azad Road, Rehabari, Guwahati Assam Pin-781008)**
- 17. Presentation by shortlisted bidders only, if required:** Pre-qualified bidders may be intimated by ATDC either in writing or on phone, if required to make presentation on any date for final empanelment
- 18. Authority competent to decide if any Other cause of delay beyond Organization's control:** The Managing Director ATDC, **,A.K. Azad Road, Rehabari, Guwahati, Assam Pin-781008)**

**ANNEXURE –1**

**DECLARATION:**

I / We agree that the decision of the Employer in relation to pre-qualify the contractors, addition or deletion, phasing of project works will be final and binding to me / us. All the information and data furnished herewith are correct to my / our best of knowledge.

I / We agree that we have no objection if Enquiries are made about our works in its related areas and any other inquiry regarding all projects and works listed by us in the Performa.

Place :

Signature with Seal of the company

Date :

**ANNEXURE – 2**

**FORM FOR ENROLMENT OF PROFESSIONAL CONSULTANTS**

I / We ..... am / are desirous to be to be engaged as Consultant for developing and supervising **Tourism/Eco-tourism/Adventure Tourism** projects and hereby apply for the same. I / We give the following details for your consideration.

1. Name of firm:

2. Registered office Address:

3. i) PAN No. :

ii) TIN No. :

(Copies to be enclosed)

4. Telephone Number-Office:

- Residence:

- Fax No. :

- Email:

5. Month and year in which the firm was established in present name:

6. i) What is the constitution of firm viz.  
Sole Proprietor, Partnership, Pvt. Ltd.,  
Public Ltd., etc.:

ii) Enclose copy of partnership deed,  
Articles of Association or Affidavit in  
case of sole proprietorship  
as per Annexure A-3:

iii) Fill-in enclosed Annexure A-2

7. Fill and enclose Annexure-B giving  
details of enrolment with other  
Organizations:

8. Has the applicant or his partners or  
Directors been black listed in the past  
by any Central or StateGovt. Dept. /  
Organization:

9. Enclose latest income tax clearance:

Certificate enclosed for:

Certificate Assessment year:

11. Fill in & enclose Annexure-C giving full

particulars about similar works completed during past years:

10. Work in Progress:

i) Whether full details of similar work: on hand given in Annexure:

ii) Are soft copies/Photographs of work orders for such work enclosed:

11. Name, qualification, experience and Other relevant information regarding Permanent technical staff employed:

12. Infrastructural facilities in the office with details of Number of computers with drafting / design aid, printers etc.

13. Registration number and details with Institution of Architects or Indian Council of Architects or other relevant Institution:

14. Any other information the applicant might like to give

Signature of Bidder

Place:

Date:

**ANNEXURE 3**

**AFFIDAVIT**

(On Non Judicial Stamp paper of Rs...../- in case the individual who is the sole proprietor of the Firm.....  
..... S/o .....age .....years,  
occupation business r/o ..... do hereby  
state on oath as under :

That I am residing in .....locality of  
District ..... since last .....years.

That I am the sole proprietor of a proprietary concern name and style as  
"....." having it's office at  
..... District ..... dealing in  
business of Government, contracts and other works attached therefore

Hence this affidavit

Deponent.....

Note : This Affidavit should be notarized.

**Annexure B**

Details of Enrolments with other Organization

Sl.no	Name of the Organization	Details and Nature of Works

Signature with Seal of the Company

Date:

Place:

**Annexure c**

Particulars about similar works completed during past years

Sl.no	Year	Details of similar works related to Tourism/Eco-tourism/Adventure Tourism completed

Signature with Seal of the Company

Date:

Place: