

# **EXPRESSION OF INTEREST**

**19<sup>th</sup> JANUARY, 2015**

**FOR  
EMPANELMENT OF DESTINATION DESIGN CONSULTANTS FOR PREPARATION OF  
DETAILED PROJECT REPORTS FOR TOURISM PROJECTS IDENTIFIED BY  
KARNATAKA TOURISM VISION GROUP (KTVG)**



**INFRASTRUCTURE – *Possibilities Unlimited...***

## **Infrastructure Development Corporation (Karnataka) Limited**

9/7, K.C.N Bhawan, Madhavnagar Extension,

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**SCHEDULE OF EMPANELMENT PROCESS**

EoI Document Availability	From 19 <sup>th</sup> January 2015 to 2 <sup>nd</sup> February 2015
Last date for receiving queries	27 <sup>th</sup> January 2015 up to 1100 Hours
Pre-Bid meeting date, time and venue	On 27 <sup>th</sup> January 2015 at 1500 Hours Infrastructure Development Corporation (Karnataka) Limited, 9/7 K.C.N. Bhawan, Madhavnagar Extension, Off Race Course Road , Bangalore - 560001, India
iDeCK response to queries	28 <sup>th</sup> January 2015
Last date for submission of Expression of Interest ( the “EOI Submission Date”)	2 <sup>th</sup> February 2015 at 1500 Hours
Date, Place and time of opening of Technical Proposals	2 <sup>nd</sup> February 2015 at 1530 Hours. Venue: Infrastructure Development Corporation (Karnataka) Limited, 9/7 K.C.N. Bhawan, Madhavnagar Extension, Off Race Course Road , Bangalore - 560001, India
Address for communication	Project Advisor Infrastructure Development Corporation (Karnataka) Limited, 9/7 K.C.N. Bhawan, Madhavnagar Extension, Off Race Course Road , Bangalore - 560001, India
Letter of Empanelment (LOE)	Within 10 days from completion of selection process
Empanelment Document	The Empanelment Document may be downloaded from the website: <a href="http://www.karnatakaturism.org">www.karnatakaturism.org</a> or <a href="http://www.ideck.in">www.ideck.in</a> .

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**DISCLAIMER**

1. The information contained in this Expression of Interest document (the “**EoI**”) or subsequently provided to destination design consulting firms (the “**Consultant**”), whether verbally or in documentary or any other form by Infrastructure Development Corporation (Karnataka) Limited (“**iDeCK**”) on behalf of the Department of Tourism, Government of Karnataka (hereinafter referred to as “**DoT**”) or any of its employees or advisors, is provided to Consultants on the terms and conditions set out in this EoI and such other terms and conditions subject to which such information is provided.
2. This EoI is not an agreement and is neither an offer nor invitation by iDeCK / DoT to the prospective Consultants or any other person. The purpose of this EoI is to provide interested Consultants with information that may be useful to them in their submissions of their Application pursuant to this EoI (the “**Application**”).
3. This EoI includes statements, which reflect various assumptions and assessments arrived at by iDeCK / DoT in relation to the Services. Such assumptions, assessments and statements do not purport to contain all the information that each Consultant may require.
4. This EoI may not be appropriate for all persons, and it is not possible for iDeCK / DOT, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EoI. The assumptions, assessments, statements and information contained in the EoI Document may not be complete, accurate, adequate or correct. Each Consultant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this EoI and obtain independent advice from appropriate sources.
5. Information provided in this EoI to the Consultants is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. iDeCK / DOT accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
6. iDeCK / DOT , its employees and advisors make no representation or warranty and shall have no liability to any person, including any agency under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EoI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EoI and any assessment, assumption, statement or information contained therein or deemed to form part of this EoI or arising in any way in this Empanelment Process.
7. iDeCK / DOT also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Consultant upon the statements contained in this EoI.
8. iDeCK / DOT may in its absolute discretion, but without being under any obligation to do so,

update, amend or supplement the information, assessment or assumptions contained in this EoI.

9. The issue of this EoI does not imply that iDeCK / DOT is bound to select a Consultant or to appoint the Selected Consultant for the Services and iDeCK / DOT reserves the right to reject all or any of the Consultants or Applications without assigning any reason whatsoever.
10. The Consultant shall bear all its costs associated with or relating to the preparation and submission of its Applications including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by iDeCK / DOT or any other costs incurred in connection with or relating to its Applications. All such costs and expenses will remain with the Consultant and iDeCK / DOT shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the Consultant in preparation or submission of the Applications, regardless of the conduct or outcome of the Empanelment Process.

**SECTION 1: LETTER OF INVITATION**

## 1. LETTER OF INVITATION

Bangalore

Date: 19<sup>th</sup> January, 2015

Dear Sir/Madam

- 1.1 A Karnataka Tourism Vision Group (KTVG) has been set up by Government of Karnataka to boost the development of tourism sector in Karnataka. The proceedings of the Government of Karnataka dated 4/30/2014-15 identified 11 strategic projects (based on inputs from KTVG and Government of Karnataka) that could be undertaken on priority to boost the development of tourism sector in Karnataka. Pursuant thereto, Department of Tourism (DoT), being identified as a Nodal Government Agency by Tourism Department, Government of Karnataka, for coordinating the Projects.
- 1.2 In this regard, Infrastructure Development Corporation (Karnataka) Limited (iDeCK) incorporated under the Companies Act, 1956 in the year 2000 as a Joint Venture between Government of Karnataka, IDFC Foundation & the Housing Development Finance Corporation is appointed by Department of Tourism (“DoT”), Government of Karnataka to empanel Consultants involving Conservation Architects, Landscape Architects, Urban Designers, Urban Planners, Environmental Planners and Regional Planners for preparation of Detailed Project Reports / Master Plans for the following 11 identified projects;

S No.	Projects
<b>I.</b>	<b>Specific Projects</b>
1.	Development of Old Mangalore town – roads, art gallery, master plan
2.	Srirangapatna town – roads, parking, lighting, signages, etc.
3.	Kittur fort area improvement
4.	Bangalore museum circuit
5.	Mysore museum circuit
6.	Bangalore Open Streets
7.	Toilets in 50 tourist locations
8.	Haliyala - Nisarga Dhama Fort area improvement Karwar Region projects
9.	Haliyala – Moulangi waterfalls Area Improvement
<b>II.</b>	<b>Mater Plans/Feasibility Reports</b>
1.	Coastal Master Plan for Karwar
2.	Feasibility reports – Circuits in Kaveri region, Bijapur, Bidar and Gulbarga – Deccan Sultanate routes; Interventions in Hampi, Patdadkal, Badami / Aihole

- 1.3 iDeCK on behalf of DOT invites Applications for Empanelment of eligible Consultants for preparation of detailed project reports for the above mentioned projects .
- 1.4 The empanelled consultants would be required to work on projects assigned to them, for which separate offer in single bid or two bid or any other recognized system shall be obtained from the empanelled consultants as and when any project is to be taken up by DoT / KTVG.
- 1.5 The EoI includes the following documents:

Section 1 - Letter of Invitation

Section 2 – Instructions to Agency

Section 3 – Data Sheet

Section 4 – Preparation, Submission and Evaluation of Applications

Section 5 – Formats for Application Submission (Annexure)

- 1.6 Expression of Interest may be downloaded from the website: [www.karnatakaturism.org](http://www.karnatakaturism.org) or [www.ideck.in](http://www.ideck.in). Interested Consultants may obtain further information from iDeCK office.
- 1.7 A Pre-Bid meeting will be held at the time and place specified in the Schedule of Empanelment Process to clarify the issues, if any, and to answer questions on any matter pertaining to the Services.
- 1.8 No separate invitation/ intimation will be issued to any Consultant to participate in the Pre-Bid meeting.
- 1.9 iDeCK / DOT shall not be responsible for any costs or expenses incurred by the Consultant in connection with the preparation of Applications. iDeCK / DOT reserves the right to cancel, terminate, change or modify this procurement Empanelment Process and /or requirements of Empanelment stated in the EoI, without assigning any reason or issuing any notice and without accepting any liability for the same.
- 1.10 The Applications shall be valid for a period of not less than 120 days from the EoI Submission Date. In exceptional circumstances, prior to the expiry of the original applications validity period, iDeCK / DOT may in writing request the Consultants to extend the period of validity for a specified additional period. However, Consultants will not be permitted to modify their submitted Applications.
- 1.11 Submission of Applications

The interested Consultants shall submit Applications before the Submission Date. The evaluation of the Applications would be carried out as per the qualification criteria and specifications given in this EoI document.

The Application should comprise of all the documents specified in Clause 4.3 of Section 4 and in the format prescribed at Section 6. In case the details furnished by the Consultants as per Section 4 and Section 5 are incomplete/ inadequate, the proposal shall be summarily rejected.

The Application must be submitted in English and all entries must be written. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the Consultant itself. Any such corrections must be initialled by the authorised signatory who sign(s) the Applications. An authorized representative of the Agency shall initial all pages of the Application. The representative's authorization is confirmed by a written power of attorney accompanying the Application. Failure to comply with any of these conditions may render the Application invalid.



- 1.12 The Agency should satisfy all the terms and conditions laid down hereunder. All conditional applications will be rejected by iDeCK / DOT.

Date: 19<sup>th</sup> January, 2015

Sd/-  
Director

**SECTION 2: INSTRUCTIONS TO AGENCY**

## 2. INSTRUCTIONS TO AGENCY

- 2.1 Consultants are encouraged to inform fully themselves about the Services to be provided before submitting the Applications. To obtain first-hand information on the Services, Consultants are encouraged to attend the Pre-Bid meeting. Attending the Pre-Bid meeting is however optional. The venue, date and time of the Pre- Bid meeting is specified in the Schedule to Empanelment Process.

Broad description of the objectives, scope of services, deliverables, and other requirements relating to the Services are specified in this EoI. The Consultant possessing the requisite experience and capabilities required for undertaking the Services as provided in Section 3: Data Sheet are only invited to participate in the Empanelment Process (the "**Business Entity**"). For the purpose of this EoI document, a Business Entity shall mean a sole proprietor firm<sup>1</sup>, a registered partnership firm<sup>2</sup> or a company<sup>3</sup> registered in India under the Companies Act, 2013 and is in the business for at least 10 (ten) years preceding the EoI Submission Date. Consultant to enhance their credentials may associate with another consultant for empanelment as a Consortium.

- 2.2 Applications shall be prepared and submitted in the manner elaborated in this EoI as per the formats/annexure provided.
- 2.3 Any Business Entity which has been barred by any agency of the Central Government, any State Government, any Statutory Authority or any public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the EoI Submission Date, would not be eligible to submit an Application either individually or in Consortium.
- 2.4 iDeCK / DoT reserves the right to reject a Consultant's participation in the Empanelment Process at any time, should iDeCK / DoT consider that a Consultant has, without the prior consent, failed to comply with any of the procedures and requirements prescribed in the EoI.
- 2.5 It shall be deemed that by submitting the Application, the Consultant has:
- made a complete and careful examination of the EoI;
  - received all relevant information requested from iDeCK;
  - accepted the risk of inadequacy, error or mistake in the information provided in the EoI or furnished by or on behalf of KTVG or relating to any of the matters referred in the EoI;
  - satisfied itself about all matters, things and information, including matters referred herein, necessary and required for submitting an informed Application and performance of all of its obligations there under;
  - acknowledged that it does not have a Conflict of Interest; and
  - agreed to be bound by the undertaking provided by it under and in terms hereof.

<sup>1</sup> A Sole Proprietorship firm should furnish either the Sales/VAT/Service tax or IT returns for the last two financial years as proof of identity

<sup>2</sup> A registered partnership firm should furnish income tax returns for the last two financial years or registration certificate under the registrar of firms and the partnership deed executed between the partners as proof of identity.

<sup>3</sup> A company should furnish certificate of incorporation and memorandum of association as proof of identity.

- 2.6 iDeCK / DOT shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to EoI or the Empanelment Process, including any error or mistake therein or in any information or data given by iDeCK / DOT.
- 2.7 The Application of a Consultant shall be liable for disqualification in the event of the following:
- If the Consultant refuses to accept the correction of errors in its application, (or)
  - If the Consultant submits a conditional Application which would affect unfairly the competitive provision of other Agencies who submitted substantially responsive Application and/or is not accepted by iDeCK / DOT.

## 2.8 EoI Document

The EoI Document may be downloaded from the Website: [www.karnatakaturism.org](http://www.karnatakaturism.org) or [www.ideck.in](http://www.ideck.in):

## 2.9 Earnest Money Deposit (EMD)

The Agency is not required to furnish an EMD.

## 2.10 Queries and Clarifications

The Consultants are requested to study this entire EoI Document in detail. Any request for clarification must be submitted in writing by paper or electronic mail to the iDeCK's address indicated in the Data Sheet on or before the date specified in the Schedule of Empanelment Process. A Pre-Bid meeting would be held at Bangalore on the date, time and venue as mentioned in the Data Sheet.

iDeCK / DOT will respond to the queries/clarifications sought by sending copies of the response to all the interested Consultants who intend to submit Applications or upload the “**Reply to Queries**” on DoT's or iDeCK website [www.karnatakaturism.org](http://www.karnatakaturism.org) or [www.ideck.in](http://www.ideck.in).

## 2.11 Amendment to EoI

At any time prior to the EoI Submission Date, iDeCK / DOT may, for any reason, whether at its own initiative or in response to a clarification requested by any Consultant, modify the EoI document by an amendment. Any amendment shall be issued in writing through addendum. The Addendum shall be sent by mail, cable, telex, facsimile, or electronic mail to all the interested Consultants or uploaded on website [www.karnatakaturism.org](http://www.karnatakaturism.org) or iDeCK website [www.ideck.in](http://www.ideck.in) and will be binding on them. In order to afford the Consultant a reasonable time for taking an Addendum into account, or for any other reason, iDeCK / DOT may at its discretion extend the EoI Submission Date.

## 2.12 Conflict of Interest

- a. iDeCK / DOT expects that the Consultant provides professional, objective, and impartial advice and at all times hold DOT's interests paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Consultant shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the Services in the best interests of DOT.
- b. A Consultant shall not have a conflict of interest that may affect the Empanelment Process or the Services (the "**Conflict of Interest**"). Any Consultant found to have a Conflict of Interest shall be disqualified.
- c. A Consultant shall be deemed to have a Conflict of Interest affecting the Empanelment Process, if:
  - i. A constituent of such Consultant is also a constituent of another Consultant; (or)
  - ii. Such Consultant receives or has received any direct or indirect subsidy or grant from any other Consultant (or)
  - iii. Such Consultant has the same legal representative for purposes of this EoI as any other Consultant.

## 2.13 Fraud and Corrupt Practices

- 2.13.1 The Consultants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Empanelment Process and subsequent to the issue of the Letter of Empanelment (the "**LOE**") and during the subsistence of the Contract. Notwithstanding anything to the contrary contained herein, or in the LOE or the Contract, iDeCK / DOT may reject the Application, withdraw the LOE, or terminate the Contract, as the case may be, without being liable in any manner whatsoever to the Consultant, if it determines that the Consultant has directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Empanelment Process. In such an event, iDeCK / DOT shall be entitled to reject the Application submitted by agency.

**SECTION 3: DATA SHEET**

### 3. DATA SHEET

Sl. No	Key Information	Details
1	Services Sought	Empanelment of Destination Design Consultants for Preparation of Detailed Project Reports for Tourism Projects identified by Karnataka Tourism Vision Group (KTVG)
2	EoI Inviting Authority	Infrastructure Development Corporation (Karnataka) Limited on behalf of Department of Tourism, Government of Karnataka (DoT)
3	Address for submissions of EoI and Clarifications	<p>Project Advisor, Infrastructure Development Corporation (Karnataka) Limited 9/7 K.C.N. Bhawan, Yamunabai Road, Madhavnagar Extension, Off Race Course Road Bangalore-560001 Ph: 080-080-43448000 Fax: 080-43448001 Email: gurleen@idfc.com or manish.arora@idfc.com</p> <p>A copy of the clarification should be sent to the following project advisors email address: gurleen@idfc.com or manish.arora@idfc.com clearly mention the subject as <b>"Queries/ Clarification sought to Expression of Interest for Empanelment of Destination Design Consultants for Preparation of Detailed Project Reports for Tourism Projects identified by KTVG"</b></p> <p><b>Contact Details of Project Advisors:</b> Infrastructure Development Corporation (Karnataka) Ltd. (iDeCK) 9/7. K.C.N. Bhavan, Yamunabai Road Madhavnagar Extension, Off Race Course Road Bangalore-560001. Tel: 080-43448000 Fax: 080-43448001</p>
4	Venue for Pre-Bid meeting	Infrastructure Development Corporation (Karnataka) Ltd. (iDeCK) 9/7. K.C.N. Bhavan, Yamunabai Road Madhavnagar Extension, Off Race Course Road Bangalore-560001.
5	Date and time for Pre-Bid meeting	Refer Schedule of Empanelment Process
6	EoI Document	The EoI Document can be downloaded from the website: <a href="http://www.karnatakaturism.org">www.karnatakaturism.org</a> or <a href="http://www.ideck.in">www.ideck.in</a> or a copy of the document can be obtained from address specified in point 4 above.
7	EMD	No EMD to be submitted.
8	Minimum Eligibility Criteria	Refer Annexure I of this EoI Document
9	EoI Evaluation	Technical Evaluation of Consultants that meets the minimum eligibility criteria will only be undertaken. Consultants not meeting the minimum eligibility criteria are deemed to be

Sl. No	Key Information	Details
		disqualified from Empanelment Process.
<b>Proposal Submissions</b>		
10		<p>The Consultants are required to submit Expression of Interest before the EoI Submission Date. Any EoI received after the EoI Submission Date as specified in the Schedule to Empanelment Process shall be rejected and returned unopened.</p> <p>The Application should be placed in a sealed envelope and clearly mark as “<b>Expression of Interest for Empanelment of Design Consultant for Preparation of Detailed Project Reports for the Tourism Projects identified by Karnataka Tourism Vision Group</b>”</p>
12	Envelope – Application	<p>The Application should be accompanied by the following documents:</p> <ul style="list-style-type: none"> <li>(i) Application Letter in the prescribed format - <b>Annexure A</b>;</li> <li>(ii) Details of the Consultant in the prescribed format - <b>Annexure B</b>;</li> <li>(iii) A brief description of the experience in Eligible Assignment as defined in Data Sheet in the prescribed format - <b>Annexure C</b>.</li> </ul> <p><i>Note : For each assignment, indicate, inter alia, the Consultant is required to submit the name of the assignment, name of the client and its address, description of services provided, profiles and names of the staffs, duration of the assignment, and Consultant’s involvement as per the format provided at Annexure C along with supporting documents such as:</i></p> <ul style="list-style-type: none"> <li>(a) Client certificate in case of completed assignment indicating clearly details of assignment, client name, services provided, date of award, period of contract etc or</li> <li>(b) Satisfactory certificate from the respective client in case of ongoing assignments till the year 2014 indicating clearly details of assignment, client name, services provided, date of award, period of contract etc.</li> <li>(c) Statutory Auditor Certificate in the format prescribed at Annexure D of the EoI document to substantiate the financial capacity of the Consultant.</li> <li>(iv) Financial capacity of the Consultant for substantiate the Average Annual Turnover of the Consultant over the period of 3 ( three) years preceding the EoI Submission Date in the prescribed format- <b>Annexure D</b> along with a certificate from the statutory auditor in the prescribed format.</li> <li>(v) Any comments or suggestions on the Terms of Reference, the data to be provided by iDeCK / DOT - <b>Annexure E</b>;</li> <li>(vi) CVs recently signed by the Key Professional Staff and the authorized representative submitting the EoI in the prescribed format - <b>Annexure F</b>;</li> <li>vii) Power of Attorney in the prescribed format - <b>Annexure G</b>;</li> <li>viii) Power of Attorney for Appointing Lead Member – <b>Annexure H</b>;</li> <li>ix) If the Agency is a Sole Proprietorship firm copy of either the Sales/VAT/Service tax or IT returns for the last two financial years as proof of identity</li> <li>(x) If the Agency is a registered partnership firm, copy of the income tax returns for the last two financial years or registration certificate under the registrar of firms and the partnership deed executed between the partners as proof of identity; and</li> <li>(xi) If the Consultant is a company, copy of the certificate of incorporation and Memorandum of Association &amp; Articles of Associations as proof of identity.</li> </ul>



**SECTION 4: PREPARATION, SUBMISSION AND EVALUATION OF APPLICATIONS**

#### **4. PREPARATION, SUBMISSION AND EVALUATION OF APPLICATIONS**

##### **4.1 General**

- i. The Consultant shall bear all costs associated with the preparation and submission of its Applications, including any visits to iDeCK's office for procuring the EoI Document, attending Pre-Bid meeting, data collection, analysis, etc. iDeCK or DOT shall not be responsible or liable for any such costs incurred.
- ii. The Consultants should submit their Applications individually.
- iii. Adherence to formats, wherever prescribed, is required. Non-adherence to formats might be a ground for declaring an Application non-responsive.
- iv. All communication and information shall be provided in writing and in English language only. Supporting documents and printed literature furnished by the Consultant with the Application may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language, duly authenticated and certified by the Consultant. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Applications, the English language translation shall prevail.
- v. All communication and information provided should be legible, and wherever the information is given in figures, the same should also be mentioned in words. In case of conflict between amounts stated in figures and words, the amount stated in words will be taken as correct and final.
- vi. The Empanelment is not transferable

##### **4.2 Preparation and Submission of Applications**

The Consultant shall submit their Applications in sealed envelope as under:

The application placed in envelop should be sealed and clearly marked as “**Expression of Interest for Empanelment of Design Consultants for Preparation of Detailed Project Reports for Tourism Projects identified by Karnataka Tourism Vision Group**”

##### **4.3 Submissions In Envelope (Application)**

The Envelope (Application) shall contain the documents as mentioned in point number 11 of Data Sheet.

##### **4.4 Signing of Applications**

The Authorized Signatory shall sign or initial each page of the Application documents along

with the stamp of the Consultant. They should also sign & stamp each page of the EoI & return the same along with Application to iDeCK. Power of Attorney as mentioned in Annexure H shall be enclosed as proof of Authorization.

#### 4.5 Opening of Applications

- i. Applications received by the EoI Submission Date and time and in sealed cover will only be considered for evaluation.
- ii. Consultants that submitted the Applications will be duly intimated with the date, time and venue for opening the Applications received as above. Authorized representatives of the participating Consultants are requested to be present during the Application opening.
- iii. The details of the authorized representatives (who choose to attend) present will be recorded.
- iv. Name of the Consultants that submitted the Applications will be read aloud in the presence of Consultant's representatives and will be recorded.

#### 4.6 Opening and Evaluation of Envelope

The Application submitted by the Consultant will be opened at the prescribed time; place and date specified in the Schedule to Empanelment Process, in the presence of the Consultants who wish to attend. If the office happens to be closed on the date of opening of the Applications as specified, the Applications will be opened on the next working day at the same time and venue.

First the Envelope will be opened and checked as to whether all the mandatory documents as provided in Clause 4.3 has been submitted in the prescribed formats provided as Section 5. iDeCK / DoT shall at its sole discretion take a decision with regard to Applications submitted without the mandatory documents or documents submitted in any other format other than the prescribed format.

Application shall be rejected at this stage if it fails to achieve the minimum technical score as indicated in Section 3.

#### 4.7 Award of Services

After selection, a Letter of Empanelment (the "**LOE**") shall be issued, in duplicate, by iDeCK / DOT to the Selected Consultant and the Selected Consultant shall, within 7 (seven) days of the date of the LOE, sign and return the duplicate copy of the LOE in acknowledgement thereof. In the event the duplicate copy of the LOE duly signed by the Selected Consultant is not received by the stipulated date, iDeCK / DOT may, unless it consents to extension of time for submission thereof, withdraw the LOE.

**SECTION 5: FORMATS FOR PROPOSAL SUBMISSIONS (ANNEXURE)**

**ANNEXURE A: APPLICATION LETTER FORM**

[Location, Date]

FROM: (Name of Consultant)

TO: (Name and Address of iDeCK)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ladies/Gentlemen:

**Subject: Empanelment of Destination Design Consultants for Preparation of Detailed Project Reports for Tourism Projects identified by Karnataka Tourism Vision Group – Expression of Interest.**

1. We, the undersigned, offer to provide the consulting services for the above in accordance with your Expression of Interest dated [Date], and our Application. We are hereby submitting our Expression of Interest which includes this Application.
2. The period of validity of the Application shall be 120 days.
3. I/ We acknowledge the right of DOT to reject our Application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
4. I/ We understand that you may cancel the Empanelment Process at any time and that you are neither bound to accept any Application that you may receive nor to invite the Applicants for the Empanelment, without incurring any liability to the Applicants, in accordance with the EoI document.
5. Our Application is binding upon us and subject to the modifications resulting from contract negotiations.

Yours faithfully,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:

**ANNEXURE B – DETAILS OF THE AGENCY**

1.
  - a Name of the Consultant:
  - b Country of incorporation:
  - c Address of the corporate headquarters and its branch office(s), in India:
  - d Date of incorporation:
  - e Date of commencement of business
2. Brief description of the Consultant including details of its main lines of business and proposed role and responsibilities in [this Assignment]:
3. Details of individual(s) who will serve as the point of contact/ communication for the iDeCK / DOT:
  - a Name:
  - b Designation:
  - c Company/Firm:
  - d Address:
  - e Telephone Number:
  - f E-Mail Address:
  - g Fax Number:
4. Particulars of the Authorised Signatory of the Consultant:
  - a Name:
  - b Designation:
  - c Address:
  - d Phone Number:
  - e Fax Number:
5. A statement by the Consultant disclosing material non-performance or contractual non-compliance in past Assignment, contractual disputes and litigation/ arbitration in the recent past is given below (Attach extra sheets, if necessary).

**ANNEXURE C: BRIEF DESCRIPTION OF THE EXPERIENCE OF THE CONSULTANT OF ELIGIBLE  
ASSIGNMENT**

Using the format below, provide information on each reference assignment for which Business Entity, either individually or as one of the major companies within an association, was legally contracted.

Assignment Name:	
Location:	
Name of the Client and Address	
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and the functions performed 1. 2. 3. 4.	
No. of Staff employed:	
Assignment Start Date (Month/Year)	
Assignment Completion Date (Month/Year):	
Narrative Description of Project and the Services Provided :	

Consultant's Name: \_\_\_\_\_

**Instructions:**

1. Consultants are expected to provide information in respect of each eligible assignment as per the eligibility criteria specified in the Data Sheet of the EoI.
2. Separate sheet is required to be submitted for each assignment for which the Consultant is claiming the experience.
3. For each assignment, indicate, inter alia, the Consultant is required to submit the name of the assignment, name of the client and its address, description of services provided, profiles and names of the staffs, duration of the assignment, and Consultant's involvement as per the format provided at Annexure C along with supporting documents such as:

- (a) Client certificate in case of completed assignment indicating clearly details of assignment, client name, services provided, date of award, period of contract etc or

- (b) Satisfactory certificate from the respective client in case of ongoing assignments till the a year 2014 indicating clearly details of assignment, client name, services provided, date of award, period of contract etc.



**ANNEXURE D: FINANCIAL CAPACITY OF THE APPLICANT**

(In Rs. Lakhs)

Bidder Type	Turnover		
	Year 1 (2011-12)	Year 2 (2012-13)	Year 3 (2013-14)
Single Business Entity			
<b>TOTAL</b>			

**Name & address of Applicant's Bankers:** \_\_\_\_\_

**Instructions:**

1. The Applicant shall attach copies of the balance sheets, financial statements and Annual Reports for 3 (three) years preceding the EoI Submission Date. The financial statements shall:
  - a. reflect the financial situation of the Applicant;
  - b. be audited by a Statutory Auditor;
  - c. be complete, including all notes to the financial statements; and
  - d. correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
2. Year 1 will be the latest completed financial year, preceding the EoI Submission date. Year 2 shall be the year immediately preceding year 1 and so on.
3. The Applicant shall provide an Auditor's Certificate specifying the Average Annual Turnover of the Applicant for 3 (three) Financial years preceding the EoI Submission Date in accordance with this EoI document.
4. The Applicant shall also submit a certificate from the statutory auditor as per the format provided below:

**Format for Certificate from Statutory Auditor/chartered accountant for  
Financial Capacity of the Applicant**

*(On the Letterhead of the Statutory Auditor/chartered accountant)*

We have verified the relevant statutory and other records of M/s \_\_\_\_\_ [Name of the Single Business Entity], and certify that the Average Annual Turnover of M/s \_\_\_\_\_ [Name of the Single Business Entity) in the last 3 (three) completed financial year is Rs. \_\_\_\_\_/- (In Words \_\_\_\_\_)

Annual Turnover of M/s \_\_\_\_\_ [Name of the Single Business Entity) in the last 3 (three) completed financial year is as follows:

Financial Year 2013-14 is Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only)

Financial Year 2012-13 is Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only)

Financial Year 2011-12 is Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only)

Signature and Seal of the Statutory

Auditor/CA clearly  
indicating his/her membership number

**ANNEXURE E: COMMENTS AND SUGGESTIONS OF AGENCY ON THE TERMS OF REFERENCE**

---

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

**CONSULTANT'S NAME:**

**ANNEXURE F: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_  
Name of Consultant: \_\_\_\_\_  
Name of Staff: \_\_\_\_\_  
Profession: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Years with Business Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned:

**Key Qualifications:**

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

**Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

Sl. No.	Languages	Reading	Writing	Speaking
1				
2				
3				
4				
5				

**Certification:**

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

\_\_\_\_\_ **Date:** \_\_\_\_\_  
*[Signature of staff member and authorized representative of the Consultant] Day/Month/Year*

**Full name of staff member:** \_\_\_\_\_

**Full name of authorized representative:** \_\_\_\_\_

**ANNEXURE G- POWER OF ATTORNEY FOR SIGNING OF EXPRESSION OF INTEREST**

Know all men by these presents, We, ..... (name of the firm/company and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms (Name), son/daughter/wife of ..... and presently residing at ....., who is presently employed with us and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Application for the *Selection of an Design Consultant for Preparation of Detailed Project Reports for Tourism Projects identified* by the Karnataka Tourism Vision Group (“KTVG”) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in applicants’ and other conferences and providing information / responses to KTVG, representing us in all matters before KTVG, signing and execution of all contracts including the Service Agreement and undertakings consequent to acceptance of our Empanelment, and generally dealing with KTVG in all matters in connection with or relating to or arising out of our Application for the said Expression of Interest and/or upon award thereof to us and/or till the entering into of the Contract with KTVG.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20.....

For.....

(Signature, name, designation and address)

Witnesses:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Accepted Notarised

(Signature, name, designation and address of the Attorney)

Notes:

◆ *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*

◆ *Wherever required, the Agency should submit for verification the extract of the charter documents and documents such as a board or shareholders resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Agency.*

◆ *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Agency from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.*

**ANNEXURE H- POWER OF ATTORNEY FOR APPOINTING LEAD MEMBER**

Whereas the Infrastructure Development Corporation (Karnataka) Limited (“iDeCK”) on behalf of Karnataka Tourism Vision Group (“KTVG”) has invited applications for empanelment of interested design consultants for preparation of detailed project reports for Tourism Projects identified by KTVG (the “Project”).

Whereas, ....., and ..... (collectively the “Consortium”) being Members of the Consortium are interested in participating for the Project in accordance with the terms and conditions of the Expression of Interest document (EoI), and

Whereas, it is necessary for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and the Authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s application for the Project and its execution.

**NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS**

We, ..... having our registered office at ....., M/s. .... having our registered office at ....., and ..... having our registered office at ....., (hereinafter collectively referred to as the “Principals”) do hereby irrevocably designate, nominate, constitute, appoint and authorize M/s ..... having its registered office at ....., being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the “Attorney”). We hereby irrevocably authorise the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the Consortium and any one of us during the empanelment process and, in the event the Consortium is awarded the concession/contract, during the execution of the Project and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the empanelment of the Consortium and submission of its application for the Project, including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of application of the Consortium and generally to represent the Consortium in all its dealings with the KTVG, and/ or any other Government Agency or any person, in all matters in connection with or relating to or arising out of the Consortium’s application for the Project and/ or upon award thereof till the Project Agreement is entered into with the KTVG.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF .....2015

For ..... (Signature) ..... (Name & Title)

For ..... (Signature)

..... (Name & Title)

For ..... (Signature)

..... (Name & Title)

Witnesses:

.....

(Executants)

(To be executed by all the Members of the Consortium)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

Wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed the Hague Legislation Convention 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.



ANNEXURE I- ELIGIBILITY CRITERIA

A. Individual Experts

Sl. No	Expert	Minimum Educational Qualification	Minimum Duration of Professional Experience	Eligible Projects	Membership
1.	Urban Designers	Post Graduate in Architecture with specialization in Urban design	15 years	Should have done at least two projects involving urban designing of at least 10 acres in development projects in cultural, educational, historic or tourist districts.	Expert should be registered with Council of Architecture
2.	Conservation / Heritage Architects	Post Graduate in Architecture with specialization in Conservation Planning.	15 years	Should have done at least two projects involving preparation of Conservation and Heritage Plan in redevelopment projects in cultural, historic or tourist districts.	Expert should be registered with Council of Architecture
3.	Landscape Architect	Post Graduate in Architecture with specialization in Landscape Architecture	15 years	Should have done at least two projects involving preparation of landscape design of at least 5 acres in development projects in cultural, educational, historic or tourist districts.	Expert should be registered with Council of Architecture
4.	Regional Planner	Post Graduate in Planning with specialization in Regional planning	15 years	Should have done at least two projects involving regional planning of at least 250 acres in development projects in cultural, educational, historic or tourist districts.	

**Note:**

For each assignment, indicate, inter alia, the Consultant is required to submit the name of the assignment, name of the client and its address, description of services provided, profiles and names of the staffs, duration of the assignment, and Consultant's involvement as per the format provided at Annexure C along with supporting documents such as:

- (a) Client certificate in case of completed assignment indicating clearly details of assignment, client name, services provided, date of award, period of contract, project cost etc or
- (b) Satisfactory certificate from the respective client in case of ongoing assignments till the year 2014 indicating clearly details of assignment, client name, services provided, date of award, period of contract, project cost etc.

## B. Partnership Firm and Company

Firm involved in rendering architectural, planning and engineering design services or destination design services with minimum of ten (10) years of experience preceding the last date of the submission of the application.

Sl. No	Firm	Urban Design Firm		
1.	<b>Firm Eligibility Criteria</b>	Should have done, in last 10 years, at least two projects involving urban designing of at least 10 acres in development projects in cultural, educational, historic or tourist districts.		
		Firm should have at least one <b>Urban Designer</b> holding Post Graduate Degree in Architecture with specialization in Urban Design.		
	<b>Urban Designer Eligibility Criteria</b>	<b>Years of Experience</b>	<b>Project Experience</b>	<b>Membership</b>
		Minimum 15 years	Should have done at least two projects involving urban designing of at least 10 acres in development projects in cultural, educational, historic or tourist districts.	Should be registered with Council of Architecture
2.	<b>Firm Eligibility Criteria</b>	<b>Conservation Architects</b>		
		Should have done, in last 10 years, at least two projects involving conservation planning in redevelopment projects in cultural, historic or tourist districts.		
	Firm should have at least one <b>Conservation Architect</b> holding Post Graduate Degree in Architecture with specialization in Conservation Planning.			
	<b>Conservation Architect Eligibility Criteria</b>	<b>Years of Experience</b>	<b>Project Experience</b>	<b>Membership</b>
		Minimum 15 years	Should have done at least two projects involving preparation of Conservation Plan in redevelopment projects in cultural, educational, historic or tourist districts.	Should be registered with Council of Architecture
3.	<b>Firm Eligibility Criteria</b>	<b>Landscape Architects</b>		
		Should have done, in last 10 years, at least two projects involving landscape design of at least 5 acres in development projects in cultural, educational, historic or tourist districts.		
	Firm should have at least one <b>Landscape Architect</b> holding Post Graduate Degree in Architecture with specialization in Landscape Architecture.			
	<b>Landscape Architect Eligibility Criteria</b>	<b>Years of Experience</b>	<b>Project Experience</b>	<b>Membership</b>

	<b>Eligibility Criteria</b>	Minimum 15 years	Should have done at least two projects involving preparation of landscape design of at least 5 acres in development projects in cultural, educational, historic or tourist districts.	Should be registered with Council of Architecture
4.	<b>Firm</b>	<b>Regional Planners</b>		
	<b>Firm Eligibility Criteria</b>	Should have done, in last 10 years, at least two projects involving regional planning of at least 250 acres in development projects in cultural, educational, historic or tourist districts.		
		Firm should have at least one <b>Regional Planner</b> holding Post Graduate Degree in Planning with specialization in regional planning.		
	<b>Regional Planner Eligibility Criteria</b>	<b>Years of Experience</b>	<b>Project Experience</b>	<b>Membership</b>
	Minimum 15 years	Should have done at least two projects involving regional planning of at least 250 acres in development projects in cultural, educational, historic or tourist districts.		
5.	<b>Firm</b>	<b>Destination Design Firm</b>		
	<b>Firm Eligibility Criteria</b>	Should have done, in last 10 years, at least four projects involving planning of at least 50 acres in cultural, educational, historic or tourist destination or zone.		
		Firm should have at least one;		
		<ul style="list-style-type: none"> <li>• <b>Regional Planner</b> holding Post Graduate Degree in Planning with specialization regional planning and</li> <li>• <b>Urban Planner</b> holding Post Graduate Degree in Planning with specialization in urban planning and</li> <li>• <b>Environmental Planner</b> holding Post Graduate Degree in Planning with specialization in environmental planning and</li> <li>• <b>Transport Planner</b> holding Post Graduate Degree in Planning with specialization in transport planning and</li> <li>• <b>Landscape Architect</b> holding Post Graduate Degree in Architecture with specialization in Landscape Architecture and</li> <li>• <b>Conservation (Heritage) Architect</b> holding Post Graduate Degree in Architecture with specialization on Conservation Planning.</li> </ul>		
		<b>Years of Experience</b>	<b>Project Experience</b>	<b>Membership</b>
	Minimum 15 years	Should have done at least two projects involving preparation of regional plan of at least 250 acres in cultural, educational, historic or tourist districts.		
	<b>Urban Planner</b>	Minimum 15 years	Should have done at least two projects involving	

<b>Eligibility Criteria</b>		preparation of urban plan of at least 10 acres in cultural, educational, historic or tourist districts.	
<b>Environment Planner Eligibility Criteria</b>	Minimum 15 years	Should have done at least two projects involving preparation of environmental plan in cultural, educational, historic or tourist districts.	
<b>Transport Planner Eligibility Criteria</b>	Minimum 15 years	Should have done at least two projects involving preparation of transport plan including Comprehensive Mobility Plan or Multimodal Transport Plan in cultural, educational, historic or tourist districts.	
<b>Landscape Architect Eligibility Criteria</b>	Minimum 15 years	Should have done at least two projects involving preparation of landscape design of at least 5 acres in development projects in cultural, educational, historic or tourist districts.	Expert should be registered with Council of Architecture
<b>Conservation Architect Eligibility Criteria</b>	Minimum 15 years	Should have done at least two projects involving preparation of Conservation and Heritage Plan in redevelopment projects in cultural, historic or tourist districts.	Expert should be registered with Council of Architecture

**Note:**

For each assignment, indicate, inter alia, the Consultant is required to submit the name of the assignment, name of the client and its address, description of services provided, profiles and names of the staffs, duration of the assignment, and Consultant's involvement as per the format provided at Annexure C along with supporting documents such as:

- (a) Client certificate in case of completed assignment indicating clearly details of assignment, client name, services provided, date of award, period of contract etc or
- (b) Satisfactory certificate from the respective client in case of ongoing assignments till the year 2014 indicating clearly details of assignment, client name, services provided, date of award, period of contract etc.
- (c) Statutory Auditor Certificate in the format prescribed at Annexure D of the EoI document to substantiate the financial capacity of the Consultant.