

**KARNATAKA STATE TOURISM
DEVELOPMENT CORPORATION (KSTDC)**

**49, Second Floor,
(West) Khanija Bhavan, Race Course Road,
Bangalore 560 001**

**EXPRESSION OF INTEREST CUM
REQUEST FOR PROPOSAL
FOR JOINT VENTURE**

Reference No: KSTDC/MD/124/09-10 DT.26.10.2009

Project Name: Joint Venture for the development of tourism related infrastructure projects.

Karnataka State Tourism Development Corporation

SECTION 1: LETTER OF INVITATION

To all companies,

1. Karnataka State Tourism Development Corporation (KSTDC) is inviting Proposals from Limited companies, registered in India.
2. KSTDC has invited Proposal to join as a partner for its Joint Venture to develop tourism related infrastructure projects. More details on the objectives, scope, roles, responsibilities, and services to be rendered are provided in the Terms of Reference (Section 4) in this RFP document.
3. A firm will be selected under the Quality Based Selection (QBS) method and procedures described in this RFP.
4. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Information to Companies (including Data Sheet)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Terms of Reference (TOR)

5. Please submit your Expression of Interest followed by detailed proposal in writing to the following address on or before the respective dates mentioned in the Data Sheet to the undersigned:

Sri. Vinay Luthra, IFS

Managing Director

KSTDC

49, Second Floor,

(West) Khanija Bhavan, Race Course Road,

Bangalore 560 001

Phone: 080 - 22532580

Yours sincerely,

(Vinay Luthra)

Bangalore

26 October 2009

SECTION 2: INFORMATION TO COMPANIES

PART I - STANDARD

1. Definitions

(a) "KSTDC" means the Karnataka State Tourism Development Corporation, which is the core partner of the Joint Venture to develop tourism related infrastructure projects on behalf of the Government of Karnataka. It has invited the proposal for Joint Venture (JV) and with which the selected Company joins as a partner.

(b) "Company" means any entity registered under the Indian Companies Act 1956 and which is not a government owned company, who have sent their Expression of Interest prior to the submission of Proposal for Joint Venture with KSTDC.

(d) "Project specific information" means such part of the Instructions to Companies used to reflect specific project and assignment conditions.

(e) "Day" means calendar day.

(f) "Instructions to Companies" (Section 2 of the RFP) means the document which provides Companies with all information needed to prepare their proposal.

(g) "LOI" (Section 1 of the RFP) means the Letter of Invitation being sent by KSTDC to the companies.

(h) "Personnel" means professionals and support staff provided by the Company and assigned to perform the Services or any part thereof; "Foreign Personnel" means such professionals and support staff who at the time of being so provided had their domicile outside the Government's country; "Domestic Personnel" means such professionals and support staff who at the time of being so provided had their domicile in India.

(i) "Proposal" means the Technical Proposal (Section 3 of the RFP).

(j) "EOI" means the Expression of Interest to participate in the RFP.

(k) "RFP" means the Request for Proposal prepared by the KSTDC for the selection of Company.

(l) "Assignment/job" means the roles and responsibilities to be undertaken by the Company pursuant to being a partner in the Joint Venture.

(m) "Terms of Reference" (TOR) means the document included in the RFP as Section 4 which explains the objectives, scope, roles, responsibilities, and services to be rendered respectively by KSTDC and the Company.

2. Introduction

2.1 The KSTDC will select a company ("the Company") from those who have submitted the EOI and the proposals, in accordance with the method of selection specified in the Part II Data Sheet. KSTDC is free to join hands with public sector funding organizations and share the equity. Further KSTDC reserves right regarding allotment of equity to selected company.

2.2 The name of the assignment/Job has been mentioned in Part II Data Sheet. Detailed scope of the assignment/ job has been described in the Terms of Reference in Section 4.

2.3 The date, time and address for submission of the EOI and the proposal have been given in Part II Data Sheet.

2.4 The Companies are invited to submit their Proposal, for the Assignment/Job named in the Part II Data Sheet. The Proposal will be the basis for the selection of the Joint Venture Partner.

2.5 Companies should familiarize themselves with local conditions and take them into account in preparing their Proposal. To obtain first-hand information on the Assignment/job and local conditions, Companies are encouraged to meet the KSTDC's representative named in part II Data Sheet before submitting a proposal and to attend a pre-proposal meeting if one is specified in the Part II Data Sheet. Attending the pre-proposal meeting is optional. Companies should contact the KSTDC's representative to arrange for their visit or to obtain additional information on the pre-proposal meeting. Companies should ensure that these representatives are advised of the visit in adequate time to allow them to make appropriate arrangements.

2.6 Companies shall bear all costs associated with the preparation and submission of their proposal. KSTDC is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to selection, without thereby incurring any liability to the Companies of any obligation to inform the company the ground for the rejection of the proposals.

3. Eligibility of Companies

3.1 A Limited company, registered under the Indian Companies Act 1956, which is not a Government owned company, can only submit the Expression of Interest and the Proposal.

3.2 The Companies shall submit their Expression of Interest to participate in the RFP in writing before the date indicated in Data Sheet. The companies submitting their proposal without submitting their Expression of Interest shall not be considered eligible.

4. Clarification and Amendment of RFP Documents

4.1 Companies may request a clarification on any clause of the RFP documents up to the number of days indicated in the Part II Data Sheet before the proposal submission date. Any request for clarification must be sent in writing to the KSTDC's address indicated in the Part II Data Sheet. The KSTDC will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Companies. Should the KSTDC deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under paragraph 4.2 below.

4.2 At any time before the submission of Proposals, the KSTDC may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Companies who have given their Expression of Interest and will be binding on them. Companies shall acknowledge receipt of all amendments. To give Companies reasonable time in which to take an amendment into account in their Proposals the KSTDC may, if the amendment is substantial, extend the deadline for the submission of Proposals.

5. Conflict of Interest

5.1 KSTDC requires that Companies provide professional, objective, and impartial advice and at all times hold the KSTDC's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.

6. Proposal

6.1 Companies may submit only one proposal. If a Company submits or participates in more than one proposal, such proposals shall be disqualified.

7. Proposal Validity

7.1 The Part II Data Sheet to company indicates how long Companies' Proposal` must remain valid after the submission date. During this period, Companies shall maintain the availability of Professional staff nominated in the Proposal. KSTDC will make its best effort to complete the selection within this period. Should the need arise, however, KSTDC may request Companies to extend the validity period of their proposals. Companies who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal. Companies who do not agree have the right to refuse to extend the validity of their Proposals, under such circumstance KSTDC shall not consider such proposal for further evaluation.

8. Preparation of Proposals

8.1 The Proposal as well as all related correspondence exchanged by the Companies and KSTDC shall be written in English language, unless specified otherwise in the Data Sheet. All proposals and accompanying documentation will become the property of KSTDC and will not be returned. The hardcopy version will be considered as the official proposal.

8.2 In preparing their Proposal, Companies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

8.3 While preparing the Technical Proposal, Companies must give particular attention to the following:

(a) Only one curriculum vitae (CV) may be submitted for each personnel mentioned.

8.4 Companies are required to submit a Technical Proposal (TP) in forms provided in Section-3. The Part II Data Sheet in Section-2 indicates the formats of the Technical Proposal to be submitted. **Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.** The Technical Proposal shall provide the information indicated in the following paragraphs from (i) to (v) using the attached Standard Forms (Section 3).

(i) A brief description of the company's organization will be provided in Form Tech-2 of Section 3. For the relevant "Assignment/jobs", the outline should indicate the names of Professional staff who participated, duration of the Assignment/job, and Company's involvement. Companies should be prepared to substantiate the claimed experience along with the proposal.

- (ii) Attach the copy of Registration of company under Indian Companies Act, 1956
- (iii) A description of the approach, methodology of execution for performing the Assignment/job covering the following subjects: approach and methodology to be provided in Form Tech-3 of Section 3.
- (iv) The list of the proposed Personnel by area of expertise and their tasks is to be provided in Form Tech-4 of Section 3.
- (v) CVs of the Personnel as mentioned in paragraph 8.4 (i) above signed by the authorized signatory of the company (Form Tech-5 of Section 3).

9. Submission, Receipt, and Opening of Proposal

9.1 The original technical proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Companies themselves. The person who signed the proposal must initial such corrections. Submission letters for the Technical Proposal should be in the format of Tech-1 of Section 3.

9.2 An authorized representative of the Companies shall initial all pages of the original Technical Proposal. The signed Technical Proposal shall be marked "ORIGINAL".

9.3 The Expression of Interest is mandatory for the company to submit its proposal. This shall be placed in a sealed envelope clearly marked "EXPRESSION OF INTEREST" followed by the name of the Assignment/job. This envelope shall bear the submission address, and reference number.

9.4 The original and the copy, in the number specified in the Data Sheet, of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" followed by the name of the Assignment/job. This envelope shall bear the submission address, and reference number and be clearly marked "DO NOT OPEN, BEFORE 13th NOVEMBER 2009, 3 PM". KSTDC shall not be responsible for misplacement, losing or premature opening if the envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection.

9.5 The Proposals must be sent to the address indicated in the Data Sheet and received by KSTDC no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with paragraph 4.2 above. Any proposal received by KSTDC after the deadline for submission shall be returned unopened. In the event of the specified last date for receiving the proposal being declared a holiday, the proposals shall be received up to the appointed time on the next working day.

9.6 KSTDC will not accept the proposals delivered through fax or email.

9.7 Proposal should be concise, brief and should not contain irrelevant material.

9.8 Proposals will be opened in front of the representatives of all the companies who have submitted their proposal and who are present at the KSTDC office on the date and time mentioned in the Date Sheet.

10. Proposal Evaluation

10.1 From the time the Proposals are opened to the time the selection is concluded, the Companies should not contact KSTDC on any matter related to its Technical Proposal. Any effort by Companies to influence KSTDC in the examination, evaluation, ranking of Proposals, and recommendation for selection may result in the rejection of the Companies' Proposal.

11. Evaluation of Technical Proposals

11.1 The technical proposal will have a weightage of 100%.

11.2 KSDTC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified below:

Evaluation criteria of Technical Proposals

#	Criteria	Marks	
1	Specific experience of the company relevant to working with the Government (Center and State) and Multi-national companies, conceptualizing End-to-end initiatives that are outcome-based	50	
	1.1 Projects with any entity of the Government of India for end-to-end eGovernment initiatives using PPP model		10 marks
	1.2 Project initiatives with State government for sustainable and interoperable solutions		10 marks
	1.3 Projects with any Multi-national entity for integrated and sustainable governance, value chain management, business continuity and crisis management		10 marks
	1.4 Project with at least two Urban utilities for introducing efficiency and effectiveness		10 marks
	1.5 ISO 9001:2008 certification for activities related to governance and e-governance		5 marks
	1.6 Company should have made profits in last 3 years		5 marks
2	Adequacy of the proposed methodology and approach in response to the Terms of Reference.	15	
	2.1 Methodology & approach		10 marks
	2.2 Organization & staffing that justifies the expected role		5 marks
3	Key Professional staff: Qualification & competency for the assignment (The professionals will be judged on their experience and competence in the areas of experience)	35	
	3.1 Core top management professional involvement in end-to-end eGovernment project of more than INR 100 crores through PPP model and involvement in Tourism related projects in several countries		10 marks
	3.2 Core professionals with experience in Structuring and Project financing		5 marks
	3.3 Core professionals with Six Sigma qualification working on Tourism policy, Strategy maps, Sustainable Balanced Score card and Identification of Short, Medium and Long term actionable plans		5 marks
	3.4 Professionals with experience on Process mapping and re-engineering, Internal Controls, and Web 2.0 technologies		5 marks
	3.5 Core professionals with Real Time MIS for Project Monitoring and governance		10 marks
TOTAL		100	

11.3 Company scoring the highest will be declared selected as the partner for the Joint Venture.

11.4. The Companies are advised to strictly avoid being verbose in their response. Such proposals are liable to be rejected. The Companies should also note that the proposal is liable to be disqualified in the following cases:

- a. Proposal is not submitted in accordance with this document.

- b. Proposal is received in incomplete form.
- c. Proposal is not accompanied by all requisite documents

12. Declaration of Selection as Partner

12.1 After completing the evaluation process KSTDC shall issue a Letter of Intent to the selected Company and promptly notify all other Companies who have submitted proposals about the decision taken.

13. Confidentiality

Information relating to evaluation of Proposals and recommendations concerning selection shall not be disclosed to the Companies who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the selected Partner. The undue use by any Company of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the KSTDC's antifraud and corruption policy.

Section 2 - Part II

DATA SHEET

Serial No.	Clause No.	Particulars
1	2.2	Name of the Assignment/job is: Selection of Partner for Joint Venture to promote tourism related infrastructure projects
2	2.5	The KSTDC's representative is: Sri. Vinay Luthra, IFS Managing Director, KSTDC 49, Second Floor, (West) Khanija Bhavan, Race Course Road, Bangalore 560 001 Phone : 080 - 22532901
3	2.5	A pre-proposal meeting will be held: ON 10th NOVEMBER 2009
4	3.1	Last Date for receiving the Expression of Interest in writing by KSTDC: 13 th November 2009
5	2.5	Last Date for seeking clarification: Clarification may be requested not later than 10th NOVEMBER 2009 The address for requesting clarification is: Sri. Vinay Luthra, IFS Managing Director, KSTDC 49, Second Floor, (West) Khanija Bhavan, Race Course Road, Bangalore 560 001 Phone : 080 - 22532901
6	7.1	Proposal Validity Period: Proposals must remain valid for a period of 45 days (forty five) after the submission date
7	8.4	The formats of the Technical Proposal to be submitted are: Form Tech 1: Letter of Proposal submission Form Tech 2 : Company's organization & experience Form Tech 3 : Approach & methodology Form Tech 4 : Team composition Form Tech 5 : Curriculum vitae
8	9.3	Number of Copies of Proposal required: Technical Proposal: Original + one copy
9	9.4	Last date, time and address for Submitting Proposal: Date: 13 th NOVEMBER 2009, " Time: 15:00 Hrs Address: Sri. Vinay Luthra, IFS Managing Director, KSTDC 49, Second Floor, (West) Khanija Bhavan, Race Course Road, Bangalore 560 001
10	9.7	Time and Date of Opening of Proposal: Date: 16 th November 2009 Time: 1200 Hrs

SECTION 3

TECHNICAL PROPOSAL - STANDARD FORMS

Form Tech-1:

LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To:

Sri. Vinay Luthra, IFS
Managing Director, KSTDC
49, Second Floor, (West) Khanija Bhavan,
Race Course Road,
Bangalore 560 001

Dear Sir:

We, the undersigned, submit the proposal to be considered for being a Joint Venture Partner in accordance with your Request for Proposal dated 26th October 2009 and our Expression of Interest dated [insert date].

2. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

3. Our Proposal is binding upon us.

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

We remain,
Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Form Tech-2:

COMPANY'S ORGANIZATION AND EXPERIENCE

A - Company's Organization

[Provide here a brief description of the background of your entity for this assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.

B - Company's Experience

[Using the format below, provide information on each relevant Assignment/job for which your firm was legally contracted either individually as a corporate entity for carrying out consulting Assignment/jobs.

1. Firm's name:

1	Assignment /job name:	Detail
1.1	Description of the project	
1.2	Approx. value of the project (in INR)	
1.3	Country	
1.4	Location within the country	
1.5	Duration of assignment/job (months)	
1.6	Name of the Employer	
1.7	Address of the Employer	
1.8	Start date (month/year)	
1.9	Completion date (month/year)	
1.10	Name of the senior professional staff of your firm involved and functions performed	
1.11	Description of actual assignments/job provided by your staff within the assignment/job	

Note: Please provide documentary evidence where available.

Form Tech-3:

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

[Technical approach, methodology and work plan are key components of the Technical Proposal.

You are suggested to present your Technical Proposal divided into the following two chapters:

- a) Approach and Methodology,
- b) Organization and Staffing.

Form Tech-4:

TEAM COMPOSITION AND TASK ASSIGNMENT/JOB

Name of the Company Firm

Professional Staff

Sr. No.	Name of Staff	Area of Expertise

Form Tech-5:

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Name of Firm:

2. Name of Staff:
[Insert full name]:

3. Nationality:

4. Education:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

5. Membership of Professional Associations:

6. Other Training:

7. Countries of Work Experience:

[List countries where staff has worked in the last ten years]:

8. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

9. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: To Year]:

Employer:

Positions held:

10. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

11. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:
Place:

[Signature of staff member or authorized
representative of the company]

SECTION 4

TERMS OF REFERENCE (TOR)

1. BACKGROUND

KSTDC, Karnataka's largest travel services organization has a history of hospitality that stretches back to 1971. Established as a State Government corporation it has been fulfilling its mandate of showcasing the wonders of Karnataka to the world. The high standard of service and hospitality is the Mayura Group of Hotels, KSTDC's own chain of comfortable hotels and restaurants. KSTDC offices, staffed by trained hospitality professionals, are available all over the state for your assistance.

The aim of KSTDC was to provide infrastructure, conveyance and other facilities to tourists visiting Karnataka. Part of mission is also to promote unknown tourist spots in Karnataka. KSTDC with its vast presence, be it heritage, hills, wildlife, beaches, nature or culture has facilities at the most unusual locales, unimaginable to others.

KSTDC is the largest Tour Operator in Karnataka. It operates package tours across Karnataka using KSTDC facilities and services. If it is taxis, then you can simply drive through Karnataka starting from the Airport itself. To put it succinctly, KSTDC gives what tourists to India's finest tourism destination expect.

An innovative initiative of KSTDC is The Golden Chariot, a luxury train named after the famous Stone Chariot in Hampi, a world heritage site, in Southern India is travelling through timeless historical heritage sites, resplendent palaces, wildlife and golden beaches.

2. OBJECTIVE AND SCOPE OF WORK FOR THE JOINT VENTURE

KSTDC'S main objective is to act as a catalyst for promoting growth of tourism in the state and to act as the designated agency of the state government to plan and promote tourism related infrastructure development projects after assessing the need in different sectors / areas and also monitor the specified mega projects during their implementation as the nodal agency. For this purpose, they wish to utilize the resources and expertise of competent companies in order to introduce Public private Partnerships in tourism related infrastructure projects wherever possible and appropriate and also facilitate professional program management of tourism related infrastructure projects.

3. ROLES AND RESPONSIBILITIES OF KSTDC IN THE JV

The prime roles and responsibilities of KSTDC, the core partner of the JV Company will be as follows:

- Entrust projects to the JV Company for development and implementation
- Interact with the other Departments for securing Projects
- Perform specific tasks and also facilitate wherever possible for the successful execution of the tourism related infrastructure projects in PPP or other suitable model
- Ensure speedy process and accord of approvals, clearances, grant of licences etc
- Liaise with the Government of Karnataka for land acquisition
- Nominate a nodal officer for Projects and involve in the entire Project Development

cycle

4. ROLES AND REponsibilities OF THE PARTNERING COMPANY IN THE JV

The initial role and responsibilities of the Joint Venture Company shall be to carry out the following activities:

- Pre-project Development for Tourism and related Infrastructure projects
- Identification and selection of projects
- Project Studies such as Market assessment, feasibility studies, project plans, environmental & social assessment etc.
- Preparing Project Structure for Implementation of identified projects both in terms of Bankability and Sustainability
- Technical & Financial Closure where necessary
- Project Monitoring, Project Governance and Other Services
- Policy and Legislative Recommendations
- Institutional Framework Development for catalyzing tourism related growth

5. DELIVERABLES ENVISAGED

- Identification of projects
- Preparation of demand/ market assessment studies and feasibility reports
- Risk Management Plan
- Obtaining various approvals
- Bid process management
- Project development and Project closures
- Project Monitoring and Project governance