

**Request for Proposal (RFP)**  
**for**  
**Selection of a Consulting firm for setting up a Project**  
**Management Unit (PMU) at Department of Tourism,**  
**Government of Odisha**



**ODISHA**  
THINK INDIA, THINK ODISHA.

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## **Disclaimer**

The information contained in this RFP document or subsequently provided to Agency(s) whether verbally or in documentary form by or on behalf of the Department of Tourism, Govt. of Odisha, or any of their employees or advisors, is provided to the Agency(s) on the terms and conditions set out in this RFP Document and all other terms and conditions subject to which such information is provided.

This RFP Document is not an agreement and is not an offer or invitation by the Tendering Authority to any party other than the Agency who are qualified to submit the Bids ("Agency"). The purpose of this RFP Document is to provide the Agency(s) with information to support the formulation of their Proposals. This RFP Document does not purport to contain all the information each Agency may require. This Document may not be apposite for all persons, and it is not possible for Tendering Authority, its employees, or advisors to consider the investment objectives, financial situation, and needs of each Agency who reads or uses this RFP Document. Each Agency should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Document and where necessary obtain independent advice from appropriate sources. The Tendering Authority, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Document. The Tendering Authority may in its absolute discretion, but without being under any obligation to do so, update, improve or supplement the information in this RFP Document.

## Schedule of RFP Process

Department of Tourism (DoT invites Proposals for "**Selection of a Consulting firm for setting up a Project Management Unit (PMU) at Department of Tourism, Government of Odisha**")

Interested firms/ parties / agencies are advised to download and study the RFP document carefully and must satisfy all eligibility conditions stated in **Clause 5** of this document in this regards from website

<https://odishatourism.gov.in/content/tourism/en/dot/quickLinks/tender.html>

**Table 1**  
**Important Dates and Information**

|                                                                                                                                                                                                   |                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Issuing Authority                                                                                                                                                                                 | Department of Tourism,<br>Government of Odisha |
| Date of publication                                                                                                                                                                               | 27.10.2026                                     |
| Last date and time of receiving queries to be sent to<br><a href="mailto:info@odishatourism.gov.in">info@odishatourism.gov.in</a><br>Format for sending queries attached in<br><b>Annexure-IX</b> | 02.11.2026, up to 5:00PM                       |
| Pre-bid meeting through Video Conferencing<br>(link will be shared later)                                                                                                                         | 03.11.2026, 3:30 PM                            |
| Response to pre-bid queries                                                                                                                                                                       | 06.11.2026                                     |
| Last date and time for submission of bids                                                                                                                                                         | 16.11.2026 by 3:00 PM                          |
| Date and time for technical bid opening                                                                                                                                                           | Will be intimated later                        |
| Date, time and venue for Technical presentation                                                                                                                                                   | Will be intimated later                        |
| Date and time for Financial bid opening of the technically qualified bidders                                                                                                                      | Will be intimated later                        |

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## 1. INTRODUCTION

- 1.1. Department of Tourism, Government of Odisha (hereinafter referred to as "DoT" or "Authority" or "Department") aims to develop Odisha as one of most preferred tourist destinations in India. Concerted efforts are being put in place by DoT to position the state prominently in the domestic and international tourist source markets. In this background, DoT intends to engage a Consulting Firm to setup a Project Management Unit (PMU) to assist the Department in its various activities in promoting the tourism potential of the state with the global and regional tourists in a holistic manner.
- 1.2. Accordingly, DoT intends to engage a Consulting Firm (hereinafter referred to as "Agency") for setting up a PMU with Department of Tourism, Odisha for an initial period of three years and after evaluation of the performance with respective deliverables, extension may be given every year for subsequent two years.

## 2. SCOPE OF WORK

### KEY SCOPE OF WORK

The selected agency will provide comprehensive support across multiple domain areas:

1. **Tourism Policy & Schemes:** Drafting Acts, policies, schemes, operational guidelines, and conducting benchmarking of fiscal/non-fiscal incentives across states.
2. **Destination Marketing and Promotion:** Develop destination marketing, branding, and promotional strategies. Plan and execute integrated marketing, advertising, and digital campaigns. Conduct market research and analyse tourism trends and target audiences. Manage media planning, brand communication, and campaign performance evaluation. Coordinate with tourism stakeholders, media agencies, and promotional partners.
3. **Investment Promotion & Facilitation:** Investor outreach, processing applications via GoSWIFT, land bank coordination with IDCO/ OTDC, and aftercare support for grounding investments.
4. **Infrastructure & Project Development:** Infrastructure gap analysis, preparation of concept plans/3D views, DPR assessment, GIS-based tourism asset inventory, and project monitoring.
5. **Procurement Support:** Assistance in drafting bid documents (EOI/RFP), bid evaluation, contract management, and vendor onboarding.
6. **Branding, Media, Marketing & Creative:** Creating brand campaigns, advertisements, collaterals, and coordinating with Media/PR agencies.
7. **Experiential Tourism :** Develop nature-based, cultural, heritage, spiritual, wellness, culinary, and niche tourism products (ecotourism, homestays, adventure, heritage) Enhance visitor experiences through innovative tourism concepts and curated activities. Promote local cuisine, handloom, handicrafts,

festivals, and heritage conservation. Coordinate with local communities, tourism stakeholders, and relevant departments. Support sustainable tourism development and local livelihood generation.

8. **IT Support:** Conducting As-Is studies, preparing IT RFPs, monitoring IT implementation, and setting up an integrated IT/Non-IT dashboard.
9. **Communication, Design and Creative Support:** Develop communication strategies, media plans, and promotional content, manage stakeholder engagement, media relations, and social media platforms. Monitor media coverage and communication effectiveness, design creative, advertisements, brochures, banners, and branding materials for OOH, digital, print, and social media. Ensure consistency with approved branding and communication guidelines.
10. **Event Management:** Planning, executing, and evaluating events, roadshows, festivals, and international/domestic travel marts. Ensure timely delivery and prepare post-event reports.

## 2.1. Miscellaneous

- 2.1.1. Assist in finalisation of the Annual Report / Outcome Budget / Statistical bulletin / newsletters of the Department.
- 2.1.2. Coordination with Tourism District Officers for implementation of various schemes, coordination for events.
- 2.1.3. Any other activity/ task as assigned by the Department from time to time.

## 3. KEY PERSONNEL AND TEAM DEPLOYMENT

3.1.1. The following key personnel shall be deployed for the engagement:

| Sl. | Position                                                | No. | Deployment | Minimum Educational Qualification                                                          | Minimum Experience                                                                                                                                                                                          |
|-----|---------------------------------------------------------|-----|------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Team Leader                                             | 1   | 100%       | B.Tech/B.E with MBA in Tourism                                                             | Tourism Sector expert with at least 20 years' of experience in Tourism and Eco Tourism across India. Experience in tourism & associated policy / guideline formulation for at least 2 states in India/ GoI. |
| 2.  | Destination Marketing and Promotion Specialist (Senior) | 1   | 100%       | MBA equivalent postgraduate qualification in Marketing / Business Administration / Tourism | Minimum 15 years of professional experience in destination marketing, brand management, integrated marketing communication, advertising, media planning, digital                                            |

| Sl. | Position                                  | No. | Deployment | Minimum Educational Qualification                                                                                        | Minimum Experience                                                                                                           |
|-----|-------------------------------------------|-----|------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
|     |                                           |     |            | Management / Mass Communication / Public Policy                                                                          | marketing, market research, or campaign management.                                                                          |
| 3.  | Procurement Specialist (Senior)           | 1   | 100%       | Any Graduate with MBA in Finance from reputed University/ Post graduate diploma in Procurement and contract management   | Procurement expert with at least 15 years' of experience in public/ Govt. procurement and bid process management.            |
| 4.  | Procurement Specialist (Junior)           | 1   | 100%       | Any Graduate with MBA in Finance from reputed University/ / Post graduate diploma in Procurement and contract management | Procurement expert with at least 5 years' of experience in public/ Govt. procurement and bid process management.             |
| 5.  | Project Monitoring Specialist (Junior)    | 1   | 100%       | B.Tech/B.E in Civil Engg. with Masters in Project Management or equivalent.                                              | At least 10 years' experience in project planning and monitoring of implementation of complex Govt. infrastructure projects  |
| 6.  | Infrastructure Specialist (Senior)        | 1   | 100%       | B.Tech/B.E in Civil Engg. / B.Arch with M.Plan / Masters in Construction Management                                      | At least 10 years of experience in working on Urban / Tourism Sector. Should have done at least 1 project of INR 50 Cr.      |
| 7.  | Investor Facilitation Specialist (Senior) | 1   | 100%       | B. Tech /B.E with MBA in Marketing /Finance                                                                              | At least 10 years' experience in investment promotion, data analysis and facilitation of investors for grounding of projects |

| Sl. | Position                                         | No. | Deployment | Minimum Educational Qualification                                                                                                          | Minimum Experience                                                                                                                                                                                                                                                                                |
|-----|--------------------------------------------------|-----|------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.  | Investor Facilitation Specialist (Junior)        | 1   | 100%       | B. Tech/B.E with MBA in Marketing /Finance/ Project Management                                                                             | At least 5 years' experience in investment promotion, data analysis and facilitation of investors for grounding of projects with professional experience in GIS, remote sensing, spatial planning, geospatial database development, spatial analysis, mapping, or GIS-enabled project monitoring. |
| 9.  | Experiential Tourism Specialist-Nature (Senior)  | 1   | 100%       | MBA / Master's Degree or equivalent postgraduate qualification in Tourism Management / Forestry Management / Travel and Tourism Management | At least 10 years of professional experience in tourism product development, visitor-experience enhancement, or conceptualisation and implementation of experiential or niche tourism products.                                                                                                   |
| 10. | Experiential Tourism Specialist-Culture (Senior) | 1   | 100%       | MBA / Master's Degree or equivalent postgraduate qualification in Tourism Management / Travel and Tourism Management / Social Science      | At least 10 years of professional experience in tourism product development, visitor-experience enhancement, or conceptualisation and implementation of experiential or niche tourism products/ cuisine/ heritage conservation/ handloom handicraft / spiritual / wellness/ festivals             |
| 11. | IT Specialist                                    | 1   | 100%       | B.Tech /B.E in Information & Technology or Computer Science or equivalent/ MCA                                                             | At least 10 years' experience in managing Technology projects with at least 3 years in managing Govt. IT projects                                                                                                                                                                                 |
| 12. | Communication Specialist                         | 1   | 100%       | Masters in Mass Communication / Media Science / Masters in PR / Masters in                                                                 | At least 07 years of professional experience in strategic communication, media communication, content development,                                                                                                                                                                                |

| Sl. | Position                                | No. | Deployment | Minimum Educational Qualification                                                                                                                                         | Minimum Experience                                                                                                                                                                                                                                 |
|-----|-----------------------------------------|-----|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                         |     |            | Journalism                                                                                                                                                                | stakeholder communication, social media communication.                                                                                                                                                                                             |
| 13. | Event Management Specialist             | 1   | 100%       | MBA in Marketing/ Masters in Event Management / Tourism Management/ Hospitality Management / Postgraduate Diploma in PR and Corporate Communications/ Logistic Management | At least 05 years of professional experience in the planning, coordination, execution, supervision, or monitoring of events, festivals, conferences, exhibitions, tourism events, cultural programmes, roadshows, summits, or similar assignments. |
| 14. | Design and Creative Specialist (Junior) | 1   | 100%       | Diploma in Multimedia and Animation                                                                                                                                       | At least 05 years' experience in design and visual elements creation for use in various OOH, Digital, Print and Social Media campaigns/ ads                                                                                                        |

- 3.1.2. The Curriculum Vitae/ Resume of the proposed resources along with proof of desired qualification must be submitted with the bid.
- 3.1.3. The above is the indicative list of resources required during the project tenure. The Selected Agency shall also provide supervisory staff to the Department for project review and discussion at no cost to DoT.
- 3.1.4. DoT may, based on its requirements, increase or reduce the number of resources deployed during the contract period with approval of Competent Authority. Where DoT requires additional personnel under any of the positions specified in this RFP, the Selected Agency shall deploy such personnel at the corresponding man-month rate quoted in its Financial Proposal.
- 3.1.5. The Selected Agency shall mandatorily deploy those resources who are showcased in the response to the RFP.
- 3.1.6. In case at any future date, State Government/Tourism Department finds that the performance of any personnel is not up-to-mark or wanting, it may ask the Selected Agency to give a replacement with similar qualifications/experience and the Agency shall be under obligation to replace the manpower/personnel with similar qualifications/experience within two months of receipt of express written request by the Department of Tourism in this regard.

- 3.1.7. In the event of any personnel resigning from the Agency, such personnel provided by the Agency shall be under obligation to give a minimum of two months' notice to the Agency who shall in-turn intimate the same to Department of Tourism forthwith. The Agency shall take all steps to provide details of a replacement with similar qualifications/experience within the two months period and such replacement shall be accepted by the Tourism Department only after written approval by the Department of Tourism.

#### **4. FEES AND PAYMENT SCHEDULE**

The selected agency shall provide monthly invoice to DoT within first week of the succeeding month for processing and payment.

The agency shall also furnish the Monthly Progress Report of the assignment executed during the said month to ascertain the performance of the PMU.

Any official travel undertaken on request of DoT outside Bhubaneswar, such travel expenses, including Hotel Accommodation, Travel and Food, shall be borne by Department of Tourism (As per applicable Govt. norms including per Diem for International Tour).

#### **5. MINIMUM ELIGIBILITY CRITERIA**

To be eligible for pre-qualification and short-listing for evaluation of Technical and Financial Bid, the agency shall fulfil the following eligibility conditions.

##### **5.1. General Eligibility Criteria:**

- 5.1.1. The Agency should be an entity incorporated/ registered under the Companies Act 2013 or a Limited Liability Partnership registered under the LLP Act 2008 with a track record of providing consulting/ advisory services for at least 10 years. No other legal entities are allowed to bid. The Agency must submit a proof of Registration of the legal entity (Certificate of Incorporation, PAN, GST registration certificate).
- 5.1.2. The Agency should not be under blacklist by any Department/Agency/ PSU in any State or Central Government of India as on date of submission of bid.
- 5.1.3. Bidders/ prospective bidders who have been convicted by any court of law OR whose contracts have been terminated by Central Government or any State Govt or any Govt agency (s) in past 5 years (from the date of publication of this RFP) shall not be eligible.
- 5.1.4. It shall be the primary responsibility of the intending bidders to ensure correct submission of information. Any failure to submit correct information, non-compliance to any of the bid conditions, any suppression of information or mis representation of facts, etc. shall make the bid liable to be declared non-responsive and disqualified. Further, the Authority may take appropriate action for blacklisting of such bidders for a period of three years after following due process of

law. This clause shall remain in force for the entire duration of the contract.

### 5.2. Technical Eligibility Criteria

The Agency should have experience of at least 3 completed Project Management Unit (PMU) assignment of minimum 24 months duration each with Government of India/ State Government in India in the last 7 years. Each eligible assignment shall have a minimum consultancy fee of INR **2.0** crore per annum. Out of three PMU, at least one must be from Investment Promotion related assignment with State Government/ GoI/ international funding agencies in India in the last 5 years.

#### **Note:**

- a. Documentary proof (copy of Work Order, Agreement, Completion Certificate etc. of related projects) with project citation
- b. Self-declaration documents to fulfil eligibility criteria shall be rejected.

### 5.3. Financial Eligibility Criteria

The Agency must have

- 5.3.1. Minimum Average Overall Annual Turnover of INR 2000-Crore for the last 3 (Three) financial years (i.e. FY 2022-23, FY 2023-24 and FY 2024-25).
- 5.3.2. Minimum Average Annual Turnover of INR 750 Crore from Government Consulting for the last 3 (Three) financial years (i.e. FY 2022-23, FY 2023-24 and FY 2024-25).

**Note:** The Agency shall submit the Audited Balance Sheet and Profit & Loss Statement for the last 3 (Three) Financial Years i.e., FY 2022-23, FY 2023-24 and FY 2024-25 along with CA Certificate duly certified by either Statutory Auditor or Chartered Accountant in the Technical Proposal/Bid.

## 6. BID EVALUATION CRITERIA

- 6.1. Only those Agencies who meet the **Minimum Eligibility Criteria** as per Clause 5 shall qualify for evaluation of their technical bid and financial bids will be opened for those who qualify for the Technical bid. Evaluation of the Technical and Financial proposals will be based on **Quality cum Cost Based Selection (QCBS) mode with weightage of 70% and 30 %** for technical and financial proposals, respectively.

### 6.2. Evaluation of Technical Proposals

- 6.2.1. The Technical evaluation will include the evaluation of the Technical Proposal followed by Presentation, as specified below:

**Table 5**  
**Technical evaluation criteria**

| <b>A.</b> | <b>Technical Proposal evaluation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>60</b> |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1         | <p>The bidder should have at least 3 completed Project Management Unit (PMU) assignment of minimum 24 months duration each with Government of India/ State Government in India in the last 7 years. Each eligible assignment shall have a minimum consultancy fee of INR <b>2.0</b> crore per annum.</p> <p>15 marks for 3 projects</p> <p>2 Marks for each additional completed PMU assignment with Government of India/ State Government in India</p> <p>Max up to 10 Marks.</p> | <b>25</b> |
| 2         | <p>Minimum Average Overall Annual Turnover of INR 2000 Crore for the last 3 (Three) financial years (i.e. FY 2022-23, FY 2023-24 and FY 2024-25).</p> <p>10 marks for fulfilling above criteria</p> <p>1 Mark for each additional average turnover of 1000 Crore</p> <p>Max up to 5 Marks.</p>                                                                                                                                                                                     | <b>15</b> |
| 3         | <p>Minimum Average Annual Turnover of INR 750 Crore from Government Consulting for the last 3 (Three) financial years (i.e. FY 2022-23, FY 2023-24 and FY 2024-25).</p> <p>3 marks for fulfilling above criteria</p> <p>1 Mark for each additional average turnover of 100 Crore</p> <p>Max up to 2 Marks</p>                                                                                                                                                                      | <b>5</b>  |
| 4         | <p>The bidder should have 1 completed Investment Promotion consulting project with Government of India/ any State Government/international funding agencies in India in the last 5 years. Each eligible assignment shall have a minimum consultancy fee of INR 2.0 crore.</p> <p>7 marks for 1 project</p> <p>1 Mark for each additional project. Max up to 3 Marks.</p>                                                                                                           | <b>10</b> |
| 5         | <p>The bidder having completed Project Management Unit (PMU) (of at least 24 months duration) with Government of Odisha in the last 7 years with a minimum consultancy fee of INR 2.0 crore.</p> <p>2.5 Marks for each project. Max up to 5 Marks.</p>                                                                                                                                                                                                                             | <b>5</b>  |

|                                                                                                                                                                                    |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>B. Technical Presentation</b>                                                                                                                                                   | <b>40</b> |
| Approach & Methodology through technical presentation<br>a) Overall proposition for Odisha Tourism<br>b) Team Composition and Key Personnel<br>c) Innovative ideas and suggestions | 40        |

6.2.2. Technical score will be calculated by adding the technical score (A) and technical presentation score (B).

6.2.3. The qualifying technical score (Ts) for opening of the financial bid is 70 out of 100.

**6.3. Financial proposal evaluation:**

6.3.1. The Agency who scores at least 70 marks in technical evaluation, shall qualify for opening of the financial bid.

6.3.2. Technical Score (Ts): Technical Score will be the marks scored out of 100 in Table 5 above, multiplied by 0.7 .

6.3.3. Financial Score (Fs): The lowest financial proposal will be given a financial score of 30 marks.

6.3.4. The financial score of other proposals will be computed as follows:

6.3.5.  $F_s = 30 \times FM1/F1$ , where F1 = amount of financial proposal as proposed by the bidder; FM1 = lowest financial quote.

6.3.6. Combined and Final Evaluation: Combined score (S) (technical score (Ts) plus financial score (Fs)) shall be calculated based on Technical and financial scores of the Agency as per QCBS system ( $S = Ts + Fs$ ).

6.3.7. Selection of Agency: The Agency securing the highest combined score (S) would be the Preferred Agency.

## **7. BID SECURITY/EARNEST MONEY DEPOSIT (EMD) AND BID PROCESSING FEE**

7.1.1. The bid must be accompanied by a refundable EMD of INR 10,00,000/- (Rupees Ten Lakh only) and a non-refundable Bid Processing Fee of Rs.10,000/- (Rupees ten thousand only) in the form of a Demand Draft drawn in favour of "Director, Tourism", payable at Bhubaneswar. The Bid Security/EMD shall be valid till the validity of the bid. **NO EXEMPTION FROM SUBMISSION OF BID SECURITY/EMD AND BID PROCESSING FEE IS ALLOWED.**

7.1.2. **PROPOSALS WITHOUT THE EMD/BID SECURITY AND BID PROCESSING FEE SHALL BE TREATED AS NON-RESPONSIVE AND SHALL BE SUMMARILY REJECTED. NO INTEREST SHALL BE PAYABLE ON SUCH EMD/BID SECURITY BY THE GOVERNMENT.**

7.1.3. The EMD/Bid Security of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security Deposits.

- 7.1.4. The Bid Security/ EMD of unsuccessful bidders shall be refunded after acceptance of the LoA by the Successful Bidder or within 15 days of opening of the financial bid whichever is later.
- 7.1.5. The Bid Security may be forfeited:
- a. If the Bidder withdraws the Bid after bid opening (opening of technical qualification/ part of the bid during the period of Bid validity)
  - b. in the case of a successful Bidder, if the Bidder fails within the specified time limit to:
    - I. sign the Agreement; and/or
    - II. Furnish the required Security Deposits

## **8. FORCE MAJEURE**

For the Purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of the DoT. The terms "Force Majeure" as implied herein shall mean an act of God, War, Civil riots, fire directly affecting the performance of the contract, floods and Acts and Regulations of respective Government of the two parties, namely the DoT and the Agency. Both upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, shall within seventy-two hours of the alleged beginning and ending thereof intimate the other party giving full particulars and satisfactory evidence in support of its claim. If deliveries are suspended by force majeure conditions lasting for more than 2 (two) months, the Organization shall have the option of cancelling this contract in whole or part at its discretion without any liability on its part. Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

## **9. TERMINATION OF THE CONTRACT**

- 9.1. In case of deficiency or non-fulfilment of obligations as per the scope of work or quarterly deliverables, DoT shall serve a notice to the concerned agency to rectify / fulfil the obligations within a specified period of not more than 30 days to rectify or fulfil the deliverables assigned by DoT, failing which DoT shall be at the liberty to execute the work through any other agency at the cost of the selected agency. **DoT also reserves the right to cancel the contract.**
- 9.2. DoT reserves the right to terminate the agreement in case of deficiency in services or poor performance of the agency for any subsequent month/ quarter/ year. For this, DoT shall intimate the agency in the monthly review meeting. In this respect, the view of DoT about the performance is final and binding.

- 9.3. DoT reserves the right to drop or remove any or all scope of work deemed not suitable or in line with the objectives for DoT which may necessitate termination of contract. However, in such scenario DoT shall provide a maximum time period of 3 months to the agency to terminate the contract and complete all the requisite formalities and responsibilities assigned.
- 9.4. The Agency may terminate the agreement with a notice of 3 months to DoT, if the Agency deems that it is not in a position to fulfil the requirements and deliver the scope of work outlined in the agreement.

## **10. PENALTY**

- 10.1. Failure in fulfilment of deliverables as indicated in Clause 2 (Scope of Work), shall warrant the following:
- 10.1.1. Forfeiture of Performance Bank Guarantee in case of failure to successfully perform/ complete the deliverables and/ or in case of any midway unilateral withdrawal from the contract.
  - 10.1.2. The Agency may be blacklisted from bidding for any future Contract/ Tender/ EoI /RFP with Department of Tourism, Government of Odisha for a period of 3 years.
- 10.2. On account of circumstances beyond the control of the agency like natural calamities or force majeure event or any other unforeseen events and upon formal notification by the appropriate authority, DoT may give extended time to the agency to complete the deliverables and in such a case will not hold up the payment that is due for that particular stage.

## **11. VALIDITY OF BID**

Proposal shall remain valid for 180 (One Hundred and Eighty) days from the last date of submission. A proposal valid for a shorter period shall be rejected as non-responsive.

## **12. DISPUTES**

All legal disputes are subject to the jurisdiction of Courts in Bhubaneswar only.

## **13. ACKNOWLEDGMENT BY AGENCY**

It shall be deemed that by submitting the Proposal, the Agency has gone through the scope of work and other stipulations in detail; and

- a) Made a complete and careful examination of the requirements for the project, details mentioned in RFP, general condition of contract, submission formalities and evaluation mechanism.
- b) Received all relevant information requested from DoT.
- c) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of DoT.
- d) Satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under.
- e) Agreed to be bound by the undertaking provided by it under and in terms hereof.

DoT shall not be liable for any omission, mistake or error on the part of the Agency in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by the DoT.

#### **14. RIGHT TO REJECT ANY OR ALL PROPOSALS**

Notwithstanding anything contained in this invitation document, DoT reserves the right to accept or reject any proposal and to annul this selection process and reject all proposals, at any time during the bidding process without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

DoT, also, reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or uncovered, or
- b) the Agency does not submit in time any information or clarification asked for

#### **15. SUBMISSION OF PROPOSAL- PACKING, SEALING & MARKING**

Duly sealed proposal from the Agency filled in all respect must reach DoT at the address, time and date specified in the RFP through Speed Post/ courier/ hand delivery.

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with Agency's name and address in the left-hand corner of the envelope and super scribed in the following manner.

**Part-A:**

**Technical proposal for Selection of a Consulting firm for setting up a PMU  
at Department of Tourism, Government of Odisha**

**Part-B:**

**Financial Proposal for Selection of a Consulting firm for setting up a PMU  
at Department of Tourism, Government of Odisha**

Both the envelopes i.e. envelope for **Part-A** and Envelope for **Part-B** must be packed in a separate sealed outer cover and clearly super scribed with the following:

**"SELECTION OF A CONSULTING FIRM FOR SETTING UP A PMU AT  
DEPARTMENT OF TOURISM, GOVERNMENT OF ODISHA"**

The **Agency's** Name & address shall be mentioned in the left-hand corner of the outer envelope. The inner and outer envelopes shall be addressed to DoT, Bhubaneswar at the following address:

Director Tourism  
Paryatan Bhawan, Lewis Road,  
Bhubaneswar, Odisha – 751014  
Email: - [info@odishatourism.gov.in](mailto:info@odishatourism.gov.in);  
Ph: 0674 – 2432177  
Fax: 0674 – 2430887

**Note:**

- a) If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then DoT will assume no responsibility for the tender's misplacement or premature opening. Telex, Email, cable or facsimile tenders will be rejected.
- b) The opening of the Financial Proposal shall be made after evaluation of technical proposal and as per the scheduled dates which shall be intimated by DoT to the eligible Agencies.
- c) Agencies are advised to prepare their documents with proper sequence and indexing, page numbering without which the bid shall be considered non-responsive.

**16. DOCUMENTS TO ACCOMPANY THE PROPOSAL**

**PART A – (Technical Proposal)**

The Agency must submit the following particulars / documents along with the Technical proposal failing which the proposal may be treated as non-responsive:

- a) Covering Letter and Details of Agency as per **Annexure I and II**, respectively

- b) The Agency shall submit their Company Registration Certificate, Photocopy of PAN Card, GST Registration.
- c) All pages of the tender document shall be signed by the authorised signatory who generally signs the bids. *Power of Attorney (on stamp paper of Rs 100) duly notarised has to be submitted in support of this* as per **Annexure III**
- d) The Agency should not be blacklisted by any PSU/Government Institution/ Private Agency. A self-declaration of non-blacklisting on the letterhead shall be submitted as per **Annexure IV**.
- e) The Agency shall submit an Undertaking on correctness of details / information shared in the proposal as per **Annexure V**
- f) Proof of work experience of similar nature in the form of Work-Orders, agreement and Completion Certificates issued from the organizations in each such case has to be submitted in the format mentioned in **Annexure VI**
- g) Balance Sheets and Profit & Loss Statements for the last three (3) Financial Year (2022-23, 2023-24 and 2024-25) duly certified by Chartered Accountant indicating the Annual Turnover for the mentioned years as per **Annexure VII**
- h) All pages of the tender document shall be signed by the authorised signatory who generally signs the bids.

Note: The Agency must submit a detailed **Index Page** with clearly mentioning the Page Numbers on each Document as required by this RFP.

## **PART – B (Financial Proposal)**

The Agency must submit the Financial Proposal as per format provided in **Annexure VIII**.

### **17. AMENDMENT/ MODIFICATION**

At any time prior to the deadline for submission of Proposal, the DoT may, for any reason, whether at its own initiative or in response to clarifications requested by an Agency, modify any of the terms mentioned in this RFP document by the issuance of Addendum/ Amendment. All such amendments/ addendum will be published in the DoT website and will be binding on all. In order to abide by the issuance of the amendment or allow the Agency for giving a reasonable time for considering an amendment into their proposal, or for any other reason, DoT may, in its sole discretion, extend the Proposal Due Date.

### **18. LANGUAGE**

The Proposal and all communications in relation to or concerning the selection process shall be in English language and strictly in the formats provided in this invitation document.

## **19. LATE SUBMISSION**

Proposal received after the deadline for submission prescribed by DoT will not be entertained and shall be rejected.

## **20. CONSORTIUM / JOINT VENTURE**

**Agencies are NOT allowed to form consortium / Joint Venture** for participating in the bid.

## **21. MODIFICATIONS AND WITHDRAWAL OF PROPOSALS**

No modifications to the Proposals shall be allowed once it is received by DoT.

## **22. PERFORMANCE SECURITY AND AGREEMENT**

DoT shall issue a Letter of Award ("LoA"), along with the draft Agreement, to the Selected Agency upon completion of the selection process. The Selected Agency shall, within fifteen (15) days from the date of issuance of the LoA, furnish an unconditional and irrevocable Performance Security in the form of a Bank Guarantee from a Scheduled Commercial Bank operating in India, equivalent to three per cent (3%) of the total Contract Value for the initial contract period, and execute the Agreement with DoT.

The Performance Security shall remain valid for the entire contract period and for ninety (90) days beyond the completion of all contractual obligations. Where the contract is extended for any period, the Selected Agency shall extend or renew the Performance Security for the entire extended period and ninety (90) days thereafter. If the Contract Value is revised due to such extension, the Performance Security shall be correspondingly enhanced to three per cent (3%) of the revised Contract Value.

DoT may invoke the Performance Security, wholly or partly, in accordance with the Agreement, in the event of breach, non-performance, termination attributable to the Selected Agency, or failure to pay any liquidated damages or other amounts due to DoT. Such invocation shall be without prejudice to any other rights or remedies available to DoT.

## **23. INDEMNITY**

The Agency shall, subject to the provisions of the Agreement, indemnify DoT for an amount not exceeding the value of the Agreement, for any direct loss or damage that is caused due to any deficiency in service.

#### **24. LIMITATION OF LIABILITY**

In no circumstance shall the aggregate liability of either DoT or the Agency exceed the total value of the Agreement.

## **ANNEXURE-I: COVER LETTER**

(On the Letterhead of the Agency)

**To,**

**Date:** \_\_\_\_\_

**Director Tourism  
Department of Tourism  
Paryatan Bhawan, Lewis Road,  
Bhubaneswar-751 014**

**Ref: Request for Proposal (RFP) For Selection of a Consulting firm for setting up a PMU at Department of Tourism, Government of Odisha**

1. With reference to your RFP document \_\_\_\_\_, dated \_\_\_\_\_, I, having examined the RFP Documents and understood their contents, hereby submit my / our proposal for the subject RFP. The Proposal is unconditional and unqualified.
2. I acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the proposal for selection of the Agency, and we certify that all information provided in the proposal and its Annexures along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the proposal are true copies of their respective originals.
3. This statement is made for the express purpose of our selection as Agency for the design and execution of the aforesaid Project.
4. I shall make available to the Authority any additional information it may find necessary or require supplementing or authenticate the Proposal.
5. I acknowledge the right of the Authority to reject our Proposal 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.
6. I certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. I declare that:
  - (a) I have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and

- (b) I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
  - (c) I hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
  - (d) the undertakings given by us along with the Proposal in response to the subject RFP and information mentioned for the evaluation of the bid capacity were true and correct as on the date of making the Proposal and are also true and correct as on the Proposal Due Date and I shall continue to abide by them.
- 8. I understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any BID that you may receive nor to invite the Agencies to BID for the Project, without incurring any liability to the Agencies, in accordance with the RFP document.
  - 9. I certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
  - 10. I undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
  - 11. I further acknowledge and agree that in the project such change in control occurs after signing of the Agreement up to its validity, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Agreement shall be liable to be terminated without the Authority being liable to us in any manner whatsoever.
  - 12. I hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Agency, or in connection with the Bidding Process itself, in respect of the subject RFP and the terms and implementation thereof.
  - 13. In the event of my/ our being declared as the Selected Agency, I / we agree to enter into an Agreement in accordance with the draft that has been provided to me / us by the Authority. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
  - 14. I have studied all the Bidding Documents carefully and also reviewed the information made available by DoT. We understand that except to the extent

as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.

15. The documents accompanying the Technical Proposal, as specified in the RFP, have been submitted in separate files.
16. I agree and understand that the Proposal is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project not awarded to me or our Proposal is not opened or rejected.
17. The Financial Proposal has been quoted by me after taking into consideration all the terms and conditions stated in the RFP, draft Agreement, our own estimates of costs and after a careful assessment of the website and all the conditions that may affect the implementation cost.
18. I agree and undertake to abide by all the terms and conditions of the RFP document.
19. I shall keep this offer valid for 180 (One Hundred Eighty) days from the Proposal Due Date specified in the RFP.
20. I hereby certify that we have not changed any quantity as mentioned in the financial figures and confirm that any discrepancy arises at any time, decision of Authority (DoT) will be considered as final.
21. I hereby submit our Proposal and quote an amount as indicated in Financial Proposal for undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.

In witness thereof, I submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

**Date:**

**(Signature, name and designation**

**Place:**

**of the Authorised signatory)**

**Name & seal of Agency**

## **ANNEXURE-II: DETAILS OF AGENCY**

(On the Letter Head of the Agency)

- (a) Name of the Agency:**
- (b) Incorporation (i.e. Company, LLP):**
- (c) Registered Office Address with telephone, fax, website and email:**
- (d) Date of Incorporation (Please attach copy of certificate of incorporation/ Registration):**
- (e) Name of the contact Person (Authorised Signatory):**
- (f) Designation:**
- (g) Mobile Number & Telephone Number:**
- (h) E-mail Address:**
- (i) Fax Number:**
- (j) GST Registration number:**
- (k) Pan Card:**
- (l) Average Annual Turnover:**

**Duly signed by the Authorised Signatory of the Agency  
(Name, Title and Address of the Authorised Signatory)**

### ANNEXURE-III: POWER OF ATTORNEY FOR SIGNING OF PROPOSAL

Know all men by these presents, We.....(name of the firm 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 Bid for the **"Selection of a Consulting firm for setting up a PMU at Department of Tourism, Government of Odisha"** (Project) proposed to be developed by the Department of Tourism including but not limited to signing and submission of all Bids / Proposals, bids and other documents and writings, participate in pre-bids / pre-proposal and other conferences and providing information / responses to DoT, presenting us in all matters before DoT, signing and execution of all contracts including the Agreement and undertakings, consequent to acceptance of our bid, and generally dealing with DoT in all matters in connection with or relating to or arising out of our bid, for the said Project and/ or upon award thereof, to us and / or till the completion of the project.

AND we 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 and shall be binding on us.

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

For

.....

Accepted

\_\_\_\_\_ (signature)

(Name, Title and Address) of the Attorney

*Note:*

- *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 executants(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*

#### **ANNEXURE-IV: DECLARATION ON NON-BLACKLISTING**

(On the Letter Head of the Agency)

I/We                      Proprietor/                      Partner(s)/                      Director(s)                      of  
M/s \_\_\_\_\_ hereby certified that, I/we M/s \_\_\_\_\_  
\_\_\_\_\_ have not been blacklisted or debarred  
by any Ministry/ Departments of Central/ State Government, International bodies like  
United Nations, World Bank or any other organisation/ Funding Agencies as on date.

In case the above information found false I/We are fully aware that the  
tender/ contract will be rejected / cancelled by DoT, Odisha and EMD/PBG shall be  
forfeited. In addition to the above DoT, Odisha will not be responsible to pay the  
bills for any completed / partially completed work.

**Duly signed by the Authorised Signatory of the Agency**  
**(Name, Title and Address of the Authorised Signatory)**

## **ANNEXURE-V: UNDERTAKING**

(On the Letter Head of the Agency)

Date:

To,  
Director Tourism  
Department of Tourism Paryatan Bhawan,  
Lewis Road Bhubaneswar - 751 014

**Ref: Selection of a Consulting firm for setting up a PMU at Department of Tourism, Government of Odisha**

Dear Sir,

We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by DoT. Our Proposal is consistent with all requirements of submission as stated in the RFP or in any of the subsequent communication issued by the DoT. We would be solely responsible for any errors or omissions in our Proposal.

We hereby declare that we have read and understood the rules governing the development of project as given above, examined and understood and satisfied ourselves regarding the content of the various agreements, declarations and deeds to be executed and do hereby undertake to execute them when called upon to do so, and commit in unequivocal terms, in letter and spirit, that the project shall be implemented as per the comprehensive stipulations and requirements that have been spelt out by the DoT, in this RFP and Bidding Documents including adherence to the areas / capacities / specifications / regulations as have been detailed by the DoT in this regard.

We also commit to abide by the decision of DoT on all matters relating to the implementation of the Project and thereafter, the Operations and Maintenance of the Projects.

**Duly signed by the Authorised Signatory of the Bidder**

**(Name, Title and Address of the Authorised Signatory)**

## ANNEXURE-VI: PROJECT CREDENTIALS

| Sl. | Parameters                                                                                      | Details |
|-----|-------------------------------------------------------------------------------------------------|---------|
| 1.  | Project Title                                                                                   |         |
| 2.  | Project Description                                                                             |         |
| 3.  | Location                                                                                        |         |
| 4.  | Name of Client                                                                                  |         |
| 5.  | Total value of work order<br>(In Indian Rupees), as applicable                                  |         |
| 6.  | No. of manpower/ experts engaged                                                                |         |
| 7.  | Period of Services rendered by the Agency                                                       |         |
| 8.  | Scope of Service                                                                                |         |
| 9.  | Other Information relating to Project                                                           |         |
| 10. | Nature and details of experience in similar field (Please attach relevant documentary evidence) |         |
| 11. | Copy of Work Order, Agreement, Completion Certificate to be submitted                           |         |

*\*Please use separate sheet for single project*

**Duly signed by the Authorised Signatory of the Agency**

**(Name, Title and Address of the Authorised Signatory)**

***Note: Documentary proof (copy of Work Order, Agreement, Completion Certificate etc of related projects) with project citation***

**Annexure -VI (a):**

**Format for Submission of CVs of Key personnel**

|                                                     |                |                                       |                        |
|-----------------------------------------------------|----------------|---------------------------------------|------------------------|
| <b>1. Proposed Position:</b>                        |                |                                       |                        |
| <b>2. Name of Firm:</b>                             |                |                                       |                        |
| <b>3. Name of Expert:</b>                           |                |                                       |                        |
| <b>4. Date of Birth:</b>                            |                | <b>Citizenship:</b>                   |                        |
| <b>5. Complete Personal Contact Details:</b>        |                |                                       |                        |
| <b>Residential Address</b>                          |                | <b>Telephone Number</b>               | <b>Email Id</b>        |
| <b>6. Education:</b>                                |                |                                       |                        |
| <b>Degree(s) or Diploma(s) obtained:</b>            |                | <b>Name of Institution/University</b> | <b>Year of Passing</b> |
| <b>7. Membership of Professional Associations</b>   |                |                                       |                        |
| <b>8. Other Trainings /Certification /Course :</b>  |                |                                       |                        |
| <b>9. Publications / Research Paper Published :</b> |                |                                       |                        |
| <b>10. Languages: (Excellent, Good, Average)</b>    |                |                                       |                        |
| <b>Language</b>                                     | <b>Reading</b> | <b>Speaking</b>                       | <b>Writing</b>         |
| English                                             |                |                                       |                        |
| Hindi                                               |                |                                       |                        |
| Others (Pls. mention)                               |                |                                       |                        |
| <b>11. Employment Record:</b>                       |                |                                       |                        |
| <b>From</b>                                         | <b>To</b>      | <b>Employer</b>                       | <b>Position Held</b>   |
|                                                     |                |                                       |                        |
|                                                     |                |                                       |                        |

|                                    |                                                                                          |
|------------------------------------|------------------------------------------------------------------------------------------|
| <b>12. Detailed Tasks Assigned</b> | <b>13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b> |
| <b>Activities performed:</b>       | <b>Name of assignment or project:</b>                                                    |
|                                    | <b>Year:</b>                                                                             |
|                                    | <b>Location:</b>                                                                         |
|                                    | <b>Client:</b>                                                                           |
|                                    | <b>Main Project Features:</b>                                                            |
|                                    | <b>Position held:</b>                                                                    |

|                                                                                                                                                                                                                                                                                                                                                           |                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Certification:</b>                                                                                                                                                                                                                                                                                                                                     |                       |
| I, 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.<br>Additionally, I also certify that I shall be available for the entire duration of the contract. |                       |
|                                                                                                                                                                                                                                                                                                                                                           | Dated:                |
| <hr/>                                                                                                                                                                                                                                                                                                                                                     | <hr/>                 |
| (Authorized Signatory)                                                                                                                                                                                                                                                                                                                                    | (Signature of Expert) |

## ANNEXURE-VII: FINANCIAL DETAILS OF AGENCY

**Name of the Agency:**

---

| Sl. | Particulars                                                              | FY 2022-23 | FY 2023-24 | FY 2024-25 |
|-----|--------------------------------------------------------------------------|------------|------------|------------|
| 1.  | Overall Turnover<br>(in INR Crore)                                       |            |            |            |
| 2.  | Average Overall<br>Annual Turnover<br>for last 3 years<br>(in INR Crore) |            |            |            |

| Sl. | Particulars                                                                             | FY 2022-23 | FY 2023-24 | FY 2024-25 |
|-----|-----------------------------------------------------------------------------------------|------------|------------|------------|
| 1.  | Turnover from<br>Government<br>Consulting (in INR<br>Crore)                             |            |            |            |
| 2.  | Average Turnover<br>from Government<br>Consulting for last<br>3 years<br>(in INR Crore) |            |            |            |

*Note:*

1. Attach certified copies of Annual Audited Balance Sheets, P & L statement and IT Returns Certificate for last 3 (Three) years.
2. The above data must be submitted by Agency, duly certified by either Statutory Auditor or Chartered Accountant.

Signed

Signature of CA/ Statutory Auditors

(Name of the Authorised Signatory)

(with seal & registration no.)

Place:

Date:

### ANNEXURE-VIII: FINANCIAL PROPOSAL

To,

**Director Tourism  
Department of Tourism  
Paryatan Bhawan, Lewis Road,  
Bhubaneswar-751 014**

**Ref: Selection of a Consulting firm for setting up a PMU at Department of Tourism, Government of Odisha.**

Sir,

We, the undersigned, offer to provide the services for setting up a PMU at Department of Tourism, Odisha in accordance with your Request for Proposal No. \_\_\_\_\_ dated **[Insert Date]**. Our Financial Proposal is as per details mentioned below:

| Financial Bid Amount (in INR) for Three Years |          |
|-----------------------------------------------|----------|
| In Figures                                    | In words |
|                                               |          |

Note: The above quoted amount will be used for financial bid evaluation and shall be **exclusive** of applicable GST

| Sl. | Position                                                | Man-Month rate (in INR) |
|-----|---------------------------------------------------------|-------------------------|
| 1.  | Team Leader                                             |                         |
| 2.  | Destination Marketing and Promotion Specialist (Senior) |                         |
| 3.  | Procurement Specialist (Senior)                         |                         |
| 4.  | Procurement Specialist (Junior)                         |                         |
| 5.  | Project Monitoring Specialist (Junior)                  |                         |
| 6.  | Infrastructure Specialist (Senior)                      |                         |
| 7.  | Investor Facilitation Specialist (Senior)               |                         |
| 8.  | Investor Facilitation Specialist (Junior)               |                         |
| 9.  | Experiential Tourism Specialist- Nature (Senior)        |                         |
| 10. | Experiential Tourism Specialist- Culture (Senior)       |                         |
| 11. | IT Specialist                                           |                         |
| 12. | Communication Specialist                                |                         |
| 13. | Event Management Specialist                             |                         |
| 14. | Design and Creative Specialist (Junior)                 |                         |

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid in accordance with the proposal validity mentioned in the subject RFP from the last date of submission of proposal.

The Financial Proposal is without any condition.

Yours faithfully,

For and on behalf of (*Name of Agency*)

**Duly signed by the Authorised Signatory of the Agency**  
**(Name, Title and Address of the Authorised Signatory)**

## ANNEXURE-IX: PRE-BID QUERY FORMAT

Interested parties shall submit their queries in the following format

| Sl. No | Clause No/ Page No | Query/ Modifications Requested | Remark/ Reason |
|--------|--------------------|--------------------------------|----------------|
|        |                    |                                |                |
|        |                    |                                |                |

**Note:**

Agency/s shall submit their query or modification in soft copy to [info@odishatourism.gov.in](mailto:info@odishatourism.gov.in) on or before the pre bid query submission due date.