



श्री अमरनाथ जी श्राइन बोर्ड
SHRI AMARNATHJI
SHRINE BOARD

Request for Proposal

for

Selection of a Consultant for enhancing pilgrim experience and promotion
of the Yatra 2022 and 2023

Issued by

SHRI AMARNATH JI SHRINE BOARD (SASB)

Chaitanya Ashram, Talab Tillo, Jammu – 180002 (Nov-April)

Tele: 0191-2555662, Telefax: 0191-2503399

2nd Floor, Block-III, Engineering Complex, Raj Bagh, Srinagar-190008 (May- Oct)

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Disclaimer

This Request for Proposal (RFP) document for *“Selection of a Consultant for enhancing the pilgrim experience and promotion of the Yatra 2022 and 2023”* (hereinafter referred to as the “Consultant”) contains brief information about the scope of work and qualification process for the successful applicant. The purpose of the RFP Document is to provide the applicants (hereinafter referred to as “Applicant/s”) with information to assist the formulation of their proposals (hereinafter referred to as the “Proposal/s”).

While all efforts have been made to ensure the accuracy of information contained in this RFP Document, this document does not purport to contain all the information required by the Applicants. The Applicants should conduct their own independent assessment, investigations and analysis and should check the reliability, accuracy, and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their Proposal. Shri Amarnathji Shrine Board Office (hereinafter referred to as “Client”) or any of its employees or existing advisors/consultants shall incur no liability under any law, statute, rules, or regulations as to the accuracy or completeness of the RFP Document.

The Client reserves the right to change any or all conditions/ information set in this RFP Document by way of revision, deletion, updating or annulment through issuance of appropriate addendum as the Client may deem fit without assigning any reason thereof.

The Client reserves the right to accept or reject any or all Proposals without giving any reasons thereof. The Client will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the Proposals to be submitted in response to this RFP Document.

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1. General Information

Shri Amarnathji Holy Shrine forms an important part of our culture. Lakhs of devotees undertake an annual pilgrimage to the Holy Shrine situated in Kashmir Himalayas across arduous mountainous terrain.

Shri Amarnathji Shrine Board Office (hereinafter is also referred to as the “Client”) intends to appoint a **Consultant for Enhancing the Pilgrim Experience and promotion of Yatra for 2022 & 2023.**

The Request for Proposal (RFP) document can be downloaded from website www.shriamarnathjishrine.com. Key dates for this RFP are as below:

- Last date of submission of Proposals: 1400 hrs on 13th May, 2022.
- Date of opening of Technical Bids: 1500 hrs on 14th May, 2022
- Date of opening of Financial Bids: To be communicated later to successful bidders.

Contact Details: Sh. Vikas Attri, Chief Accounts Officer,

SHRI AMARNATH JI SHRINE BOARD (SASB)

Chaitanya Ashram, Talab Tillo, Jammu (Nov-April)

Tele: 0191-2555662, Telefax: 0191-2503399

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Tele: 0194-2313148, Telefax: 0194-2313149

E-mail: sasbjk2001@gmail.com

2. Data Table

Sr. No	Particulars	Details
1	Name of the Bid	Selection of Consultant for enhancing pilgrim experience and promotion of the Yatra 2022 and 2023
2	Time-period of contract	18 months (further extendable by 24 months)
3	Method of selection	Combined Quality-cum-Cost Based Selection (CQCCBS): 80:20
4	Bid Processing Fee	Non-refundable fee of INR 5,900 including GST @ 18% in the shape of Demand Draft payable in favour of Shri Amarnathji Shrine Board, payable at Jammu/ Srinagar.
5	Ernest Money Deposit (EMD)	Refundable amount of INR 1,00,000/- in the shape of CDR / FDR pledged to Chief Accounts Officer, Shri Amarnathji Shrine Board.
6	Performance Guarantee Deposit	In the form of a Demand Draft of INR 5,00,000/- in favour of Shri Amarnathji Shrine Board.
7	Financial Bid and Technical Bid to be submitted together	Yes, both in separate envelopes, put together in a third envelope.
8	Name of the Client's official for addressing queries and clarifications	Sh Vikas Attri, CAO SASB Email: sasbjk2001@gmail.com Phone no: 09906213665
9	Proposal Validity Period	180 days from Proposal Due Date
10	Proposal Language	English
11	Proposal Currency	INR
12	Key Dates	
	Task	Key Dates
	Bid upload date	06.05.2022
	Bid Start Date	06.05.2022
	Bid End Date	13.05.2022 till 1400 hours.
	Opening of Technical Bids	14.05.2022 at 1500 hours.

Sr. No	Particulars	Details
	Opening of Financial Bid	To be communicated later.
	Issuance of Letter of Award (LOA)	After evaluation of the Financial Bids.
14	Consortium to be allowed	No
15	JV to be allowed	No

3. Instruction to Applicants

A. General instructions

1. Number of Proposals and respondents

- No Applicant shall submit more than **one (1)** Proposal, in response to this RFP.
- Joint venture/Consortium is **not allowed** under this RFP.

2. Proposal preparation cost

- The Applicants shall bear all costs associated with the preparation and submission of the Proposal. Client will not be responsible and liable for any costs, regardless of the conduct or outcome of the Proposal/process.
- All papers submitted with the Proposal are neither returnable nor claimable.

3. Right to accept and reject any or all the Proposals

- Notwithstanding anything contained in this RFP, Client reserves the right to accept or reject any Proposal and to annul the bidding process and reject all the Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, without assigning any reason.
- Client reserves the right to reject any Proposal if:
 - At any time, a material misrepresentation is made or discovered, or
 - The Applicant/s do/does not respond promptly and diligently to requests for supplemental information required for the evaluation of Proposals, or
 - The Applicant does not adhere to the formats provided in the Annexures to the RFP while furnishing the required information/details.
 - All entries in the Technical/ Financial proposals should be legible and should be free from corrections/ erasures/ overwriting/ cuttings. Bids with corrections/ erasures/ overwriting/ cuttings shall be out rightly rejected.

4. Amendment of the RFP

- At any time prior to the Proposal Due Date, the Client, for any reason, whether at its own initiative or in response to a clarification requested by eligible Applicant/s, may modify the RFP by issuance of an addendum. Such amendments shall be uploaded on the Client's website www.shriamarnathjishrine.com through a corrigendum and form an integral part of the RFP document. The relevant clauses of the Proposal document shall be treated as amended accordingly. It shall be the sole responsibility of the prospective Applicant to check the above-mentioned website from time to time for any amendment in the RFP document/s. In case of failure to get the amendments, if any, the Client shall not be responsible for it.
- To provide the Applicants a reasonable time to examine the addendum, or for any other reason,

Client may, at its own discretion, extend the Proposal Due Date.

5. Data identification and collection

- It is desirable that the Applicants submit their Proposal/s after verifying the availability of the data, information and/or any other matter considered relevant.
- It is deemed that Applicants have conducted their own assessment, research, and analysis, including seeking clarifications, queries from nodal officer(s) identified in this document, as required before submission of their Proposal.
- It would be deemed that by submitting the Proposal, the Applicant has:
 - Made a complete and careful examination and accepted the RFP in totality.
 - Received all relevant information requested from Client and:
 - Made a complete and careful examination of the various aspects of the Scope of Work.
- Client shall not be liable for any mistake or error on the part of the Applicant in respect of the above.
- Applicant is advised to its own interest, to visit the site of operation or have sufficient information about the site before submitting the proposal.

B. Preparation and submission of Proposals

6. Language and currency

- The Proposal and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Applicants with the Proposal may be in any other language if they are accompanied by appropriate translations of the pertinent passages in the English language. Supporting materials, which are not translated into English, may not be considered for evaluation. For interpretation and evaluation of the Proposal, the English language translation shall prevail. The currency for the purpose of the Proposal shall be the Indian National Rupee (INR).

7. Proposal validity period and extension

- Proposals shall remain valid for a period of one hundred eighty (180) days from the Proposal Due Date ("Proposal Validity Period") and Client may solicit the Applicant's consent for extension of the period of validity, if required. Client reserves the right to reject any Proposal, which does not meet this requirement.
- In exceptional circumstances, prior to expiry of the original Proposal Validity Period, Client may request Applicants to extend the validity period for specified additional period. Applicants, who may not extend the validity period, will deem to have withdrawn their Proposal at the expiry of validity period.
- The Contract shall be valid for a period of eighteen months and shall be extendable for a period of

another 24 months. The contract, in Phase 1 (eighteen months) is to cover the **Scope of Work** for the annual Shri Amarnathji Yatra in 2022 and 2023. The Phase 2 (upon Contract extension) to cover the annual Shri Amarnathji Yatra in 2024 and 2025. The team proposed in this RFP needs to be deployed as and when requested by Client and agreed by the Consultant. A notice of one (1) month is to be given for deployment and removal of deployment by the Client for each position. The Contract shall be extendible for Yatra period of 2023 subject to following

- Good performance & conduct of the agency in Yatra-2022
- Approval of Chief Executive Officer, SASB
- In such case of approval, Performance Guarantee Deposit of tender shall be retained till culmination of Yatra-2023.

8. Format and signing of Proposals

The Applicants shall prepare hard copies of the technical and financial Proposals separately.

- Applicants should provide all the information as per the RFP and in the specified formats. Client reserves the right to reject any Proposal that is not in the specified formats.
- In case the Applicants intends to provide additional information for which specified space in the given format is not sufficient, it can be furnished in duly stamped and signed copies.
- Each paper of the proposed document shall be complete in all respect and duly signed and stamped by an authorized representative of the applicant

9. Submission of Proposal

- The Applicants shall submit their Bids in response to this RFP published by the Client in the office at the given address. Submission can be done till the Proposal Due Date specified in the RFP. Applicants should start the process well in advance so that they can submit their Proposal in time. Once the submission date and time has passed, the applicants cannot submit their Proposals. For delay in submission of Proposal due to any reasons, the applicants shall only be held responsible.
- Bids shall be submitted not later than the time specified on the Proposal Due Date. The Client may, at its discretion, extend this deadline for submission of Proposal by amending the RFP document, in which case all rights and obligations of the Client and Applicants previously subject to the deadline will thereafter be subject to the deadline, as extended.

10. Late submission

- Once the Proposal submission date and time is over, the Applicant cannot submit his/her Proposal. Applicant has to start the bid submission well in advance so that the submission process passes off smoothly. The Applicant will only be held responsible if his/her Proposal is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during the Proposal submission process.

11. Withdrawal and resubmission of Proposal

- Proposal once submitted cannot be withdrawn at any time.

12. Selection of the Consultant

- From the time the Proposals are opened till the time the Contract is awarded, if any Applicant wishes to contact the Client, on any matter related to their Proposal it should do so in writing. Any effort by the Applicants to influence any officer or bearer of the Client in the Proposal evaluation or Contract award decisions may result in the rejection of the Applicant's Proposal and would be disqualified and blacklisted.

C. Proposal opening

13. Opening of Proposals

- Client will open all Technical Proposals, in the presence of Applicant's representatives who choose to attend on the prescribed date of opening at the Client office.
- The Applicant's representatives who are present shall sign the register evidencing their attendance. In the event of the specified date Proposal opening being declared a holiday for the Client, the bids shall be opened at the appointed time and place on the next working day. The Applicant who is participating in Proposal should ensure that the demand draft of Bid Processing Fee must be submitted alongwith the Bid/ Proposal, otherwise the bid/ Proposal shall be rejected.
- The Applicants names and the presence or absence of requisite Performance Guarantee Deposit and such other details as the Client at its discretion may consider appropriate, will be announced at the opening. The names of such Applicants not meeting the Technical specifications and qualification requirement shall be notified subsequently.

14. Confidentiality

- Information relating to the examination, clarification, evaluation, and recommendation for the short-listed Consultant shall not be disclosed to any person not officially concerned with the process.
- After opening of the Proposals, no information relating to the examination, clarification, evaluation and comparison of Proposals and recommendations concerning the award of contract shall be disclosed to Applicants or their representatives, if any. Any effort by an Applicant to exert undue or unfair influence in the process of examination, clarification, evaluation, and comparison of Proposal/s shall result in outright rejection of the offer, made by the said Applicant.

15. Tests of responsiveness

- Prior to evaluation of the Proposals, Client will determine whether each Proposal is responsive to the requirements of the RFP. The Proposals shall be considered responsive if:

- It is received or deemed to be received by the due date and time including any extension thereof pursuant to Clause 11.
- It is signed, sealed, and marked as stipulated in Clause 8 and Clause 9.
- It contains all information as desired in this RFP.
- Information is provided as per the formats specified in the RFP.
- It mentions the validity period as set out in Clause 7.
- Bids are accompanied with Bid Processing Fee (non-refundable), and EMD in the form as specified in the Data Sheet of this RFP.
- The selected Applicant has to furnish a Performance Guarantee Deposit as outlined in the Data Sheet of this document at the time of signing of the Contract. The Performance Guarantee Deposit shall be returned or retained after the expiry of the project period. Client reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by Client in respect of such Proposal.

16. Clarifications sought by Client

- To assist in the process of evaluation of Proposals, Client may, at its sole discretion, ask any Applicant for clarification on its Proposal. The request for clarification and the response shall be in writing. No change in the substance of the Proposal would be permitted by way of such clarifications.

17. Proposal evaluation

- Submissions from Applicants would first be checked for responsiveness as set out in relevant Clause cited above. All Proposals found to be substantially responsive shall be evaluated as per the Technical Evaluation Criteria as set out in this RFP.
- The envelopes containing the Technical Proposal of the Applicant/s who do not meet the Technical Criteria shall not be considered for further process.

18. Notifications

- Client will notify the successful Applicant by letter or email.

4. Terms of Reference

Shri Amarnathji Yatra 2022 shall commence from 30th June 2022 and will conclude on 11th of August 2022. The conduct of annual Yatra is a result of the coordinated effort of multiple stake holders and agencies which is regulated by SASB. The diverse set of people that undertake this journey – from public to saints and seers, foreign tourists, journalists, students and researchers, volunteers, celebrities, VIPs and VVIPs etc. – are important stakeholders for whom focused efforts shall be made for an experiential visit.

The Client now intends to appoint a Consultant to provide support in the specified areas of Planning, Promotion, Branding and Management. The Consultant is required to support the Client through ideation, user experience, planning and process documentation, improve branding along with supporting management of the Yatra. Understanding the difficult terrain of the area, unpredictable climate challenges and high-profile security space, a sustainable approach in planning and managing, investment promotion for enhancing the pilgrim experience will be major expectation.

The Consulting Team should cover an ambit of research, planning and executional work, including understudy of past Yatra's planning/execution practices, terrain assessment of the Yatra route, identification of new interventions (technological, infrastructure, security, sanitation, medical & healthcare, social and emergency services, promotion), transaction services and on-boarding of vendors, content development, marketing initiatives, brand positioning, investment promotion and communications outreach.

Shri Amarnathji Yatra, being an important pilgrimage, is visited by an array of people like pilgrims, tourists, researchers, journalists and media team, government and political leadership, public figures, foreign tourists, and complimented by the local community. The Consulting team, in coordination with the concerned authorities, to ensure elevating the overall visitor experience across all user touch points like infrastructure, registration process, accommodations, hygienic sanitation, healthcare and medical access, information access and travel support from start to the end. The scope shall be of advisory nature and the actual implementation shall be done by the client ensuring that the outcome to visitors is a hassle free and comfortable Yatra.

For effective planning and execution, the Consultant would set up a full time Project Implementation Office (PIO) at Client office to work closely with the Client (space to be provided by the Client) and provide advisory services for planning of the yatra. The PIO structure would operate at following levels:

- i. Level 1: Leadership team;
- ii. Level 2: Fulltime onsite implementation support;
- iii. Level 3: Part time deployment as per requirement.

4.1 Scope of Services

Lakhs of devotees make an annual pilgrimage to Shri Amarnathji Holy Shrine across arduous mountainous terrain every year during the month of June to August.

The primary Scope of Work for the Consultant is advisory in nature to enhance pilgrim experience by using modern techniques such as design thinking, process improvements, defining SOP's, etc. The specified areas of intervention will include but not be limited to the following domains/sectors:

- Infrastructure Planning for Amarnath Yatra
- Visitor Movement Planning
- Planning for provision of services like water, Sanitation, Waste Management, Civil Supplies etc
- Documentation and Legacy Management
- Destination Development
- Process Improvement
- Branding and Promotion
- Policy Support
- Best practices of other events of similar nature

The Consultant is expected to undertake tasks for each of the domains mentioned above and will include (but may not be limited to) the following:

- Understanding pilgrim expectations, experiences, and challenges.
- Define and Design 'better pilgrim experiences'
- Identify innovative ideas and solutions that can improve the pilgrim experience and define strategy/action plan for implementing the ideas revolving around improving journey plans, venue layouts, mobility management, tentage, safe sanitation, vending zones, aesthetics, accessibility, lost & found, signage, etc.
- Identification of vendors and private sector partners that may engage with the client to provide solutions/services pre and post Shri Amarnathji Yatra from formal and informal sectors through well documented identification mechanism.
- Identify mechanisms of engaging with the vendors through both formal and informal medium specially the informal/formal retail vendors which form bulk of the suppliers.
- Prepare requisite documentation with detailed terms for engagement with individuals/ Organisations.
- Prepare consolidated bid documents including selection criteria, general contract conditions, technical specifications and undertake standard bid process management. The bid documents should be in accordance with the Government of India/ UT Government's guidelines
- Anchor the co-ordination efforts with all the stakeholders involved in planning and implementing the

activities for the Yatra.

- Promote Shri Amarnathji Yatra through various mediums like Social Media, Print Media and other campaigns to highlight all the positives of the Yatra, also continuously update the outside world with all the User Experience, interview of pilgrims, promotion and branding at the global scale
- Suggest strategy and initiatives to further strengthen and upgrade the civic infrastructure and visitor experience across all religious tourist destinations in the region
- Promote Shri Amarnathji Yatra and major religious tourism activity of the UT/ India and highlight the ever- improving user experience.
- Create religious tourism as major buzz-world across social media, among pilgrims, among major global events, so that the Client can also look at some of the possible avenues for revenue generation.
- Branding and Promotion of Client highlighting all the major initiatives of user experience, regularly update social media, support the Client in publishing all positive news about the positive outcomes of Yatra.
- Encourage private sector through investment promotion to develop accommodation and other tourist facilities to build inventory across religious sites.
- Documentation and process improvement in various activities which may include:
 1. Designing data collection formats for all vendors and stakeholders.
 2. Collection and collation of data with actual numbers and figures such as tents, health centres, water dispensing units, toilets, waste bins, waste generated vs. treated, etc.
 3. Developing and sharing good practices adopted and indigenously developed.
- While the list of activities above has to be undertaken immediately for the current Yatra, the Consultants are also expected to revision and conceptualize other incremental interventions/activities/projects that will improve the experience of pilgrims over subsequent Yatra's. These may include:
 1. developing/improving public amenities and facilities for subsequent Yatra's,
 2. supporting financial sustainability; including cost optimization,
 3. improving overall performance of the Client, etc.
 4. reviewing the technology platforms being used and suggest improvements and new tech interventions.
 5. improving the procurement processes to bring in more efficiencies.
 6. prepare standard documents that can be used in future yatra's with minor modifications.
 7. policy support to develop the 'Religious and Spiritual Tourism Circuit' of Jammu & Kashmir, by state led visitor facilitation interventions,

8. drive private sector investments, craft new cultural events and undertake publicity efforts to position Jammu & Kashmir's religious appeal and utilize its potential as an economic driver.

5. Team

The Consultant shall propose a two-layered team as follows:

A. **Leadership and Guidance:** The composition of the leadership team shall be as follows:

1. **Project Director (Degree in Engineering/Planning/Management).** S/He should have minimum fifteen (15) years of work experience. S/He should have experience in managing large-scale project(s) and have at least one experience of undertaking similar works involving pilgrim experience improvement for a space with large influx of people. Projects lead by the PD should be multi-disciplinary in nature involving diverse areas of work including pilgrim experience, urban planning, transport, public movement planning, and water and sanitation. Should be well-versed with coordination among various departments/client stakeholders, teamwork-flow management and have ability to work in a fast-paced work environment. S/He should have experience in end-to-end planning and implementation of projects involving temporary infrastructure which is required in important events revolving around movement of the Yatra.
2. **Project Coordinator (Degree in Management/Economics).** S/He should have minimum ten (10) years of work experience. S/he should have demonstrable experience of working with the Government of Jammu & Kashmir for at least 3 years, with overall experience of 10 years+. S/he should be well versed with the functioning of the Government of Jammu & Kashmir, executing consulting projects in the UT (erstwhile state) with experience in events, investment promotion, branding, communication, policy development and other government inventions.

The leadership team shall be required for important meetings, for supervising the quality delivery for the client, support the Client in strategic planning.

- ### B. **Implementation team:** The members would comprise people who have extensive experience of working with the Government and should be fluent in English (all team members), Hindi (all team members) and Urdu (minimum four team members preferably). Few resources of the implementation team should have good spoken skills in Urdu, considering the how the local community is an important stakeholder in effective management of Shri Amarnathji Yatra. The implementation team should collectively demonstrate experience of working in the domain of user experience, project monitoring, overlays, operations planning, contract management, performance improvement, enhancing operational

efficiency, monitoring and evaluation, SOP development, investment promotion, branding and communication, government/ public procurement, data collection, analysis and representation preparation and review of project reports, presentations, and other documentation. Each team member deployed shall have a degree in relevant field and experience of executing tasks for which S/He has been deployed e.g. urban planners shall have experience of undertaking planning drawings on Auto-Cad, Branding expert should have experience of undertaking branding activity etc.

C. The list of team members required for the project w.e.f. date of agreement to be executed with the successful bidder till August, 2022 and w.e.f. March, 2023 till August, 2023 is as follows:

- a. 1 Team leader (10+ years of experience)
- b. 2 Urban Planners - for route planning, facilities planning, specifications etc
- c. 2 Overlays consultants – for planning and designing the temporary facilities
- d. 2 Branding, marketing and communication consultants
- e. 1 Documentation, Promotion and Religious Tourism Promotion
- f. 2 Event planners – for siting of facilities, monitoring of works etc.
- g. 1 Utilities and services consultant – for water, sanitation, food and civil supplies needs

2. The list of team members required for the project w.e.f. September, 2022 till February, 2023 and from Sept, 2023 till project completion date is as follows:

- a. 1 Team leader (10+ years of experience)
- b. 1 Urban Planners - for route planning, facilities planning, specifications etc
- c. 1 Overlays consultants – for planning and designing the temporary facilities
- d. 1 Branding, marketing and communication consultants
- e. 1 Utilities and services consultant – for water, sanitation, food and civil supplies needs

The implementation team will be considered billable resources (mentioned as part of Implementation team deployed in Jammu and Srinagar office) and will be required to be based on a full-time basis in Jammu and Kashmir.

Additional resources may be required during the project for specific implementation requirements or for staffing certain functions. For instance, subject matter experts / additional resources may be required for assisting the Client in bid processes and enable the Client in preparation of DPRs as and when required. Client will raise requirement for such members in advance and invoicing will be done on basis of the agreed financial quote on a pro-rata basis.

5.1 Payment schedule, and timelines

The overall period of the engagement of the Consultant shall for a period of 18 months and shall be extendable for a period of 24 months. The Contract in Phase 1 shall cover the scope of work for the

annual Shri Amarnathji Yatra in 2022 and 2023. The Phase 2 (upon Contract extension) shall cover the annual Shri Amarnathji Yatra in 2024 and 2025. The provision for extension will be based on requirement and mutual agreement (including duration, team-size, composition, price escalation etc.)

In response to the RFP, the Applicant shall provide financial quote in the form of person-month rate. GST/Taxes as per applicable rates shall be paid by the Client. Any project related travel in the region, over and above the on-site deployment at Client's office at Jammu and Srinagar would be reimbursed on actual basis. Any official travel from the client location would be reimburses on actual basis directly to the team members. Payments will be made to the Consultant on monthly basis on the actual deployment of billable resources upon receipt of Bills. The person-month rate determined would remain unaltered during the first eighteen months period and would undergo extension of ten percent per annum for the extension period of twenty four months.

5.2 Review and monitoring of the Consultant's Work

The Consultant's work will be monitored by the Client and its key officials working on the areas specified for Consultant's support.

5.3 Support from the Client

During the Project, the Client shall provide (or cause others to provide) the following support to the Consultant and its team members:

- 1 Regular review and approval of all the documents submitted by the Consultant to the Client.
- 2 Co-ordination support from respective government agencies and other stakeholders.
- 3 Information, resources, and assistance (including access to records, systems, and people) required to perform the Services.
- 4 Any other office support and assistance on-need basis.

6. Eligibility and evaluation criteria

6.1 Eligibility criteria

The Applicants should meet all the criteria provided below:

- a) The Applicant shall be a Company registered under the Companies Act or Partnership firm registered under the Partnership Act of 1932 or registered (converted to) under the Indian Limited Liability Partnership Act, 2008. The legal status shall be demonstrated through a copy of registration certificate issued by registrar of companies/firms.
- b) The Applicant must have at least ten (10) years of experience in providing consultancy services in India to the Government organizations/ departments/ Autonomous Bodies.
- c) The Applicant must have a minimum annual turnover from consultancy services of INR 100 (One Hundred) Crore during each of the last three (3) years ending on 31st March 2022 from India operations.
- d) The Applicant should have at least three (03) ongoing/completed consulting projects with State/ UT government agencies for any major event/ function/ Mela/ Yatra/ Summit in India with contract value of at least INR 50 Lakh.
- e) The Bid document fee and EMD as specified in the Data Sheet must be submitted.

6.2 Technical evaluation

The Technical Evaluation of the proposals shall be based on following parameters:

#	Criteria	Marks												
	<p>Financial Capability</p> <p>Annual average turnover from India operations for the last three (3) years ending 31st March 2022:</p> <p>15 marks for the bidder with highest average annual turnover. Other bidders shall be awarded prorated marks as per the below (bidders are advised that the table below is for illustration/sample purposes of scoring methodology only):</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Bidder</th> <th>Avg. Annual Turnover (of last 3 years)</th> <th>Marks assigned</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>Upto ₹ 300 cr. (highest average annualturnover)</td> <td>15.0 marks (highest marks)</td> </tr> <tr> <td>Y</td> <td>Upto ₹ 200 cr.</td> <td>10.0 marks</td> </tr> <tr> <td>Z</td> <td>Upto ₹ 100 cr.</td> <td>7.5 marks</td> </tr> </tbody> </table>	Bidder	Avg. Annual Turnover (of last 3 years)	Marks assigned	X	Upto ₹ 300 cr. (highest average annualturnover)	15.0 marks (highest marks)	Y	Upto ₹ 200 cr.	10.0 marks	Z	Upto ₹ 100 cr.	7.5 marks	15
Bidder	Avg. Annual Turnover (of last 3 years)	Marks assigned												
X	Upto ₹ 300 cr. (highest average annualturnover)	15.0 marks (highest marks)												
Y	Upto ₹ 200 cr.	10.0 marks												
Z	Upto ₹ 100 cr.	7.5 marks												
B	Technical Criteria	65												
B1	Experience of providing advisory/consulting services in India to religious and/or spiritual trusts or for religious/spiritual events for visitor experience, infrastructure, physical	35												

#	Criteria	Marks
	planning, accessibility, security & surveillance, sanitation, transport and traffic management, process reengineering, digital/ IT/ICT strategy, social media, Guinness World Record, and/or documentation works (detailed reports, coffee table book, etc.) <ul style="list-style-type: none"> • Projects with an average daily footfall of 5,00,000 (min 1 project is compulsory)– 10 marks per project • Other projects (min 1 project is compulsory) – 5 marks per project <i>Note: The projects quoted in two categories have to be exclusive of each other</i>	
	Experience of providing government consulting services in Jammu and Kashmir. The Consultant needs to show atleast one project for team deployment in Jammu and one for Srinagar. 5 marks per experience	15
	Experience of consultant for advising Center/ State/ UT in scope activities related to branding/ communication, investment promotion strategy for major global events such as Yatra/ Mela/ Investor Summits/ Religious Events. Five (5) marks per project	15
C	Team	20
	Key team members <ul style="list-style-type: none"> • Project Director - Degree in Engineering/Planning/Management. – 10 Marks • Project Coordinator - Degree in Management/Economics. – 10 Marks The number of marks to be assigned to shall be determined considering the following threesub-criteria and relevant percentage weights: <ol style="list-style-type: none"> 1. General qualifications (general education, training, and experience): 20% weightage 2. Adequacy for the Project (relevant education, training, experience in SimilarProjects): 50% weightage 3. Years of experience in a relevant role: 30% weightage 	20
	Total	100

The (project) experiences that would be claimed by the Applicant against any criteria both for eligibility as well as for technical evaluation must have been executed as the primary/ lead consultant by the Applicant’s legal entity submitting the bid for this RFP. Applicants will be required to provide work orders/extension orders/contracts/completion certificates as proof of experience. All experiences should be from India. Highest Technical scoring proposal (Tm) shall be given a technical score (St) of 100 points. The technical score of the other proposals (St) shall be computed as follows.

$$St = 100 \times \frac{To \text{ (Other Technical proposal)}}{Tm \text{ (Highest Technical proposal)}}$$

Evaluations will be based on documentary evidence submitted by the Applicants and presentation before the Selection Committee of Client with respect to evaluation/selection criteria. Documentary evidence will be signed contracts/agreements, or work-orders (or award letters or letters of intent) or completion

certificates.

6.3 Financial evaluation

Minimum score of 60 marks is required in the technical evaluation process. Only those bids having minimum score would be eligible for opening of financial bids. The financial proposals of only technically shortlisted applicants will be opened in the presence of the Bidders representatives who choose to attend. Lowest financial proposal (Fm) shall be given a financial score (Sf) of 100 points. The financial score of the other financial proposals (Sf) shall be computed as follows.

$$Sf = 100 \times \frac{Fm \text{ (Lowest Financial proposal)}}{Fo \text{ (Other Financial proposal)}}$$

Bids determined to be substantially responsive (see instructions to Applicants) will be checked by the Client for any arithmetical errors in computation and summation. Errors will be dealt by the Client as follows:

1. Where there is discrepancy between rates indicated in figures and in words, rates in words will govern.

The bid shall contain no interlineations or overwriting except as necessary to correct errors made by the bidder themselves. Any such correction shall be initialed by the authorized person.

6.4 Final Bid Evaluation

The Applicant shall be selected under the Combined Quality-cum-Cost Based System (CQCCBS) with weightages of 80:20 (80% for technical proposal and 20% for financial proposal) and procedures described in this RFP. Proposals shall finally be ranked according to their combined technical (St) and Financial (Sf) scores using the weights (T=the weight given to the technical proposal; F=the weight given to the financial proposal; T+F = 100) indicated below.

$$S = St \times (T=80\%) + Sf \times (F=20\%)$$

In case of a tie, bidder with higher technical score will be considered for award of work. The Successful Bidder would be notified in writing by the Client by issuing the Letter of Award (LOA) in favour of the Bidder.

The Client reserves the right to accept any proposal or reject any or all the proposals without assigning any reasons and any liability whatsoever including financial liability. The Client also reserves the right to close or cancel the entire process of appointment at any point without assigning any reasons whatsoever and without any liability whatsoever.

7. General conditions of contract (GCC)

1. General Provisions

1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- a) "Consultant" means any private or public entity that will provide the Services to the Client ("the Client") under the Contract.
- b) "Client" means the agency with which the Consultant signs the Contract for the Services i.e. Shri Amarnathji Shrine Board.
- c) "Contract" means the Contract signed by the Parties and all the attached documents if any
- d) "Government" means the Government of the Client's country/state
- e) "Party" means the Client or the Consultant, as the case may be, and "Parties" means both
- f) "Personnel" means professionals and support staff provided by the Consultant assigned to perform the Services or any part thereof
- g) "Services" means the work to be performed by the Consultant pursuant to the Contract.

1.2 Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Laws of the UT of J&K.

1.3 Language

This Contract has been executed in English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices

1.4.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed.

1.4.2 A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address.

1.5 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the Contract.

1.6 Taxes and Duties

GST/other applicable taxes shall be paid by the Client additionally on the professional fee agreed

as a part of this Contract.

1.7 Fraud and Corruption

1.7.1 Definitions: defines, for the purpose of this provision, the terms set forth below as follows:

- a) "Corrupt practice" means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution.
- b) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract.
- c) "Collusive practices" means a scheme or arrangement between two or more Applicants, with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels.
- d) "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a contract.

1.7.2 Measures to be taken

The Client will cancel the Contract if representatives of the Consultant are engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of the contract.

The Client will sanction the Consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, the said contract.

1.8 Limitation of Liability

The Client (and any others for whom Services are provided) shall not recover from the Consultant, in contract or tort, including indemnification obligations under this contract, under statute or otherwise, aggregate damages in excess of the fees actually paid for the Services that directly caused the loss in connection with claims arising out of this Agreement or otherwise relating to the Services.

The preceding limitation shall not apply to liability arising as a result of the Consultant's fraud in performance of the services hereunder. The maximum liability of the Consultant is capped at the maximum fee payable for team deployment as per the provisions of this contract.

2. Commencement, Completion, Modification and Termination of Contract

2.1 Effectiveness of Contract

This Contract shall come into effect from the date the Contract is signed by both Parties. The date

the Contract comes into effect is defined as the Effective Date.

2.2 Commencement of Services

The Consultant shall begin carrying out the Services not later than 10 days from the issuance of LOA.

2.3 Expiration of Contract

Unless terminated earlier pursuant to GC Clause 2.6 hereof, this Contract shall expire at the end of project duration including extension period (if applicable).

2.4 Modifications or Variations

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties.

2.5 Force Majeure

2.5.1 Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.5.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the Contract shall not be considered to be a breach of, or default, under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

To the extent that the provision of the Services is impacted by a pandemic (including COVID-19) and any reasonable concerns or measures taken to protect the health and safety interests of either Party's personnel, the Parties will work together to amend the Agreement to provide for the Services to be delivered in an appropriate manner, including any resulting modifications with respect to the timelines, location, or manner of the delivery of Services.

The Consultant will use reasonable efforts to provide the Services on-site at the Client's offices, provided that, in light of a pandemic the parties agree to cooperate to allow for remote working and/or an extended timeframe to the extent (i) any government or similar entity implements restrictions that may interfere with provision of onsite Services; (ii) either party implements voluntary limitations on travel or meetings that could interfere with provision of onsite Services, or (iii) any of the Consultant's resource determines that he or she is unable or unwilling to travel in

light of a pandemic-related risk.

2.5.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.5.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to be paid on the basis of actual services rendered, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the actual Services rendered and in reactivating the Service after the end of such period.

2.6 Termination

Either Party may terminate this Agreement with immediate effect by serving one month prior written notice to the other party if services are not possible to be rendered as per applicable laws or professional obligations.

2.6.1 By the Client

The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this GC Clause 2.6.1. In such an occurrence the Client shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).

- a) If the Consultant does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Client may have subsequently approved in writing.
- b) If the Consultant becomes insolvent or bankrupt.
- c) If the Consultant, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- d) If, as the result of Force Majeure, the Consultant are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to GC Clause 7 hereof.

2.6.2 By the Consultant

The Consultant may terminate this Contract, by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this GC Clause 2.6.2:

- a) If the Client fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to GC Clause 6 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.
- b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- c) If the Client fails to comply with any final decision reached because of arbitration pursuant to GC Clause 7 hereof.
- d) The consultant may terminate this Agreement, or any particular Services, immediately upon written notice to Client if the consultant reasonably determine that it can no longer provide the Services in accordance with applicable law or professional obligations

2.6.3 Payment upon Termination

Upon termination of this Contract pursuant to GC Clauses 2.6.1 or 2.6.2, the Client shall make the following payments to the Consultant:

- a) payment pursuant to GC Clause 5 for Services satisfactorily performed prior to the effective date of termination.
- b) except in the case of termination pursuant to paragraphs (a) through (c), and (f) of GC Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

3. Obligations of the Consultant

3.1 Standard of Performance

The Consultant shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency, and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and shall always support and safeguard the Client's legitimate interests in any dealings with third Parties.

3.2 Confidentiality

Except with the prior written consent of the Client, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations

formulated in the course of, or as a result of, the Services. Except as otherwise permitted by this Agreement, neither of the parties may disclose to third parties the contents of this Agreement or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Parties may, however, disclose such confidential information to the extent that it: (a) is or becomes public other than through a breach of this Agreement, (b) is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (c) was known to the receiving party at the time of disclosure or is thereafter created independently, (d) is disclosed as necessary to enforce the receiving party's rights under this Agreement, or (e) must be disclosed under applicable law, legal process, or professional regulations. These obligations shall be valid for a period of 3 years from the date of termination of this Agreement.

3.3 Documents prepared by the Consultant

- a) All deliverable to be developed and submitted by the Consultant under this Contract shall be in English language.
- b) All deliverables in the form of data, software, designs, utilities, tools, models, systems and other methodologies and know-how ("Materials") submitted by the Consultant under this Contract shall, not later than upon termination or expiration of this Contract, be delivered to the Client, together with a detailed inventory thereof.
- c) Except as otherwise permitted by Agreement to be executed with the successful bidder, neither of the parties may disclose to third parties the contents of Agreement or any information/report/advice provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Parties may, however, disclose such confidential information to the extent that it: (a) is or becomes public other than through a breach of this Agreement, (b) is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (c) was known to the receiving party at the time of disclosure or is thereafter created independently,
(d) is disclosed as necessary to enforce the receiving party's rights under Agreement to be executed with the successful bidder, or (e) must be disclosed under applicable law, legal process or professional regulations. These obligations shall be valid for a period of 3 years from the date of termination of this Agreement.

3.4 Accounting

The Consultant shall keep accurate and systematic accounts and records in respect of the Services

hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases thereof.

4. Obligations of the Client

4.1 Assistance and Exemptions

The Client shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and exemptions as specified in the Contract.

4.2 Change in the Applicable Law Related to Taxes and Duties

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties, then the remuneration and reimbursable expenses payable to the Consultant under this Contract shall be increased or decreased accordingly under this Contract.

5. Payments to the Consultant

5.1 Professional fee and Payments

The total payment due to the Consultant shall be governed by the Contract Price (as determined by the financial quote in the RFP stage). In addition to the consultancy fee, reimbursable expenses shall be paid for all expenses incurred to travel outside of Shri Amarnathji office at Jammu and Srinagar for all official purpose (domestic or international) on actual basis. Any such travel and expenses shall be incurred with prior approval of the Client.

5.2 Terms and Conditions of Payment

Payments will be made to the account of the Consultant and according to the payment schedule stated in Section 3.4. The Professional Fee shall be exclusive of GST or similar charges, as well as customs, duties or tariffs imposed in respect of the Services, all of which the Client shall pay (other than taxes imposed on Consultant's income generally). Unless, otherwise set forth in the Contract, payment would be due within thirty days following receipt of each Invoice.

6. Good Faith and Indemnity

6.1 The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

6.2 To the fullest extent permitted by applicable law and professional regulations, both the parties indemnify each other and their associates and employees against all claims by third parties (including each other's affiliates) and resulting liabilities, losses, damages, costs and expenses (including reasonable external and internal legal costs) arising out of the third party's use of or reliance on any report, deliverable, etc. disclosed to it by or through the parties as part of the regular interactions or for project/s purposes. The maximum Indemnity by the Consultant and by the Client towards each party is capped at maximum fee payable as per this contract.

7. Settlement of Disputes

7.1 This Contract shall be governed by, and construed in accordance with, the laws of UT of J&K.

7.2 Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

In the event any dispute between the Parties arising out of or in connection with this Agreement, including the validity thereof, the Parties hereto shall endeavour to settle such dispute amicably in the first instance. The attempt to bring about an amicable settlement shall be treated as having failed as soon as one of the Parties hereto, after reasonable attempts, which shall continue for not less than 30 (thirty) days, gives a notice to this effect, to the other party in writing.

7.3 Arbitration

In case of such failure, the dispute shall be referred to a sole Arbitrator, who shall be appointed by the Parties by mutual consent, failing which each party shall appoint one Arbitrator each and together the two Arbitrators shall appoint an umpire. The Arbitration proceedings shall be governed by the (Indian) Arbitration and Conciliation Act, 1996 and shall be held in Jammu and Kashmir, India. The language of arbitration shall be English. This Agreement and the rights and obligations of the Parties shall remain in full force and effect, pending the award in any arbitration proceedings hereunder.

7.4 Jurisdiction

Any dispute relating to this Contract, or the Services shall be subject to the exclusive jurisdiction of the J&K Courts, to which both the parties agree to submit for these purposes.

8. Standard forms for proposal

- TECH-1 Technical Proposal Submission Form
- TECH-2 Applicant's Organization and Experience
 - A Applicant's Organization
 - B Applicant's Experience
- TECH-3 Description of the Approach, Methodology and Work Plan for performing the assignment
- TECH-4 Curriculum Vitae (CV) for Proposed Professional Staff
- FIN 1 Financial Proposal form

A. Form TECH-1: Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this a Technical Proposal, and a Financial Proposal.

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.

If negotiations are held during the Proposal Validity Period, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment at a date mutually agreed between us.

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: _____

Phone: _____

B. Form TECH-2: Applicant’s Organization and Experience

1.1.1 A - Applicant’s Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity]

1.1.2 B - Applicant’s Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment]

Assignment name:	
Country: Location within country:	Duration of assignment (months):
Name of Client:	
Address:	Amount of consulting fee received by your firm (INR)
Start date (month/year):	Completion date (month/year):
Name of associated Consultants, if any:	
Narrative description of Project	
Description of actual services provided by your staff within the assignment:	
Firm’s Name:	

C. Form TECH-3: Curriculum Vitae (CV) for Proposed Professional Staff

1. **Proposed position** *[only one candidate shall be nominated for each position]:* _____
2. **Name of staff** *[Insert full name]:* _____
3. **Date of Birth:** _____ **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** [*Indicate significant training since degrees under 5 - Education were obtained*]: _

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. Work undertaken that best illustrates capability to handle the tasks assigned

[*Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.*]

Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

FIN 1: FINANCIAL PROPOSAL

[Date]

To: [Name and address of Client]

Subject: Financial proposal

Reference: (Insert name of the consultancy)

Dear Sirs,

We have read and examined the RFP document complete with the Terms of reference, Instructions to Applicants and General Conditions of Contract.

We hereby quote for the Client of the consultancy specified in the RFP at an average person-month rate (exclusive of GST/taxes) of INR_____ (IN NUMBERS and WORDS).

The financial proposal submitted is unconditional and fulfils all the requirements of the RFP document.

Provisions for GST and reimbursable expenses shall be as per the terms stated in relevant sections of the RFP document.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the proposal.

We understand the Client is not bound to accept any proposal that is received.

Signature and Name of the Authorized Person

NAME OF THE APPLICANT AND SEAL