

No.: 258-2/KTIL/2016

Kerala Tourism Infrastructure Ltd.  
4 th Floor, Vipanchika Towers, T C 24/577 (6)  
Govt. Guest House Junction  
Thycaud P O, Thiruvananthapuram – 14

Date: 08 -11 -2016

**NOTICE INVITING EXPRESSION OF INTEREST**

The last date and time for submission of EOI is extended up to 3.00 PM on 18 - 11 - 2016. The EOI will be opened at 4.00 PM on the same day. All other conditions remain the same.

Sd/-

Managing Director

**KERALA TOURISM INFRASTRUCTURE LIMITED**

**DEPARTMENT OF TOURISM**

**GOVERNMENT OF KERALA**

**REQUEST FOR EXPRESSION OF INTEREST  
FOR SHORTLISTING OF CONSULTANTS  
FOR**

**PREPARATION OF DETAILED PROJECT REPORTS FOR DEVELOPING TOURISM  
INFRASTRUCTURE INVESTMENT PLAN KANNUR THE INVESTMENT PLAN OF  
WHICH IS TO BE DEVELOPED IN VIEW OF THE NEW AIRPORT AT KANNUR AND  
THE POTENTIAL OF DEVELOPING KANNUR AS A TOURISM HUB**

**OCTOBER 2016**

**Managing Director, Kerala Tourism Infrastructure Limited  
4<sup>th</sup> Floor, Vipanchika Towers, T C 24/588 (6)  
Govt. Guest House Junction, Thycaud P O, Thiruvananthapuram - 695014  
Phone : ++ 91 - 471 -2336233, Fax : ++ 91 - 471 - 2336433  
E-mail : [office@ktil.in](mailto:office@ktil.in)  
Web-site : [www.ktil.in](http://www.ktil.in)**

## **EXPRESSION OF INTEREST (EOI)**

### **Contents**

Part.1	Letter of Invitation (LOI)	Page.	3 - 4
Part. 2	Proforma Details for Short listing	Page.	5 - 8
Part. 3	Information and Instructions to Consultants	Page.	9 - 15

## LETTER OF INVITATION FOR PRESENTING EXPRESSION OF INTEREST

No.: 258-2/KTIL/2016

Thiruvananthapuram, Dated : 14 -10-2016

Kerala Tourism Infrastructure Limited (KTIL) on behalf of Department of Tourism, has proposed the selection of consultants for **Preparation of Detailed Project Reports for Developing Tourism Infrastructure Investment Plan, Kannur, the Investment Plan of which is to be Developed in view of the New Airport at Kannur and the Potential of Developing Kannur as a Tourism hub.**

1. For this purpose the Kerala Tourism Infrastructure Limited proposes to invite EOIs from experienced Total Consultants/Consortiums for short listing a set of consultants, from whom a suitable consultancy Agency for the study and preparation of Detailed Project Reports for the Infrastructure development and other related tourism amenities in the destinations at Kannur will be selected through another bidding process on QCBS principle.
2. The Minimum qualifications for short listing are:-
  - i. Should have minimum five years experience in infrastructure consulting, preparation of vision cum development plans and ready to execute Detailed project reports in Tourism sector etc.
  - ii. Should have worked in the role of lead consultant for the preparation of at least 5 Nos. of Major Destination developments master plans with macro, micro level detailing and DPR preparation during the last 5 years.
  - iii. Should have annual turnover of minimum Rs. 100.00 lakhs/year for the last 3 years.
  - iv. Should have sufficient Consultants, of various disciplines, Architects, Town Planners and Engineers, Financial Experts etc. to prepare ready to implement development projects.
3. Consultants, either individually or jointly (consortium and/or joint venture) shall submit EOI for this purpose in sealed cover, as per the Standard Form given in the EOI document. Consultants shall make a detailed presentation of their technical capability, methodology, action plan and concept sketches of one project of their choice, done with private participation giving a broad outline of the developments proposed there before a Selection Committee set up for this purpose by the KTIL.
4. The EOI document (Expression of Interest) for short listing consultants can be downloaded from the KTIL's website, [www.ktil.in](http://www.ktil.in)
5. The selection will be based on the principles of Quality evaluation as described in the EOI document.

The Document for short listing to be submitted by the Consultants shall contain the following.

Part 1 : Proforma & Details for short listing.

Part 2 : Information and Instructions to the Consultants.

6. In case EOI documents are sent by the consultants through courier or post, consultants are required to make sure that the same is delivered before the closing time. EOIs received after the closing time and date will not be entertained.
7. The proposals in Sealed Cover and super scribed the name of the job, shall be submitted to the office of the undersigned on or before **3.00 PM on 11-11-2016**. The cover will be opened at **4.00 PM on the same day**. After evaluation the consultants who obtain the minimum qualification will be initially short listed and called for making a presentation. After presentation the final short listing will be done by the committee based on the total Technical score. All the agencies who obtain 60% and above score will be shortlisted.
8. Final Selection will be done by issuing new RFP to the shortlisted agencies asking to submit Technical and Financial proposals based on which the selection will be conducted adopting QCBS principle.

**MANAGING DIRECTOR**

KERALA TOURISM INFRASTRUCTURE LIMITED

**Part. 1.0 Proforma Details for Short listing**

**Part. 1.0.1 EOI Submission Letter**

[Location, Date]

From :

To :

.....  
.....  
.....  
.....

The Managing Director  
Kerala Tourism Infrastructure Limited  
4<sup>th</sup> Floor, Vipanchika Towers, T C 24/588 (6)  
Govt. Guest House Junction, Thycaud P O  
Thiruvananthapuram - 695014

Sir,

**Subject : Preparation of Detailed Project Reports for Developing Tourism Infrastructure Plan Kannur, the Investment Plan of which is to be Developed in view of the New Airport at Kannur and the Potential of Developing Kannur as a Tourism hub.**

We, the undersigned, offer to express our readiness to provide consultancy services for the above in accordance with your Rules and Regulations. If we are short listed we are ready to cooperate with your organization in competing for the bids as per the RFP issued to us. We hereby submit our EOI proposals, which include all the details required in your document.

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

We remain,

Yours sincerely,

Authorised Signature :

Name and Title of Signatory :

Consultants Name :

Address :

## 1.0.2 FIRM'S REFERENCES

Relevant Services carried out in the last five years  
which best illustrate the competence in similar tasks

<i>Assignment Name:</i>		Country and State:
<i>Location within Country:</i>		Professional Staff Provided by your Firm/Entity (profiles):
<i>Name of Client:</i>		No. of Staff:
<i>Address:</i>		No. of Staff-Months; Duration of Assignment:
<i>Actual Date of Start (Month/Year)</i>	<i>Actual Date of Completion (Month/Year)</i>	Approx. Value of Services (in `.) :
<i>Name of Associated Consultants, if any:</i>		No. of Man-Months of Professional Staff Provided by Associated Consultants :
<i>Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:</i>		
<i>Narrative Description of Project: (add separate sheets and give full narrative description for the five projects cited for minimum experience) with details of Project Cost :</i>		
<i>Description of Actual Services Provided by Your Staff:</i>		

*Use additional sheets if required.*

### 1.0.3 Format of Curriculum Vitae (CV) for proposed Professional Staff

(Key professionals only)

Name of Staff :

Proposed Position :

Years with the firm (if a permanent employee) :

Association with the firm :

(a) In what capacity ? :

(b) Since when ? :

(c) Whether association is for this project alone ? :

Date of Birth :

Nationality :

Key Educational Qualifications :

Degree/ Diploma, Subject of Specialization, University/ Institution/ State or Country/Year of obtaining the Degree or Diploma

Papers presented/ research carried out/ books published/ awards received / honours conferred, if any

Key Experiences gained :

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



Membership of Professional Bodies :

Employment Record :

(Starting with the present position, list in reverse order every employment held. List all positions held by the staff member since graduation, giving dates, names of employing organizations, titles of position held, and locations of assignments. For experience in the last ten years, also give types of activities performed and client reference, wherever appropriate. Use about three-quarter of a page)

Proficiency in Languages :

(For each language indicate proficiency in speaking, reading and writing as excellent, good, fair, or poor)

**Certificate :**

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

Signature of staff member and/or authorized representative of the firm with date :

## 2.0 INFORMATION AND INSTRUCTIONS TO CONSULTANTS

### 1.0 Introduction

- 1.1 The Kerala Tourism Infrastructure Limited (KTIL) on behalf of Department of Tourism, has proposed to select consultants for **Preparation of Detailed Project Reports for Developing Tourism Infrastructure Investment Plan Kannur, the Investment Plan of which is to be Developed in view of the New Airport at Kannur and the Potential of Developing Kannur as a Tourism hub.** For this purpose the Kerala Tourism Infrastructure Limited proposes to shortlist experienced Consultants and Consortiums duly selected based on the details given in this Expression of Interest document.
- 1.2 In the Second stage, the Client, namely the KTIL will select a firm from among the short listed qualified agencies for the assignment through a separate bidding process based on QCBS Principle.
- 1.3 In this EOI document the Consultants are invited to submit details required for short listing. The EOI proposal submitted will be the basis for short listing.
- 1.4 Please note that the Kerala Tourism Infrastructure Limited (KTIL) reserves the right to reject any or all of the proposals submitted for short listing without assigning any reasons.
- 1.5 Government policy requires that Consultants selected for any Government assignments provide professional, objective, and impartial advice and at all times hold the Client's interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
- 1.6 It is policy of the Govt. of Kerala that Consultants under contract observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy the Government of Kerala defines for the purposes of this provision, the terms set forth below as follows:
- (i) "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or contract execution :
  - and (ii) "Fraudulent Practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract, and includes collusive practices among Consultants (prior to or after submission of proposals) designed to establish prices at

artificial, non-competitive levels and to deprive other competing firms of the benefits of free and open competition.

## **2.0 EOI document**

2.1 The Kerala Tourism Infrastructure Limited (KTIL) may, at its discretion, extend the deadline for the submission of EOI.

### **2.2 Preparation of EOI document**

While preparing the EOI proposal, Consultants must give particular attention to the following :

- j. Should have minimum five years experience in infrastructure consulting, preparation of vision cum development plans and ready to execute Detailed project reports in Tourism sector etc.
- ii. Should have worked in the role of lead consultant for the preparation of at least 5 Nos. of Major Destination developments master plans with macro, micro level detailing and DPR preparation during the last 5 years.
- iii. Should have annual turnover of minimum ` . 100.00 lakhs/year for the last 3 years.
- iv. Should have sufficient Consultants, of various disciplines, Architects, Town Planners and Engineers, Financial Experts etc. to prepare ready to implement development projects.

2.2.1 The technical proposal should provide the following information using the attached Standard Forms (Section 1.0) :

- (i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles and names of the staff provided, duration of the assignment, contract amount, and firm's involvement.

A narrative description of each project taken up and completed by the firm in the last 5 years should be specially indicated to understand the capacity of the agency in planning and project monitoring abilities.

- (ii) CVs recently signed by the proposed professional staff or the authorized representative submitting the proposal (Section 1.0.2). Key information should include number of years working for the firm/entity, and degree of responsibility held in various assignments during the last five (5) years.
- (iii) Any additional information that may reflect the agencies capabilities and credibility.

### **3.0 Submission, Receipt and Opening of EOI Document**

- 3.1 The original EOI document may be prepared adopting the standard form uploaded in the website. EOIs submitted in any other form will not be considered by the KTIL and will be rejected.
- 3.2 Each page of the EOI document should be signed by the Authorized signatory of the Firm/Agency and submitted in a sealed cover superscripted with the name of work and addressed to the Managing Director KTIL. The Name and Address of the Agency should also be clearly given on the cover.
- 3.3 The completed EOI document must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 3.4 The EOI proposal shall be opened immediately by the KTIL, after the closing time for submission of proposals.

### **4.0 Proposal Evaluation**

#### **4.1.1 Initial Short listing**

The EOI received will be evaluated taking into consideration the experience and financial status of the consultants.

Minimum qualifications for short listing are:-

- i. Should have minimum five years experience in Tourism consulting and Preparation of Tourism Vision cum Development Plans and Ready to execute Detailed Project Reports in Tourism Sector.
- ii. Should have worked in the role of lead consultant for the preparation of at least 5 Nos. of Major Destination development master plans, with macro, micro level detailing and DPR preparation during the last 5 years or 3 Nos. of special projects like Ropeways, Airstrips, Theme Parks, Aquariums, Snow Theme Parks, Laser Show etc. in last 5 years.
- iii. Should have annual turnover of minimum Rs. 100.00 lakhs/year for the last 3 years.
- iv. Should have sufficient Consultants, of various disciplines, Architects, Town Planners and Engineers, to prepare ready to implement development project reports.

The Consultants who satisfy the above minimum criteria will be initially short listed and asked to make a presentation before a committee set up for this purpose.

- 4.1.2 **Presentation :** The Initially short listed agencies will have to make a presentation of their EOI with special importance to the details of the five destination development projects indicated as

minimum qualification for short listing, the agency's profile, they should present project components with schematic sketches and views, explaining the work plan and methodology proposed to be adopted for working out this project. Sufficient plans, elevations and views of the total project should be presented. Altogether the presentation should bring out the total picture of how the destination will look once it is developed for the future needs of about 30 years. The presentation will have to be made before the selection committee who will evaluate the EOI and award the total technical score based on the evaluation criteria and rank the consultants. A minimum of 10 days time will be allowed for making the presentation.

#### 4.2 Evaluation of EOI document

The evaluation committee appointed by the Client will evaluate the EOI proposals on the basis of the details given in the EOI applying the evaluation criteria, sub criteria and point system specified below.

The evaluation points for the different criteria shall be as noted below:

<b>i. Competence and capability of the Consultancy organization</b>	<b>30 pts.</b>
<b>Sub criteria</b>	
(a) Preparation of Destination Development Master Plan and Project Report for Major Destinations	: 4 pts. each with max. of 16 pts.
(b) - do - Minor destinations	: 3 pt. each with max. of 9 pts.
(c) Architectural design of major buildings, landscapes etc. costing above ` . 5.00 cr.	: 2 <sup>1</sup> / <sub>2</sub> pts. each with max. of 5 pts.
<b>ii. Presentation of schematic concepts, views etc. for development of the destination at kannur with the methodology and work plan, with all other details, data and analysis etc.</b>	<b>40 pts</b>
<b>iii. Qualification and Competency of the key professionals of the Agency</b>	<b>30 pts</b>
(a) Tourism Planner	: 5 pts.
(b) Conservation cum General Architect	: 5 pts.
(c) General Planner	: 4 pts.
(d) Domain Expert, Infrastructure Environmental Engineer	: 4 pts.
(e) Architect with experience in Town and City Planning	: 4 pts.
(f) Marketing Expert	: 3 pts.
(g) Quantity Surveyor	: 2 <sup>1</sup> / <sub>2</sub> pts.
(h) Financial Expert	: 2 <sup>1</sup> / <sub>2</sub> pts.
<b>Total</b>	<b>30 pts</b>
<b>Total</b>	<b>100 pts</b>

#### Sub criteria

Points given to evaluation of sub-criteria for qualification of staff are

(a) Educational Qualifications	: 35 points
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(b)	Experience in similar tasks	:	30 points
(c)	Competency of the key professional staff for the assignment	:	35 points
<b>Total</b>		<b>:</b>	<b>100 points</b>

#### **4.3.2 Final Short listing**

Agencies will be given ranking according to the total technical score obtained and all agencies who obtained 60% or above will be shortlisted. Final selection will be done by issuing new FRP to the shortlisted agencies asking to submit Technical & Financial Proposals based on which selection will be conducted adopting QCBS principle.

**MANAGING DIRECTOR**  
KERALA TOURISM INFRASTRUCTURE LIMITED

## DATA SHEET

### Information to Consultants

- 1.1. The Name of the Client is : The Kerala Tourism Infrastructure Limited (KTIL)
- 1.2. The method of Selection is : Short listing based on quality evaluation
- 1.3. Technical and financial proposals are requested : No. Only Expression of Interest

The Edition of Guidelines is : Standard master plan guidelines followed in Planning Board and various Government Departments for availing Financial Resources from KIIFB or to Central Government for Financial Assistance from various schemes.

The name, objective and description of the Assignment : **Preparation of Detailed Project Reports for Developing Tourism Infrastructure Investment Plan Kannur, the Investment Plan of which is to be Developed in view of the New Airport at Kannur and the Potential of Developing Kannur as a Tourism hub.**

- 1.4 A pre-proposal conference will be held : Not for this short listing
- 1.5 The language(s) to submit proposals : English
- 1.6 The duration of the project : Will be decided in case of each assignments separately in the second stage bidding.
- 1.7 (i) Whether the short- listed firm/entity may associate with other short-listed firm : No  
A set of key experts/professional staff with minimum professional experience normally required are listed below.

Sl. No.	Position*	Year of Professional Experience	Specific Experience
1.	Tourism Planner	10	Experience in Sustainable Tourism Planning, Tourism and livelihood and product development, Preparation of Master plans, Demand estimation and Projection of Tourism facilities required to be created for '30 years beyond today' period.
2.	Conservation cum General Architect	10	Experience in conceiving and designing projects focusing sustainable construction and sustainable destination development including Infrastructure Development Plans, Utilities, Landscapes and area lightings, Projection of Architectural styles and trends for '30 years beyond today' period.
3.	General Planner Cum Town Planner	10	Experience in Preparation of Master plan, Town and City planning, Field surveys, Space utilization proposals, Access corridors, Roads & Pathways and Destination Development Plan.

4.	Domain Expert - Infrastructure and Environmental Engineering	7	Planning and designing of Energy efficient Water Supply, Sewerage, Solid waste collection and disposal, Rain water harvesting etc.
5.	Architect with Expertise in Town and City Planning	7	Experience in Conceiving and Designing nature friendly Green buildings & Infrastructure like major junctions, parks, multi level parking etc.
6.	Marketing Expert	5	Experience in Tourism operations and Marketing both International and National.
7.	Quantity Surveyor	5	Expertise in Estimating cost of Buildings, Infrastructure, Conservation works etc.
8.	Financial Expert	5	Experience in Financial analysis of Tourism Projects, Viability studies, Project structuring and Enhancement of Project bankability.

\* For each position of key professional, required level of support/junior personnel shall be deployed.

1.8 The information on the outer envelope shall be : **Preparation of Detailed Project Reports for Developing Tourism Infrastructure Investment Plan Kannur the Investment Plan of which is to be Developed in view of the New Airport at Kannur and the Potential of Developing Kannur as a Tourism hub.**

1.9 The address for submission of proposal is : Managing Director  
The Kerala Tourism Infrastructure Limited  
4<sup>th</sup> Floor, Vipanchika Towers, T C 24/588 (6)  
Thiruvananthapuram - 695014, Kerala  
Tel : ++91-0471-2336233  
Fax : ++91-0471-2336433  
E-mail : [office@ktil.in](mailto:office@ktil.in), [md@ktil.in](mailto:md@ktil.in)

1.10 Proposals must be submitted not later than the following date and time: **3.00 pm on 11-11-2016.**

1.11 Address to bring any information to the Client : Same as in Para 1.9

1.12 The date, time and address of the proposal opening are:  
EOI - **16.00 hrs. on 11-11-2016** at the office of the Managing Director, The Kerala Tourism Infrastructure Limited.

**MANAGING DIRECTOR**  
KERALA TOURISM INFRASTRUCTURE LIMITED