

**Delhi Tourism & Transportation Development Corporation Ltd.
(A Delhi Govt. Undertaking)**

EXPRESSION OF INTEREST

**FOR APPOINTMENT OF A REPUTED MANAGEMENT CONSULTANCY
ORGANIZATION/INSTITUTION/ PROFESSIONAL BODY REQUIRED FOR
FORMULATING BUSINESS PLAN**

Delhi Tourism & Transportation Development Corporation (DTTDC) Limited, a Government undertaking functioning under the aegis of Government of NCT of Delhi has recorded a turnover of Rs.1297.10 crore during the financial year 2018-19. DTTDC is a diversified corporation having creditable presence in Tourism & travel, catering, Dilli Haats, retail sale of Liquor and engineering Projects. For further details please visit our website: www.delhitourism.gov.in.

DTTDC aims to significantly improve its position by undertaking a transformation journey that will ensure viable and sustainable growth and profitability over the next five years. In this regard DTTDC invites Expression of Interest (EOI) from reputed Management Consultancy Organizations/Institutions/Professional Bodies to prepare a Business Plan. The plan shall include business intelligence and an elaborate risk analysis which can provide insights into new business and market opportunities. The Party shall be responsible for conducting a detailed market research and drawing Business Plan for the next 10years.

DTTDC invites offers in two part bid system for selection of Management consultant for strategic roadmap creation and implementation assistance. Bidders are requested to submit their offers as per the tender document. The last date of submission of complete response is 17th June 2019.

Bidders are required to submit "Unpriced Technical Bid " along with supporting documents and Priced bid in physical mode only at the below mentioned address before the closing time of receipt of tender.

DTTDC Limited, 18-A, D.D.A. Shopping cum office Complex, Defence Colony New Delhi- 110024

Bid documents must be mandatorily Binded, Indexed and completely Page numbered as per tender document. For submitting bids through physical mode, bidders are required to submit "Unpriced Technical Bid" along with supporting documents and "Price Bid" in separate sealed envelopes. Both these envelopes shall be enclosed in a main envelope with name of the bidding company, contact person, phone, fax, e-mail address, tender no. and closing date clearly superscripted on the main envelope. Incomplete offer or offer received after the closing date and time shall be rejected.

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TERMS AND CONDITIONS

Terms & conditions with respect to the above advertisement dated 28th May 2019 for information to the interested parties:

1. (i) Eligibility Criteria

- Bidder should be a reputed Management Consultancy Organization/Institution/Professional Body having experience in the field of preparation of Business Plan cum Corporate Plan and Business Risk Analysis for minimum last 5 years for PSUs, Multinational companies etc.
- Bidder should essentially have office at Delhi with total professional manpower strength of not less than 25.
- Annual Turnover as Management Consultancy of the Bidder should not be less than Rs. 1.00 crore (average) for the last 3 consecutive financial years (2015-16 , 16-17 & 17-18) to be duly certified by practicing/authorized Chartered Accountancy firm.
- Net worth of the Bidder as on 31 Mar 2019 should not be less than 40% of Rs 1 Crore i.e. Rs 40 Lakhs. to be duly certified by practicing/ authorized Chartered Accountancy firm.
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(ii) Pre Qualification criteria :-

Criteria	Weightage/Score
Experience in preparation of Business Plan, Corporate Plan	
NIL assignments	Max Score 00
1-2 assignments	Max Score 10
3-5 assignments	Max Score 15
6 or more assignments	Max Score 20

Experience in Tourism and hospitality services	Max Score 15
Experience in dealing with PSUs	
1 to 3 PSUs	Max Score 10
3 or above PSUs	Max Score 15
Professional manpower	
Below 25	Max Score 00
25 to 35	Max Score 10
36 or above	Max Score 15
Turnover as Management Consultancy (average) for last 3 consecutive financial years	
	Max Score 00
1 Crore to 5 Crores	Max Score 05
5 Crore to 10 Crores	Max Score 10
11 Crore and above	Max Score 15
Proposed assignment approach and time frame	Max Score 20
Total Score	Max Score 100
Minimum Qualifying Score	60

Based on the pre-qualification criteria, Bidder meeting these requirements will be short-listed for further consideration fulfilling the above pre-qualification criteria.

- 2) In the second stage, the short-listed Bidder will be given -Request for Proposals or RFP document and invited to submit the same along with their Technical and Financial Proposals.

- 3) There may be a Pre Bid meeting organized inviting those bidders who have been short-listed based on Para 1 above. The pre bid meeting would likely to be held on 11th June 2019.. Bidders are required to communicate their queries etc., if any, three working days in advance so that the queries can be studied and the reply given in the pre-bid meeting. During the meeting the Scope of Assignment, Responsibilities of either party or other details would be explained to the prospective bidder so that there is no ambiguity later on at the time of submission of Technical and Financial Bid. Based on the outcome of the meeting in case some significant changes are made/ proposed/ agreed upon, in the terms/scope of RFP or otherwise considered necessary by DTTDC , a formal corrigendum to RFP would be issued to all short-listed bidders.
- 4) The Bidder shall be selected based on evaluation of their Technical and Financial Bids based on Quality & Cost Based Selection, details of which would be given in RFP.
- 5) The Terms of Reference for the Bidder would be as under: -
- Develop a Business/Corporate Plan covering evaluation of Delhi Tourism current position in Indian tourism industry and other activities undertaken by the corporation for next 05 years including requirement for Financial and human resources and the funding plan.
 - To carry out a detailed strategic review of the activities of the corporation with reference to market conditions .The review should cover industry and company analysis.
 - To develop a comprehensive Corporate/Business Plan covering short-term (1 to 3 years), mid term (3-5 years) and long term (upto 10 years) scenarios. This would identify future course of action for the company on the following parameters : -
 - Areas of operations; market diversification and penetration strategy.
 - Financial Projections.
 - Resource requirement and funding plan.

DTTDC shall not be responsible if the Offer/Bid documents are misplaced/delayed in transit and not received by the prescribed date and time. DTTDC reserves the right to award/reject any bid/EOI or withdraw the EOI notice/ tender without assigning any reason whatsoever.

- 6) Interested Companies may submit their Expression of Interest (EOI) by the due date 17th June 2019 by 4.00 PM at the below mentioned address:-

**DTTDC Limited, 18-A, D.D.A. Shopping cum office Complex, Defence Colony
New Delhi- 110024**

- 8) Bidder must use the following proformas to provide information in order to be evaluated as per terms and conditions of this EOI.
- 9) Authorised representative of Bidder must sign/initial the bid in original (in blue ink, no photocopies or fax copies), otherwise the bid may be rejected.

LETTER OF APPLICATION

(This should be furnished on the letterhead of the applicant)

**Registered Business Name of the Management
Organizations/Institutions/Reputed Professional Bodies :** **Consultancy**

**Registered Business Address of the Management
Organizations/Institutions/Reputed Professional Bodies :** **Consultancy**

Telephone

Fax

To,

The Financial Controller

Dear Sir,

We hereby forward information documents for the following services under the above EOI :

We authorize Delhi Tourism & Transportation Development Corporation Ltd. or its authorized representatives to verify the statements, documents and information's submitted and to clarify the financial and technical aspects of this application. For this purpose, we hereby authorize any Public Official, Engineer, Bank Depository, manufacturer, distributor etc or any other person or firm to furnish pertinent information deemed necessary and requested by Delhi Tourism to verify statements and information provided in this application or regarding our competence and standing.

The name and position of person who may be contracted for further information, if required, is as follows:

Name :

Designation :

Address :

We declare that the statements made and information provided in the duly completed application are completed, true and correct in every detail.

Date:

(Authorized Representative of Applicant)

Place:

INFORMATION REQUIRED

- 1.0 Bidder including individual firms are requested to provide the following information with necessary supporting documents.
- i) Bidder's identification data as per enclosed Form – I.
 - ii) Bidder's previous experience details as per enclosed Form – II.
 - iii) Experiences in execution of similar work with details to be furnished. Copies of the Letter of Appointment and Completion Certificate are to be furnished as supporting documents indicating time / financial over run, of consultancy work, if any.
 - iv) Bidder's resources including equipment and facilities for preparation of reports and drawings facilities and other relevant details are to be furnished.
 - v) Bidder's current jobs in hand to be furnished as per Form – III.
 - vi) Details of litigation / civil suit for the similar work executed by the Bidder during last 5 years ending on 30th April 2019 as per Form – IV.
- 2.0 Following documents are required to be submitted by Bidder along with application.
- (i) List of similar works carried out during last 5 years ending on April 2019 with copies of Letter of Appointments and Completion Certificate etc issued by the clients.
 - (ii) Audited Annual Accounts for last 3 financial years (including Balance Sheet and Profit & Loss Account) i.e. 2015-16, 16-17 & 17-18.
 - (iii) Copy of Registration of GST / Income Tax Clearance Certificate (ITCC)/PAN Number and Memorandum / Articles of Association, Certificate for firm, partnership deed, trust deed.

- (iv) List of qualified and experienced key personnel of the Bidder for designing/study as well as execution along with complete bio-data and exact nature and duration of their experience shall be furnished.**
- (v) Organization chart of Bidder's firm showing delegated authority of the Key Persons proposed to be deployed in the project /work.**
- (vi) Copies of Performance / Experience Certificates issued by clients, establishing the Bidder's credibility of timely completion of similar jobs successfully shall be furnished.**
- (vii) Copies of awards received, if any, (international / national / state level).**
- (viii) In case the Bidder proposes to get specialized design/study done through their associates, proper MOU with the respective Company along with their bio-data shall have to be furnished with this EOI bid itself.**

3.0 Incomplete application or application without supporting documents will not be considered and are liable to be rejected.

Bidder's Identification Data

I IN CASE OF INDIVIDUAL

- i) Name of Business**
- ii) Name of Owner**
- iii) Whether his business is registered.**
- iv) Date of Commencement of Business**
- v) (If applicable) Whether the Architect is registered with the council of Architect and If yes, Registration Number**

II. IN CASE OF PARTNERSHIP

- (i) Name of Partners.**
- (ii) Reference of Partnerships Registration**
- (iii) Date of Establishment of Firm**
- (iv) Copies of partnership deed, if any.**
- (v) Name of Registered Company with Reg. No.**

III) IN CASE OF COMPANY LIMITED BY SHARES.

- i. Amount of paid-up capital**
- ii. Name of Directors**
- iii. Date of Registration of company**
- iv. Certified copies of Memorandum and Articles of Association of Company.**

**Signature of authorized
Representative of Bidder**

Details of Similar work / study completed during past five years

S.N	Brief description of work/study	Fees	Value of work/study	Scheduled Completion Time in months	Actual Completion Time in months	Date/year of Completion	Full Postal Address of Client & Name of Officer in-charge with Phone no.
1	2	3	4	5	6	7	8

**Signature of authorized
Representative of Bidder**

Note : Attach separate sheet if necessary.

Completion Certificate from Clients to be attached.

Details of Current jobs in Hand

S.No	Full Post Address of clients and name of officer incharge with Phone No.	Brief description of Work/study undertaken by the bidder	Fees	Value of Work/study	Date of Commencement	Scheduled Completion time as on date	Percentage Completion as on date	Expected Date of completion	Present Status of the project
1	2	3	4	5	6	7	8	9	10

Note : Attach separate sheet if necessary.

Certified that the above information is correct.

Note: Letter of award/Certificate issued by client to be attached.

Signature of authorized representative

Form -IV

Summary of civil suits/litigation/arbitration cases in contracts executed during last seven years

S. N.	Name of Work/study	Name & address with telephone number of the client	Scheduled/ Actual completion date	Reason for civil suit/litigation/arbitration case	Date of Civil suit /Litigation/ Arbitration case	Present status	Remarks
1	2	3	4	5	6	7	8

Signature of authorized representative

*****END OF EOI DOCUMENT***