

## **EXPRESSION OF INTEREST FOR EDUCATIONAL TOURISM**

Maharashtra Tourism Development Corporation Ltd. invites Expression of interest (EOI) for Educational Tourism from qualified and reputed travel firms or agents or proprietary firms to provide us assistance for this tour.

### **BACKGROUND:**

Maharashtra Tourism Development Corporation (MTDC) has been exploring destinations of Maharashtra globally. Maharashtra is filled with exotic destinations including beautiful beaches, hill stations and wild life sanctuaries. MTDC promotes these destinations of Maharashtra globally so that number of tourist visiting Maharashtra increases.

There are numerous places in Mumbai and in entire Maharashtra which is yet to be discovered and explored for its significant values. It is very essential for the young ones in our state to know about our culture and its values, but sadly are young ones are getting attracted towards the western culture and are usually fond of hanging out in multiplexes and malls.

MTDC here is expecting the agencies to cover the schools of Mumbai region and expose them to know about facts of places in Mumbai, Thane or Raigad region which can have an educational importance to them. Through this MTDC can promote its unexplored places in Mumbai having educational importance.

### **NEED:**

MTDC wants agencies or proprietary firms to design packages to serve the purpose of Educational tourism.

MTDC appeals you to cover and design package for Vajreshwari temple in Bhiwandi for Educational tourism :-

1. Visit to Vajreshwari Temple located on the banks of river Tansa, lies in Bhiwandi city, Thane district. The place is famous for its hot water springs. There are around 21 hot water springs in five kilometre radius.
2. MTDC have its property at Akloli Kund, very close to Vajreshwari temple, which can be used as refreshment and other recreational activities for students.
3. Guides are also required to accompany students for this tour and provide them with relevant educational knowledge.
4. The students have to be provided with a CD along with some literature about this particular destination, so that it can be used as reference for syllabus projects.
5. As mentioned in the above point, to make this tour Educational, schools can be directed to consider this tour as a project, say post tour student will be

6. required to make a project on the visit, which carries some marks weight age in the syllabus.
7. The tour has to be planned in such a way, that it becomes a learning experience with long lasting sweet memory for student.

A good package of one day including all the components mentioned above should be designed by the agencies or proprietary firms.

In addition to the above mentioned destination, MTDC also wants you to design package for Murud Janjira Fort and Raigadh Fort for Educational tourism:-

1. Visit to Murud Janjira fort and its surroundings like beaches.
2. Visit to Raigadh fort.
3. MTDC have its property near Raigadh fort and Murud Janjira fort which can be used as refreshment and other recreational activities for students.
4. Here also guides are required to accompany students for this tour and provide them with relevant educational knowledge.
5. Similarly here also, students have to be provided with a CD along with some literature about this particular destination, so that it can be used as reference for syllabus projects.
6. Here also educational importance should be given to the tour, here forts being involved in the tour, have to be definitely considered as a project for student, which post tour student have to prepare, which carries marks weight age in the syllabus.

Similarly here also a good package of one or two days including all the components mentioned above should be designed by the agencies or proprietary firms so that tour becomes a learning experience for student.

### **Security of Students:**

1. For this educational tour, strictly school students above class IV till class IX should come for this tour.
2. Accordingly it has to be divided in three groups, i.e. class IV to class V one group, class VI TO class VII the other group and class VIII to class IX the other group. Group wise destinations mentioned for visit in this EOI can be sorted out.
3. Taking care of student for the tour is the sole responsibility of the agencies handling this project.
4. We expect agencies to have insurance for the students and this tour.
5. The team taking the student for the tour should comprise of people who have prior experience of taking student for such trip.
6. The team should also comprise of one or two female caretakers.

## **ROLE OF MTDC:**

Following are the roles that MTDC would play for Educational Tourism which will benefit the agencies:-

- i. We would provide our Maharashtra Tourism Development Corporation logo to the agencies. The agencies will have the right to use our logo with their organization for operation of Educational tours.
- ii. MTDC undertake the domestic and international marketing for Educational tourism as per their strategy.
- iii. The partner will be involved in the exhibition stalls and road shows organized by MTDC.
- iv. MTDC will provide their resort for Educational tourism and accordingly charges will be applied.

## **Expectation from agencies:**

MTDC expects the agencies to prepare a good revenue sharing model for this. It should be prepared in such a way that it is beneficial for the mutual interest of both the parties. In addition to that we expect a good concept to cover the essential components required for Educational tourism.

The Presentation of EOI will be on specified date in which the agency should give presentation on following points.

- 1) Their understanding of Educational Tourism
- 2) Packages they Propose
- 3) How they will ensure student discipline, quality content in the tour and development of guide and security for the students.
- 4) Expectation from MTDC
- 5) Time required for initiating the operation.

The other package the agency should provide the breakup of cost and revenue sharing.

Marking of the agencies will be done in the following manner: -

## **Topic Marks**

<b>Topic</b>	<b>Marks</b>
Presentation of Concept for all models	70 marks
Financial Viability	30 marks

- Ensure Safety of students and good behaviour by students.
- Any untoward incidence will be the responsibility of the agency
- Time by Operations
- Smooth Running and Punctual Operation of the tours.

### ELIGIBILITY:

- EXPERIENCE: Companies or proprietary firm should have minimum of 3 years of experience in execution of plan for tourism projects involving multiple agencies.
- MANPOWER: Companies or proprietary firm has to be equipped with skilled and trained manpower for execution of the project. Agency should have qualified & experienced team which will work on the project for effective implementation.
- TURNOVER: Companies or proprietary firm must have turnover of minimum of Rs. 8 Lakhs for the each year in last three financial years.

The Firm meeting the above criteria shall submit their applications in the prescribed

Format with following details in support of their claim for qualification-

- Agency/Firm profile along with the audited financial statements of last 3 years
- Project profile for last 3 years to prove experience.
- Availability of appropriate skilled manpower/team required for this project: Detailed C.V. of the Professional along with attested relevant certificates.
- Companies or proprietary firm should provide necessary documentation to support its experience in activities of preparation of effective audio visual presentation and sponsorship work. All documents should have attested copy.
- **Presentation/Strategy on execution & implementation of the entire project**

Detailed screening would be done for making an assessment of suitability of the firm who have applied and fulfilled initial screening criteria as per the grading system below:

Financial Bidding	30 marks
Presentation/Strategy on execution & implementation of the entire project	70 marks

## **E.O.I Procedure:-**

### **1. Submission of EOI**

EOI should be submitted in two separate sealed envelopes as indicated below:

The two sealed envelopes No.1 and 2 shall be put together in one common cover and sealed. The sealed cover shall be marked on the left hand top corner "**EOI for Educational Tourism.**"

The full name and address of the Companies or proprietary firm shall be written on the bottom left hand corner of the common cover and the same properly addressed, should be delivered in person and receipt thereof obtained so as to reach the General Manager, MTDC by the stipulated date and time.

### **2. Opening of EOI**

On the date specified in the EOI Notice following procedure will be adopted for the opening of the EOI.

## **Envelope No.1**

Firstly Envelop No.1 of the EOI will be opened at M.T.D.C. Ltd, C. D. O. Hutments, Opp. L.I.C. (Yogakshema) Building, Madame Cama Road, Nariman Point, Mumbai-400 020, to verify its contents as per requirements. If the various documents contained in this envelope do not meet the requirements, a note will be recorded by the EOI opening authority and the said EOI envelop No.2 will not be considered for further action. For Envelop No.1 duly typed "**EOI for Educational tourism**" on top.

The first envelop must be clearly marked as '**Envelop No.1**' and shall contain the following documents in support of their (firm / agency) claim for qualification-

1. EOI Document Fee Rs. 2500/-. Crossed Demand Draft of Rs. 2500/- (Rs. Two Thousand Five Hundred Only) drawn on any nationalized bank favouring "MTDC" payable at "Mumbai" towards the cost of EOI Document.
2. Application for Authorized agency for Educational Tourism
3. Agency/Firm profile along with the audited financial statements of last 3 years ending March 2012.
4. The bidder shall have experience in implementing this project. It should be supported by necessary documents **Annexure II**.
5. The Bidder has to be equipped with skilled and trained manpower for execution of the project. For availability of appropriate skilled manpower/team, detailed C.V. of the professionals along with attested relevant certificates should be produced. This should be furnished in **Annexure I** and has to be supported by the relevant documents.
6. The net worth of the Bidder as on 31st March 2013 should be minimum Rs. One Crore only. It should be certified by Chartered Accountants (C.A.).
7. Service Tax Registration Certificate on or before 2007 must be attached.
8. Service Tax Returns & IT Returns of previous three financial years ending 31st March 2013 certified by Chartered Accountants (C.A.).
9. Provident fund Registration. It should be supported by necessary documents.
10. ESI Registration. It should be supported by necessary documents.

11. The bidder must have office in Maharashtra. This should be supported by a valid Shop Act License.
12. Declaration of the Bidder that he agrees with the Terms & Conditions of the EOI by signing each sheet of the EOI document.
13. Power of Attorney in favor of the person signing the bids.
14. Presentation/Strategy on execution & implementation of the entire project.

### **Envelope No.2 (Commercial Offer)**

The Commercial Offer must be given in a sealed envelope. The Price Schedule (**Annexure III**) must be filled in complete manner, without any errors, erasures or alterations. Bidder should submit their prices only in the (**Annexure III**) given in the EOI Document. Price quoted other than the bid form shall be liable to be rejected. Bidder should quote final all-inclusive Price i.e. inclusive of taxes and duties etc which will be considered for evaluation purpose.

The Second Envelope clearly marked as '**Envelop No.2**' shall contain separate offer for all facilities. For Envelop No.2 duly typed "**EOI for Educational Tourism**" on top.

The Agency / firm contract will be valid for 6 months and may be extended for a further period of 6 months depending on performance, at the sole description of the MTDC. The Agency shall agree to MTDC's standard agreement for the agency/firm Services at the time of award of work.

The interested agencies/firms shall submit their application in prescribed format (attached along with) in two envelope system. The first envelop should contain the Technical offer, application form, Documents required as per eligibility criteria. The second envelop i.e. Commercial Offer / financial bid should contain the financial quote (**Ref. Annexure III**)

Both the envelopes should be kept in one big envelope scribing EOI for "**EOI for Educational Tourism** "

The Application Form and Annexures duly filled in/typed along with forwarding letter of the firm and copies of all required documents in bound form with all pages signed and stamped by the Authorized Signatory shall be submitted before the last date of submission. The last date of submission of the applications addressed to the General Manager, MTDC Ltd. is 03/10/2013 up to 3.00 pm. and will be opened on 04/10/2013 3.00 pm. MTDC reserves the right to reject any or all applications without assigning any reason there for.

Sd/-

Managing Director

MTDC Ltd., Mumbai



**Application for Authorised agency for Educational Tourism.**

I/ We .....(Name of the Agency/Firm)..... herewith apply for **Educational Tourism** for MTDC.

I / We enclose herewith our application with required details in prescribed format for your consideration.

1. Full name of the Agency/Firm .....
2. Whether Proprietary / Partnership / Public Limited Company .....
3. Year of Establishment .....
4. Full Registered Office address of the Firm .....
5. Telephone / Fax / Mobile Nos. / E-mail of the Firm .....
6. Registration No.....
7. Registration of firm with Service Tax and VAT as  
as required and Registration No. ....
8. Service Tax Registration No. of the form (for Indian firms) .....
9. Permanent Account No. (PAN) of the firm .....
10. Full time employees details as per **Annexure –I.**
11. Agency / Firm details as per **Annexure –II.**
12. Attach Audited Balance Sheets of the firm for last 3 years duly certified by Chartered Accountant with their Seal / Stamp.
  
13. Have the agency/firm ever been debarred/Black listed?  
(If yes, please furnish details including name of Employer and reasons etc.)
  
14. Any other relevant information –  
(Attach additional sheets if required)

15. Indicative Agency/Firm Fees for :- **managing and coordinating** services for

Certified that the above information is correct to the best of our knowledge and no relevant information is withheld. If at any time during or after the Empanelment, it is proved that the information furnished by us is wrong, Maharashtra Tourism Development Corporation Ltd. shall have the right to take necessary action against our firm as per applicable Laws / Rules of the land.

Signature of Authorized Representative of the Firm/Agency

Date : Name .....

Place : Designation .....

Seal / Stamp of the Firm

**ANNEXURE – I**

Details of Permanent Employees with the Agency/Firm –

- |  |    |           |
|--|----|-----------|
| 1) Consultants                             | :- | (Numbers) |
| 2) Guides Details                          | :- | (Numbers) |
| 3) Other Employees (Helping Staff) details | :- | (Numbers) |

CVs of Sr. No. 1 to 3 above giving details such as Name, Qualification, Experience, Period of Service with Firm, Project carried out certified by authorized signatory of the Firm.

Signature of Authorized Representative of the Firm

Date : Name .....

Place : Designation .....

Seal / Stamp of the Firm

**ANNEXURE – II**

Details of work/experience to be considered for eligibility.

- 1) Project Name and Description :-
- 2) Name of Employer and Contact details :-
- 3) Area of Participation (Services offered) :-
- 4) Scope of work :-
- 5) Project Cost (Rs.) & Duration :-
- 6) Agency / Firm Fees Rs. :-
- 7) Date of award and completion :-
- 8) Whether Time Over Run or Cost Over Run in the Project :-

Signature of Authorized Representative of the Firm/Agency

Date : Name .....

Place : Designation .....

Seal / Stamp of the Firm

**ANNEXURE – III**

Financial quoting for the project Educational Tourism in detailed should be explained in the table format given below.

<b>Educational destination mentioned by MTDC(Vajreshwari Temple, Murud and Raigadh Fort)</b>	<b>Deliverables</b>	<b>Cost to School</b>	<b>Details of Revenue Sharing (Give Options)</b>

Authorised Signatory  
and seal of Company/Agency/Firm

## **DISCLAIMER**

The information contained in this Expression of Interest ("EOI") document or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of MTDC or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this EOI document and such other terms and conditions subject to which such information is provided.

This EOI document is not an agreement and is neither an offer nor invitation by MTDC to the prospective Bidders or any other person. The purpose of this EOI document is to provide interested parties with information that may be useful to them in the formulation of their Proposals to this EOI document. This EOI document does not purport to contain all the information that each Bidder may require. EOI document may not be appropriate for all persons, and it is not possible for MTDC, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI document. The statements and information contained in this EOI document may not be complete, accurate, adequate or correct. Each Bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the statements and information contained in this EOI document and obtain independent advice from appropriate sources.

Information provided in this EOI document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. MTDC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

MTDC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of this EOI document and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI document or arising in any way with short-listing of Bidder(s) for participation in the Selection Process.

MTDC also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this EOI document.

MTDC may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information or assessment contained in this EOI document.

**Tenderer**

**General Manager**

**MTDC**

The issue of this EOI document does not imply that MTDC is bound to short-list Bidders for next stage of the Selection Process for the Project and MTDC reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by MTDC or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and MTDC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

**Tenderer**

**General Manager**

**MTDC**