

**Clarification on RFP document in connection with the proposed consultancy service for carrying out a study on
“Study of Status of Investment by Private Sectors in respect of Tourism in Meghalaya”**

Pre-Bid Queries

Sl.No	Page number and reference of RFP	Particulars	Query	Response
1	Pg 20 Procedure for Detailed Evaluation of Technical Qualifications	Specific experience of the Consultant relevant to the assignment: 10 marks out of 100. Experience in carrying out studies or surveys in North Eastern India: 7½ marks out of 100 Experience in carrying out studies and surveys for Government of India / State Government Ministries or Departments: 7 ½ marks out of 100	Please clarify on the number of projects required under each criterion to score maximum marks. Or Kindly specify the marks per project for each criterion. We understand that the same projects can be repeated under the different criteria. Kindly clarify.	All the relevant work similar in nature completed in last 5 years may be added as per RFP. As per RFP
2	Pg 66 (III) Special Conditions of Contract; Clause 10	The Resident Manager will be:	The Special condition of Contract specifies the need of Resident Project Manager. Kindly clarify do we need to provide a Resident Manager to be stationed in Guwahati or at project location/work location?	The Resident Manager may be located at Guwahati or at the work location.
3	Section 2 Information to Consultants Part II Data Sheet (Specific to the Assignment), Clause 7	No office space will be provided by the Employer to the selected Consultants at any location.	We understand that consultant can work from their respective locations except for stakeholder meetings, site visits and client meetings and there is no mandatory requirement for consultant to set up an office in Meghalaya. Please clarify.	As per RFP

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4	Pg 10 Clause 9.4 (e)	(d) Marketing Expert: Post-graduation qualification in marketing management with 10 years' experience in similar works like E-Commerce, Digital/other IT tools for marketing etc.	<p>We understand that Marketing expert should have experience in promoting tourism through digital marketing/e-commerce /IT tools etc. We request you that the experts having post graduate degree in Tourism with experience in marketing shall also be considered for this position. Therefore, we request you to kindly amend this position as below:</p> <p>(d) Marketing Expert: Post-graduation qualification in Tourism/ marketing management with 10 years' experience in similar works like E-Commerce, Digital/other ITtools for marketing etc. Post-graduation qualification in Management with 10 years' experience in similar works like preparation of marketing-promotion strategies for tourist sites/ E-Commerce/ Digital or other IT tools in service sector of tourism industry or other infrastructure sectors. Kindly consider.</p>	<p>As per RFP</p> <p>As per RFP</p>
		(e) Economics/Statistics Expert: Post-graduation qualification in Economics/Statistics with 10 years' experience in similar works.	<p>Considering the scope of work of the project, we feel that it is important to have a Finance expert rather than an economist in the key team to achieve the aim of the study and to successfully deliver the project. Therefore, we request you to kindly amend this position as below:</p>	

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			(e)Economics/Statistics / Finance Expert: Post- graduation qualification inEconomics/ Statistics / Finance with 10 years' experience in similar works.	As per RFP
		Tourism and Travel Management Expert Post-graduation qualification in Tourism & Travel management with 10 years' experience in similar works	The qualification criteria for Tourism and Travel Management Expert is highly restrictive. Hence, we request you to modify therequired qualification as below: Tourism and Travel Management Expert Post-graduation qualification in Tourism & Travel management/ M. Plan/ MBA or equivalent with 10 years' experience in similar works. Kindly consider.	As per RFP
		Human Resource Management Expert Post-graduation qualification in Hospitality Management/ Logistic/ Human Resource with 10 years' experience in similarworks related to service sector of tourism industry	The qualification criteria for Human Resource Management Expert is highly restrictive. Hence, we request you to modify the requiredqualification as below: Human Resource Management Expert Post-graduation qualification in Hospitality Management/ Logistic/ Human Resource with 10 years' experience in similar works relatedto service sector of tourism industry or other infrastructure sectors. Kindly consider.	As per RFP
5	Pg 38 Form Fin- 5	Miscellaneous Expenses	Kindly clarify, if we can add new particulars or head in the Miscellaneous expenses such as cost of AMC software licenses, etc.	As per RFP

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		<p style="text-align: center;">FORM FIN – 5 Miscellaneous Expenses (It will include only such expenses which are directly chargeable to the Assignment/Job)</p> <table border="1"> <thead> <tr> <th>Sl No</th> <th>Particulars</th> <th>Unit Rate</th> <th>Quantity(staff months)/number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Secretarial staff</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Office equipment</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Preparation of reports / deliverables.</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sl No	Particulars	Unit Rate	Quantity(staff months)/number	Amount	1	Secretarial staff				2	Office equipment				3	Preparation of reports / deliverables.					Total				Since the Financial Forms does not include the cost of office set up in Meghalaya, we understand that the consultant is not mandated to set up any project office at work location/ Meghalaya. Kindly confirm.	As per RFP
Sl No	Particulars	Unit Rate	Quantity(staff months)/number	Amount																									
1	Secretarial staff																												
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	Total																												
6	Pg 71 Section 7: Power of Attorney	Format for Power of Attorney for Signing of Proposal.	Please provide clarity on whether the 'Power of Attorney' needs to be on the applicant's letterhead or if it needs to be on a stamp paper duly notarized.	It needs to be on a stamp paper duly notarized.																									
7	Page No. 40 Section 5 – Part 1 Clause 2 (Point No. 2)	Study & evaluate the trend and quantum of investment made by private sector in the tourism industry in the state.	Given the short duration of the assignment, we understand that review of trend and quantum of investment made by private sector in the tourism industry would be based on secondary sources (wherever applicable) and data/ reports available with the state department. Kindly confirm that such data/ reports would be provided by the client.	Data pertaining to the study will be sourced by the Consultant. Refer Section 5 –Terms of Reference Part I Clause 4 of the RFP																									
8	Page No. 40 Section 5 – Part 1 Clause 2 (Point No. 3)	Study the legal and policy framework (developmental schemes) for promotion of tourism industry in the state	We understand that access to database related to developmental schemes for promotion of tourism industry in the state will be provided by the client. Kindly confirm.	No. As per RFP. Refer Section 5 –Terms of Reference Part I Clause 4																									

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9	Page No. 40 Section 5 – Part 1 Clause 2 (Point No. 4)	Analyse the problems/constraints faced by the private investor in the state and devise measures & strategy for sustainable investment and development of tourism in the state.	We understand that the analysis of problems/constraints will be based on secondary data analysis and stakeholder/private sector consultations. Kindly confirm. Also, kindly consider limiting the consultations to 5 private sector players only.	As per RFP. Refer Section 5–Terms of Reference Part I Clause 4. The sample size to be taken in the primary survey of the study should be representative of the entire state.
10	Page No. 40 Section 5 – Part 1 Clause 2 (Point No. 5)	Survey & Compilation of data pertaining to tour operator/travel agency, transportation services, sanitation & health care facilities at tourist destinations, existing/ongoing infrastructure projects, accommodation units, etc., which are part of the private sector investment in tourism sector in the state.	1. We request you to kindly clarify if any list of tour operator/ travel agency transportation services, sanitation & health care facilities at tourist destinations, existing/ongoing infrastructure projects, accommodation units, etc., will be provided by the client. Kindly confirm. 2. We understand that the data required for the mentioned analysis will be collated from available secondary sources such as various state government departments and agencies (state tourism department, tourism boards, etc.), central government reports/ databases (Ministry of Tourism, Ministry of MSME, etc.), and any other data source available in the public domain. We understand that no primary surveys/ field surveys will be undertaken for the mentioned scope. Kindly confirm.	No. As per RFP. Refer Section 5 –Terms of Reference Part I Clause 4

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			<p>3. However, in case primary survey is envisaged. Kindly clarify the number of tourist destinations/ existing/ongoing infrastructure projects, accommodation units to be covered as part of the primary survey. Also, kindly clarify the number of data points to be covered at each of the survey sites/ destinations.</p> <p>Kindly confirm.</p>	The sample size to be taken for primary survey should be representative of entire state.
11	Page No. 40 Section 5 – Part 1 Clause 2 (Point No. 6) –	Identification of specific locations (which are yet unexplored but have immense tourism potential) and project investment requirements in infrastructure development for better accessibility, accommodation and other amenities associated with the sector.	We understand that identification of the location and investment requirements will be based on analysis of secondary data collected from various stakeholders and select consultations with various government stakeholders. Kindly confirm.	As per RFP. Refer Section 5 –Terms of Reference Part I Clause 4
12	Page No. 40 Section 5 – Part 1 Clause 2 (Point No. 7)	Assessment of domestic and foreign tourist inflow to the state and the type of inclination of the tourist towards different component of tourism (adventure, health, leisure, etc.) in the state.	We understand that no primary survey is envisaged, and assessment of domestic and foreign tourist inflow and their inclination would be based on the data provided by the client and any relevant secondary data, if available in public domain. Kindly confirm.	No data will be provided by the client. Consultant has to source both secondary & primary data.
13	Page No. 40 Section 5 – Part 1 Clause 2 (Point No. 8)	Assessment of the contribution of tourism sector to the State GSDP of Meghalaya	We understand that there is no survey envisaged and indicative assessment would be based on the data provided by the client and any relevant secondary data, if available in public domain on select proxy indicators. Kindly confirm.	As per RFP. Refer Section 5 –Terms of Reference Part I Clause 4 No data will be provided by the client.

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14	Page No. 40 Section 5 – Part 1 Clause 2 (Point No. 10)	Study potential areas of tourism for setting up of small-scale industries as an alternative means of livelihood giving due importance to community participation, preservation of the cultural values and natural environment in the state.	We request you to kindly confirm that the assessment and analysis will be conducted based on available secondary data and no primary surveys are expected to be conducted under the study. Kindly confirm.	As per RFP. Refer Section 5 –Terms of Reference Part I Clause 4
15	Page No. 41 Section 5–Terms of Reference – Part I Clause 4 (Location of the Work)	The study has to be carried out by collecting data from field surveys /primary sources and from other secondary data collection methods. All the stakeholders of the sector have to be consulted at the State level/National level. The collected data has to be verified, tabulated and analyzed to derive the findings to cover the scope of work.	We understand that the study will be based on primary consultations with involves government departments/ agencies, data available from various secondary resources (State government departments/ agencies, central government department/ agencies, etc.), and consultations with select private players in the sector (limiting to five (5) in number). Kindly Confirm.	Section 5–Terms of Reference – Part I Clause 4 is self-explanatory : “ The study has to be carried out by collecting data from field surveys /primary sources and from other secondary data collection methods. All the stakeholders of the sector have to be beconsulted at the State level/National level. The collected data has to be verified, tabulated and analyzed to derive the findings to cover the scope of work ”. The sample size to be taken for primary survey should be representative of entire state.
16	Page No. 68 Appendix B – Reporting requirements	10 sets of coloured hard copy of the report to be submitted at each stage for evaluation by the experts along with a soft copy. 100 sets of coloured hard bound copies of the final report are to be submitted along with 50 copies of the report in soft copies inthe form	Request you to kindly consider five (5) sets of coloured copy alongwith a soft copy to be submitted at each stage, and 10 sets of coloured copy along with five (5) sets of soft copy for final report. Kindly Consider.	As per RFP

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17	Page No 63 MISCELLANEOUS PROVISIONS:	IPR	We understand the pre-existing IPR of the firm shall remain with the firm.	As per RFP
18		Liability of the Consultant	Kindly consider the following under the contract: “Notwithstanding anything contained in the Contract, Client agrees that the Consultant shall not be liable to Client, for any losses, claims, damages, liabilities, cost or expenses (“Losses”) of any nature whatsoever, for an aggregate amount in excess of the fee paid under the contract for the services provided under the contract, except where such Losses are finally judicially determined to have arisen primarily from fraud or bad faith of the Consultant. In no event shall the Consultant, be liable for any consequential (including loss of profit and loss of data), special, indirect, incidental, punitive, or exemplary loss, damage, or expense relating to the services provided pursuant to this Contract.”	As per RFP
