

REQUEST FOR PROPOSAL (RFP)

[RFP reference No. 0004/UKCDP/RFP/2022]

**SELECTION OF JV PARTNER/CONSORTIUM FOR DEVELOPMENT AND
MANAGEMENT OF HOMESTAYS THROUGH CO-OPERATIVE SOCIETIES
UNDER UKCDP PROJECT IN THE STATE OF UTTARAKHAND**

[1st September, 2022]

Uttarakhand Cooperative Develop Project (UKCDP)

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Uttarakhand Cooperative Development Project (UKCDP)

Programme Directorate

4th Floor, Kapoor Tower, Rajpur Road

Dehradun, Uttarakhand – 248001

LETTER OF INVITATION

August xxth, 2022

To,

All Potential Applicants

Subject: RFP for selection of a joint venture partner for development of Homestays under UKCDP across the State of Uttarakhand in phased manner

Dear Ma'am / Sir,

Uttarakhand Cooperative Development Project (UKCDP) Directorate invites proposals from firms/companies/agencies or a consortium of group of companies for selection as a strategic joint venture partner for development and management of homestays proposed to be developed using institutional structure of Co-operative Societies in the selected districts in the State of Uttarakhand.

The prospective applicants, who are willing to be associated with the project in a joint venture, are invited to submit a proposal pursuant to this RFP in accordance with the terms set forth in this RFP and other documents as may be provided by UKCDP pursuant to this RFP, as modified, altered, amended, and clarified from time to time, by UKCDP.

You are requested to participate in the selection process and submit your proposal for the Project in accordance with the RFP.

Please note that UKCDP Directorate reserves the right to accept or reject all or any of the proposals without assigning any reason whatsoever. Further, UKCDP reserves the right to cancel the selection process at any time without assigning any reason whatsoever. **No applicant shall be entitled to challenge such action of UKCDP before any Court/Authority/Forum etc.**

Thanking You.

Yours Faithfully,

Mr. Anand AD Shukla

Nodal Officer

UKCDP Directorate, Uttarakhand

1. INVITATION FOR PROPOSALS

1.1 Background

Uttarakhand Tourism and Homestays

Uttarakhand - situated in the foothills of Himalayas, is a tourist hub that attracts travelers from all over the world. Known as the Land of Gods, Uttarakhand is considered a paradise on earth for its out of the world scenic beauty. The State has 13 districts, which are grouped into two major Divisions, Kumaon and Garhwal. The tourism sector has been a major constituent of the service sector. Given the factor endowments, there is huge potential for growth in the tourism sector considering the demand from both the domestic and international markets in terms of content and standard of facilities and utilities.

The State attracts tourists for pilgrimages, cultural tourism, nature tourism, adventure tourism, wildlife tourism, eco-tourism, and amusement and leisure tourism. The presence of several hill stations, wildlife parks, pilgrimage places, natural attractiveness, Char Dhams, pious river streams, dams, power generating stations and trekking routes make Uttarakhand an attractive tourist destination. Therefore, the approach to tourism development in Uttarakhand has to be based on the strengths of this State. Since Uttarakhand is rich in natural beauty with a unique mountain environment as well as rich historical and cultural assets, diverse products have to be designed for various categories of people who travel to this State for different motives.

A lion's share of tourists' footfall prefers to stay in "**Homestays**" developed to experience the life of Uttarakhand people from a close lens. Homestays provide an enriching and immersive experience of the natural and scenic rustic charm and one of the best ways to experience the Himalayan hospitality of Uttarakhand.

A Homestay is staying in someone's home as a guest for short time-period with the host's family. Guests are provided with homily accommodation and services by individual family and the local community. It provides home away from home experience to the tourists. People from Uttarakhand believe in simplicity and warmth and follow the ancient Vedic tradition of 'Atithi Devo Bhava' or 'Guests are God'.

The Home-stay concept has already been thriving in Uttarakhand. They help in boosting the rural economy, reducing migration, and conserving local culture & tradition. There are many registered Homestays available in the State where one can explore rural locality full of splendid natural surroundings, enjoy local culture and cuisine, explore hidden spots, all this with the help of native people.

1.2 UKCDP Project

Department of Cooperatives, Uttarakhand plays a pivotal role in fostering the rural economy of the State through its co-operative institutions at Nyay Panchayat level named **Multi-Purpose Primary Agricultural Co-operative Societies (MPACS)**. These are government institutions registered under **Uttarakhand Co-operative Societies Act, 2003**. Currently, there are **670 MPACS** in Uttarakhand.

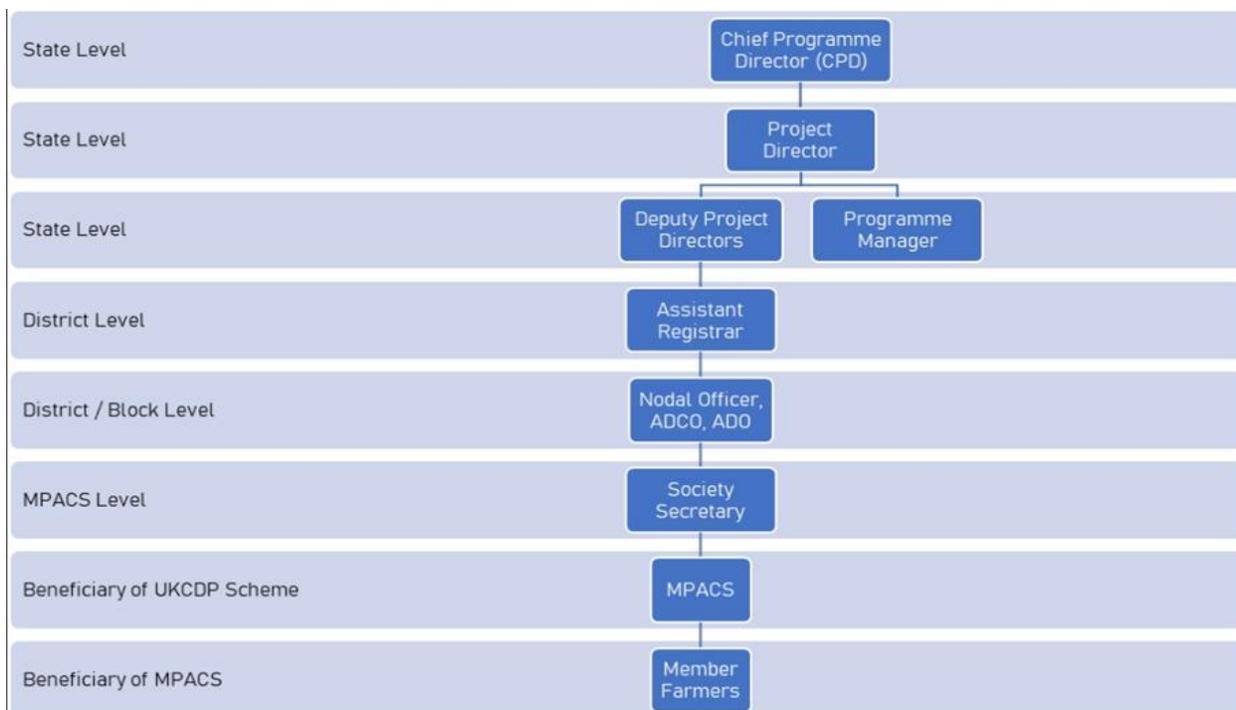
In order to double the farmer's income, reverse the outgoing migration from hilly districts of the State and diversify the business proposition of MPACS, the Department launched a flagship programme called Uttarakhand Co-operative Development Programme (UKCDP) in February 2019. It is a loan-based programme funded by National Cooperative Development Corporation (NCDC).

Uttarakhand Cooperative Development Programme (UKCDP) - India's first integrated cooperative development project which is aimed to improve rural economy by giving a boost to the co-operative, agriculture, and allied sectors through Multi-Purpose Primary Agriculture Cooperative Societies (MPACS)/Co-operative Societies. About 50,000 small and marginal farmers of the state would directly benefit from the scheme. The scheme is a catalyst towards the vision of **"Atmanirbhar Bharat"** by creating additional income & employment generation through commercial activities by MPACS and making it a profitable business unit. UKCDP is operated under the financial assistance of **National Cooperative Development Corporation (NCDC)** and grant provided by **Ministry of Agriculture and Farmers Welfare under CSISAC (Component-1)**. ₹ **3340 Crores** has been provisioned for financing the potential business activities by MPACS.

The UKCDP project works across the districts and is handled by a State Level Nodal entity called **UKCDP Programme Directorate** which is headed by **Chief Programme Director (CPD)** assisted by **Project Directors (PDs)**, Dy. Project Directors, Sectoral Experts, Project Management Consultants (PMC)/Teams and the state level machinery.

UKCDP comprises of four sectors – Co-operatives, Dairy, Sheep & Goat and Fisheries. Under the programme the co-operatives through its structures and the specialized co-operatives viz. **agriculture, sheep & goat, fisheries, and dairy** shall be strengthened to act as the force multiplier towards increasing the farmers income.

The project envisages to bring about holistic development in agriculture and allied sectors in the State through cooperative societies. It targets to identify very specific opportunities for intervention, carving specific projects, assessing technical and financial feasibility of proposed project, project costs, funding structure, converting proposed projects into profitable business models, and thereby developing sustainable income generation for Co-operative Societies, State level Cooperative Federations and its members.



At the onset of the project, pre-assessment of four sectors was undertaken, opportunities were identified through stakeholder consultation and surveys, roll out plans were prepared, feasibility assessment was carried out and thereafter the implementation work was started. The implementation of various activities of these sectors are already in progress such as:

1. **Cooperative sector (primarily focuses on agri & related activities):** Collective Cooperative Farming, Damask Rose, Beekeeping, Mushroom, e-marketing, value addition and marketing etc.
2. **Sheep & Goat Sector:** Facilitating cooperative farmers with construction/renovation of goat shed, goat & buck distribution, AI-heat synchronization, insurance, treatments, vaccination, marketing and selling goat meat under BAKRAW brand, developing Goat valley etc.
3. **Fishery sector:** Cluster farming of trout fish through cooperative societies, Value addition and marketing and selling fishes under Uttarafish brand etc.
4. **Dairy sector:** Providing 2-5 cattle units through dairy cooperatives, Milk procurement, processing and value addition, marketing and sale under Aanchal Brand etc.

Homestay Development was also identified as one of the potential activities which can be developed as a thematic tourism around the activities undertaken by cooperative societies - agriculture, sheep & goat, fisheries, and dairy sector. For the same, the directorate has planned a Cooperative-Corporate Partnership (CCP) and intends to onboard a JV Partner/Consortium for development and management of homestays.

1.3 Homestay Development under UKCDP Project

The idea behind the project is to create a chain of premium and basic homestays in whole of Uttarakhand which comes with mark of reliability and trust of co-operative structure and efficiency of Corporate.

1.3.1 Vision: “To promote thematic rural tourism in Uttarakhand by creating a chain of premium and basic homestays available to tourists with end-to-end experience from arrival to departure”

1.3.2 Mission

- To maximize footfalls of the tourists and adventurers and to provide comfortable and secured rural village home stay
- To develop thematic rural tourism with focus on Agrotourism & Eco-tourism
- To promote socio-economic development of the rural sector
- To provide job opportunities to the local people esp women

1.3.3 Objective

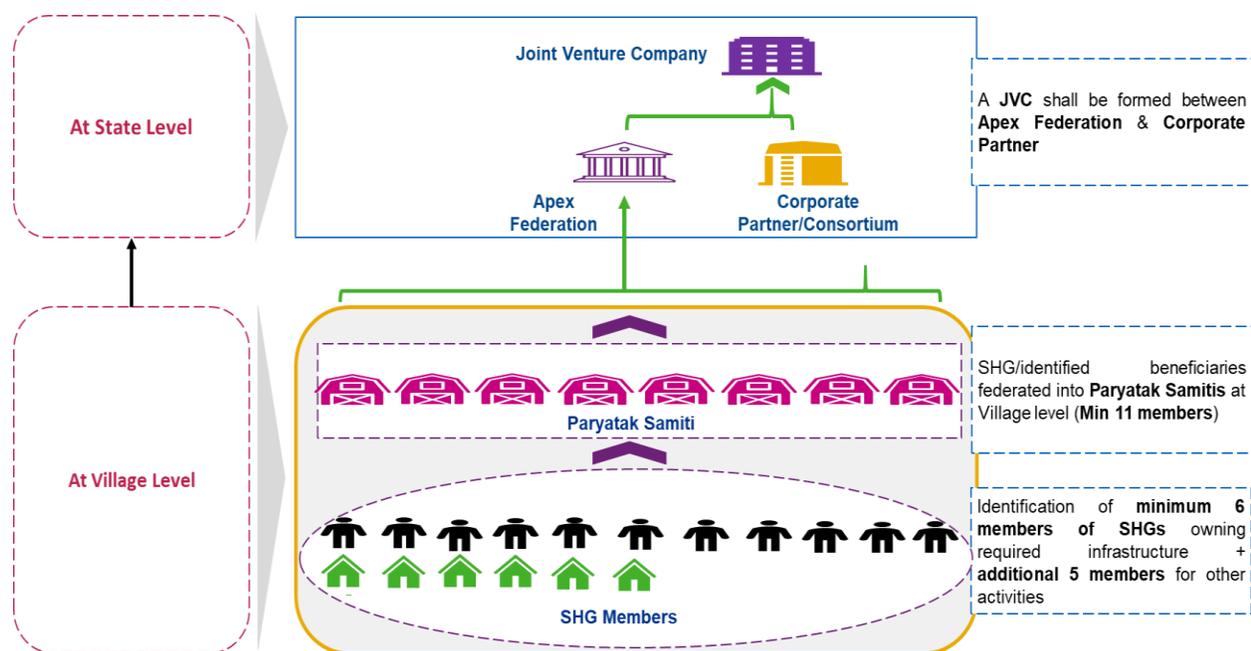
- To provide hospitality at its best with a very special & soothing experience of home away from home
- To experience the nature, rural rustic life & exposure to the culture through involvement in local festivals
- To develop tourism around agriculture, dairy, fisheries & duckery, sheep & goat and other farm activities
- To make it a traditional style home stay with very earthy and a natural ambience
- To empower women of the State.

1.3.4 Operational Model

Under this project, it is planned to mobilize SHGs/individual beneficiaries (minimum 11) and federate them under Paryatak Samitis at village level. In a village cluster, minimum 6 homestays shall be developed. Amongst the 11 SHGs members federated into Paryatak Samitis, 6 would be identified for homestay development while the remaining 5 SHG members would perform other activities required in the functioning of homestay in a cluster.

The focus of the project at the grass root level will be SHG groups. In the identified SHG groups, interested members will run their own homestays and rest will facilitate in provisioning of other services like back-up staff, tour guides, trek guides, promotion of local produce and handicraft etc. SHGs will provide required self-governed and peer controlled informal institutional ecosystem helping in sustainability of the idea and the project.

At the state level, it is planned to federate these Paryatak Samitis into a State level apex tourism federation (virtual). Further it is planned to establish a Joint Venture Company (JVC) as a partnership firm between State Tourism Federation and Corporate Partner/Consortium.



The beneficiaries identified under the project shall mandatorily have their own land and property with good and perfect title and JVC shall not be allowed to undertake any land transaction or work out any lease arrangement with the beneficiary.

The project will be rolled out in a phased manner. In the first year, it is planned to develop 120 homestays. Subsequently the targets for 2nd and 3rd year are set, however, it is subject to experience gained in 1st year and decision taken by the Joint Venture Company that is proposed to be formed under this project.

S. No.	Sector	No. of Paryatak Samitis & Homestays					
		Year 1		Year 2		Year 3	
		No. of New Paryatak Samitis	No. of New Homestays	No. of New Paryatak Samitis	No. of New Homestays	No. of New Paryatak Samitis	No. of New Homestays
1	Garhwal	12	72	11	66	16	96
2	Kumaon	8	48	7	42	10	64
	Total	20	120	18	108	26	160

A Joint Venture Company would be created between Tourism Federation (an apex body created by federating Paryatak Samitis) and a corporate partner or consortium of **maximum two corporate partners** already existing in the business. A corporate partner can form a consortium with other partner based on their mutual understanding and revenue sharing.

To ensure the uniformity of services and the quality standards, Standard Operating Procedures shall be worked out by the JVC. It is planned to target two types of homestays – Basic & Premium homestays. Out of the total target of 120 homestays in the first year, 70% of the homestays would be basic homestays and 30 % would be premium homestays. Homestays under the project can be the new homestays or any existing homestay which agree to abide by the terms and conditions proposed by JVC along with name, branding, operating and revenue model.

The roles and responsibilities of all the parties are defined in detail in the upcoming clauses.

Accordingly, UKCDP Directorate intends to select and induct a renowned firms/companies/agency/consortium in the project as a strategic joint venture partner for the development and management of Homestays through a new Joint Venture Company (hereinafter referred to as the “JVC”).

In light of the above background, UKCDP invites proposals pursuant to this RFP in accordance with the terms set forth in the RFP for the selection of a Joint Venture Partner/Consortium for the development and management of the project. The Applicant, who is selected by UKCDP pursuant to the terms and conditions of the RFP (“Selected Applicant”), shall be required to enter into a Joint Venture Agreement (“JVA”) (the Selected Applicant who enters into the JVA shall hereinafter be referred to as the “JV Partner”). The JVA would, inter alia, set forth the detailed terms and conditions for execution of the Project, the roles and responsibilities of the parties, and the inter se rights and obligations of the parties.

UKCDP shall receive Proposals pursuant to this RFP in accordance with the terms set forth in this RFP, and all Proposals shall be prepared and submitted in accordance with such terms on or before the date specified in the RFP (the “Proposal Due Date”).

2. Scope of Work of JVC

Some of the key activities (not limited) of Joint Venture Company is outlined below:

Mobilisation of Beneficiaries	Infrastructure Development
<ul style="list-style-type: none"> • Identification of potential site for homestays year on year as part of the expansion plan (as soon as it is formed) • Mobilisation of beneficiaries across districts year on year as part of the expansion plan (as soon as it is formed) • Undertake convergence related activities • Facilitate awareness drives on homestay concept • Promotion of local produce in homestays 	<ul style="list-style-type: none"> • Ensure that the Project would be developed and operated using environment friendly and sustainable materials & processes and conform to the good industry practices • Onboarding of architects/consultants for Infrastructure development for homestays • Planning and identifying various forms of thematic tourism and developing the cluster around it • Management of community centers
Operations	Marketing & Facilitation
<ul style="list-style-type: none"> • Determine the product mix and processes that would be catered through the homestay business model • Developing Standard Operating Procedure (SOPs) to be followed across the homestays developed under the UKCDP Project • Facilitating car rental services from arrival to departure • Organizing trainings for beneficiaries through convergence • Provision of activities-based services and facilities • Standardizing support services – Logistics, Food, activities etc. 	<ul style="list-style-type: none"> • Designing & developing customized dynamic website for homestays booking • Facilitating booking through other portals as well • Designing travel packages & tour customization • Business development & expansion of homestays across the districts • Conducting promotional activities and marketing • Clientele management

3. Brief Description of selection process

Applicants (Companies/agencies/Firms/Consortium) who fulfils the Minimum Eligibility Criteria (given below) are encouraged to submit the proposal.

3.1. MINIMUM ELIGIBILITY CRITERIA

3.1.1. In order to be eligible to submit a Proposal (in accordance with the RFP) for the Project, the Applicants are required to satisfy each of the minimum criteria set out below.

a. Minimum technical capacity of the Applicant (“Technical Capacity”)

The Applicant must have, worked with at least **10 (in nos.) Homestays/Hotels/Resorts with minimum 5 (in nos.) Homestays** or have been in **Community Tourism Business for at least last 5 years**. This shall be evidenced by the certificate issued by a statutory auditor of the applicant. In case of a consortium, the technical credibility of both the corporate partners shall be taken into consideration jointly.

b. Minimum financial capacity of the Applicant (“Financial Capacity”)

The Applicant (JV Partner or Consortium) must have a turnover of at least **INR two crores (Indian Rupees 2 crores)** as evidenced by its audited financial statements of last three years immediately preceding the Proposal Due Date. **In case of a consortium, the financial credibility of both the corporate partners shall be taken into consideration jointly**. In case of **Start-ups/Yuva Sehkar**, relaxation shall be given based on **Government norms**.

3.1.2. The applicants are being called upon to submit their details as per the format specified in Appendices along with the supporting documents.

3.1.3. UKCDP will adopt a two-stage selection process for evaluating the Proposals. In the first stage, all Eligibility Proposals (which are responsive in terms of the RFP) shall be evaluated in accordance with Clause 3.1. Based on the evaluation of the aforesaid Eligibility Proposals, a list of Qualified Applicants shall be prepared. In the second stage, Detailed Proposals of only the Qualified Applicants shall be evaluated. The Proposals of the Qualified Applicants shall finally be ranked. The first ranked Qualified Applicant shall be the Selected Applicant.

3.1.4. Prior to participation in the Selection process, the Applicant shall pay to UKCDP a non-refundable sum of **INR 1,500** /- as the “Proposal Processing Fee”, in the form of a Demand Draft or through Online Transfer as provided under later section of RFP (Instructions to Applicants).

3.1.5. Any queries or request for additional information concerning this RFP shall be submitted in writing by e-mail so as to reach the officer designated below, subject to the timelines specified in the RFP:

Attention:

The Nodal Officer,
Project Director
UKCDP Programme Directorate
4th Floor, Kapoor Tower, Rajpur Road
Dehradun, Uttarakhand – 248001
Contact No. 9411162228
Email Id: cooperativeprojects.uk@gmail.com

3.2. Schedule of Selection process

3.2.1. UKCDP shall endeavor to adhere to the following schedule. However, notwithstanding anything contrary contained herein, UKCDP may anytime, in its sole discretion, revise or extend any of the timelines set out below:

S.No.	Description	Date
1.	Date of Notice Inviting Proposals	1 st September, 2022
2.	Publication of the RFP	1 st September, 2022
3.	Last date for receiving queries	7 th September, 2022
4.	Pre-Proposal Conference	Date: 12 th September, 2022 Time: 3:00 pm Venue: UKCDP
5.	UKCDP's response to queries latest by	15 th September, 2022
6.	Proposal Due Date and time	Date: 30 th September, 2022 Time: 17:00 hours IST
7.	Opening of Eligibility Proposals	Date :10 th October,2022
8.	Presentation on Business plan	Time: To be intimated Venue: UKCDP
9.	Validity of Proposals	180 days from the Proposal Due Date

3.3. Pre-Proposal Conference

3.3.1. The date, time, and venue of the pre-Proposal conference ("Pre-Proposal Conference") shall be as specified in Clause 3.2.1 above.

4. Salient Features of the Project and Principles for the Joint Venture

The salient features of the Project are set out below (in brief). *However, it may be noted that the broad roles and responsibilities of all the stakeholders as set out below are only indicative and not exhaustive and shall be detailed in the JVA and/or other definitive documents to be entered into in connection with the Project.*

4.1. Project contours

The JVC shall target to develop 120 homestays (as a pilot project) in the first year covering 20 Paryatak Samitis. The tentative targets for the next years are given below:

Year	No. of Paryatak Samitis	Target (No. of homestays)
1	20	120
2	18	108
3	26	160
Total	64	388

However, the targets can be revised in consultation with UKCDP, JVC and learnings from Phase-1 and feasibility assessments.

4.2. Role and responsibilities of the JV Partner/Consortium

JV Partner/Consortium shall be responsible for, inter alia, the following:

4.2.1. Capital related

- a) Making equity contributions in the JVC in accordance with the commitments made by the JV Partner as specified in its Proposal. However:
 - i. The JV Partner shall be mandatorily required to invest at least 20% (twenty percent) of the investment estimated in the project
 - ii. JV Partner shall be mandatorily required to contribute equity in the JVC upfront from the commencement of the Project along with State Level Apex Federation
 - in the event that the total equity component for phase wise (three years) implementation (including interest and the preliminary and pre-operative expenses) is estimated to be INR10 crores (Indian Rupees Ten Crores); and /or
 - in the event that there are any cost overruns during the development of the Project, the JV Partner/Consortium shall be also required to fund any such cost overruns along with the State Level Federation **in the same 1:4 ratio.**
 - **100% of the total fund** required to be contributed by the Apex federation for the project would be taken on loan by **Apex Federation** from **NCDC.**
 - however, in any event, share capital of JVP/Consortium shall not exceed forty nine percent (49%).
- b) **1% of the total contract cost** shall be furnished as **performance security by the successful bidder** in accordance with the conditions of contract, using for that purpose the performance security form shall be shared after signing the agreement.
- c) The JV Partner/Consortium shall, in consultation with State Level Federation and UKCDP, finalize the capital structure for implementing the Project, and will provide necessary technical, business, and operational inputs required by the JVC in connection with procuring debt financing for the Project.

4.2.2. Division of Profits

- a) The net profit earned by the joint venture, calculated at the end of each fiscal year, shall be divided amongst the parties in the following manner: JVP shall receive **minimum twenty percent (20%)** (may vary with the extent of capital investment), and Apex State Federation shall receive **eighty percent (80%)**. No other remuneration shall be received by the parties from the joint venture.
- b) The net profits shall be calculated by first **deducting all operating expense and annual repayment amounts of both the parties from the gross profit** of the joint venture.
Net Profit = Gross Profit – (All operating expense + annual repayment amounts against loan taken by both the parties).

- c) **Minimum 10% of the net profit** shall form the **part of reserves** and be kept aside for the expansion activities.
- d) Further, State Apex Federation shall divide the profit amongst its member based on its **by-laws in a fair and equitable manner**.

4.2.3. Apportionment of Losses

- a) The parties shall bear any net loss sustained by the venture in any fiscal year as follows: Joint Venture Partner shall bear **minimum twenty percent (20%) of such loss**, and State Apex Federation shall bear **eighty percent (80%)**.
- b) Any assessment against a party for a loss shall be payable to the joint venture **not later than 90 days** after the close of the fiscal year.

4.2.4. Exit Plan

- a) Force sale shall not be permitted before the complete repayment of the loan taken by the Apex federation.
- b) Each party shall mandatorily have to give a three months' notice prior to ending the joint venture.
- c) One partner in the partnership shall be allowed to buy out the other or sell out the stake to third party on mutually agreed terms.
- d) A committee of Board of Directors of JVC and representatives from UKCDP shall deal with deadlocks for the period the loan taken through NCDC is pending.
- e) Division of assets & profit shall be in the proportion of investment.
- f) In the event of walk-away, rights on intellectual property (name, operating model etc) shall remain with Apex Federation.
- g) Confidential information shall remain to be protected by both the parties for that a non-disclosure agreement shall be signed.
- h) Remaining liabilities till the effective date of dissolution shall remain to be shared with both the parties

4.3. Scope of Work of all the stakeholders: Project development, operations, and management

- a) The JV Partner/Consortium would enter into an implementation agreement with the JVC such that the JV Partner/Consortium would be responsible for facilitating in designing the architecture, construction, and commissioning. Assistance in design (including architectural) for interventions to minimize cost and maximize the experience with minimal future maintenance costs.

- b) The JV Partner/Consortium would be entitled to determine the product mix and processes that would be catered through the homestay business model. However, the JV Partner/Consortium must ensure that the Project would be developed and operated using environment friendly and sustainable materials & processes and conform to the good industry practices.
- c) The JV Partner/Consortium shall be responsible for creation of concepts around the identified sites consisting of few villages with respect to establishing a USP of experience.
- d) Ensuring clientele base and other marketing events would be the primary responsibility of the JV Partner/Consortium
- e) The JV Partner/Consortium would bring in its technical expertise in the field of tourism to run these homestays under UKCDP profitably.
- f) Guidance and handholding in driving awareness camps to be conducted in various villages.
- g) Creation of social media pages on various platforms and driving bookings on them.
- h) Designing & development of website for homestays developed under UKCDP Project.
- i) Ensuring flawless customer experience by integrating bookings from various online platforms for forward market linkages of the developed home stays.
- j) Facilitating other common services – transportation, guides etc

4.4. State Level Apex Federation's Role

- a) Federation shall contribute the initial equity to facilitate the commencement of the Project in a time efficient manner, based on the project plan in consultation with UKCDP and JV Partner/Consortium. The mechanism and instrument(s) for such equity contribution would be in accordance with the terms of the JVA.
- b) The federation shall be responsible for implementing groundwork through its members.
- c) The federation shall be responsible in undertaking convergence related activities with other departments and schemes.
- d) To undertake the project, federation shall avail the loan from UKCDP project based on the cost estimation.

- e) The federation shall play key role in identification and mobilization of SHGs/beneficiaries. The identified beneficiary shall be responsible for refurbishing and developing its house into homestays.
- f) It will be responsible for binding all the stakeholder around a strong philosophy of co-operation
- g) Facilitate in providing loan and convergence with government schemes
- h) Facilitate awareness drives on homestay concept
- i) Promotion of local produce in homestays
- j) Management of community centres, if any
- k) Dispute resolution amongst Paryatak Samitis, SHG Groups, homestay owners etc
- l) The federation and the JV Partner may, on mutually agreed terms and conditions, explore the option of raising equity funding for the JVC from institutional investors.

4.5. UKCDP's Support

- a) UKCDP shall provide loan based financial assistance to the co-operative institutions
- b) Extending necessary support from the state and district administration and policy related support
- c) UKCDP will constitute a monitoring body to oversee the utilization of funds/loan
- d) UKCDP shall provide a homestay expert for a **minimum of 2 years** to drive the JVC towards its objective
- e) UKCDP shall provide necessary support, wherever required

Government Machinery – ARCS, ADCOs, ADOs, BDOs, VDOs

- **Identification of sites** in various districts (initial 3-6 months till JVC is formed)
- **Identification, mobilization & sensitization** of SHG Groups for homestays
- **Identification, mobilization & sensitization** of individual beneficiary in the SHG Groups for homestays
- **Federating** minimum **11 SHG Members** into **Paryatak Samiti** at **village level**
- Formation of **minimum 20 Paryatak Samitis** in the **first year**
- Continuous **monitoring & reporting** to UKCDP

Support to the Government Machinery on the above stated activities shall be provided by the **Joint Venture/Consortium Partner** once finalized following due procedure (**till the formation of JVC**)

UKCDP

- Provide loan based **financial assistance** to the **State Tourism Federation**
- Provide support in **convergence** related activities
- Extend necessary support from state and district administration and policy related support
- Constitute a **monitoring body** to oversee the utilization of funds/loan
- Provide a homestay expert as a hand holding support for a **minimum of 2 years** to drive the project towards its objective
- UKCDP shall provide necessary support, wherever required

Individual Beneficiaries/SHG

- Responsible for the **refurbishment of their existing property**
- Provide **consent to abide by the Standard Operating Procedure (SOPs)** designed for the homestays under this project.
- Maintain **minimum quality parameters** in operating their homestays in terms of cleanliness, hygiene, basic facilities, repair & maintenance, food, and general disposition towards guest.
- Attend **training and capacity building** programmes conducted by Co-operative Societies/Department of Tourism
- Maintain **minimum base rate** for their homestays as decided by JVC

State Tourism Federation

- Contribute the **initial equity** to facilitate the commencement of the Project, based on the project plan
- Undertake **convergence** related activities
- **Avail loan** from UKCDP project based on the cost estimation
- It will be responsible for binding all the stakeholder around a **strong philosophy of co-operation**
- Facilitate **awareness drives** on homestay concept
- Promotion of **local produce** in homestays
- Management of **community centres**
- **Dispute resolution** amongst the members of SHGs and Paryatak Samitis

Joint Venture/Consortium Partner

- Contribute the **initial equity** to facilitate the commencement of the Project, based on the project plan
- Creation of concepts around the identified sites consisting of few villages with respect to establishing a **USP of experience**
- Organize and promote **local fairs** as a promotional strategy
- Ensuring **clientele base** and other **marketing events**
- Creation of **social media pages** on various platforms and driving bookings on them
- Facilitating other services like tour guide, taxis etc
- Designing, development & management of **website** for homestays developed
- Bring in their **expertise** in the field of tourism in general and homestays in particular

5. Preparation of Business Plan by the JV Partner/Consortium

- 5.1. As part of the Proposal submission, each Applicant would be required to submit, inter alia, its detailed preliminary business plan for the Project (covering the parameters specified in the RFP). The Project should be envisaged to utilize techno-commercially proven and best in processes and project configurations, appropriate for the planned project. The preliminary business plan shall include, inter alia, the following:
- Business proposition – Homestay development through cooperatives
 - Proposed Portfolio of products which can be offered through the homestay development in Uttarakhand
 - Proposed design and construction of required infrastructures along with estimated costs
 - Marketing philosophy and business development plans
 - Proposed operations & maintenance plans
 - Administration of activities planned
 - Future expansion plans as envisaged by the Applicant
- 5.2. During the evaluation of the Proposal, UKCDP shall examine, inter alia, the feasibility of the preliminary business plan submitted by the Applicant and may seek further information and clarifications on the same. The preliminary business plan shall also be presented by the Applicants as a part of their presentation during the process of evaluation of the Proposal.
- 5.3. The preliminary business plan of the selected Applicant shall be considered during finalization of business plan by the JVC.
- 5.4. UKCDP at all times reserves the right to examine the feasibility of the preliminary business plan submitted by any Applicant and require the Applicant/ Selected Applicant to furnish further details and information on the preliminary business plan submitted.

6. INSTRUCTIONS TO APPLICANTS

6.1 GENERAL

6.1.1 Registration for Selection process

6.1.1.1 An Applicant shall be eligible to submit its Proposal, only after it has successfully completed the registration for the Selection process (“Registration”) by:

- Submitting to UKCDP, a duly filled and completed registration form in the format set out in Appendix (“Registration Form”);
- Making payment to UKCDP, which will be non-refundable Proposal Processing Fee through:
 - A demand draft drawn on any nationalized/Scheduled Bank in India in favor of ‘xxxxxxxxxx’ and payable in Dehradun, Uttarakhand, India (“Demand Draft”). The Demand Draft should have a validity of at least 75 (seventy-five) days from the date of receipt of such Demand Draft by UKCDP; or
 - By online transfer through Real Time Gross Settlement (RTGS) or National Electronic Funds Transfer (NEFT) to the account set out below (“Online Transfer”):

Name of beneficiary	Project Director, Cooperative
Name of bank	Uttarakhand State Cooperative Bank Ltd;
Branch	Dehradun
Account number	000234029100019
IFSC	ICIC00USCBD

6.1.1.2 Collaboration of applicants with other firms in the form Sublet of work is allowed, depending upon the mutual understanding between Apex federation and Corporate Partner/Consortium.

6.1.1.3 For participating in the Selection process for the Project, the Applicants shall submit the following through speed post/registered post/courier/hand delivery **and** e-mail on the day of submission of proposal or response to RFP:

- Registration Form duly filled by the concerned Applicant; and
- The original Demand Draft (in case the Applicant wants to make payment of Proposal Processing Fee through a Demand Draft) or otherwise proof of payment through Online Transfer

to the Person set out below:

The Nodal Officer,
UKCDP Programme Directorate
4th Floor, Kapoor Tower, Rajpur Road
Dehradun, Uttarakhand – 248001
Contact No.:

Email Id: cooperative_projects.uk@gmail.com

It is clarified to the Applicants that UKCDP shall not be responsible, inter alia, for any postal/courier related delays in relation to submission of the Registration Form, and Demand Draft (if applicable) required to be submitted by the Applicants.

6.1.2 General terms of Application process

6.1.2.1 No Applicant shall submit more than one Proposal for the Project.

6.1.2.2 The details pertaining to the land and infrastructure to be provided for the Project, would be provided by UKCDP only as a preliminary reference by way of assistance to the Applicants who are expected to carry out their own surveys, investigations and other detailed examination of the Project before submitting their Proposals. Nothing contained in the aforesaid studies shall be binding on UKCDP nor confer any right on the Applicants, and UKCDP shall have no liability whatsoever in relation to or arising out of any or all contents of the aforesaid studies.

6.1.2.3 Notwithstanding anything to the contrary contained in this RFP, the detailed terms which would be specified in the JVA shall have an overriding effect over the terms of the RFP in case of a conflict between the two; provided, however, that any conditions or obligations imposed on the Applicant hereunder shall continue to have effect in addition to its obligations under the JVA.

6.1.2.4 The Proposal should be furnished in the format provided in the Appendix in accordance with the RFP, and along with all enclosures and supporting documents (as may be required), duly signed by the Applicant's authorized signatory. In the event of any difference between figures and words, the amounts indicated in words shall be taken into account.

6.1.2.5 Upon selection of an applicant as a JV Partner/Consortium, a Bank Guarantee (BG) would be required to be submitted to UKCDP. Terms, value and validity of the BG will be finalized at the time of signing JVA.

6.1.2.6 This RFP is not transferable. The RFP and all attached documents are and will remain the property of UKCDP and are transmitted to the Applicants solely for the purpose of preparation and submission of their respective Proposals for the Project, in accordance with the terms, hereof. UKCDP shall not be liable to return any Proposal, or any document or information provided by the Applicants.

6.1.2.7 To be considered as technically qualified for submitting a Proposal (in accordance with the RFP) for the Project, An Applicant must fulfill the Technical Capacity and the Financial Capacity set out in RFP (collectively the "Minimum Eligibility Criteria"). For the purposes of satisfying the Minimum Eligibility Criteria under the RFP, an Applicant may rely on the

Technical Capacity and/or Financial Capacity, and in such an event the Applicant shall submit a certificate issued by its statutory auditor in the format prescribed in Annexures.

6.1.2.8 The following conditions shall be adhered to while submitting a Proposal:

- Applicants should attach clearly marked and referenced continuation sheets in the event that the space provided in the prescribed forms in the Annexes is insufficient. Alternatively, Applicants may format the prescribed forms making due provision for incorporation of the requested information.
- In responding to the qualification submissions, Applicants should demonstrate their capabilities in accordance with the Evaluation criteria of this RFP.

6.1.3 **Cost of Application Process**

The Applicants shall be responsible for all the costs associated with the preparation of their Proposals and their participation in the Selection process. UKCDP will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection process.

6.1.4 **Verification and Disqualification**

6.1.4.1 UKCDP reserves the right to verify all statements, information and documents submitted by the Applicant in response to the RFP and the Applicant shall, when so required by UKCDP, make available all such information, evidence and documents as may be necessary for such verification. Any such verification, or lack of such verification, by UKCDP shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of UKCDP thereunder.

6.1.4.2 In case it is found during the evaluation or at any time before signing of the JVA or after its execution and during the period of subsistence thereof, that one or more of the Minimum Eligibility Criteria have not been met by the Applicant, or the Applicant has made material misrepresentation or has given any materially incorrect or false information, such Applicant shall be disqualified forthwith if not yet appointed as the JV Partner either by issue of the LOA or entering into of the JVA, as the case may be, and if the Selected Applicant has already been issued the LOA or has entered into the JVA, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by UKCDP to the Selected Applicant or the JV Partner, as the case may be, without UKCDP being liable in any manner whatsoever to the Selected Applicant or the JV Partner, as the case may be.

6.2 **DOCUMENTS**

6.2.1 **Contents of the RFP**

This RFP comprises the disclaimer set forth hereinabove, the contents as listed below, and will additionally include any Addenda issued in accordance with any clause.

6.2.1.1 The RFP should be read in conjunction with the tender document

- 6.2.1.2 The RFP document or any other communication by UKCDP or any of its concerned advisor (s), consultants, experts, officers / employees should not be construed as an agreement, offer, acceptance, warranty, covenant, confirmation or representation by the recipient of this document or any other party.
- 6.2.1.3 Though adequate care has been taken in the preparation of RFP document, yet the bidders should satisfy themselves that the document is complete in all respects. In case of any discrepancy, intimation should be given to UKCDP. In case no intimation of any discrepancy is received, it shall be deemed that the RFP document is complete and final.
- 6.2.1.4 Neither the UKCDP, nor their employees/ officers/ advisors will have any liability to any prospective bidder/applicant or any other persons under the law of contract, torts, the principles of restitutions or unjust enrichment or otherwise for other laws, expenses or damages which may arise from or to be incurred/ suffered in connection with anything contained in this RFP, any matter deemed to form part of this RFP, the award of the project, any information supplied by UKCDP or its employees/ officers/ consultants etc. or otherwise arising in any way from the selection process of the project.
- 6.2.1.5 The bidder shall keep UKCDP indemnified of all liabilities which may arise for the negligence, default, misrepresentation, concealment etc or for any other reasons attributable to the bidder.
- 6.2.1.6 The prospective bidder shall solely be responsible for all obligations to its staff, their payments, complying with the labor laws, Minimum Wages Act, and any other Act relevant for the working of bidders' staff. Under no circumstances, will UKCDP be responsible for any non-compliances with statutory requirements by the bidder, its staff, or its associates.

6.2.2 **Invitation for Proposals**

Clause 1. Background

Clause 2. Scope of Work of JVC

Clause 3. Brief Description of Selection Process

Clause 4. Schedule of Selection Process

Clause 5. Pre-proposal Conference

Clause 6. Salient Features of the Project and principles for JVC

6.2.3 **Instructions to Applicants**

General

Documents

Preparation & Submission of Proposal

6.2.4 **Evaluation of Proposals**

Opening and Evaluation of Proposals

6.2.5 **Appendices**

Appendix – 1 Registration Form

Appendix – 2 Formats for Eligibility Proposal

Appendix – 3 Evaluation Criteria

Appendix – 4 Formats for Proposal Submission Against Evaluation Criteria

Appendix – 5 Formats of Submission against evaluation criteria

Appendix – 6 Formats of Submission against evaluation criteria

Appendix – 7 Formats of Submission against evaluation criteria

Appendix – 8 Formats of Submission against evaluation criteria

6.2.6 **Amendment of RFP**

At any time prior to the Proposal Due Date, UKCDP may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify, without assigning the reasons, the RFP by the issuance of Addenda.

7 PREPARATION AND SUBMISSION OF PROPOSAL

7.1 Format and Signing of Proposal

The Applicant shall provide all the information sought under this RFP. UKCDP will evaluate only those Proposals that are received in the required formats and complete in all respects. Incomplete and /or conditional Proposals shall be liable to rejection.

7.2 Sealing and Marking of Proposals

7.2.1 The Applicant shall submit the Proposal in the form of:

- Hard Copy (1)
- Soft Copy (Email)

in the format specified at Appendices along with the copy of Registration Certificate as well as the documents as mentioned, and seal it in an envelope and mark the envelope as “ELIGIBILITY PROPOSAL FOR SELECTION OF JV PARTNER FOR HOMESTAY DEVELOPMENT AND OPERATION UNDER UKCDP PROJECT IN UTTARAKHAND”

7.2.2 The envelopes shall be addressed to:

ATTN. OF:	XXXX
DESIGNATION	XXXX
ADDRESS:	XXXX
CONTACT:	XXXX
E-MAIL ADDRESS:	XXXX

The Proposals shall be submitted to the aforesaid officer through speed post / registered post / hand delivery by the desired deadline.

7.2.3 UKCDP assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and consequent losses, if any, suffered by the Applicant.

7.3 Proposal Due Date

7.3.1 The specified proposals should be submitted before 17:00 hours (IST) on the Proposal Due Date at the address provided in the manner and form as detailed in this RFP.

7.3.2 UKCDP may, in its sole discretion, extend the Proposal Due Date by issuing an Addendum uniformly for all Applicants. In such a case, all rights and obligations of UKCDP and Applicants previously subject to the original Proposal Due Date and/or time will thereafter be subject to such extended Proposal Due Date and/or time.

7.4 Bank Guarantee

7.4.1 The selected applicant shall submit requisite Bank Guarantee to UKCDP upon the selection and signing of JVA. Applicant shall furnish the guarantee in accordance with the provisions hereof.

7.5 Dispute Resolution Forum

7.5.1 In case of any dispute arising as to any interpretation of term/condition/ clause or the work assignment or otherwise, the same shall be tried to be resolved mutually by the parties and in case of failure, the same shall be referred for arbitration to the Arbitrator duly appointed under the provisions of “Arbitration and Conciliation Act” (as amended upto date). The fees of the Arbitrator and expenses incurred in arbitration proceedings shall be borne equally by the parties, Language of the arbitration proceedings shall be English and seat of the Arbitrator shall be at Dehradun. Only courts at Dehradun shall have the jurisdiction.

7.5.2 **Force Majeure:** No party shall be liable to the other party hereto for delays in performance of its obligations hereunder due to riot, act of God, war, fire, flood, invasion, earthquake, epidemics, Pandemics, interruption of transportation, embargo, explosion, strike, lockout or other labor troubles, actions of governmental authority, or any other causes similar to the forgoing which are beyond the reasonable control of such party; the performance of obligations hereunder shall be suspended during, but no longer than, the existence of such cause. Performance of obligations is excused only for the time delay imposed by such causes and only to the extent that alternative means of performance are unavailable. If either party is affected by force Majeure it shall forthwith notify the other party of its nature and extent.

8 EVALUATION OF PROPOSALS

8.1 Opening and Evaluation of Proposals

8.1.1 UKCDP will subsequently examine and evaluate the Proposals in accordance with the provisions set out below:



8.1.2 Bidder will be selected using Quality and Cost based selection method (QCBS) evaluation procedure.

8.1.3 The weight given to the technical proposal, $T = 70$

8.1.4 The weight given to the financial proposal, $F = 30$

8.1.5 If none of the proposals reach or exceed the minimum technical score as specified. The client reserves the right to invite the consultant receiving the highest technical score (S_t) to negotiate both its technical and financial proposals. If the negotiations fail to result in an acceptable contract within a reasonable time, the client reserves the right to terminate the negotiations, and to invite—again, at its sole discretion—the consultant receiving the next highest technical score (S_t) to negotiate both its technical and financial proposals.

8.1.6 Evaluation Criterion

S. No.	Criteria	Weightage (in points)	Maximum points which may be awarded by UKCDP
Technical Capability			60
1	No. of Homestays/hotels/resorts to have worked with		30
	a. More than 20 (in nos.)	30	
	b. 15- 20 (in nos.)	20	
	c. 10-14 (in nos.)	15	
	d. 5-10 (in nos.)	10	
2	Area of Operation		10
	a. > 2 States including Himalayan State	10	
	b. >2 States excluding Himalayan State	08	
	c. 1-2 States including Himalayan State	05	
	d. 1-2 States excluding Himalayan State	02	
3	Number of direct employees and contractual staff proposed to be employed by the Project for homestay development, operations, maintenance, marketing, and administration.		10
	a. >10	10	
	b. 5-10	7	
	c. <5	5	
4	Business Plan Presentation	10	10
Financial Capability			40
1	Consolidated tangible Net Worth of the company (in Rs. Crores) as of the latest audited balance sheet which is not older than 3 years immediately preceding the Proposal Due Date.		20
	a. >Rs. 3 Cr	20	
	b. >Rs. 2.5 Cr to Rs. 3 Cr	15	
	c. >Rs. 2 Cr to Rs. 2.5 Cr.	10	
	d. =Rs. 2 Cr.	05	
2	Proportion of contribution proposed to be infused by the JV Partner (in the JVC).		20
	a. upto 20%	05	
	b. >20% and upto 29%	10	
	c. >30% and upto 39%	15	
	d. >40% and upto 49%	20	

8.1.7 Only those Eligibility Proposals which are considered to be responsive in terms of Clauses of RFP, will be evaluated. Applicants, who fulfill the Minimum Eligibility Criteria shall be shortlisted and further evaluation of proposal will be done as per the above criteria.

8.1.8 For calculating the Technical Score (TS), the individual scores, as per respective weight age specified above will be summed up. To qualify technically, a Proposal must secure minimum TS of 70 (70% of total technical score). Only after qualifying technical bid with minimum score, financial criterion will be evaluated.

8.1.9 Subsequent to the evaluation of the Proposals, the relevant Qualified Applicants shall finally be ranked in the descending order (i.e., highest to lowest) of their Techno-Commercial Scores.

8.1.10 The Qualified Applicant that obtains the highest Techno-Commercial Scores shall be the Selected Applicant.

- 8.1.11 After identification of the Selected Applicant, a Letter of Acceptance (LoA) will be issued by UKCDP to the Selected Applicant, and the Selected Applicant shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof and, fulfill any condition set out in the LOA within the time limit prescribed.
- 8.1.12 After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the JVA and other definitive documents within the maximum period prescribed in the LOA, subject to the fulfillment of conditions prescribed therein.

Appendices

APPENDIX - 1: Registration Form

Registration Form for Applicants pursuant to the request for proposal for selection of a Joint Venture Partner for development and management of Homestay under UKCDP Project in Uttarakhand.

S.N.	Particulars	Details (To be Provided by the Applicant)
1.	Name of the company	
2.	Legislation / Act under which the company is incorporated	
3.	Address for correspondence	
4.	Name of the contact Person	
5.	Designation of the contact Person	
6.	Email-id of the contact Person	
7.	Phone number of the contact Person	
8.	Demand Draft number/ unique transaction reference number (UTR No.) for payment of Proposal Processing Fee (please also specify the name and branch of the bank)	
9.	Date of the aforesaid Demand Draft/ Online Transfer	

For and on behalf of [insert name of the company]

(Signature of the authority)

Name:

Designation:

Date (DD/MM/YYYY):

APPENDIX – 2: Formats for Eligibility Proposal

[On the letterhead of the Applicant]

Date: DD/MM/YYYY

To,

The Nodal Officer,

UKCDP Programme Directorate

4th Floor, Kapoor Tower, Rajpur Road

Dehradun, Uttarakhand – 248001

Subject: Proposal for the selection of a joint venture partner for development and operation of Homestays under UKCDP Project in Uttarakhand

Sir,

1. With reference to your request for proposal No. issued on..... for selection of a joint venture partner for the development & operation of homestays under UKCDP project in Uttarakhand, we, having examined the RFP and understood their contents, hereby submit our Proposal for the Project.
2. We acknowledge that UKCDP, Programme Directorate would be relying on the information provided in the Proposal and the documents accompanying such Proposal for selection of the Applicant for the Project. We certify that all information provided in the Proposal (including all documents submitted with the Proposal) is true and correct, and nothing has been omitted which renders such information misleading. Further, copies of all documents accompanying such Proposal are true copies of their respective originals.
3. The Proposal is unconditional and unqualified.
4. We certify that we have successfully completed the Project Registration. The details of the Registration Certificate are set out below:
 - a. Registration Certificate number:
 - b. Date of issuance of the Registration Certificate:
 - c. Name of the entity in whose favour the Registration Certificate is issued:
5. This statement is made for the express purpose of evaluation of our Proposal.
6. We shall make available to UKCDP, any additional information that UKCDP may find necessary or require to supplement or authenticate the Proposal.
7. We acknowledge the right of UKCDP to reject our Proposal without assigning any reason or otherwise, and we hereby waive, to the fullest extent permitted by Applicable Law, our right to challenge the same on any account whatsoever.

8. We understand that UKCDP may cancel the Selection process at any time and, that UKCDP is neither bound to accept any Proposal that it may receive nor invite the Applicants to Proposal for the Project, without incurring any liability to the Applicants.
9. We certify that in the 3 (three) years preceding the Proposal Due Date, we have not:
 - a. been expelled from any project or contract by any government or Government Instrumentality; or
 - b. had any contract terminated by any government or Government Instrumentality for breach of contract.
 - c. been blacklisted or disqualified by any Government or Government Instrumentality**
10. We undertake that in case due to any change in facts or circumstances during the Selection process, we are attracted by the provisions of disqualification in terms of the RFP, we shall intimate UKCDP of the same immediately.
11. We acknowledge that we are qualified on the basis of the Minimum Eligibility Criteria and shall own the subscribed and paid-up equity of the JVC under and in accordance with the provisions of the RFP and the JVA. We further agree and acknowledge that we shall comply with the obligations as may be contained in the JVA in respect of change in ownership.
12. We understand and acknowledge that the Selected Applicant will be required to enter into the JVA, and we undertake to comply with such requirements.
13. We understand that in case we are declared as the Selected Applicant, we shall be required to furnish a Performance Security in accordance with the terms of the RFP.
14. We agree and understand that the Proposal is subject to the provisions of the RFP. In no case, we shall have any claim or right of whatsoever nature if the Project is not awarded to us or our Proposal is not opened or is rejected/disqualified.
15. We agree to keep this offer valid until the expiry of 180 (one hundred eighty) days from the Proposal Due Date.
16. We agree and undertake to abide by all the terms and conditions of the RFP.
17. We agree and understand that we shall be required to provide such clarification as may be sought by UKCDP within the specified timeline.

Yours faithfully,

For and on behalf of [insert name of the Applicant]

(Signature of the Authorized Signatory)

Name of the Authorized Signatory:

Designation of the Authorized Signatory:

APPENDIX – 3: General Information of Applicants

GENERAL INFORMATION OF APPLICANT

1. Company Registration
 - a) Name:
 - b) Country of incorporation/registration:
 - c) Address of the corporate headquarters:
 - d) Address of the registered office:
 - e) Date of incorporation and/ or commencement of business:
 - f) Nature of the entity (company/trust/society etc.): **partnership firm/proprietary firm** etc.):
 - g) **Names of Proprietor/Partners/Directors**
2. Brief description (in not more than 1 (one) page) of the entity including details of its main lines of business and proposed role and responsibilities for the concerned Project in the event declared as the Selected Applicant:
3. Details of individual(s) who will serve as the point of contact/ communication for UKCDP:
 - a) Name:
 - b) Designation:
 - c) Address:
 - d) Telephone Number:
 - e) E-Mail Address:
4. Particulars of the Authorized Signatory of the Applicant:
 - a) Name:
 - b) Designation:
 - c) Address:
 - d) Telephone Number:
 - e) E-Mail Address:

APPENDIX – 4: Technical & Financial Capacity Certificate
CERTIFICATE REGARDING TECHNICAL AND FINANCIAL CAPACITY

[On the letterhead of the statutory auditor of the Applicant company]

Date: DD/MM/YYYY

To,

The Nodal Officer,

UKCDP Programme Directorate

4th Floor, Kapoor Tower, Rajpur Road

Dehradun, Uttarakhand – 248001

Subject: Proposal for the selection of a joint venture partner for development and operation of Homestays under UKCDP Project in Uttarakhand

Sir,

This is to certify that [insert name of company] possessed the following Financial Capacity (with reference to the RFP):

S.N.	Year	Financial Capacity	Particulars
1.			
2.			
3.			

Note: Net Worth (in INR) to be evidenced by its audited financial statements not older than last 3 years immediately preceding the Proposal Due Date

The above Net Worth have been calculated in accordance with the parameters specified for such calculation in the RFP.

Sincerely,

(Signature of authorized signatory)

Name of authorized signatory:

Designation of authorized signatory:

Registration/membership number of authorized signatory:

Place:

Name and Seal of the Firm:

Acknowledged by:

For and on behalf of [insert name of the aforesaid company]

(Signature of the authorized signatory)

Name:

Designation:

Date:

APPENDIX- 5: Evaluation Criteria

S. No.	Criteria	Weightage (in points)	Maximum points which may be awarded by UKCDP
Technical Capability			60
1	No. of Homestays/hotels/resorts to have worked with		30
	a. More than 20 (in nos.)	30	
	b. 15- 20 (in nos.)	20	
	c. 10-14 (in nos.)	15	
	d. 5-10 (in nos.)	10	
2	Area of Operation		10
	a. > 2 States including Himalayan State	10	
	b. >2 States excluding Himalayan State	08	
	c. 1-2 States including Himalayan State	05	
	d. 1-2 States excluding Himalayan State	02	
3	Number of direct employees and contractual staff proposed to be employed by the Project for homestay development, operations, maintenance, marketing, and administration.		10
	a. >10	10	
	b. 5-10	7	
	c. <5	5	
4	Business Plan Presentation	10	10
Financial Capability			40
1	Consolidated tangible Net Worth of the company (in Rs. Crores) as of the latest audited balance sheet which is not older than 3 years immediately preceding the Proposal Due Date.		20
	a. >Rs. 3 Cr	20	
	b. >Rs. 2.5 Cr to Rs. 3 Cr	15	
	c. >Rs. 2 Cr to Rs. 2.5 Cr.	10	
	d. =Rs. 2 Cr.	05	
2	Proportion of contribution proposed to be infused by the JV Partner (in the JVC).		20
	a. upto 20%	05	
	b. >20% and upto 29%	10	
	c. >30% and upto 39%	15	
	d. >40% and upto 49%	20	

APPENDIX – 6: Formats of Submission against evaluation criteria

Format of submission against evaluation criteria (technical capability)

S.N.	Name of the Applicant or Associate of the Applicant who have worked on Homestay Development	Homestays/Hotels/Resort Name with address	Date of Commissioning	Documentary evidence submitted <i>(Engagement Letter/ Completion Certificate/ Certificate from Tourism Dept. etc.)</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
Total				
<i>Homestays Developed</i>				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

9.				
10.				

Remarks if any:

Note:

- 1. In case of an Associate of the Applicant, documentary evidence of ownership/ association, i.e., shareholding pattern certified by the statutory auditor to be provided.*
- 2. Certificate from the statutory auditor and/or consent to operate to be provided.*

APPENDIX – 7: Formats of submission against evaluation criteria

Format of submission against evaluation criteria

Proportion of equity contribution out of the total equity component required, proposed to be infused by the JV Partner (in the JVC).

1. Name of the Applicant: _____
2. Proportion of equity contribution proposed to be infused by the JV Partner (in the JVC):
_____ %

APPENDIX – 8: Formats of Submission against evaluation criteria

Format of submission against evaluation criteria (proposal related)

Number of direct employees and contractual staff proposed to be employed by the Project

1. Name of the Applicant: _____
2. Number of direct employees and contractual staff proposed to be employed by the Homestay development, operations, maintenance, marketing, and administration activities. The proposed number should be consistent with the proposed homestay development: _____(nos.)