

Expression of Interest

Empanelment of Consulting Agencies and Educational Institutions for undertaking various research related studies / projects for Gujarat Tourism

September 2025

TOURISM CORPORATION OF GUJARAT LIMITED

(A Government of Gujarat undertaking)

Tourism Corporation of Gujarat Limited
Block No. 16, 4th Floor, Udyog Bhavan,
Sector 11, Gandhinagar, Gujarat - 382011
Phone: 079-23977219, 079-23977229
Website: <https://www.gujarattourism.com>



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Disclaimer

1. The Expression of Interest (EOI) is issued by **Tourism Corporation of Gujarat Limited (TCGL)**, hereinafter referred to as **Authority**.
2. This EOI is not an agreement and is neither an offer nor invitation by Authority to the prospective applicants or any other person.
3. Whilst the information in this EOI has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither Authority nor Government of Gujarat (GoG), nor any of their officers or employees, nor any of their advisers nor consultants, accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this EOI or on which this EOI is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.
4. The information contained in this EOI is selective and is subject to updating, expansion, revision, and amendment. It does not, and does not purport to, contain all the information that a recipient may require. Neither Authority, nor GoG, nor any of their officers; employees nor any of its advisors nor consultants undertakes to provide any recipient with access to any additional information or to update the information in this EOI or to correct any inaccuracies therein which may become apparent. Each Applicant must conduct its own analysis of the information contained in this EOI or to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed Assignment, the legislative and regulatory regime which applies thereto and by and all matters pertinent to the proposed Assignment and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the proposed Assignment.
5. This EOI may include certain information (statements, estimates, projections, designs, targets and / or forecasts) with respect to the Assignment. Such statements, estimates, projections, targets and forecasts, and designs reflect various assumptions made by the management, officers and employees of TCGL, which assumptions (and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this EOI is, or should be relief on, a promise, representation, or warranty.
6. The issue of this EOI does not imply that the Authority is bound to shortlist an Applicant or to appoint all or any empaneled Applicant, as the case may be, for the assignment/s and Authority reserves the right to reject all or any of the applications so received without assigning any reason whatsoever. Mere submission of a responsive application does not ensure empanelment of the Applicant.

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

1. Invitation for Proposal

1.1 General

- 1.1.1 Gujarat enjoys unique geographical features, longest shoreline with serene beaches, lush hill station, exotic wildlife, enchanting art forms, magical festivals and much more, all of which offers a unique experience to the visitors of this land. With such a background, tourism as an industry has immense potential which the State can tap to add to the already flourishing economy of the state.
- 1.1.2 Tourism Corporation of Gujarat Limited (“**Authority**” or “**TCGL**”) incorporated under Companies Act, 1956 is a 100 (one hundred) percent subsidiary of Government of Gujarat. TCGL is engaged in focused development of tourism and related infrastructure across the state of Gujarat. Some of the focus areas of TCGL include destination development, infrastructure augmentation at tourist locations, promotions and publicity, investment facilitation, providing policy framework & planning, conducted tours and ground transport travels, and conducting fairs and festivals.
- 1.1.3 With an intention of generating qualitative and quantitative research studies in the tourism sector, the Authority intends to empanel consulting agencies and academic institutions for undertaking various research related studies / projects for Gujarat Tourism. Some of the intended engagement possibilities are listed in **Annexure 1**. Given the broad range of research possibilities, it may not be practical to define the exact scope of work to be undertaken by the empaneled agencies at this stage. The Authority expects the agencies to actively contribute ideas towards various research studies that align with the overarching goal of enhancing the tourism industry, thereby advancing the Authority’s strategic objectives.
- 1.1.4 Pursuant to the above, TCGL invites sealed EOI comprising of details as desired from the prospective applicants. The empanelment shall be undertaken in two categories as below:
- **Category 1- Consulting firms and**
 - **Category 2- Academic Institutions**
- 1.1.5 **The selection criteria, application process for the two categories are different and Applicants are advised to carefully read through the document to appraise themselves of the same.**
- 1.1.6 Applicants (**only under Category 1**) who wish to participate will have to procure / should have legally valid Digital Certificate as per Information Technology Act - 2000 using which they can sign their electronic submission. Applicants can procure the same from any of the license certifying Authority of India or can contact (n)code solution-a division of GNFC Ltd., who are licensed Certifying Authority by Government of India.

In case Applicants need any clarifications or if training required to participate in online tenders, they may contact (n)Procure Support team: -

(n)Code Solutions - A Division of GNFC Ltd.,
 (n)Procure Cell
 304, GNFC Infotower, S. G. Road,
 Bodakdev, Ahmedabad – 380 054 (Gujarat)

Contact Details:

TOLL FREE NUMBER: 7359 021 663

E-mail: nprocure@ncode.in

Applicants shall furnish all relevant information, as per the formats provided in the Expression of Interest document.

Applicants under Category 2 are not required to upload their applications on nprocure

1.1.7 The EOI can be downloaded from the website of <https://www.gujarattourism.com/> and <https://tender.nprocure.com/>.

1.1.8 For Applicants under **Category 1**, the EOIs shall be submitted online on <https://tender.nprocure.com/> and physical copy (including scanned copy in a pen drive) in a sealed envelope at an address as specified below. **Applicants under Category 2 are not required to submit the application online on n-procure, and only the physical copies (including scanned copy in a pen drive) have to be submitted.** The hard copy under both the categories (Category 1 or 2), including scanned copy in a pen drive, shall be delivered to the address given below:

Managing Director,
Tourism Corporation of Gujarat Ltd (TCGL)
Block No. 16, 4th Floor, Udyog Bhavan,
Sector 11, Gandhinagar, Gujarat – 382011

1.1.9 The EOIs shall be filled in English and all entries must be typed and written in blue / black ink. All erasures and alterations made while filing the EOI shall be attested by the Authorized representative of the Applicant. **The Application shall be written in English only. If the supporting documents and printed literature furnished with the Application are in a language other than English, official translated documents shall be provided and should be duly authenticated and certified by the respective Applicant. Supporting documents and printed literature submitted with the Application, which are not translated into English, may not be considered, for the purpose of interpretation and / or evaluation.**

1.1.10 Authority shall not be responsible for any costs or expenses incurred by the Applicant in connection with the preparation and delivery of EOI, including any related costs and expenses. Authority reserves the right to cancel, terminate, change or modify this empanelment process and/or requirements of conditions stated in the EOI, without assigning any reason or providing any notice and without accepting any liability for the same.

1.1.11 The detailed empanelment process shall be as per the conditions of this EOI. The applications received will be evaluated as per the criteria laid down in the document.

1.1.12 An Applicant shall be considered to be in conflict of interest with one or more Applicant in the same EOI process if they have relation with each other, directly or indirectly or through any other Person that puts them in a position to have access to information about or influence the application of another Applicant ("**Conflict of Interest**"). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall be entitled to forfeit and appropriate the EMD (in the case of Applicants under Category 1), as the case may

be, as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by the Authority and not by way of penalty for, inter alia, the time, cost and effort of the Authority, including consideration of such Applicant's proposal (the "**Damages**"), without prejudice to any other right or remedy that may be available to the Authority under the EOI Documents and/ or the Agreement or otherwise.

2. Summary – Data Sheet

Sr. No.	Key Information	Details
1.	Project Title	Expression of Interest (EOI) for Empanelment of Consulting Agencies and Educational Institutions for undertaking various research related studies / projects for Gujarat Tourism
2.	Duration of empanelment	Initially for a period of 2 years extendable further for a maximum period of 1 year, subject to satisfactory performance and mutual agreement, as deemed fit by TCGL.
3.	EOI Validity	180 (one hundred and eighty) days from the EOI Due Date.
4.	EOI Schedule	
a	Issue of EOI	10/09/2025
b	Pre-EOI Conference	1200 Hrs on 16/09/2025 Venue: Conference Hall, Tourism Corporation of Gujarat Ltd (TCGL) Block No. 16, 4 th Floor, Udyog Bhavan, Sector 11, Gandhinagar, Gujarat – 382011 Online link: https://meet.google.com/xhs-cgrn-ujh
c	Last Date and Time of online submission of Applications	(only applicable for Applicants under Category 1) Till 1800 Hrs. on 24/09/2025
d	Last Date and Time of physical submission of Applications	(applicable for Applicants under both Categories – 1 or 2) Till 1500 Hrs. on 26/09/2025 To, Managing Director, Tourism Corporation of Gujarat Ltd (TCGL) Block No. 16, 4 th Floor, Udyog Bhavan, Sector 11, Gandhinagar, Gujarat – 382011
e	Opening of EOI Applications	At 1530 Hrs. on 26/09/2025
f	Issue of LOE (Letter of Empanelment)	To be intimated later.
5.	Criteria for Category 1	
a	EOI Security & EOI Fee	<ul style="list-style-type: none"> ▪ EOI Security of an amount of Rs. 20,000 in the form of Bank Guarantee (as per the format attached in the EOI Document) or a Demand Draft, with a validity of 180 days in case of a BG and 60 days in case on a Demand Draft. ▪ EOI Fee: Rs. 5,000 in the form of a DD (Non-refundable)

Sr. No.	Key Information	Details
b	EOI submission formats	<ul style="list-style-type: none"> ▪ EOI Security & EOI Fee • Form 1: Format for Covering Letter • Form 2: Format for Applicant's Organization Details • Form 3: Format for Letter for Undertaking • Form 4: Format for Power of Attorney for the EOI Signatory • Form 5: Format for Financial Summary • Form 6: Format for Showcasing Experience • Form 7: Format for EOI Security (if applicable)
c	EOI Evaluation	<p>The Applicants under Category 1 will be evaluated as per the stages given below:</p> <p>Stage 1: Test of responsiveness</p> <p>Stage 2: Pre-Qualification</p> <p>Stage 3 (a): Marks for EOI submission (Max Marks: 60)</p> <p>Stage 3 (b): Marks for Presentation (Max Marks: 40)</p>
d	Method of empanelment	<ul style="list-style-type: none"> ▪ The Applicants will be empaneled on the basis of submission made by them. Technical and Financial strength of the Applicants shall be evaluated as per the marking criteria. ▪ Applicants who score at least 70 marks out of 100 marks in the total evaluation and at least 20 marks out of 40 marks in the Technical Presentation shall qualify for empanelment.
6.	Criteria for Category 2	
a	EOI submission formats	<ul style="list-style-type: none"> • Form 8: Format for Covering Letter • Form 9: Format for Applicant's Organization Details • Form 10: Format for Letter of Authorization • Form 11: Format for Letter of Undertaking • Form 12: Format for showcasing capability and interest summary
b	Method of empanelment	<ul style="list-style-type: none"> ▪ The Applicants will be empaneled on the basis of submission made by them and Technical Presentation to be delivered before the Committee.

3. Definition and Interpretation

3.1 Definitions

- i. **'Applicant'** shall mean Agencies, who have submitted their application in response to the EOI;
- ii. **'Application'** shall mean the set of documents being submitted by the Applicant in response to this EOI along with EOI Security and EOI fee (if applicable);
- iii. **'Assignment'** means, services to be rendered by Empaneled Agencies, subject to the provisions of this EOI, as per intended engagement possibilities as provided at **Annexure 1**;
- iv. **'Authority' or 'TCGL'** shall mean **Tourism Corporation of Gujarat Limited**;
- v. **'EOI Fee'** shall mean the non-refundable amount of **Rs. 5,000** (Rupees five thousand only), to be submitted in the form of a Demand Draft in favor of Tourism Corporation of Gujarat Limited. The EOI fee is applicable only for applicants applying under Category 1;
- vi. **'EOI Process'** shall mean the process beginning from the publishing of the EOI document and culminating at the issuance of empanelment letters to shortlisted applicants;
- vii. **'EOI Security'** shall mean an amount of **Rs. 20,000** (Rupees twenty thousand only), to be submitted in the form of a Demand Draft (with a validity of **60 days** from EOI Due Date) or a Bank Guarantee (as per the format in **Form 7** and from the List of Banks as per **Annexure 2**), with a validity of **180 days** from the EOI due date. **The EOI Security is applicable only for applicants applying under Category 1**;
- viii. **'EOI Validity'** shall mean the validity of the Applications which shall be for a period of **180 days** from the Application Due Date;
- ix. **'Empaneled Applicant'** shall mean the Applicant who has been empaneled by the Tourism Corporation of Gujarat Limited, for the Assignment on the terms and conditions of this EOI.
- x. **'Due Date'** shall mean the last date for submission of the Applications, as mentioned in the EOI document or any later date as amended from time to time.
- xi. **'Financial Year'** shall mean year starting 1st April to 31st March. In case the Applicant's financial / accounting years are different from the above, the immediate past financial / accounting years of the Applicant as per their annual reports shall be applicable for the evaluation.
- xii. **"Restrictive Practice"** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the EOI process;
- xiii. **"Undesirable Practice"** means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any

manner influencing or attempting to influence the EOI process; or (ii) having a Conflict of Interest;

- xiv. **'Letter of Empanelment'** shall mean the letter issued to shortlisted Applicants confirming the empanelment and including various terms and conditions therein;

3.2 Interpretation

In the interpretation of this EOI, unless the context otherwise requires:

- 3.2.1** The singular of any defined term includes the plural and vice versa, and any word or expression defined in the singular has the corresponding meaning used in the plural and vice-versa;
- 3.2.2** Reference to any gender includes the other genders;
- 3.2.3** Unless otherwise stated, a reference to a Clause, Sub-Clause, Paragraph, Subparagraph, Annex, Exhibit, Attachment, Schedule or Recital is a reference to a Clause, Sub-Clause, Paragraph, Subparagraph, Annex, Exhibit, Attachment, Schedule or Recital of this EOI;
- 3.2.4** A reference to any agreement is a reference to that agreement and all annexes, attachments, exhibits, schedules, appendices and the like incorporated therein, as the same may be amended, modified, supplemented, waived, varied, added to, substituted, replaced, renewed or extended, from time to time, in accordance with the terms thereof;
- 3.2.5** The terms "include" and "including" shall be deemed to be followed by the words "without limitation", whether or not so followed;
- 3.2.6** Any reference to a person shall include such a person's successors and permitted assigns;
- 3.2.7** A reference to a "writing" or "written" includes printing, typing, lithography and other means of reproducing words in a visible form;
- 3.2.8** Any date or period set forth in this EOI shall be such date or period as may be extended pursuant to the terms of this EOI;
- 3.2.9** A reference to "month" shall mean a calendar month, a reference to "week" shall mean a calendar week and a reference to "day" shall mean a calendar day, unless otherwise specified.
- 3.2.10** The terms "hereof", "herein", "hereto", "hereunder" or similar expressions used in this EOI mean and refer to this EOI and not to any particular Article, Clause or Section of this EOI. The terms "Article", "Clause", "Paragraph" and "Schedule" mean and refer to the Article, Clause, Paragraph and Schedule of this EOI so specified;
- 3.2.11** The descriptive headings of Articles and Sections are inserted solely for convenience of reference and are not intended as complete or accurate descriptions of content thereof and shall not be used to interpret the provisions of the EOI;

4. Instructions to Applicants

4.1 Right to Accept or Reject any Application, so received

- 4.1.1 The Authority reserves the right to annul the EOI process, or to accept or reject any or all the Applications in whole or part at any time without assigning any reasons and without incurring any liability to the affected Applicant(s) or any obligation to inform the affected Applicant(s) of the grounds for such a decision.

4.2 Corrupt or Fraudulent Practices

- 4.2.1 It is required that the Applicants observe the highest standard of ethics during and after the Empanelment process. In pursuance of this policy, the Authority:

1. Defines, for the purposes of this provision, the terms set forth below as follows:
 - i. **“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the Empanelment process or in the execution of any Agreement thereafter with TCGL, or bringing political pressure.
 - ii. **“Fraudulent practice”** means a misrepresentation of facts in order to influence the Empanelment process or in the execution of any Agreement with TCGL to the detriment of TCGL and includes collusive practice among Applicants (prior to or after EOI submission) designed to deprive TCGL of the benefits of free and open competition.
 - iii. **“Unfair trade practice”** means supply of services different from what is ordered on or change in the Scope of Work.
 - iv. **“Coercive practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of Contract.
2. Will reject the Application, at any stage, if it determines that the Applicant recommended for Empanelment has engaged in corrupt or fraudulent practices during Empanelment process.

4.3 Clarification and amendments of EOI

- 4.3.1 Queries, if any, proposed to be raised at the meeting as referred to above by the Applicants should be submitted to TCGL in writing on or before the date of the Pre-EOI meeting and a soft copy (in word format) of the same shall be e-mailed to TCGL on: **mr@gujarattourism.com**.
- 4.3.2 At any time prior to the deadline for submission of EOI, TCGL, for any reason, whether at its own initiative or in response to the clarifications requested by prospective Applicants, may modify the EOI documents by amendment & put them on the website.
- 4.3.3 All prospective Applicants are requested to visit the websites of **www.gujarattourism.com** and **https://tender.nprocure.com/** for further amendments as any amendments / corrigendum / modification will be notified on the same and such modification will be binding on them.
- 4.3.4 In order to allow prospective Applicants reasonable time to take the amendment into account in preparing their EOIs, or for administrative reasons, TCGL, at its discretion, may extend the deadline for the submission of EOIs.

4.4 Preparation of EOI

- 4.4.1 Applications must be complete in all respects.
- 4.4.2 Applicants must adhere to formats, wherever prescribed.
- 4.4.3 All communication and information shall be provided in writing and in English language only.
- 4.4.4 All financial data shall be given (converted) in Indian Rupees only.
- 4.4.5 All communication and information provided should be legible, and wherever the information is given in figures, the same should also be mentioned in words. In case of conflict between the amounts stated in figures and words, the amount stated in words will be taken as correct.
- 4.4.6 No Applicant will be allowed to modify, substitute, or withdraw the EOI after its submission and after the Application Due Date. However, TCGL or any of its agencies reserves the right to seek additional information and / or clarification from the Applicants, if found necessary, during the course of evaluation of the EOI. Final evaluation of the EOI shall be based on the original EOI and additional information and / or clarification as submitted (within the stipulated time) by the Applicants.
- 4.4.7 If any claim made or information provided by the Applicant in the EOI or any information provided by the Applicant in response to any subsequent query by TCGL or any of its agencies, is found to be incorrect or is a material misrepresentation of facts, then their Application shall be liable for rejection. Mere clerical errors or bonafide mistakes may be treated as an exception at the sole discretion of TCGL or any of its agencies and if TCGL or any of its advisors / agencies / consultant is adequately satisfied.
- 4.4.8 **Every page should preferably be sealed / signed by the Applicant's authorized representative and in the prescribed order & in formats as provided along with this EOI.**
- 4.4.9 **Applicants should read corrigendum / addendum (if any) and should submit their EOIs in line with the same.**

4.5 Pre-EOI Meeting

- 4.5.1 A pre-EOI meeting will be held as per the details in **Clause 2** of this EOI.
- 4.5.2 The purpose of the pre-EOI meeting will be to clarify queries of the Applicants related to the Assignment and EOI document, if any.
- 4.5.3 Any modification in the conditions of the EOI, whether emerging out of the pre-EOI meeting or otherwise shall be uploaded on the website of **www.gujarattourism.com** and **https://tender.nprocure.com/**. Applicants are requested to regularly visit the websites for further amendments as any amendments / corrigendum / modification will be notified on the website only and such modification will be binding on them.

4.6 Submission of EOI

4.6.1 For Applicants under Category 1

- 4.6.1.1 Applicants must upload Application on n-procure website as well as submit their EOI at the office address, as per terms of this EOI, on or before the due date and time for receipt of applications mentioned in **Clause 2**.

- 4.6.1.2 Physical submission of Applications shall be made with all pages in bound format with no loose sheets. Each page of EOI should be numbered and, in conformance to the eligibility qualifications, which should be clearly indicated using an index page. The Application should not contain any irrelevant or superfluous documents.
- 4.6.1.3 Applicant shall be required to submit one printed copy of the complete EOI & a Pen drive containing the soft copy / scanned copy of the same.
- 4.6.1.4 Every page of the documents submitted by the Applicants must be duly signed as explained at previous sections.
- 4.6.1.5 **The physical submission of EOI should be as per following:**

The envelope containing EOI Application shall be sealed and superscribed “**EOI for Empanelment of Consulting Agencies and Educational Institutions for undertaking various research related studies / projects for Gujarat Tourism – Category 1**”. The following list of documents shall be submitted as part of EOI Application:

Envelope 1

- EOI Fee in the form of a Demand Draft and
- EOI Security in the form of a Demand Draft or Bank Guarantee

Envelope 2

- **Form 1:** Format for Covering Letter
- **Form 2:** Format for Applicant's Organization Details
- **Form 3:** Format for Letter for Undertaking
- **Form 4:** Format for Power of Attorney for the EOI Signatory
- **Form 5:** Format for Financial Summary
- **Form 6:** Format for Showcasing Experience
- **Form 7:** Format for EOI Security (if applicable)
- Other supporting / relevant documents

Important Note:

- a. Applicants are required to upload Application on n-procure website as per terms of this EOI.
- b. The complete set of the Application (including Forms, Letters, various documentary proofs etc.), as being uploaded by the Applicant shall also be submitted in the Hard copy, along with a copy of the same in a pen drive along with the submission.

4.6.2 For Applicants under Category 2

- 4.6.2.1 Applicants shall be required to physically submit their EOI Application at the office address, as per terms of this EOI, on or before the due date and time for receipt of applications mentioned in **Clause 2**.
- 4.6.2.2 Physical submission of Applications shall be made with all pages in bound format with no loose sheets. Each page of EOI should be numbered and, in conformance to the

eligibility qualifications, which should be clearly indicated using an index page. The Application should not contain any irrelevant or superfluous documents.

4.6.2.3 Applicant shall be required to submit one printed copy of the complete EOI & a Pen drive containing the soft copy / scanned copy of the same.

4.6.2.4 Every page of the documents submitted by the Applicants must be duly signed as explained at previous sections.

4.6.2.5 The physical submission of EOI should be as per following:

The envelope containing EOI Application shall be sealed and superscribed “**EOI for Empanelment of Consulting Agencies and Educational Institutions for undertaking various research related studies / projects for Gujarat Tourism – Category 2**”. The following list of documents shall be submitted as part of EOI Application:

- **Form 8:** Format for Covering Letter
- **Form 9:** Format for Applicant's Organization Details
- **Form 10:** Format for Letter of Authorization
- **Form 11:** Format for Letter of Undertaking
- **Form 12:** Format for showcasing capability and interest summary
- Other supporting / relevant documents

4.7 Evaluation of EOI for Applicants under Category 1

4.7.1 The EOI will be opened as per the schedule mentioned in **Clause 2**. TCGL may constitute an Evaluation Committee to evaluate the documents as submitted by Applicants for detailed scrutiny. Subject to terms mentioned in the EOI, a three-stage process, as explained below, will be adopted for evaluation of Proposals submitted by the due date. Applicants must take the utmost care that the submission made by them shall adhere to the following:

- It is signed, sealed, bound together and marked as stipulated in this EOI document.
- It is received as per the formats prescribed in **Section 6 – Application Formats** as per the EOI document.
- It contains information in formats the same as those specified in this EOI document.
- It contains the necessary documentary proof as specified in the checklist mentioned in EOI document.

Stage 1: Test of Responsiveness

4.7.2 Prior to evaluation of the documents contained in the Application, the Authority shall determine whether each Application is responsive to the requirements set out in this EOI. An Application shall be considered responsive only if:

- It is received (both online and physically) by the EOI due date including any extensions thereof.
- It contains the EOI Fee and EOI Security as defined under:

- **EOI Fee:** Applicant has to furnish, as part of its submission, non-refundable EOI Fee amounting to **Rs. 5,000 (Rupees Five Thousand only)** in the form of a **Demand Draft (DD)** drawn in favour of the **Tourism Corporation of Gujarat Limited**, payable at Gandhinagar.
- **EOI Security:** Applicant has to furnish, as part of its submission, EOI Security / Earnest Money Deposit for an amount of **Rs. 20,000 (Rupees Twenty Thousand only)**, in the form of a Bank Guarantee (**Refer to Annexure 2 for List of Banks in case EOI Security is being submitted in the form of Bank Guarantee. The format of BG is placed in Form 7**) or **Demand Draft** in the name of **Tourism Corporation of Gujarat Limited**. The validity period of the EOI Security, in case of Demand Draft, shall not be less than **60 (Sixty)** days from the EOI Due Date (which shall be extended on mutual agreement) and in case of a Bank Guarantee (BG), shall not be less than **180 (one hundred and eighty)** days from the EOI Due Date, and may be extended as may be mutually agreed between the Authority and the Applicant from time to time.
- It does not contain any conditions or qualifications, and it is not non-responsive in terms hereof.

Note: Applicants must ensure that the purchaser of the DD towards EOI Fee and EOI Security should be the Applicant only. DDs purchased under the hand/in the name of any purchaser, other than the Applicant, may render the Application non-responsive.

Responsive Applications, fulfilling the criteria as given above, shall be evaluated as per **Stage 2** given below

Stage 2: Pre-Qualification Criteria

The Applicants will be empaneled on the basis of submission made by them. Technical and Financial strength of the Applicants shall be evaluated as per the marking criteria. Preliminary scrutiny of the Applications for eligibility will be done to determine whether the Applicants shall meet the eligibility criteria, as defined under:

Sr. No.	Criteria	Documentary Evidence
1.	The Applicant should be a legal entity in the form of private / public limited company or partnership firm (including LLP) or proprietorship firm or a Trust (registered under the Indian Trusts Act / similar acts) or a society (registered under the Societies Registration Act / similar acts) and should be in existence in India, for at least 05 years as on the date of publishing of the EOI. Joint Ventures and Individuals are not allowed to participate in this EOI.	1. Certificate of Incorporation / Registration / any other relevant documentary evidence 2. PAN Card of Applicant 3. Details as per Form 2 .
2.	The Applicant must have recorded a Minimum Average Annual Turnover (standalone turnover exclusive of taxes) of Rs. 50.00 lakhs (Rupees Fifty	1. Details as per Form 5 . 2. Audited Balance Sheets and Annual

Sr. No.	Criteria	Documentary Evidence
	Lakhs only), exclusive of taxes , in last three consecutive financial years (2022-23 to 2024-25).	Reports for the corresponding years.
3.	<p>The Applicant must have completed similar projects, for government clients in the last 5 years as on the EOI issue date, as below:</p> <p>a. At least one project with a minimum fee of 16.00 Lakhs exclusive of taxes.</p> <p>Or</p> <p>b. At least two projects with a minimum fee of 10.00 Lakhs exclusive of taxes, each.</p> <p>Or</p> <p>c. At least three projects with a minimum fee of 8.00 Lakhs exclusive of taxes, each.</p> <p>At least one eligible project should be in the tourism sector.</p> <p>Similar projects would mean research-oriented consulting assignments like impact assessment / user feedback studies / socio-economic studies / emerging technology and innovation / skill assessment / environmental / sustainability / disaster preparedness / similar.</p>	<p>1. Details as per Form 6</p> <p>2. Work order / Agreement and Completion Certificate, clearly indicating the eligibility of projects, including duration, subject.</p>

Stage 3- Evaluation of Applications

- 4.7.3** Evaluation Committee may, at its discretion, call for additional information from the Applicants. Such information has to be supplied within the set-out time-frame, otherwise the Evaluation Committee shall make its own reasonable assumptions at the total risk and cost of the Applicants. **Seeking clarification cannot be treated as acceptance of the Application.**
- 4.7.4** The Applicants shall provide all the necessary documents, samples and reference information as desired by the Committee. The Applicants shall also assist the Committee in getting relevant information from the Applicants' references, if so desired.
- 4.7.5** **Applicants** who score at **least 70 marks** out of **100 marks** in the total evaluation and at **least 20 marks** out of **40 marks** in the Technical Presentation shall qualify for empanelment.
- 4.7.6** Applications would be evaluated towards marking only for those who qualify Pre-qualification Evaluation. The Evaluation shall be based on the parameters and marks as mentioned in the Table below:

Sr. No.	Aspects	Max Marks
1.	<p>Average Annual Turnover of the Applicant as per the pre-qualification criteria 2</p> <p>▪ \geq Rs. 50.00 Lakhs & \leq Rs. 75.00 Lakhs: 15 marks</p>	20

Sr. No.	Aspects	Max Marks
	<ul style="list-style-type: none"> > Rs. 75.00 Lakhs & ≤ Rs. 1.00 Crores: 17.50 marks > Rs. 1.00 crores: 20 marks 	
2.	Total fee from eligible projects undertaken as per pre-qualification criteria 3 <ul style="list-style-type: none"> ≥ 16.00 Lakhs to ≤ 24.00 Lakhs: 15 marks > 24.00 Lakhs to ≤ 32.00 Lakhs: 20 marks > 32.00 Lakhs: 25 marks 	25
3.	<ul style="list-style-type: none"> 5 marks for each eligible project undertaken specifically in the tourism sector for clients in tourism department / tourism boards / department of archaeology and culture. 3 marks for each eligible project undertaken in the tourism sector for other client 	15
4	Technical Presentation: <ul style="list-style-type: none"> Understanding of the assignment and experience in similar works Understanding of the tourism sector of Gujarat Relevance of previous experience to the current requirement Innovative ideas and showcasing similar work In-house Team with relevant experience 	40
TOTAL MARKS		100

Note:

- 1) The decision of TCGL in marking shall be final and binding.
- 2) The Evaluation Committee may, at its discretion, call for additional information from the Applicant(s). Such information has to be supplied within the given time-frame, otherwise the Evaluation Committee shall make its own reasonable assumptions at the total risk and cost of the Applicants and the EOI is liable to be rejected. Seeking clarification cannot be treated as acceptance of the Application.
- 3) The Applicants shall provide all the necessary documents, samples and reference information as desired by the Committee. The Applicants shall also assist the Committee in getting relevant information from the Applicants references, if desired.
- 4) While **Applicants are not required to include the Presentation as a part of the Application, they may be required to make the presentation to the Authority at a short notice. It is advised that Senior Team Member/s from the Pre-Qualified Applicant's Organization remain present for making the Technical Presentation to the Committee. Further the presentation should be concise and should not exceed more than 15 minutes (~30 slides).**

4.8 Evaluation of EOI for Applicants under Category 2

- 4.8.1 The EOI will be opened as per the schedule mentioned in **Clause 2**. TCGL may constitute an Evaluation Committee to evaluate the documents as submitted by Applicants for detailed scrutiny. Subject to terms mentioned in the EOI, a three-stage process, as explained below, will

be adopted for evaluation of Proposals submitted by the due date. Applicants must take the utmost care that the submission made by them shall also adhere to the following:

- It is signed, sealed, bound together and marked as stipulated in this EOI document.
- It is received as per the formats prescribed in **Section 6 – Application Formats** as per the EOI document.
- It contains information in formats the same as those specified in this EOI document.
- It contains the necessary documentary proof as specified in the checklist mentioned in EOI document.

Stage 1: Test of Responsiveness

4.8.2 Prior to evaluation of the documents contained in the Application, the Authority shall determine whether each Application is responsive to the requirements set out in this EOI. An Application shall be considered responsive only if:

- It is received physically by the EOI due date including any extensions thereof.
- It does not contain any conditions or qualifications, and it is not non-responsive in terms hereof.

Responsive Applications, fulfilling the criteria as given above, shall be evaluated as per **Stage 2** given below

Stage 2: Evaluation of Applications

4.8.3 The Applicants will be empaneled on the basis of submission made by them. **Joint Ventures and Individuals are not allowed to participate in this EOI process.** Evaluation Committee may, at its discretion, call for additional information from the Applicants. Such information has to be supplied within the set-out time-frame, otherwise the Evaluation Committee shall make its own reasonable assumptions at the total risk and cost of the Applicants. **Seeking clarification cannot be treated as acceptance of the Application.**

4.8.4 Applicants shall be required to make a Technical Presentation to the committee substantially in the format as mentioned below:

- Brief of the institution – existence, faculties, infrastructure availability research interests etc.
- Understanding of the TOR and value addition
- Understanding of the Tourism landscape including fairs and festivals of Gujarat
- Proposed methodology for conducting impact assessment – economic, social and environmental
- Experience of similar works
- Team with relevant experience
- Priority areas for engagement with Gujarat Tourism

4.8.5 Applicants shall be empaneled based on the Technical Presentation. While the empanelment of educational institutions aims to establish mutually beneficial partnerships, the Technical

Presentation serves primarily as a platform to explore potential avenues for collaboration. Accordingly, no formal evaluation or marking will be conducted during this stage..

Note:

- 1) The decision of TCGL towards empanelment shall be final and binding.
- 2) **While Applicants are not required to include the Presentation as a part of the Application, they may be required to make the presentation to the Authority at a short notice. It is advised that Senior Team Member/s from the Pre-Qualified Applicant's Organization remain present for making the Technical Presentation to the Committee. Further the presentation should be concise and should not exceed more than 15 minutes (~30 slides).**

5. General Terms & Conditions

- The EOI process shall culminate in identification of a list of empaneled agencies in each category. The Authority may notify the shortlisted agencies and educational institutions by issuing a Letter of Empanelment.
- The list of empaneled agencies may be modified during the Empanelment Period based on past performance and / or administrative reasons, as below:
 - An empaneled agency may be removed, on account of inadequate performance.
 - An empaneled agency (under Category 1) may be removed, on account of non-participation and / or non-bidding in three consecutive works.
 - New agencies (under Category 1) may be added to the list, following a transparent tendering process.
 - New agencies (under Category 2) may be added to the list, on a nomination basis.
 - The decision of the Managing Director, TCGL shall be binding on all agencies in this regard.
- During the tenure of the empanelment, and depending on the number of Agencies empaneled, the Authority may keep a cap on the number of works to be awarded to each Agency / institution annually. The decision of the Managing Director, TCGL shall be final and binding in this regard.
- For large / special events / projects, the selection procedure which is most advantageous to the Authority will be adopted.
- For projects of special nature, the Authority at its discretion, may go for fresh tendering for award of works. The already empaneled agencies shall be free to participate in such tenders.
- A component of Performance Security and / or Retention money may be kept during each assignment by the Authority.
- Following the empanelment and prior to assigning work, TCGL shall provide a brief of its requirement.
- The empaneled Agencies may be required to make a presentation, showcasing their understanding and preparedness towards the assignment, in addition to any other information being sought by the Authority, on a case-to-case basis.
- The Authority shall select the most advantageous agency, as per the selection parameter decided for each assignment.
- The empaneled agencies may also on a suo moto basis propose research related projects to TCGL. TCGL at its discretion may proceed with such projects and award such projects, through a process which is most advantageous to it.
- Applicants are requested to take note that the procedure, as indicated above, might get modified based on the requirements of TCGL. The details of the final selection process shall be shared with the empaneled agencies prior to each work.
- The EOI Security of all the Applicants shall be returned without any interest within 30 days of issue of empanelment letters to successful applicants.
- **EOI Security** submitted as part of the Application, by Applicants under category 1, may be forfeited, in addition to other legal remedies as may be available, in the following circumstances:
 - If the Applicant withdraws their Application any time during the EOI validity or any mutually extended period thereof.

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- If the Applicant fails to be present for the Technical Presentation, as per the conditions of Clause 4.6.1.
- If the Applicant violates any of the terms and conditions of the EOI.

6. Application Formats

6.1 EOI Submission Checklist

6.1.1 For Applicants under Category 1 (Forms 1 to 7)

Sr. no	Enclosures to the Application	Status (Submitted / Not Submitted)	Page Number (of the bound EOI Document)
1)	Application Cover letter (As per Form 1)		
2)	Details of Applicants Organization (As per Form 2 along with supporting documents)		
3)	Format for Letter of Undertaking (As per Form 3)		
4)	Format for Power of Attorney for the EOI Signatory (As per Form 4 on requisite stamp paper)		
5)	Format for Financial Summary (As per Form 5 along with Audited Balance Sheets and Annual Reports)		
6)	Format for Experience (As per Form 6) along with supporting documents from Client's side		
7)	EOI Fee and EOI Security		
8)	Pen drive		NA

Form 7 shall be submitted in case the EOI Security is being submitted as a Bank Guarantee

6.1.2 For Applicants under Category 2 (Forms 8 to 11)

Sr. no	Enclosures to the Application	Status (Submitted / Not Submitted)	Page Number (of the bound EOI Document)
1)	Application Cover letter (As per Form 8)		
2)	Applicants Details (As per Form 9 along with supporting documents)		
3)	Authorization Letter (As per Form 10)		
4)	Letter of undertaking (As per Form 11)		
5)	Capability and interest summary (As per Form 12)		
6)	Pen drive		NA

Form 1: Format for Covering Letter

[To be furnished by the Applicants under **Category 1** only, on their letterhead]

Date:

To,

Managing Director

Tourism Corporation of Gujarat Limited
Block No. 16, 4th Floor, Udyog Bhavan,
Sector 11, Gandhinagar, Gujarat – 382011

Subject: Submission of application for Empanelment of Consulting Agencies and Educational Institutions for undertaking various research related studies / projects for Gujarat Tourism

Sir,

1. We are submitting this Application for getting shortlisted **for undertaking various research related studies / projects for Gujarat Tourism**.
2. We have submitted the EOI Fee and EOI Security as per the details below:
 - a. EOI fee in the form of a Demand Draft from _____ (name of the bank), bearing number _____ in favour of Tourism Corporation of Gujarat Limited.
 - b. EOI Security in the form of a Demand Draft / Bank Guarantee (strike off whichever is not applicable) from _____ (name of the bank), bearing number _____ in favour of Tourism Corporation of Gujarat Limited.
3. We, the undersigned, having carefully examined the referred EOI, offer to provide the required services, in full conformity with the said EOI.
4. We have read all the provisions of EOI and confirm that these are acceptable to us.
5. We understand that if an Applicant has been empaneled, it is on the basis of the technical & organizational capabilities and experience of the Applicant taken together. We understand that the basis for our qualification will be the complete documents submitted along with this letter and that any circumstance affecting our continued eligibility as per EOI or any circumstance which would lead or have led to our disqualification, shall result in our disqualification under this empanelment process.
6. We agree that if we fail to perform according to the conditions / stipulations of the EOI, TCGL or its representative shall be at liberty to take action in accordance with the EOI.
7. We understand that TCGL is not bound to accept any or all Applications it may receive.
8. We declare that we have disclosed all material information, facts and circumstances, which would be relevant to and have a bearing on the evaluation of our Application and empanelment as an Agency.

9. We do also certify that all the statements made and/or any information provided in our application are true and correct and complete in all aspects.
10. We declare that in the event that TCGL discovers anything contrary to our above declarations, it is empowered to disqualify us and our Application from further participation in the evaluation process.

(Signature)

(Name of the person)

(In the capacity of)

Company Seal

(Name of firm)

Duly authorized to sign Application for and on behalf of (Fill in block capitals)

Form 2: Format for Applicant's Organization Details[To be furnished by the Applicants under **Category 1** only, on their letterhead]*All Applicants shall provide the details in the format below*

Sr. No	Particulars	Details
1.	Basic Information of Applicant	
a)	Name of Applicant	
b)	Country of Incorporation	
c)	Address of the corporate headquarters and its branch office(s), if any, in India	
d)	Offices in Gujarat, if yes, provide details	
e)	Date of incorporation and/or commencement of business	
f)	Applicant is a Proprietorship / Partnership or registered under the Companies Act. Please give details & enclose relevant certificates	
g)	Details of Income Tax Registration: Enclose PAN and GST Details	
h)	Ownership of the Organization (List of stakeholders/ members who own 10% or more stocks & their interest in the company)	1. 2. 3. 4. 5.
i)	List of current directors	
j)	Other key management personnel	
2.	Brief description of the Applicant including details of its main lines of business.	
3.	Details of individual who will serve as the point of contact/ communication: (a) Name (b) Designation (c) Official Address (d) Official Telephone Number / Mobile (e) Official E-Mail Address	

Signature of the Authorized Signatory

Name of the Authorized Signatory

Form 3: Format for Letter of Undertaking

[To be furnished by the Applicants under **Category 1** only, on their letterhead]

Date:

To,

Managing Director

Tourism Corporation of Gujarat Limited

Block No. 16, 4th Floor, Udyog Bhavan,

Sector 11, Gandhinagar, Gujarat – 382011

Subject: Submission of application for Empanelment of Consulting Agencies and Educational Institutions for undertaking various research related studies / projects for Gujarat Tourism

Sir,

With reference to this our application as per the subject, I/We confirm the following:

1. **Declaration for Not Blacklisted:** I/We hereby confirm that our firm has not been banned or blacklisted by any government organisation / Financial institution / Court / Public Sector Unit / Central Government / State Government as on the Application submission Date.

We also undertake that in case of banning or blacklisting of our firm / agency, by any government organisation / Financial institution / Court / Public sector Unit / Central Government / State Government after Application submission date but on or before the Application Due Date, our Application will not be entertained for evaluation.

2. **Indemnity Undertaking:**

- a. I / We on behalf of our firm, hereby agree and undertake that I / We have understood all the rules, regulations, guidelines and procedures and all staff Technical & Non-Technical working on behalf of our firm will abide by all the rules, regulations, guidelines, and procedures.
- b. I / We also declare that our firm will be responsible for any safety violations / accident etc. in providing services as per the conditions of the Agreement. Authority will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I / we hereby declare that I am / we are sole responsible on behalf of the firm for giving such a declaration.

3. **Anti-Collusion Certificate:** I / We hereby certify and confirm that in the preparation and submission of this Application, we have not acted in concert or in collusion with any other Applicant or any other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive, restrictive or monopolistic trade practice.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with this Application.

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4. **Litigation:** I / We hereby certify and confirm that we do not have any litigation that may impact / affect / compromise the delivery of services as required under this EOI .

Dated this _____ Day of _____, YYYY

Name of the Applicant:

Signature of the Authorized Signatory

Name of the Authorized Signatory

Form 4: Format for Power of Attorney for the EOI Signatory

(To be furnished by the Applicants under **Category 1** only, on requisite stamp paper)

Know all men by these presents, We, [name of organization and address of the registered office] do hereby constitute, nominate, appoint and authorize Mr / Ms _____ [name], son / daughter / wife of _____ [name], and presently residing at _____ [address], who is presently employed with / retained by us and holding the position of _____ [designation] as our true and lawful attorney (hereinafter referred to as the “**Authorised Representative**”), with power to sub-delegate to any person, to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for **Empanelment of Consulting Agencies and Educational Institutions for undertaking various research related studies / projects for Gujarat Tourism**, by the **Authority** including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-application and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all Agreement and undertakings consequent to acceptance of our Application and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Application for the said Project and / or upon award thereof to us until the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____ [name of organization], THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ [date in words] DAY OF _____ [month] _____ [year in “YYYY” format].

For [name and registered address of organization] [Signature]

[Name] [Designation]

Witnesses:

1. [Signature, name and address of witness]

2. [Signature, name and address of witness]

Accepted

[Signature]

[Name] [Designation] [Address]

Notes:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under seal affixed in accordance with the required procedure.
2. Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution / power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

Form 5: Format for Financial Summary(To be furnished by the Applicants under **Category 1** only, on the letterhead of the CA / Statutory Auditor)**Average Annual Turnover of the Applicant**

Sr. No	Financial Year	Standalone Turnover exclusive of GST (INR)
1.	FY_____	
2.	FY_____	
3.	FY_____	
	[Average Annual Turnover]	[indicate sum of above divided by 3]

Note: Applicants are required to provide data for the last three years ending 31st March 2024 / 2025. Audited Balance Sheets are also required to be submitted for the same.

UDIN: _____

Certificate from the Statutory Auditor

This is to certify that [name of Applicant] [registered address] has Standalone Revenue as shown above against the respective years.

Name of Authorized Signatory

Designation

Name of Applicant

Signature of Authorized Signatory

Seal of Audit firm

Note:

1. The Applicant shall submit Audited Annual Reports (financial statements: balance sheets, profit and loss account, notes to accounts etc.) in support of the financial data duly certified by statutory auditor/s. In case, company does not have statutory auditor/s, it shall be certified by the chartered accountant that ordinarily audits the annual financials of the company.
2. The Document as furnished above shall be verified online through the UDIN and the Balance Sheets. Applicants are advised to ensure that the details as per this form are reproduced online accurately.

Form 6: Format for Showcasing Experience[To be furnished by the Applicants under **Category 1** only, on their letterhead]

Sr. No.	Name of the project	Client name	Date of completion (DD/MM/YYYY)	Fee (exclusive of taxes)
	A. Similar Projects undertaken in the tourism sector for clients in tourism department / tourism boards / department of archaeology and culture.			
1.				
2.				
	B. Similar Projects undertaken in the tourism sector for other clients			
1.				
2.				
	C. Similar Projects undertaken in the sectors other than tourism			
3.				
4.				

Note:

- 1) Add rows as required
- 2) Applicants are requested to include only those projects are eligible as per the conditions of the EOI.
- 3) Applicants are required to highlight the relevant sections in the work order / agreement / completion certificate which indicate that the submitted project is a Similar Project and is a research oriented consulting assignments like impact assessment / user feedback studies / socio-economic studies / emerging technology and innovation / skill assessment / environmental / sustainability / disaster preparedness / similar.
- 4) Each project profile has to be duly supported by documentary evidence from the client's side like Work Order, Agreement, Completion Certificate.
- 5) In an event, the applicant is not able to establish the component of taxes in the fee, with documents from the clients' side, the Authority shall be at liberty to deduct 18% from the fee.

Form 7: Format of Bank Guarantee

(to be submitted by Applicants under **Category 1** only, on a requisite Stamp Paper - in case the EOI Security is being submitted as a Bank Guarantee)

This Deed of Guarantee is made on this _____ day of _____, YYYY at _____ by _____ Bank within the meaning of the Reserve Bank of India Act and constituted under the Banking Companies Acquisition and Transfer of Undertakings Act, 1970/1980 and having its Registered Office at _____ and inter alia an operational Branch Office at _____, Gandhinagar / Ahmedabad (hereinafter referred to as “**the Bank**” or “the Guarantor”, which expression shall unless it be repugnant to the subject or context hereof be deemed to include its successors and assigns) in favour of ‘**Tourism Corporation of Gujarat Limited**’ (hereinafter referred to as “**TCGL**” which expression shall unless it be repugnant to the subject or context hereof be deemed to include its successors and assignees).

WHEREAS, TCGL has undertaken the process of “**Empanelment of Consulting Agencies and Educational Institutions for undertaking various research related studies / projects for Gujarat Tourism**” for which purpose TCGL issued an Expression of Interest (“EOI”) inviting Applications from the Applicant to for the creation of the said panel (“**Project**”);

WHEREAS, [name of Applicant] (hereinafter called “**the Applicant**”) has submitted his Application dated [date] for the project, (hereinafter called “**the Application**”).

1. [name of the Bank] at the request of the Applicant, do hereby in terms of the EOI, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the EOI by the said Applicant and unconditionally and irrevocably undertake to pay forthwith to TCGL an amount of **Rs. _____ (Rupees _____ only)**, (hereinafter referred to as the “**Guarantee**”) as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Applicant if the Applicant shall fail to fulfil or comply with all or any of the terms and conditions contained in the said EOI.
2. Any such written demand made by TCGL stating that the Applicant is in default of the due and faithful fulfilment and compliance with the terms and conditions contained in the EOI shall be final, conclusive and binding on the Bank.
3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Applicant or any other person and irrespective of whether the claim of TCGL is disputed by the Applicant or not, merely on the first demand from TCGL stating that the amount claimed is due to TCGL by reason of failure of the Applicant to fulfil and comply with the terms and conditions contained in the EOI including failure of the said Applicant to keep its Application open during the Application validity period as set forth in the said EOI for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding **Rs. _____ (Rupees _____ only)**.
4. We, the Bank, further agree that TCGL shall be the sole judge to decide as to whether the Applicant is in default of due and faithful fulfilment and compliance with the terms and conditions contained in the EOI including, inter alia, the failure of the Applicant to keep its Application open

during the Application validity period set forth in the said EOI Documents, and the decision of TCGL that the Applicant is in default as aforesaid shall be final and binding on us, notwithstanding any differences between TCGL and the Applicant or any dispute pending before any Court, Tribunal, Arbitrator or any other authority.

5. The Guarantee shall not be affected by any change in the constitution or winding up of the Applicant or the Bank or any absorption, merger or amalgamation of the Applicant or the Bank with any other person.
6. In order to give full effect to this Guarantee, TCGL shall be entitled to treat the Bank as the principal debtor. TCGL shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said EOI or to extend time for submission of the Applications or the Application validity period or the period for conveying acceptance of Letter of Invitation by the Applicant or the period for fulfilment and compliance with all or any of the terms and conditions contained in the said EOI by the said Applicant or to postpone for any time and from time to time any of the powers exercisable by it against the said Applicant and either to enforce or forbear from enforcing any of the terms and conditions contained in the said EOI or the securities available to TCGL, and the Bank shall not be released from its liability under these presents by any exercise by TCGL of the liberty with reference to the matters aforesaid or by reason of time being given to the said Applicant or any other forbearance, act or omission on the part of TCGL or any indulgence by TCGL to the said Applicant or by any change in the constitution of TCGL or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.
7. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
8. We undertake to make the payment on receipt of your notice of claim on us addressed to [name of Bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorised to receive the said notice of claim.
9. It shall not be necessary for TCGL to proceed against the said Applicant before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which TCGL may have obtained from the said Applicant or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealised.
10. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of TCGL in writing.
11. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Guarantee for and on behalf of the Bank.
12. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to **Rs. _____ (Rupees _____ only)**. The Bank shall be liable to pay the said amount or any part thereof only if the Utility serves a written claim on the Bank in accordance with paragraph 8 hereof,

13. This Guarantee will remain in force up to 180 (One hundred and eighty) days from the Due Date (inclusive of due date) for submission of the Application, inclusive of a claim period of 60 (sixty) days or for such extended period as may be mutually agreed between TCGL and the Applicant, and agreed to by the Bank, and shall continue to be enforceable till all amounts under this Guarantee have been paid.
14. The jurisdiction in relation to this Guarantee shall be the Courts at Gandhinagar, Gujarat and Laws in India shall be applicable.

IN WITNESS WHEREOF the Guarantor has executed this Guarantee on this _____ day of _____ and year first herein above written.

SIGNED, SEALED AND DELIVERED

For and on behalf of
the BANK by:

(Signature)

(Name)

(Designation)

(Code Number)

(Address)

NOTES:

- (i) The bank guarantee should contain the name, designation and code number of the officer(s) signing the guarantee.
- (ii) The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.
- (iii) Tourism Corporation of Gujarat Limited (TCGL) should be able to invoke the Bank Guarantee at any of the branch of the Bank located at Gandhinagar.

Form 8: Format for Covering Letter

[To be furnished by the Applicants under **Category 2** only, on their letterhead]

Date:

To,

Managing Director

Tourism Corporation of Gujarat Limited

Block No. 16, 4th Floor, Udyog Bhavan,

Sector 11, Gandhinagar, Gujarat – 382011

Subject: Submission of application for Empanelment of Consulting Agencies and Educational Institutions for undertaking various research related studies / projects for Gujarat Tourism

Sir,

1. We are submitting this Application for getting shortlisted **for undertaking various research related studies / projects for Gujarat Tourism.**
2. We, the undersigned, having carefully examined the referred EOI, offer to provide the required services, in full conformity with the said EOI.
3. We have read all the provisions of EOI and confirm that these are acceptable to us.
4. We understand that if an Applicant has been empaneled, it is on the basis of the technical & organizational capabilities and experience of the Applicant taken together. We understand that the basis for our qualification will be the complete documents submitted along with this letter and that any circumstance affecting our continued eligibility as per EOI or any circumstance which would lead or have led to our disqualification, shall result in our disqualification under this empanelment process.
5. We agree that if we fail to perform according to the conditions / stipulations of the EOI, TCGL or its representative shall be at liberty to take action in accordance with the EOI.
6. We understand that TCGL is not bound to accept any or all Applications it may receive.
7. We declare that we have disclosed all material information, facts and circumstances, which would be relevant to and have a bearing on the evaluation of our Application and empanelment as an Agency.
8. We do also certify that all the statements made and/or any information provided in our application are true and correct and complete in all aspects.
9. We declare that in the event that TCGL discovers anything contrary to our above declarations, it is empowered to disqualify us and our Application from further participation in the evaluation process.

(Signature)

(Name of the person)

(In the capacity of)

Company Seal

(Name of firm)

Duly authorized to sign Application for and on behalf of (Fill in block capitals)

Form 9: Format for Applicant's Organization Details[To be furnished by the Applicants under **Category 2** only, on their letterhead]*All Applicants shall provide the details in the format below*

Sr. No	Particulars	Details
1.	Name of the Applicant	
2.	Year of Establishment	
3.	Legal Status / registered under	
4.	Registered Address	
5.	List of departments	
6.	List of courses being offered	
7.	Research areas	(a) Tourism related i. Add details (b) Others i. Add details
8.	Tools like – Lab, Equipment, Technology, software that might be relevant to tourism related research	
9.	Details of individual who will serve as the point of contact/ communication: (a) Name (b) Designation (c) Official Address (d) Official Telephone Number / Mobile (e) Official E-Mail Address	

Signature of the Authorized Signatory

Name of the Authorized Signatory

Form 10: Format for Letter of Authorization

[To be furnished by the Applicants under **Category 2** only, on their letterhead]

Date:

To,

Managing Director

Tourism Corporation of Gujarat Limited

Block No. 16, 4th Floor, Udyog Bhavan,

Sector 11, Gandhinagar, Gujarat – 382011

Subject: Submission of application for Empanelment of Consulting Agencies and Educational Institutions for undertaking various research related studies / projects for Gujarat Tourism

Sir,

This is to formally authorize [Name of Signatory], [Designation], to submit the application and all requisite documents pertaining to the Expression of Interest (EOI) titled "***Empanelment of Consulting Agencies and Educational Institutions for undertaking various research related studies / projects for Gujarat Tourism***", on behalf of [Name of the Applicant].

[Name of Signatory] has been duly empowered to represent [Name of Institution] in all correspondence, clarifications, and submissions related to the aforementioned EOI, issued by [Issuing Authority]. This authorization is granted as per internal approval and institutional delegation of Authority.

Should you require any further confirmation, please feel free to contact the undersigned.

Dated this _____ Day of _____, YYYY

Name of the Applicant:

Signature of the Authorized Signatory

Name of the Authorized Signatory

Note: The Authorization letter shall be issued by person authorized to issue the same and should be not below the rank of Chancellor / Vice Chancellor / Registrar / Provost / Principal / Similar.

Form 11: Format for Letter of Undertaking

[To be furnished by the Applicants under **Category 2** only, on their letterhead]

Date:

To,

Managing Director

Tourism Corporation of Gujarat Limited

Block No. 16, 4th Floor, Udyog Bhavan,

Sector 11, Gandhinagar, Gujarat – 382011

Subject: Submission of application for Empanelment of Consulting Agencies and Educational Institutions for undertaking various research related studies / projects for Gujarat Tourism

Sir,

With reference to this our application as per the subject, I/We confirm the following:

1. **Declaration for Not Blacklisted:** I/We hereby confirm that our institution has not been banned or blacklisted by any government organisation / Financial institution / Court / Public Sector Unit / Central Government / State Government as on the Application submission Date.

We also undertake that in case of banning or blacklisting of our institution, by any government organisation / Financial institution / Court / Public sector Unit / Central Government / State Government after Application submission date but on or before the Application Due Date, our Application will not be entertained for evaluation.

2. **Indemnity Undertaking:**

- a. I / We on behalf of our institution, hereby agree and undertake that I / We have understood all the rules, regulations, guidelines and procedures and all staff Technical & Non-Technical working on behalf of our firm will abide by all the rules, regulations, guidelines, and procedures.
- b. I / We also declare that our institution will be responsible for any safety violations / accident etc. in providing services as per the conditions of the Agreement. Authority will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I / we hereby declare that I am / we are sole responsible on behalf of the firm for giving such a declaration.

3. **Anti-Collusion Certificate:** I / We hereby certify and confirm that in the preparation and submission of this Application, we have not acted in concert or in collusion with any other Applicant or any other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive, restrictive or monopolistic trade practice.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with this Application.

EOI | Empanelment of Consulting Agencies and Educational Institutions for undertaking various research related studies / projects for Gujarat Tourism

4. **Litigation:** I / We hereby certify and confirm that we do not have any litigation that may impact / affect / compromise the delivery of services as required under this EOI.

Dated this _____ Day of _____, YYYY

Name of the Applicant:

Signature of the Authorized Signatory

Name of the Authorized Signatory

Form 12: Format for showcasing capability and interest summary

[To be furnished by the Applicants under **Category 2** only, on their letterhead]

All Applicants shall provide the details in the format below

1. List of Tourism related research projects undertaken by the Applicant

Applicants are urged to list top ten research projects undertaken by the Institute, through its faculty members and / or student research.

Add details in the form of “name of the project” – completion year

2. Tools like – Lab, Equipment, Technology, software that might be relevant to tourism related research

- *Lab*
- *Equipment*
- *Technology*
- *Software*

For each subhead add the name and proposed usage / relevance to this EOI.

3. Selection of sub-sector / areas that the applicant intends to collaborate with the Authority (tick the relevant boxes from the list mentioned below)

- | | |
|--|---|
| <input type="checkbox"/> Cultural Tourism | <input type="checkbox"/> Marketing, branding and communications |
| <input type="checkbox"/> Cultural Impact of Tourism | <input type="checkbox"/> Social Impact of Tourism |
| <input type="checkbox"/> Economic Impact of Tourism | <input type="checkbox"/> Skill and entrepreneurship |
| <input type="checkbox"/> Environmental Impact of Tourism | <input type="checkbox"/> Sustainable tourism |
| <input type="checkbox"/> Heritage Tourism | <input type="checkbox"/> Tourism governance policy and planning |
| <input type="checkbox"/> Innovation, Technology & Digitalization | <input type="checkbox"/> Tourism infrastructure |
| | <input type="checkbox"/> Tourist trends and behavior |

4. Other relevant sub-sectors being proposed

Add up to 10 sub-sectors that the Applicant intends to collaborate in

5. Any other relevant detail

Signature of the Authorized Signatory

Name of the Authorized Signatory

Annexure 1: Intended Engagement Possibilities

TCGL intends to empanel institutions and consultants for undertaking various research related studies / projects like:

1. Community based tourism model
2. Data analytics in tourism sector
3. Disaster preparedness of destinations
4. Ecotourism opportunities & practices
5. Emerging technology in tourism
6. Equitable and inclusivity in tourism
7. Ethical Tourism
8. Experiential Tourism
9. Festival and event-based tourism
10. Heritage site management and interpretation
11. Heritage tourism
12. Impact assessment of tourism project / policy / event – social and cultural
13. Impact assessment of tourism project / policy / event – economic
14. Impact assessment of tourism project / policy / event – environmental
15. Innovations in tourism
16. Innovative approaches for branding and marketing
17. Participatory approach in Tourism Destination Development
18. Regulatory framework and licensing systems
19. Responsible tourism
20. Skill needs assessment for the tourism sector
21. Sustainability parameters and tourism
22. Threat of cultural appropriation
23. Tourism entrepreneurship
24. Tourist feedback on tourism project / policy / event
25. Tourist trends - solo, woman, LGBTQ+
26. VR and AR based tourism
27. Wellness Tourism

Note: this is an indicative list. The actual requirement shall be communicated to the list of empaneled agencies from time to time.

Annexure 2: List of Banks

(in case EOI Security is being submitted in the form of Bank Guarantee)

As per the **GR No. FD/MSM/e-file/4/2024/2859/D.M.O. dated 1st May 2025**, issued by the Finance Department, Government of Gujarat, Bank Guarantees from the following banks would be accepted:

- Guarantees issued by following banks will be accepted as SD/EMD on a permanent basis.

1) All Nationalised Banks.

- Guarantees issued by following Banks will be accepted as SD/EMD for period up to **March 31, 2026**. The validity cut-off date in GR is with respect to date of issue of Bank Guarantee irrespective of date of termination of Bank Guarantee.

- | | |
|-------------------------------|---|
| 1. AXIS Bank | 22. South Indian Bank |
| 2. AU Small Finance Bank | 23. Standard Chartered Bank |
| 3. Bandhan Bank | 24. Tamilnad Mercantile Bank |
| 4. Barclays Bank | 25. Utkarsh Small Finance Bank |
| 5. City Union Bank | 26. YES Bank |
| 6. CSB Bank | 27. Ahmedabad Mercantile Co-op. Bank |
| 7. DBS Bank India Limited | 28. Nutan Nagrik Sahkari Bank Ltd. |
| 8. DCB Bank | 29. Rajkot Nagarik Sahakari Bank Ltd. |
| 9. Equitas Small Finance Bank | 30. Saraswat Co-Operative Bank Ltd |
| 10. ESAF Small Finance Bank | 31. SBPP Co-operative Bank Ltd. |
| 11. FEDERAL Bank | 32. SVC Co-Operative Bank Ltd. |
| 12. HDFC Bank | 33. The Cosmos Co-op Bank Ltd. |
| 13. HSBC Bank | 34. The Gujarat State Co-operative Bank |
| 14. ICICI Bank | 35. The Mehsana Urban Co-Op. Bank |
| 15. IDBI Bank | 36. The Surat District Co-op Bank |
| 16. IDFC First Bank | 37. The Surat People's Co. Op. Bank Ltd |
| 17. Jammu and Kashmir Bank | 38. The Kalupur Commercial Co-op. Bank |
| 18. Jana Small Finance Bank | 39. The Panchmahal District Co-operative Bank |
| 19. Karnataka Bank | 40. The Baroda District Co-operative Bank |
| 20. Karur Vysya Bank | 41. Baroda Gujarat Gramin Bank |
| 21. Kotak Mahindra Bank | 42. Saurashtra Gramin Bank |

All the eligible banks are instructed to collect the original documents / papers of guarantee from the concerned tendering authority.

GR can be downloaded from the following link:

https://financedepartment.gujarat.gov.in/Documents/DMO_2876_01-May-2025_273.pdf