

**Government of Uttarakhand, Finance Department  
Center for Training and Research in Financial Administration, (CTRFA)**

**REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTING SERVICES – FIRMS SELECTION)**

**UTTARAKHAND, INDIA**

Uttarakhand Public Financial Management Strengthening Project

**Assignment Title: *Consulting services for Setting up Project Management Unit (PMU) in Garhwal Mandal Vikas Limited (GMVN)***

**Reference No.** IN-CTRFA-148056-CS-QCBS

**Date:** 4<sup>TH</sup> December 2019

TheGoUk has received a loan from IBRD for the Uttarakhand Public Financial Management Strengthening Project (UkPFMS) and intends to apply a part of the loan proceeds for this assignment toward the Consulting services for Setting up Project Management Unit (PMU) at GMVN .

The objectives of the assignment are:

The GMVN needs a PMU for following purpose-

- Prepare analysis for major tourism assets on the profit potential;
- Carry out options study as for improving revenue,
- Provide recommendations on better management of existing properties,
- Support in getting in new ventures and PPP.
- Assist with the design, organization and conduct of workshops
- Perform other duties as required by the MD

For the above purpose, the PMU will comprise following 3 sets of expertise and team will report to the MD/assigned officer namely:

- Finance Expert
- Architect.
- Hotel Management Expert

The Finance Department through the Center for Training and Research in Financial Administration (CTRFA) now invites eligible consulting firms(“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The minimum required qualifications/criteria are available in Annexure 1 and terms of reference of the assignment can be accessed on the website <http://www.uttarakhandaudit.uk.gov.in> or from CTRFA.

The attention of interested Consultants is drawn to paragraph 3.14 and 3.17 of the World Bank Procurement Regulations, July 2016 revised in November 2017 and August 2018 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the **Quality Cost Based Selection (QCBS)** method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours *1000 to 1700 hours IST*.

Expression of Interest in the prescribed format along with relevant annexures must be delivered in a document form (hard copy or electronic pdf) at the address or mail id given below (in person, by post or by email) latest by 20<sup>th</sup> December 2019 by 17:00n Hrs IST.

**Project Director**  
**Uttarakhand Public Financial Management Strengthening Project**  
**Center for Training and Research in Financial Administration**  
Sudhowala P.O Premnagar ,  
Dehradun Pin 248007, Uttarakhand  
Tel:+91-135-2226790(O), 2226791(O), **Mob: +91-9358119541**  
E-mail- *ukpfmswb@gmail.com*

**Annexure 1: Minimum Required Qualifications Criteria**

<b>S. No.</b>	<b>Basic Requirement</b>	<b>Specific Requirements</b>	<b>Supporting Documents Required</b>
1)	Entity	Must be a legally constituted entity	Copy of the Certificate of Incorporation and constitutional documents
2)	Expertise	Should have at least 10 years expertise in PPP, Architect in hotel or hospitality industry	Self-certification of details of the experience.
3)	Overall experience	Should have at least 10 years' experience of working in analysis for major tourism assets on the profit potential, recommendations on better management of existing properties and Support in getting in new ventures and PPP areas of the tourism	Self-certification of details of the experience
4)	Technical Capability	Should have proven track record of having successfully carried out minimum two (2) assignments of similar nature involving working in analysis for major tourism assets on the profit potential, recommendations on better management of existing properties and Support in getting in new ventures and PPP areas of the tourism	Work completion certificates from client (OR) In case of ongoing consultancy, the Letter from client along with work order to be submitted.
5)	Staff	CVs of PPP Expert, Architect & Hotel Expert proposed for the assignment should be provided, as evaluation for this sub criterion will be based on the team proposed.	CV of proposed staff with qualification and experience as per format provided.

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## Instructions

1. Please provide the minimum details as required in the format. Non-completion of the format may lead to rejection during evaluation.
2. The consultant can add other materials about the Organization and other relevant details as annexures.
3. Please provide all documents requested as annexures.

## General Particulars of Consultant

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Name of the Consultant	
Registered Address	
Phone No:	
Email id:	
Name of the Contact Person for this EoI	
Phone no. of the Contact Person for this EoI	
Email id of the Contact person for this EoI	

## Particulars of Consultant

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Date of Consultant's establishment	
Consultants Years of experience	
Registration No. (Company/Society)	
PAN No.	
GST No.	
Number of full time staff	
Do you have a branch office in the State	Yes/No. If yes, please provide the address

If you have a JV please fill the above table for each JV partner separately.

# Financial Particulars of the Consultant

Financial year	Turnover	Net worth
2018-19		
2017-18		
2016-17		

# Staff Brief Profile \*\*\*

Name of Staff	Age	Years of experience	Qualification	Number of years associated with the Consultant	Name of clients handled with nature of work done

\*\*\* Please provide detail CVs separately as per format given below

# Relevant assignments – Last ten years\*\*\*

Project Name	Funding agency Name	Client Name	Nature of work	Year of Work	Status (Completed/Ongoing)	Fees
	Central/State/Multilateral/Bilateral funding agency					

\*\*\* Please provide detail citation of work separately in the format given below

# Detailed Format for Citations

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your Consultant under the contract (in current US\$ or Euro):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your Consultant involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	





**Terms of Reference**  
**Setting up Project Management Unit (PMU)**  
**GARHWAL MANDAL VIKAS NIGAM (GMVN) LTD, Dehradun**

**Background**

1. Uttarakhand is a Tourist State, with unmatched tourism potential. Our Tourism includes Pilgrimage, Religious Tourism, Adventure Tourism, Leisure Tourism, Wildlife and Explorer's Paradise. With the best scenic locations, incredible weather and places of Historical and Religious Importance, we stand second to none. Domestic tourist arrivals in Uttarakhand are about 25 million and foreign tourists are more than a 100,000. Tourism has been accorded industry status in Uttarakhand.
2. Garhwal Mandal Vikas Nigam Ltd.(GMVN) is a Pioneer organization of Uttarakhand Tourism. Setup in 1976, GMVN is Govt. Of Uttarakhand's Undertaking and has its presence in approx. 90 very beautiful locations of Garhwal region of Uttarakhand. GMVN offers a comfortable stay in some of the best locations of the state, that too in an affordable price. This should make GMVN, one of the most sought after, destination of the world. But GMVN is not doing commercially well. It could be because of two reasons- One, we are not competing well with others, especially in this age of Information Technology, and second, we are not commercially utilizing our 100% potential. There is a solution to both the problems, which not only make GMVN a sought-after tourist partner in the International circuit of Tourism, but also would enable us to improve our commercial potential.
3. As of now, GMVN has following sections and is providing following services-
  - **Tourism Section-** GMVN runs 92 TRHs and 06 PRO Offices.
  - **Marketing Section-** GMVN runs 34 Gas Agencies and 2 Petrol Pumps.
  - **Construction Section -** GMVN is a Govt. approved construction Agency, for the Projects worth up to INR 10 Cr.
  - **Projects Section -** GMVN runs Josh math- Auli Ropeway, having a distance of 4.15 Kms
  - **Mining Section -** GMVN has 99 Lots of mining, ready to use lots are- 45, and we are mining in 17 lots.
  - **Industries Section -** GMVN runs Wood Factory Rishikesh, Concrete Block Srinagar, Fruit Processing Unit Tilwara.
  - **Transport Section -** GMVN runs 10 AC Buses, 4 Non-AC Buses, 5 Tempo travelers and 7 Innova in its fleet.
  - **Adventure Section -** GMVN undertakes activities like Trekking, Mountaineering, Skiing, River Rafting, Jungle Safari, Boating, and Kayaking.

4. Our strategic objective is to build a sustainable organization that remains committed to meet the expectations of our discerning customers, while generating profitable growth for GMVN and all other stakeholders.
5. The Government of Uttarakhand (GoUk) has received a loan from IBRD to finance the Uttarakhand Public Financial Management Strengthening Project (UkPFMS) and intends to apply a part of the loan proceeds for this assignment.

### **Scope of work**

6. The GMVN needs a PMU for following purpose-
  - Prepare analysis for major tourism assets on the profit potential;
  - Carry out options study as for improving revenue,
  - Provide recommendations on better management of existing properties,
  - Support in getting in new ventures and PPP.
  - Assist with the design, organization and conduct of workshops
  - Undertake research and analysis on good practices in fiscal management and fiscal transparency and make recommendations to the Project Director/Deputy Project Director
  - Perform other duties as required by the MD
7. For the above purpose, the PMU will compose of 3 individual experts who will report to the MD/assigned officer namely:
  1. Finance Expert
  2. Architect.
  3. Hotel Management Expert

**List of key positions, whose CV and experience would be evaluated**

S.No.	Expert	Qualification	Task
1	PPP-Finance expert	<ul style="list-style-type: none"> <li>• MBA (Finance) with BE (Civil) from recognized university/Institute or CA and having 7 years of experience in financial services.</li> <li>• He should have led the financial team in preparation of revenue model and bid Management for 5 assignments of which at least 2 should be to PPP projects based on lease/ management contract privatizations, Disinvestment (up to the stage of transfer of asset)/ investment promotion.</li> <li>• (S)He must necessarily have experience in procurement related projects as well.</li> <li>• Should be well versed in preparing financial models.</li> <li>• Advanced Knowledge of MS-Office suite is required.</li> <li>• Language Skills (Speaking, Reading and Writing) in English and Hindi</li> <li>• Self-starter, who can work with minimum supervision</li> <li>• Team player with strong interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Assist GMVN in scheme implementation (being implemented by state government either on standalone basis or with support from central government);</li> <li>• Assessing and summarizing the level of institutionalization and states of the PPP enabling environment;</li> <li>• Providing support for existing projects, including structuring, financial modeling, preparation of transaction documents, and procurement processes;</li> <li>• Along with existing projects, providing assistance for project development activities, including structuring and financial modeling of project ideas to further develop them for adding to the pipeline of bankable projects;</li> <li>• Developing EOI, RFPs, agreements and providing inputs on recommendations for MOU</li> <li>• Assist MD GMVN and other team members in preparing reports, as required</li> <li>• The experts should, in particular, have excellent understanding of and expertise in (i) PPP methodology and framework;(ii) PPP formulation, appraisal, and approval procedures; (iii) tendering processes; (iv) legal and contractual arrangements and concession agreements;Infrastructure development financing' and (vi) various methods of structuring PPPs.</li> <li>• Any other works assigned by the MD</li> </ul>

S.No.	Expert	Qualification	Task
			<ul style="list-style-type: none"> <li>• Prepare cost centre and profit analysis for the hotels</li> </ul>
2	Architect	<ul style="list-style-type: none"> <li>• BArch from recognized university/ institute having at least 10 years of experience in this field.</li> <li>• Expertise in conservation Architecture shall be a necessary condition, and experience in Hill architecture of Uttarakhand will be an added advantage.</li> <li>• Knowledge of software's related to Architecture like CAD would be an advantage</li> <li>• Knowledge of MS-Office suite is required.</li> <li>• Language Skills (Speaking, Reading and Writing) in English and Hindi</li> <li>• Self-starter, who can work with minimum supervision</li> <li>• Team player with strong interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• IN consultation with MD GMVN, provide assistance in reviewing the design and conservation plan of various GMVN buildings in Uttarakhand.</li> <li>• Support in the supervision of works (specifications, skills and processes) under implementation of various related projects to ensure quality control and approved work standards as per the bid documents.</li> <li>• Supports in providing comprehensive campus planning, architectural, and design services ( including interior, landscape, external services, etc.).</li> <li>• Landscaping design for the inner and proximity of project under consideration.</li> <li>• Structural design for selected built structures within the site.</li> <li>• Support in procuring all the mandatory clearance from the concerned agencies to enable implementation of various projects.</li> <li>• Prepare plan for improvement of existing assets</li> <li>• Support in valuation of hotels</li> <li>• Any other works assigned by the MD</li> </ul>
3	Hotel Management expert	<ul style="list-style-type: none"> <li>• Degree/ PG Diploma in Hotel Management of MBA from a recognized University/ institute with 10 years' experience in hotel management/ Hospitality sector.</li> <li>• (S)He should be well conversed with hotel economics, Engineering, Planning &amp; Development.</li> <li>• (S) He should have worked as sector</li> </ul>	<ul style="list-style-type: none"> <li>• Organize and coordinate operations of GMVN guest hotels to ensure maximum efficiency</li> <li>• Upgrade the services in existing facilities</li> <li>• Supervise and evaluate staff of GMVN guest houses</li> </ul>

S.No.	Expert	Qualification	Task
		<p>expert in at least 4 similar assignments .</p> <ul style="list-style-type: none"> <li>• Knowledge of MS-Office suite is required.</li> <li>• Language Skills (Speaking, Reading and Writing) in English and Hindi</li> <li>• Self-starter, who can work with minimum supervision</li> <li>• Team player with strong interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Devise and implement mechanisms to ensure supplies and equipment are adequate in quantity and quality and handling customer complaints when necessary</li> <li>• Assist in pricing products of services</li> <li>• Assume responsibility of budgeting and monitoring expenses</li> <li>• Enforce adherence to regulations and quality standards</li> <li>• Ensure all records are kept properly and consistently</li> <li>• Support in profit evaluation and valuation of hotels.</li> <li>• Any other works assigned by the MD</li> </ul>

**Note-**

**Contract Duration- The initial contract will be for one year and extendable by one year based on performance.**