

KERALA ADVENTURE TOURISM PROMOTION SOCIETY

DEPARTMENT OF TOURISM

GOVERNMENT OF KERALA

BID FOR PROVIDING PROFESSIONAL ADVENTURE TOURISM
SERVICE FOR ESTABLISHING AND OPERATING ACTIVITIES
SUCH AS SCUBA DIVING, BOND SAFARI ETC. AT KOVALAM
(REQUEST FOR PROPOSAL)

Issued to:

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**BID FOR PROVIDING PROFESSIONAL ADVENTURE TOURISM SERVICE FOR
ESTABLISHING AND OPERATING ACTIVITIES SUCH AS SCUBA DIVING, BOND
SAFARI ETC. AT KOVALAM**

SECTION. 1

NOTICE INVITING BIDS

KATPS/35/2015

30-8-2016

1. The Kerala Adventure Tourism Promotion Society (KATPS), Department of Tourism, Government of Kerala invites proposals from professional Adventure Tourism Operators (already pre-qualified) for carrying out services for establishment and operation of above mentioned activities at Kovalam, Thiruvananthapuram.
2. The Agencies have already been pre-qualified through an expression of interest process.
3. The technical bids will be evaluated and marks will be awarded after the presentation as detailed in the data sheet. Technical proposals securing more than 60% technical score will be finally short listed. Financial bids of short listed Agencies only will be opened on a given date which will be intimated in writing. The financial bids of those Agencies who are not short listed will be returned unopened.
4. The bid document consisting of Technical and Financial bids are to be submitted in separate sealed covers I and II respectively as described below and enclosed in a 3rd cover (Cover. III) and sealed.

Cover No. I

Technical proposals to be submitted by the Agencies shall contain the following.

Part. 1 Notice inviting bids duly signed in all pages

Part. 2 Programme and details of Technical proposal (see Section. 4 of RFP) duly filled up and signed in all pages.

Part. 3 Information and Instruction to bidders duly signed in all pages.

Part. 4 Terms of Reference (T O R) duly signed in all pages.

Cover No. II

Financial proposals (FP) to be submitted by the Agency shall contain.

Proforma and details of financial matters duly filled up and signed in all pages

(see Section. 5 of RFP)

5. In case bid document are received by Agencies through Courier or Post, Agencies are required to acknowledge receipt of the same immediately.
6. The proposals in sealed Cover. III super scribing the name of work as specified under Section. 4. Information to Bidders may be submitted to the undersigned within 3 days.
7. The Chief Executive, KATPS reserves the right to reject any or all proposals without assigning any reasons.

Chief Executive

Kerala Adventure Tourism Promotion Society

BID FOR PROVIDING PROFESSIONAL ADVENTURE TOURISM SERVICE FOR
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SECTION. 2

INFORMATION AND INSTRUCTIONS TO AGENCIES

1.0 Introduction

- 1.1 The KATPS Department of Tourism (DoT), Government of Kerala (GoK) proposes to conduct. The Society proposes to engage the services of an Agency / for providing Adventure Tourism activities such as Scuba diving, Bond Safari, Parasailing, Paragliding, Bungee Jumping etc.
- 1.2.1 For this purpose the Client, namely the KATPS will select **a single agency** from among the short listed qualified agencies in accordance with the method of selection indicated in the Data Sheet.
- 1.3 The Agencies are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet (the proposal) for providing services required for the Assignment. The Proposal will be the basis for contract negotiations and ultimately signing of a contract with the selected Agency.

- 1.4 The Agencies shall have enough financial capacity in order to make sure that there will be no lagging in programme due to any financial crisis. The Agency should have an annual gross turn over of not less than INR 25.00 lakhs in each of the last three financial years.
- 1.5 The Client will provide the inputs specified in the Data Sheet, assist the Agency in obtaining permissions and other policy related orders needed to carry out the services.
- 1.6 Please note that (i) the costs of preparing the proposals and of negotiating the contract, including visit to the destination, are not reimbursable as a direct cost of the Assignment: and (ii) KATPS, Department of Tourism, Govt. of Kerala reserves the right to reject any or all of the proposals submitted.
- 1.7 It is policy of the Govt. of Kerala that Professional agencies under contract observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy the Government of Kerala 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 selection process in contract execution: and
 - (ii) “Fraudulent Practice” means a misrepresentation of facts in order to influence a selection process of the execution of a contract, and includes collusive practices among Consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive other competing firms of the benefits of free and open competition.
- 1.8 The selected agencies shall make their own arrangements with respect to transportation, accommodation and other staff benefits in managing the activities.
- 2.0 Document Comprising the Bid document (Request for Proposal)**
- 2.1 At any time before the submission of Proposals, the KATPS, Department of Tourism, Govt. of Kerala may, for any reason, whether at its own initiative or in response to a clarification

request by an invited firm, modify the bid documents (RFP) by amendment. The amendment will be sent in writing by paper-mail (through Courier), facsimile, or electronic mail to all invited consultants and will be binding on them. The KATPS, Department of Tourism, Govt. of Kerala may, at its discretion, extend the deadline for the submission of Proposals.

3.0 Preparation of Proposal

Agencies are requested to submit a Proposal written in English.

3.1 Technical Proposal (Cover I)

3.1.1 In preparing the technical proposal, professional agencies are expected to examine the documents comprising this bid document (Request for Proposal) in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal. **The original Bid Document, either purchased from KATPS or downloaded from the website, should be submitted duly signed on all pages.**

3.1.2 While preparing the technical proposal, professional agencies must give particular attention to the following:

- (i) The Professional agencies should take into account all the requirements of professionals and other staff to be positioned for conducting all the activities as mentioned in the data sheet. The agency can add more categories and can also change the proposed number of posts.
- (ii) Proposed professional for each position must have at least the experience indicated in the Data Sheet.
- (iii) Alternative professional staff shall not be proposed, and only one Curriculum Vitae (CV) may be submitted for each position in all the destination units.

3.1.3 The technical proposal should provide the following information using the attached Standard Forms.

- (i) A brief description of the Agency / Firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles and names of the staff provided, duration of the assignment, contract amount, and firm's involvement.
- (ii) A detailed description of the methodology (work plan) by which the firm proposes to execute the services namely 'Scuba Diving' and 'Bond safari'.

3.1.4 The Technical Proposal shall not include any financial information.

3.2 Financial Proposal (Cover II)

3.2.1 In preparing the financial proposal, professional Agencies are expected to take into account the exact requirements and conditions of the RFP document. The financial proposal should follow Standard Forms. It lists all costs associated with the assignment, including (a) remuneration for staff and (b) other expenses like, transportation, services, out of pocket expenses etc. Reasonable ticket charges should be assumed and based on site studies and assessment the cash flow schedule may be worked out. The amount to be paid as license fee to the Society per Quarter (3months) in advance is to be quoted in the financial bid schedule.

3.2.2 The Data Sheet shows for how many days after the submission date the proposals must remain valid. During this period, they are expected to keep available the professional staff proposed for the assignment. The KATPS Department of Tourism, Govt. of Kerala will make its best effort to complete negotiations within this period.

4.0 Submission, Receipt and Opening of Proposals

4.1 The original Proposal (technical proposal and financial proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such correction must be initialed by the person or persons who sign(s) the Proposals.

- 4.2 An authorized representative of the firm shall affix his/her initials on all pages of the Proposal. The representative's authorization shall be confirmed by a written letter of authorization accompanying the proposal.
- 4.3 The technical proposal shall be placed in a sealed envelope clearly marked "Technical Proposal". The financial proposal shall be placed in a sealed envelope clearly marked "Financial Proposal" and warning: "Do not open with Technical Proposal". Both envelopes shall be placed into an outer sealed envelope bearing the submission address and other information indicated in the Data Sheet and clearly marked "DO NOT OPEN, EXCEPT IN THE PRESENCE OF THE CHIEF EXECUTIVE, KATPS, DEPARTMENT OF TOURISM OR HIS AUTHORISED REPRESENTATIVE AT THE BID OPENING TIME".
- 4.4 The completed technical and financial proposal must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 4.5 The technical proposal shall be opened immediately by the Department, after the closing time for submission of proposals. The financial proposal shall remain sealed until they are opened publicly by authorized official(s).

5.0 Proposal Evaluation

General

The Agencies shall not contact the officers for any matter relating to their Proposal from the time of the opening of the technical proposal to the time the contract is awarded. If a firm wishes to bring additional information to the notice of the client, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence in proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.

5.1 Evaluation of Technical Proposals

The evaluation points for the different criteria shall be as noted below:

i.	Competence and capability of the Professional Agency	10 points
ii.	Adequacy of the proposed work plan and methodology in responding to the TOR:	50 points
iii.	Qualification and competency of the proposed professional staff and other staff for each destination units	40 points
Total		100 points

Points given to evaluation of sub-criteria for qualification of staff are:

(a)	Educational Qualifications	35 points
(b)	Experience in similar tasks	30 points
(c)	Competency of the key professional staff for the assignment	35 points
Total		100 points

Technical proposal will be valued and scores given. 60% is the cut off level for technical proposal. The financial bids of only those agencies that score more than **60%** alone will be opened.

5.2 Opening and Evaluation of Financial Proposals

After the evaluation of quality is completed, the Client shall notify those professional agencies whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the 'Request for Proposal' and 'Terms of Reference', indicating that their Financial Proposals will be returned unopened after completing selection process. The agencies whose proposals are found to satisfy the minimum qualifications will then be called for making a presentation before the high level committee set up for the selection of the professional agencies for this assignment. The evaluation of Technical proposal will be completed based presentation made by the agencies and as such all required details are to be furnished in the presentation. The financial proposals of only these consultants will be

opened on a suitable day after intimation. The technical score allotted will be considered for final evaluation along with the financial quote.

- i. The Financial Proposal shall be opened publicly in the presence of the Agency's representatives who choose to attend. The name of the Agency and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public meeting.
- ii. The financial proposal will be evaluated by calculating the net amount that will be received by the KATPS in a period of one year (4 Quarters). The highest quote will be given a score of 100 and the financial score calculated as below.

$$S_f = 100 \times \frac{F}{F_h}$$
 where S_f is the Financial score, F_h is the highest bid and F is the price of the proposal under consideration.

5.2.1 Final Evaluation

The final evaluation will be done by giving weightage for Technical and Financial proposals as 0.60 and 0.40. The technical score and financial score will be given weightage as above and added together to get the final score of the agency. The agencies will be ranked with the agency getting the maximum marks as first.

6.0 Negotiations

- 6.1 Negotiations will be held at the address indicated in the Data Sheets. The aim is to reach an agreement on all points and sign a contract.
- 6.2 The negotiation will conclude with a review of the draft form of the contract. To complete negotiations, the KATPS and the firm will approve and initial the agreed contract. The contract agreement will contain general conditions included in usual license agreements. If negotiations fail, the department will invite the firm who has got the second position in the grading. The process will be continued till a contract is agreed upon or all the short listed bids are negotiated.

7.0 Award of Contract

7.1 The contract will be awarded following negotiations with the successful Agency. After negotiations are successfully completed, the contract will be signed in the standard form of contract in appropriate value stamp paper. Before signing the contract the selected agency will have to furnish a security deposit amounting to **Rs. 50,000 (Rupees Fifty thousand only)** in the form of DD payable to the Chief Executive, KATPS at Thiruvananthapuram.

7.2 Breach of Conditions and Penalty

If at any time it is felt that any conditions of the contract is violated, notice will be issued and a period of 30 days allowed to reach the desired levels. If this is not attained the contract will be terminated with a further notice of 7 days. Also if any the conditions of this assignment as given in the various chapters of this bid document are violated, the contract will be terminated with 30 days notice. In case of cancellation the security deposit will be forfeited.

7.3 Electricity charges and water charges are to be paid by the selected agency.

7.4 No additional construction or alteration shall be done by the selected agency.

7.6 In case of any dispute arising between the Licensee and the Department, such matter will be referred to the Director, Department of Tourism for arbitration and his award will be final and binding on the selected agency.

7.7 If any disputes are to be settled by reference to a court of law, it shall be referred only to courts having jurisdiction over Thiruvananthapuram.

8.0 Confidentiality

8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the award of contract is notified to the successful firm.

DATA SHEET

Information to Professional Agencies

Clause Reference

1.1. The Name of the Client is : KATPS, Department of Tourism, Government of Kerala

1.2. The method of Selection is : Quality and Cost based Selection (QCBS)

1.3. Technical and financial proposals are requested : Yes

The name, objective and description of the Assignment : **providing Adventure Tourism activities such as Scuba diving, Bond Safari etc.**

A detailed description of the assignment is given in the Terms of Reference

1.4. The Assignment is phased : No

1.5. A pre-proposal conference will be held : No

1.6. The KATPS, Department/Department of Tourism Govt. of Kerala will provide the following inputs:

Necessary publicity and propaganda for the scheme will be given.

1.7. The number of days before the submission date to request a clarification is: 10 days before the last date of submission of proposal

The address for requesting clarification is : Chief Executive

Kerala Adventure Tourism Promotion Society

Department of Tourism

T C 26/849 (1), University

W C Hostel Junction, Vazhuthacad

Thiruvananthapuram-695033, Kerala

Tel : +91-471-2320777

Fax : +91-471-2320999

e-mail :

adventuretourismkerala.gov@gmail.com

1.8. The language(s) to submit proposals : English

1.9. The duration of the project is scheduled to be **12 months**.

1.10 (i) Whether the short- listed firm/entity may associate with other short-listed firm : No

(ii) Professionals and other staff with minimum professional experience and duties and responsibilities proposed to be engaged for various activities.

Sl. No.	Position	Duties and Responsibilities	Qualification	Year of Professional Experience	Desired Special Experience
1.	Scuba diving				

2.	Bond Safari				

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(iii) Equipment proposed to be procured for each activity

(a) Scuba Diving

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(b) Bond Safari

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- Add more pages if required.

1.11 Terms of Remittance of License fees

The agency should invest money for all the equipment and also for operating the same. The wages and other payments to the technicians and others engaged for operation of the events are also to be met by the agency. All expenses towards local license fees and taxes to be met by the agency. In addition all expenses towards food, travel and accommodation of staff and technicians should also be taken care of by the agency. The agency has to remit to the society the license fee as quoted in the schedule before 5th of the first month of quarter.

- 1.12 The address for submission of proposal is: Chief Executive;
KATPS, T.C.26/849(1), University W.C Hostel Junction, Vazhuthacad

Thiruvananthapuram-695014, Kerala

Tel: +91-471-2320777 Fax: +91-471-2320999

adventuretourismkerala.gov@gmail.com

- 1.13 Proposals must be submitted not later than the following date and time:

3 p.m. on 08/09/2016

- 1.14 Address to bring any information to the Client: Same as in Para 1.12

- 1.15 The date, time and address of the proposal opening are:

Technical Bids - **4 p.m. on 08/09/2016** at the office of the Chief Executive, KATPS

Financial Bids - will be informed separately

- 1.16 The financial proposals of only those consultancy firms who have scored 60% and more points in the evaluation of technical proposals and presentation will be opened. The Q.C.B.S. evaluation will be done as given under class 5.2.1 under SECTION 3.
- 1.17 Negotiations will be held at the Office of the Chief Executive, KATPS, Department of Tourism, Government of Kerala, and Thiruvananthapuram - 695014.

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SECTION. 3

TERMS OF REFERENCE

1.0 Background

Kerala is a land of Mountains, Backwaters, Beaches and Sea. There is abundant scope for adventure tourism if these natural resources are properly utilized. Government of Kerala has recognized Tourism as one of core competent sectors which can substantially contribute to the overall development of the State. Government of India and the State Government have come out with many strategies for tourism development, since tourism not only has economic development and possibilities for foreign exchange earnings, but also has a high multiplier effect directly contributing to the local economy, by creating a large number of direct and indirect job opportunities. Adventure Tourism may not be a regular activity throughout the year. But during apt seasons the volume is very high. It is observed that a very important contribution of tourism development in an area is the specific enhancement of the quality of the environs and the infrastructure in the area, which benefit not only the tourists but also the local population. The Govt. of Kerala, Department of Tourism has formed a society to promote adventure tourism in the

State. This society has decided to take up the conduct of land/ water / air based adventure activities such as scuba diving, bond safari, parasailing, paragliding, Bungee Jumping etc. The first step is the selection of qualified and experienced adventure tourism operators/agencies that have proven track record for the conduct of land/ water / air based adventure activities such as scuba diving, bond safari, parasailing, paragliding, Bungee Jumping etc. Expression of interest was called for and three agencies have forwarded Expression of interest for activities of Scuba diving and Bond safari. As the next step RFP document is prepared and will be issued to these three prequalified agencies. Regarding the same the following background informations are given to the bidders.

A. Scuba diving

Scuba diving is a mode of [underwater diving](#) in which a scuba diver uses a [self-contained underwater breathing apparatus](#) (scuba) to breathe [underwater](#).

Scuba diving may be done recreationally or professionally in a number of applications, including scientific, military and public safety roles, but most commercial diving uses surface supplied diving equipment when this is practicable.

A scuba diver primarily moves underwater by using [fins](#) attached to the feet, but external propulsion can be provided by a [diver propulsion vehicle](#), or a sled pulled from the surface. Other equipment includes a dive mask to improve underwater vision, a protective dive suit, equipment to control buoyancy, and equipment related to the specific circumstances and purpose of the dive. Scuba divers are trained in the procedures and skills appropriate to their level of certification by instructors affiliated to the diver certification organizations which issue these certifications. These include standard operating procedures for using the equipment and dealing with the general hazards of the underwater environment, and emergency procedures for self-help and assistance of a similarly equipped diver experiencing problems. A minimum level of fitness and health is required by most training organizations, but a higher level of fitness may be appropriate for some applications.

The general scope of the operational guidelines for Scuba diving centre are detailed below.

1. General Instructions to operators for Scuba Diving Centre at Kovalam

- i. They should take registration from Vizhinjam Port authorities and the Directorate of Tourism, Kerala before commencement of their activities.
- ii. The hire charges, berthing charges etc. on the type of equipment tools used, port land used etc. shall be paid to the port Department as per rules in force and in accordance with the subsequent amendments from Government if any from time to time.
- iii. Boundaries of Scuba Diving Area is the Kovalam/Vixhinjam Port in Thiruvananthapuram district the limits of which are detailed below.

Port Limits East-West

A straight line running west-east through positions

Lat. 08°24' N,

Long. 76°57.5' E,

Lat. 08°24' N,

Long. 77°03' E.

South - A straight line running west-east from positions

Lat. 08°20' N,

Long. 76°57.5' E,

Lat. 08°20' N,

Long. 77°03' E.

West - A straight line running north-south through from positions

Lat. 08°24' N,

Long. 76°57.5' E,

Lat. 08°20' N,

Long. 76°57.5' E.

East - A straight line running north-south through positions

Lat. 08°24' N,

Long. 77°03' E,

Lat. 08°20' N,

Long. 77°03' E.

- iv. The scuba diving centre should keep all the guidelines properly displayed for the information and compliance by all concerned.
- v. The Dive Centre/operators registered should give proper receipts to all the dive tourist/ guests. They should maintain proper records of the tourist/guests approaching them and give serially numbered receipt for the fees charged from them.
- vi. The Dive Centre must remain aware of local weather conditions and inform divers of any special conditions at each dive site prior to dive.
- vii. Dive Centre should put buoys preferably red/yellow in colour in the diving area. Dive Centre must be aware of any changes to the dive plan of the dive boat and divers.
- viii. Dive Centre owners will be required to ensure that the Dive Centre has a third party insurance policy for a minimum amount of Rs.10 Lakhs per person, and also that its Dive Instructors have a specific dive insurance policy for scuba diving industry professionals.
- ix. The Dive centre/operator will be required to bear any cost to be incurred in case of any rescue or medication during emergency if such rescue work is necessitated as a result of negligence on the part of the Dive Centre/ operator.
- x. The Dive centre may be inspected by any authorized officer(s) from the Directorate of Tourism or any other official authorized by Law.

2. Dive Centre Requirements

- i. The Dive Centre must be equipped with pure Oxygen and an Emergency Action Plan in case of diving related accidents. The Emergency Action Plan must include mechanisms for:-

- a. Searching methods in case of missing divers.
 - b. Providing first aid care.
 - c. Transport to the next appropriate medical facility.
 - d. Reporting to appropriate authorities (Police, Coast Guard, Health Department and Directorate of Tourism).
- ii. Dive Centre staff must be familiar with the Emergency Action Plan, and should be able to act appropriately.
 - iii. Dive Centre must have a base leader, and safety staff member, who is responsible for the Dive centre and is available all the time.
 - iv. Dive Centre must have adequate equipment spare parts etc.
 - v. Dive centre must have medical first aid, and specified wireless communication (walkie-talkie)/or any other effective communication system to facilitate communication between base station (Dive Centre) and identified sites for diving.
 - vi. The Dive Centre must have on its staff at least one “Dive Instructor”, who is certified by any of the following agencies :-
 - a. Professional Association of Diving Instructors (PADI)
 - b. Confederation Mondiale Des Activities Subaquatiques (CMAS)
 - c. National Association of Under Water Instructors (NAUI)
 - d. British Sub-Aqua Club (BSAC)
 - e. Scuba Schools International (SSI)
 - vii. Dive Centre must have a list of all dive services and courses conducted by them with the rate list, prominently displayed at the dive centre premises.

3. Dive Centre Equipment

- i. Dive centre must provide well -maintained dive equipment, with pure oxygen and must have an emergency evacuation plan.

- ii. Dive Centre should have a minimum of 8 diving sets which includes tanks, regulators with pressure gauges, depth meters and dive watches or deco- computer, mask, snorkel, fins, buoyancy compensating jacket, quick release weight belt and alternate air source.
- iii. Buoyancy Compensator Devices (BCD) must be approved for recreational diving by the manufacturer and must have a low pressure inflator. The BCD must be maintained according to the manufacturer's instructions.
- iv. Regulators must be approved for recreational diving by the manufacturer and must be maintained according to the manufacturer's instructions.
- v. Dive Centre must provide Alternate Air Source, depth & air gauge or air timing devices as standard rental equipment.
- vi. Dive centre must possess a certificate of pressure testing from an authorized testing centre every three years, or as per rules of the Govt. of India, regarding high pressure cylinders. This inspection must be entered in a maintenance log book along with the cylinder number. Tanks are not allowed to be used twelve years after the date of manufacturing.
- vii. The Dive Centre must use only specified compressor oil. Air purifying filter must be changed as per guidelines of the compressor manufacturer and filter changes enter in the compressor log book along with the number of cylinders filled during this period.

4. Equipments for divers and instructors

During all recreational diving activities, diver must be equipped with:-

- i. Mask, snorkel, fins
- ii. Regulator with submersible pressure gauge, and Alternative Air Source, or surplus air supply.
- iii. Adequate Buoyancy Compensator Device (BCD) according to customers' weight, with oral and low pressure Inflator.
- iv. Air Gauge or Air Time and Depth Measuring device.
- v. The use of dive computers is highly recommended for all diving deeper than 12 meters.
- vi. Emergency signaling device comprising inflatable surface balloon and whistle.

- vii. No night diving (after 6.00 PM) activities will be permitted
- viii. Reflective Surface Marker Buoy (SMB), and
- ix. A vessel to follow and assist divers.

In addition, all dive instructors supervising diving activities must be equipped with;

- x. Emergency cutting shears/cutting tools and emergency signaling device.

5. Dive Boat

- i. The dive boat driver must hold an appropriate boat handling certification as per the Kerala port rules, or Marine Fishing Regulation as the case may be. The dive boat must carry a person who holds a valid Life Saving Techniques (LST) certificate from PADI or other such organizations. Power Boat Handling Certificate issued by any relevant agencies such as National Institute of Water Sports, Goa would be acceptable.

The boat should be of sufficient capacity to carry all the equipments, the tourists, instructors etc. required for the full strength operation.

- ii. The Dive Boat must carry the following:-

- a. Dive Flag
- b. Oars, wherever such boat is capable of independent propulsion by oars.
- c. Flares
- d. First Aid Kit
- e. Walkie-Talkie or alternate communication device.
- f. Medical Oxygen set.
- g. Life jackets and buoys.

- iii. The Boat should anchor at designated points only, marked by floating buoys.

- iv. Boats, surveyed by Kerala port and registered under M.V. Act (as the case may be) or registered by Fisheries Department shall only be allowed for scuba diving. The Vessel has to be Registered as follows:-

- a. Vessels which ply in inland waters have to be registered under Kerala Inland Vessels Act with chief mechanical engineer being the registering authority.
- b. For all sea going vessels beyond IV waters the vessels have to be as per Guidelines issued by Kerala Harbourcraft rule, Port Officer being the registering authority.
- v. Safety of the Dive Boats are the responsibility of the Dive Centre and the crew. The Dive Boats must have at least a crew of three including Dive Instructor and must be dedicated to the safety of the divers and support the divers at all times.
- vi. The dive Boats should have sufficient fuel to make prearranged dive trips and any changes there to.
- vii. In case weather condition deteriorates while divers are under water, the crew must be proficient in recalling methods.
- viii. The Dive Centre staff is responsible for the provision of a spare tank, spare diving equipment, first aid, oxygen kit, dive flag and a boat ladder that allows for a comfortable exit from the water.
- ix. An Operational Search Light must be onboard, in all night dives involving dive boats.
- x. The dive boat must have inscribed the, name of the boat, diving centre and registration number.

6. Safety Considerations

- i. Dive Centre must have Emergency Evacuation Plan&, specifying action to be initiated by the members of the dive team and the support staff in the event of emergencies.
- ii. The Dive Centre staff must brief the divers prior to every dive. The brief must include information about safety regulations, depth limits, dive site characteristics, currents, entry and exit techniques, environmental considerations and potential hazards.
- iii. The use of Buoyancy Control Device (BCD), is mandatory for all diving activities.
- iv. Except for short and shallow dives, after all dives a safety stop must be made for at least 3 minutes at 5 meters. Divers must commence their safety stop with a tank pressure not less than 50 bars. A safety stop at 5 meters for 5 minutes is recommended for all dives deeper than 9 meters.

- v. Solitary Diving is not allowed under any circumstances.
- vi. For practical reasons the term diving is used to describe recreational diving only.
- vii. Familiarization sessions with the oxygen equipment must be provided at the dive centre for all dive staff and this training session must be held periodically.
- viii. The dive centre/operator must abide by the guidelines for safe operations mentioned in these guidelines.
- ix. Only registered Scuba dive operators will be permitted to dive/take tourists for diving in the areas permitted on the fulfillment of the guidelines/terms and conditions as specified herein.

7. Recognized qualification for Dive Centre staff

- i. At least one dive centre staff should be dive instructor certified by any of the following internationally recognized agency
 - a. PADI
 - b. CMAS
 - c. NAUI
 - d. BSAC
 - e. SSI
- ii. All training and certification of divers is to be done exclusively by instructors who may be assisted by Assistant Instructors and or Dive Master and he should strictly adhere to all the standards that apply to the Dive training programme.
- iii. In order to function as a Base Leader or Assistant Base Leader, an individual must have undergone an emergency first responder course
- iv. The Dive Centre staffs who are engaged in leading dives must be familiar with and also properly trained in extending First Aid treatment.

8. Environment Protection

- i. Proper care should be taken to protect the marine environment, its associated living organisms and their habitat. Divers should be briefed by the dive instructors on responsible

behavior, and avoid damage to the corals and physical contact with marine life/animals.

Scuba divers shall not cause any damage to marine flora and fauna.

- ii. Collection of corals, marine flora, fauna and other sea wealth is strictly prohibited and any violation of this will attract penal action under Section 29 of the Wild Life (Protection) Act 1972.
- iii. There should not be any disposal of sewage or garbage in the reef areas. Divers should also not use chemicals, explosives, or any other substance, which may cause injury to marine life/wild life or destroy its habitat.
- iv. The provisions, rules and regulations covering National parks and Sanctuaries under Wildlife Protection Act 1972 and as prevailing in Kerala should be adhered to.

9. Weather Checks

It is recommended that the dive centers keep aware of local weather conditions and inform divers of any special conditions at each dive site prior to the dive.

10. Diver Qualification

a. A diver must present following documents to the dive centre.-

- i. Dive certification Card from a recognized agency that allows the person to dive without supervision.
- ii. Logbook validating open water diving experience of at least 900 minutes, excluding training dives.
- iii. Medical Certificate dated within 12 months of diving or self declaration stating that the person is fit to scuba dive.
- iv. Completed Diver registration Form at the dive Centre.
- v. An orientation dive may be required for persons who have not dived within the last 3 months. The dive centre may impose restrictions on a divers' activities on the basis of his/her logged experience.

11. **DSD** stands for Discover Scuba Diving. It is a program made by PADI for people who are interested to venture into the underwater world. If you want to try scuba diving, but aren't quite ready to take the plunge into a certification course, Discover Scuba Diving is for you. PADI dive shops offer this program either in a pool, off a beach or from a dive boat. You can try scuba close to home or while you're on vacation at a dive destination. While not a scuba certification course, Discover Scuba Diving is a quick and easy introduction to what it takes to explore the underwater world. No prior experience with scuba diving is necessary, but you need to be in reasonable physical health.

PADI stands for Professional Association of Diving Instructors which is the world's leading dive organization. For more information you can visit PADI.com

SCUBA is an abbreviation of Self Contained Underwater Breathing Apparatus which includes a mask, snorkel, fins, regulator, buoyancy control device, dive gauges and a tank.

EXPERIENCE AND TIME OF DIVE :- This is just an experience dive. You will not be a certified diver after the dive. You will have to do the basic PADI Open Water Course to be a certified diver. The whole program can take up to two hours which includes briefing, a confined session and then the actual dive in the open water. Knowing how to swim is not necessary for this particular program. You will be assisted one on one by a PADI Instructor or PADI Dive Master at all times who will be with you underwater.

SCUBA DIVING, A SAFE RECREATIONAL ACT :- Statistics show that recreational Scuba diving is about as safe as swimming. Certainly there are potential hazards, which is why you need training, but, like driving a car, as long as you follow the rules and use general common sense, it is very safe. A usual dive depth is 06 meters/20 feet for **confined session** and 12 meters/40 feet for **open water** and the minimum age required to do this program is 10 years old and for children of 8 years age only a maximum depth of 02 meters/06 feet, this program is called Bubble Make is allowed and there is no upper age limit for Scuba Diving as long as

you are medically fit ie. A detailed medical form will be provided to you to go through before you sign up for this program to make sure you are medically fit. If you have any medical conditions mentioned in the form then you are required to submit a doctor's medical certificate stating that you are fit to dive. You can find the medical form below for a quick glance.

UNDER WATER SCENES :- You will be introduced to the underwater world around the beautiful coastal area of Kovalam. There are lots of colorful fish to see, coral and different marine animals. You will get a feel of how it is to breathe underwater, in a word thrilling. Also scuba let's you experience the weightlessness which one experiences on moon because of zero gravity. We do take pictures underwater and also shoot shot videos which can be purchased on an additional cost.

PRECAUTIONS: - i. Alcohol consumption is not recommended before a dive. It is recommended that heavy drinking should be avoided the evening before.

ii. **Flying after dive :-** For the depths and times of the Try diving program you can fly after 12 hours if you participate in just 1 dive and after 18 hours if you participate in 2 dives in a day, according to International diving rules.

iii. **No glasses can be worn :-** But under the water sight is magnified by one third more and we are only interested in seeing objects close to us. Also we provide optical masks for those who use high power glasses normally. If you are using contact lens you can wear them for the dive. But there is a risk of losing them underwater.

CREDENTIALS :- Completion of the Discover Scuba Diving program can be counted as partial completion of the Open Water course (3 extra days) or your Scuba Diver course (1 extra day). The skills and experience gained in the PADI Discover Scuba Diving Program may be credited towards these courses.

B. Bond safari

The Bond rider is a self contained under water motor cycle with a large dry bubble of approximately two feet dome which enable to keep the head and even the hands of the rider dry under water. The rider can wear and adjust eye glasses and can breathe normally without using snorted tubes and regulators as in the case of diving. The shooting of pictures with an underwater camera can be easily done by holding the camera outside the dome. The 'Bond' unit is propelled by a small battery operated engine which is controlled by the steering console which allows the rider to direct the unit left or right. The console also contains the power control switch. The ascents and descents of the bonds are controlled by the safety divers in charge who slowly take the riders up and down a control line. A buoy is tethered to this bond unit to prevent from descending deeper than the decided dive depth. Life support is provided by air stored in a 'Scuba' cylinder to keep air which will be allowed to flow continuously through a 'Scuba Pro Regulator' into the bubble with a hissing noise which gives an assurance to the rider that the life support system is working. The total weight balancing of the bond unit and the buoyancy created from the large bubble at the top create an extremely stable platform that will not tip over during the dive.

The Bonds to be used for operation in this scheme at Kovalam should be made according to International specifications and norms. It should be made of strong polymer Resin with fiberglass reinforcements, with a 180 degree viewing dome. The unit should be fast and easily maneuverable, manufactured with salt water resistant materials. The design should be for pressure resistance of water depths upto 12 m. The bond should contain the minimum features as given below. Large clear observation bubble capable of giving 180 degree viewing facility to the rider, large buoyancy tanks with buttons for buoyancy adjustment at the unit body.

A special duty propeller with special protection to avoid touching by rider and suitable driving engine with long lasting battery (allowing atleast 1 hour ride) placed inside a well designed battery case giving full protection for the electrical system are to be provided.

The body should be wide enough to accommodate oversized riders and the seats should be comfortable. The body of the bond as a whole should be very smooth with no sharp corners, easy to clean, maintain and exchange parts like battery and bottles etc.

The design should ensure flotation stability against tilting during ascents and descents, use special sealant for water proofing the engine, retractable head for easy access, large foot rests and ergonomic steering wheels etc. are general needs of the BONDS.

The normal size of 100 cm x 63 cm x 140 cm (h) internationally accepted can be adopted for the bonds with minor variation as required by each manufacturer.

The weight can be approximately 100 kg. and the speed to be 2 km/hour.

**BID FOR PROVIDING PROFESSIONAL ADVENTURE TOURISM SERVICE FOR
ESTABLISHING AND OPERATING ACTIVITIES SUCH AS SCUBA DIVING, BOND
SAFARI ETC. AT KOVALAM**

SECTION. 4

TECHNICAL PROPOSAL - STANDARD FORMS

- 4 A Technical proposal submission form
- 4 B Work Plan for performing the activities

4 A. Technical Proposal Submission Forms

[Location, Date]

From :

To :

.....

The Chief Executive

.....

Kerala Adventure Tourism Promotion Society

.....

Department of Tourism

.....

T C 26/849 (1), University

W C Hostel Junction, Vazhuthacad

Thiruvananthapuram-695014, Kerala

Sir/Madam,

Subject : Providing Professional Adventure Tourism Service for establishing and operating activities such as Scuba diving, Bond safari etc.

We, the undersigned, offer to provide Professional Management services for the above in accordance with your Request for Proposal dated **/1/2016**

We hereby submit our proposals, which include this technical proposal, and a financial proposal sealed under a separate envelope.

If negotiations are held during the period of validity of 90 days we undertake to negotiate on the basis of the proposed staff and technicians. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand that you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Consultants Name:

Address:

4 B. Approach, Methodology and Work Plan for performing the
Scuba Diving and Bond Safari Activities

- Add more pages if required.

IN SEPARATE COVER

BID FOR PROVIDING PROFESSIONAL ADVENTURE TOURISM SERVICE FOR
ESTABLISHING AND OPERATING ACTIVITIES SUCH AS SCUBA DIVING, BOND
SAFARI ETC. AT KOVALAM

SECTION. 5

FINANCIAL PROPOSALS

STANDARD FORMS

- | | |
|------|---|
| 5 A. | Form for submission of Financial Proposal |
| 5 B. | Financial bid Schedule |

5 A. Financial Proposal Submission Forms

[Location, Date]

From :

.....
.....
.....
.....

To :

The Chief Executive
KATPS
Department of Tourism
T C 26/849 (1), University
W C Hostel Junction, Vazhuthacad
Thiruvananthapuram-695014, Kerala

Sir/ Madam,

Subject : Providing Professional Adventure Tourism Service for establishing and operating activities such as Scuba diving and Bond safari at Kovalam.

We, the undersigned, offer to provide the required Professional services for the above in accordance with your Request for Proposal **dated /1/2016** and we submit our Proposals (Technical and Financial).

We undertake that, in competing for (and if the award is made to us, executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely 'Prevention of Corruption Act 1988'. Commission and gratuities, if any paid or to be paid by us to agents/any person relating to this proposal and contract execution, if we are awarded the contract are listed in the financial bid schedule.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Encl : Financial Bid Schedule

Authorised Signature:

Name and Title of Signatory:

Consultants Name :

Address :

5 B. Financial Bid Schedule

License Fee to be paid to Kerala Adventure Tourism Promotion Society for a period of 3 months (Quarter) which will be paid before 5th of first month of every quarter ie. January, April, July, October is ₹./- (Rupees only)

Place :

Signature

Date :

Name of

Authorized signatory

and address

.....

.....

Seal

-

**BID FOR PROVIDING PROFESSIONAL ADVENTURE TOURISM SERVICE FOR
ESTABLISHING AND OPERATING ACTIVITIES SUCH AS SCUBA DIVING, BOND
SAFARI ETC. AT KOVALAM**

SECTION. 1

NOTICE INVITING BIDS

KATPS/35/2015

30-8-2016

1. The Kerala Adventure Tourism Promotion Society (KATPS), Department of Tourism, Government of Kerala invites proposals from professional Adventure Tourism Operators (already pre-qualified) for carrying out services for establishment and operation of above mentioned activities at Kovalam, Thiruvananthapuram.
2. The Agencies have already been pre-qualified through an expression of interest process.
3. The technical bids will be evaluated and marks will be awarded after the presentation as detailed in the data sheet. Technical proposals securing more than 60% technical score will be finally short listed. Financial bids of short listed Agencies only will be opened on a given date which will be intimated in writing. The financial bids of those Agencies who are not short listed will be returned unopened.
4. The bid document consisting of Technical and Financial bids are to be submitted in separate sealed covers I and II respectively as described below and enclosed in a 3rd cover (Cover. III) and sealed.

Cover No. I

Technical proposals to be submitted by the Agencies shall contain the following.

Part. 1 Notice inviting bids duly signed in all pages

Part. 2 Programme and details of Technical proposal (see Section. 4 of RFP) duly filled up and signed in all pages.

Part. 3 Information and Instruction to bidders duly signed in all pages.

Part. 4 Terms of Reference (T O R) duly signed in all pages.

Cover No. II

Financial proposals (FP) to be submitted by the Agency shall contain.

Proforma and details of financial matters duly filled up and signed in all pages

(see Section. 5 of RFP)

5. In case bid document are received by Agencies through Courier or Post, Agencies are required to acknowledge receipt of the same immediately.
6. The proposals in sealed Cover. III super scribing the name of work as specified under Section. 4. Information to Bidders may be submitted to the undersigned within 3 days.
7. The Chief Executive, KATPS reserves the right to reject any or all proposals without assigning any reasons.

Chief Executive

Kerala Adventure Tourism Promotion Society

BID FOR PROVIDING PROFESSIONAL ADVENTURE TOURISM SERVICE FOR
ESTABLISHING AND OPERATING ACTIVITIES SUCH AS SCUBA DIVING, BOND
SAFARI ETC. AT KOVALAM

SECTION. 2

INFORMATION AND INSTRUCTIONS TO AGENCIES

1.0 Introduction

- 1.1 The KATPS Department of Tourism (DoT), Government of Kerala (GoK) proposes to conduct. The Society proposes to engage the services of an Agency / for providing Adventure Tourism activities such as Scuba diving, Bond Safari, Parasailing, Paragliding, Bungee Jumping etc.
- 1.2.1 For this purpose the Client, namely the KATPS will select **a single agency** from among the short listed qualified agencies in accordance with the method of selection indicated in the Data Sheet.
- 1.3 The Agencies are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet (the proposal) for providing services required for the Assignment. The Proposal will be the basis for contract negotiations and ultimately signing of a contract with the selected Agency.

- 1.4 The Agencies shall have enough financial capacity in order to make sure that there will be no lagging in programme due to any financial crisis. The Agency should have an annual gross turn over of not less than INR 25.00 lakhs in each of the last three financial years.
- 1.5 The Client will provide the inputs specified in the Data Sheet, assist the Agency in obtaining permissions and other policy related orders needed to carry out the services.
- 1.6 Please note that (i) the costs of preparing the proposals and of negotiating the contract, including visit to the destination, are not reimbursable as a direct cost of the Assignment: and (ii) KATPS, Department of Tourism, Govt. of Kerala reserves the right to reject any or all of the proposals submitted.
- 1.7 It is policy of the Govt. of Kerala that Professional agencies under contract observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy the Government of Kerala 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 selection process in contract execution: and
 - (ii) “Fraudulent Practice” means a misrepresentation of facts in order to influence a selection process of the execution of a contract, and includes collusive practices among Consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive other competing firms of the benefits of free and open competition.
- 1.8 The selected agencies shall make their own arrangements with respect to transportation, accommodation and other staff benefits in managing the activities.
- 2.0 Document Comprising the Bid document (Request for Proposal)**
- 2.1 At any time before the submission of Proposals, the KATPS, Department of Tourism, Govt. of Kerala may, for any reason, whether at its own initiative or in response to a clarification

request by an invited firm, modify the bid documents (RFP) by amendment. The amendment will be sent in writing by paper-mail (through Courier), facsimile, or electronic mail to all invited consultants and will be binding on them. The KATPS, Department of Tourism, Govt. of Kerala may, at its discretion, extend the deadline for the submission of Proposals.

3.0 Preparation of Proposal

Agencies are requested to submit a Proposal written in English.

3.1 Technical Proposal (Cover I)

3.1.1 In preparing the technical proposal, professional agencies are expected to examine the documents comprising this bid document (Request for Proposal) in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal. **The original Bid Document, either purchased from KATPS or downloaded from the website, should be submitted duly signed on all pages.**

3.1.2 While preparing the technical proposal, professional agencies must give particular attention to the following:

- (i) The Professional agencies should take into account all the requirements of professionals and other staff to be positioned for conducting all the activities as mentioned in the data sheet. The agency can add more categories and can also change the proposed number of posts.
- (ii) Proposed professional for each position must have at least the experience indicated in the Data Sheet.
- (iii) Alternative professional staff shall not be proposed, and only one Curriculum Vitae (CV) may be submitted for each position in all the destination units.

3.1.3 The technical proposal should provide the following information using the attached Standard Forms.

- (i) A brief description of the Agency / Firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles and names of the staff provided, duration of the assignment, contract amount, and firm's involvement.
- (ii) A detailed description of the methodology (work plan) by which the firm proposes to execute the services namely 'Scuba Diving' and 'Bond safari'.

3.1.4 The Technical Proposal shall not include any financial information.

3.2 Financial Proposal (Cover II)

3.2.1 In preparing the financial proposal, professional Agencies are expected to take into account the exact requirements and conditions of the RFP document. The financial proposal should follow Standard Forms. It lists all costs associated with the assignment, including (a) remuneration for staff and (b) other expenses like, transportation, services, out of pocket expenses etc. Reasonable ticket charges should be assumed and based on site studies and assessment the cash flow schedule may be worked out. The amount to be paid as license fee to the Society per Quarter (3months) in advance is to be quoted in the financial bid schedule.

3.2.2 The Data Sheet shows for how many days after the submission date the proposals must remain valid. During this period, they are expected to keep available the professional staff proposed for the assignment. The KATPS Department of Tourism, Govt. of Kerala will make its best effort to complete negotiations within this period.

4.0 Submission, Receipt and Opening of Proposals

4.1 The original Proposal (technical proposal and financial proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such correction must be initialed by the person or persons who sign(s) the Proposals.

- 4.2 An authorized representative of the firm shall affix his/her initials on all pages of the Proposal. The representative's authorization shall be confirmed by a written letter of authorization accompanying the proposal.
- 4.3 The technical proposal shall be placed in a sealed envelope clearly marked "Technical Proposal". The financial proposal shall be placed in a sealed envelope clearly marked "Financial Proposal" and warning: "Do not open with Technical Proposal". Both envelopes shall be placed into an outer sealed envelope bearing the submission address and other information indicated in the Data Sheet and clearly marked "DO NOT OPEN, EXCEPT IN THE PRESENCE OF THE CHIEF EXECUTIVE, KATPS, DEPARTMENT OF TOURISM OR HIS AUTHORISED REPRESENTATIVE AT THE BID OPENING TIME".
- 4.4 The completed technical and financial proposal must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 4.5 The technical proposal shall be opened immediately by the Department, after the closing time for submission of proposals. The financial proposal shall remain sealed until they are opened publicly by authorized official(s).

5.0 Proposal Evaluation

General

The Agencies shall not contact the officers for any matter relating to their Proposal from the time of the opening of the technical proposal to the time the contract is awarded. If a firm wishes to bring additional information to the notice of the client, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence in proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.

5.1 Evaluation of Technical Proposals

The evaluation points for the different criteria shall be as noted below:

i.	Competence and capability of the Professional Agency	10 points
ii.	Adequacy of the proposed work plan and methodology in responding to the TOR:	50 points
iii.	Qualification and competency of the proposed professional staff and other staff for each destination units	40 points
Total		100 points

Points given to evaluation of sub-criteria for qualification of staff are:

(a)	Educational Qualifications	35 points
(b)	Experience in similar tasks	30 points
(c)	Competency of the key professional staff for the assignment	35 points
Total		100 points

Technical proposal will be valued and scores given. 60% is the cut off level for technical proposal. The financial bids of only those agencies that score more than **60%** alone will be opened.

5.2 Opening and Evaluation of Financial Proposals

After the evaluation of quality is completed, the Client shall notify those professional agencies whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the 'Request for Proposal' and 'Terms of Reference', indicating that their Financial Proposals will be returned unopened after completing selection process. The agencies whose proposals are found to satisfy the minimum qualifications will then be called for making a presentation before the high level committee set up for the selection of the professional agencies for this assignment. The evaluation of Technical proposal will be completed based presentation made by the agencies and as such all required details are to be furnished in the presentation. The financial proposals of only these consultants will be

opened on a suitable day after intimation. The technical score allotted will be considered for final evaluation along with the financial quote.

- i. The Financial Proposal shall be opened publicly in the presence of the Agency's representatives who choose to attend. The name of the Agency and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public meeting.
- ii. The financial proposal will be evaluated by calculating the net amount that will be received by the KATPS in a period of one year (4 Quarters). The highest quote will be given a score of 100 and the financial score calculated as below.

$$S_f = 100 \times \frac{F}{F_h}$$
 where S_f is the Financial score, F_h is the highest bid and F is the price of the proposal under consideration.

5.2.1 Final Evaluation

The final evaluation will be done by giving weightage for Technical and Financial proposals as 0.60 and 0.40. The technical score and financial score will be given weightage as above and added together to get the final score of the agency. The agencies will be ranked with the agency getting the maximum marks as first.

6.0 Negotiations

- 6.1 Negotiations will be held at the address indicated in the Data Sheets. The aim is to reach an agreement on all points and sign a contract.
- 6.2 The negotiation will conclude with a review of the draft form of the contract. To complete negotiations, the KATPS and the firm will approve and initial the agreed contract. The contract agreement will contain general conditions included in usual license agreements. If negotiations fail, the department will invite the firm who has got the second position in the grading. The process will be continued till a contract is agreed upon or all the short listed bids are negotiated.

7.0 Award of Contract

7.1 The contract will be awarded following negotiations with the successful Agency. After negotiations are successfully completed, the contract will be signed in the standard form of contract in appropriate value stamp paper. Before signing the contract the selected agency will have to furnish a security deposit amounting to **Rs. 50,000 (Rupees Fifty thousand only)** in the form of DD payable to the Chief Executive, KATPS at Thiruvananthapuram.

7.2 Breach of Conditions and Penalty

If at any time it is felt that any conditions of the contract is violated, notice will be issued and a period of 30 days allowed to reach the desired levels. If this is not attained the contract will be terminated with a further notice of 7 days. Also if any the conditions of this assignment as given in the various chapters of this bid document are violated, the contract will be terminated with 30 days notice. In case of cancellation the security deposit will be forfeited.

7.3 Electricity charges and water charges are to be paid by the selected agency.

7.4 No additional construction or alteration shall be done by the selected agency.

7.6 In case of any dispute arising between the Licensee and the Department, such matter will be referred to the Director, Department of Tourism for arbitration and his award will be final and binding on the selected agency.

7.7 If any disputes are to be settled by reference to a court of law, it shall be referred only to courts having jurisdiction over Thiruvananthapuram.

8.0 Confidentiality

8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the award of contract is notified to the successful firm.

DATA SHEET

Information to Professional Agencies

Clause Reference

1.1. The Name of the Client is : KATPS, Department of Tourism, Government of Kerala

1.2. The method of Selection is : Quality and Cost based Selection (QCBS)

1.3. Technical and financial proposals are requested : Yes

The name, objective and description of the Assignment : **providing Adventure Tourism activities such as Scuba diving, Bond Safari etc.**

A detailed description of the assignment is given in the Terms of Reference

1.4. The Assignment is phased : No

1.5. A pre-proposal conference will be held : No

1.6. The KATPS, Department/Department of Tourism Govt. of Kerala will provide the following inputs:

Necessary publicity and propaganda for the scheme will be given.

1.7. The number of days before the submission date to request a clarification is: 10 days before the last date of submission of proposal

The address for requesting clarification is : Chief Executive

Kerala Adventure Tourism Promotion Society

Department of Tourism

T C 26/849 (1), University

W C Hostel Junction, Vazhuthacad

Thiruvananthapuram-695033, Kerala

Tel : +91-471-2320777

Fax : +91-471-2320999

e-mail :

adventuretourismkerala.gov@gmail.com

1.8. The language(s) to submit proposals : English

1.9. The duration of the project is scheduled to be **12 months**.

1.10 (i) Whether the short- listed firm/entity may associate with other short-listed firm : No

(ii) Professionals and other staff with minimum professional experience and duties and responsibilities proposed to be engaged for various activities.

Sl. No.	Position	Duties and Responsibilities	Qualification	Year of Professional Experience	Desired Special Experience
1.	Scuba diving				

2.	Bond Safari				

--	--	--	--	--	--

(iii) Equipment proposed to be procured for each activity

(a) Scuba Diving

--	--	--	--	--	--

--	--	--	--	--	--

(b) Bond Safari

--	--	--	--	--	--

--	--	--	--	--	--

- Add more pages if required.

1.11 Terms of Remittance of License fees

The agency should invest money for all the equipment and also for operating the same. The wages and other payments to the technicians and others engaged for operation of the events are also to be met by the agency. All expenses towards local license fees and taxes to be met by the agency. In addition all expenses towards food, travel and accommodation of staff and technicians should also be taken care of by the agency. The agency has to remit to the society the license fee as quoted in the schedule before 5th of the first month of quarter.

- 1.12 The address for submission of proposal is: Chief Executive;
KATPS, T.C.26/849(1), University W.C Hostel Junction, Vazhuthacad

Thiruvananthapuram-695014, Kerala

Tel:+91-471-2320777 Fax:+91-471-2320999

adventuretourismkerala.gov@gmail.com

- 1.13 Proposals must be submitted not later than the following date and time:

3 p.m. on 08/09/2016

- 1.14 Address to bring any information to the Client: Same as in Para 1.12

- 1.15 The date, time and address of the proposal opening are:

Technical Bids - **4 p.m. on 08/09/2016** at the office of the Chief Executive, KATPS

Financial Bids - will be informed separately

- 1.16 The financial proposals of only those consultancy firms who have scored 60% and more points in the evaluation of technical proposals and presentation will be opened. The Q.C.B.S. evaluation will be done as given under class 5.2.1 under SECTION 3.
- 1.17 Negotiations will be held at the Office of the Chief Executive, KATPS, Department of Tourism, Government of Kerala, and Thiruvananthapuram - 695014.

**BID FOR PROVIDING PROFESSIONAL ADVENTURE TOURISM SERVICE FOR
ESTABLISHING AND OPERATING ACTIVITIES SUCH AS SCUBA DIVING, BOND
SAFARI ETC. AT KOVALAM**

SECTION. 3

TERMS OF REFERENCE

1.0 Background

Kerala is a land of Mountains, Backwaters, Beaches and Sea. There is abundant scope for adventure tourism if these natural resources are properly utilized. Government of Kerala has recognized Tourism as one of core competent sectors which can substantially contribute to the overall development of the State. Government of India and the State Government have come out with many strategies for tourism development, since tourism not only has economic development and possibilities for foreign exchange earnings, but also has a high multiplier effect directly contributing to the local economy, by creating a large number of direct and indirect job opportunities. Adventure Tourism may not be a regular activity throughout the year. But during apt seasons the volume is very high. It is observed that a very important contribution of tourism development in an area is the specific enhancement of the quality of the environs and the infrastructure in the area, which benefit not only the tourists but also the local population. The Govt. of Kerala, Department of Tourism has formed a society to promote adventure tourism in the

State. This society has decided to take up the conduct of land/ water / air based adventure activities such as scuba diving, bond safari, parasailing, paragliding, Bungee Jumping etc. The first step is the selection of qualified and experienced adventure tourism operators/agencies that have proven track record for the conduct of land/ water / air based adventure activities such as scuba diving, bond safari, parasailing, paragliding, Bungee Jumping etc. Expression of interest was called for and three agencies have forwarded Expression of interest for activities of Scuba diving and Bond safari. As the next step RFP document is prepared and will be issued to these three prequalified agencies. Regarding the same the following background informations are given to the bidders.

A. Scuba diving

Scuba diving is a mode of [underwater diving](#) in which a scuba diver uses a [self-contained underwater breathing apparatus](#) (scuba) to breathe [underwater](#).

Scuba diving may be done recreationally or professionally in a number of applications, including scientific, military and public safety roles, but most commercial diving uses surface supplied diving equipment when this is practicable.

A scuba diver primarily moves underwater by using [fins](#) attached to the feet, but external propulsion can be provided by a [diver propulsion vehicle](#), or a sled pulled from the surface. Other equipment includes a dive mask to improve underwater vision, a protective dive suit, equipment to control buoyancy, and equipment related to the specific circumstances and purpose of the dive. Scuba divers are trained in the procedures and skills appropriate to their level of certification by instructors affiliated to the diver certification organizations which issue these certifications. These include standard operating procedures for using the equipment and dealing with the general hazards of the underwater environment, and emergency procedures for self-help and assistance of a similarly equipped diver experiencing problems. A minimum level of fitness and health is required by most training organizations, but a higher level of fitness may be appropriate for some applications.

The general scope of the operational guidelines for Scuba diving centre are detailed below.

1. General Instructions to operators for Scuba Diving Centre at Kovalam

- i. They should take registration from Vizhinjam Port authorities and the Directorate of Tourism, Kerala before commencement of their activities.
- ii. The hire charges, berthing charges etc. on the type of equipment tools used, port land used etc. shall be paid to the port Department as per rules in force and in accordance with the subsequent amendments from Government if any from time to time.
- iii. Boundaries of Scuba Diving Area is the Kovalam/Vixhinjam Port in Thiruvananthapuram district the limits of which are detailed below.

Port Limits East-West

A straight line running west-east through positions

Lat. 08°24' N,

Long. 76°57.5' E,

Lat. 08°24' N,

Long. 77°03' E.

South - A straight line running west-east from positions

Lat. 08°20' N,

Long. 76°57.5' E,

Lat. 08°20' N,

Long. 77°03' E.

West - A straight line running north-south through from positions

Lat. 08°24' N,

Long. 76°57.5' E,

Lat. 08°20' N,

Long. 76°57.5' E.

East - A straight line running north-south through positions

Lat. 08°24' N,

Long. 77°03' E,

Lat. 08°20' N,

Long. 77°03' E.

- iv. The scuba diving centre should keep all the guidelines properly displayed for the information and compliance by all concerned.
- v. The Dive Centre/operators registered should give proper receipts to all the dive tourist/ guests. They should maintain proper records of the tourist/guests approaching them and give serially numbered receipt for the fees charged from them.
- vi. The Dive Centre must remain aware of local weather conditions and inform divers of any special conditions at each dive site prior to dive.
- vii. Dive Centre should put buoys preferably red/yellow in colour in the diving area. Dive Centre must be aware of any changes to the dive plan of the dive boat and divers.
- viii. Dive Centre owners will be required to ensure that the Dive Centre has a third party insurance policy for a minimum amount of Rs.10 Lakhs per person, and also that its Dive Instructors have a specific dive insurance policy for scuba diving industry professionals.
- ix. The Dive centre/operator will be required to bear any cost to be incurred in case of any rescue or medication during emergency if such rescue work is necessitated as a result of negligence on the part of the Dive Centre/ operator.
- x. The Dive centre may be inspected by any authorized officer(s) from the Directorate of Tourism or any other official authorized by Law.

2. Dive Centre Requirements

- i. The Dive Centre must be equipped with pure Oxygen and an Emergency Action Plan in case of diving related accidents. The Emergency Action Plan must include mechanisms for:-

- a. Searching methods in case of missing divers.
 - b. Providing first aid care.
 - c. Transport to the next appropriate medical facility.
 - d. Reporting to appropriate authorities (Police, Coast Guard, Health Department and Directorate of Tourism).
- ii. Dive Centre staff must be familiar with the Emergency Action Plan, and should be able to act appropriately.
 - iii. Dive Centre must have a base leader, and safety staff member, who is responsible for the Dive centre and is available all the time.
 - iv. Dive Centre must have adequate equipment spare parts etc.
 - v. Dive centre must have medical first aid, and specified wireless communication (walkie-talkie)/or any other effective communication system to facilitate communication between base station (Dive Centre) and identified sites for diving.
 - vi. The Dive Centre must have on its staff at least one “Dive Instructor”, who is certified by any of the following agencies :-
 - a. Professional Association of Diving Instructors (PADI)
 - b. Confederation Mondiale Des Activities Subaquatiques (CMAS)
 - c. National Association of Under Water Instructors (NAUI)
 - d. British Sub-Aqua Club (BSAC)
 - e. Scuba Schools International (SSI)
 - vii. Dive Centre must have a list of all dive services and courses conducted by them with the rate list, prominently displayed at the dive centre premises.

3. Dive Centre Equipment

- i. Dive centre must provide well -maintained dive equipment, with pure oxygen and must have an emergency evacuation plan.

- ii. Dive Centre should have a minimum of 8 diving sets which includes tanks, regulators with pressure gauges, depth meters and dive watches or deco- computer, mask, snorkel, fins, buoyancy compensating jacket, quick release weight belt and alternate air source.
- iii. Buoyancy Compensator Devices (BCD) must be approved for recreational diving by the manufacturer and must have a low pressure inflator. The BCD must be maintained according to the manufacturer's instructions.
- iv. Regulators must be approved for recreational diving by the manufacturer and must be maintained according to the manufacturer's instructions.
- v. Dive Centre must provide Alternate Air Source, depth & air gauge or air timing devices as standard rental equipment.
- vi. Dive centre must possess a certificate of pressure testing from an authorized testing centre every three years, or as per rules of the Govt. of India, regarding high pressure cylinders. This inspection must be entered in a maintenance log book along with the cylinder number. Tanks are not allowed to be used twelve years after the date of manufacturing.
- vii. The Dive Centre must use only specified compressor oil. Air purifying filter must be changed as per guidelines of the compressor manufacturer and filter changes enter in the compressor log book along with the number of cylinders filled during this period.

4. Equipments for divers and instructors

During all recreational diving activities, diver must be equipped with:-

- i. Mask, snorkel, fins
- ii. Regulator with submersible pressure gauge, and Alternative Air Source, or surplus air supply.
- iii. Adequate Buoyancy Compensator Device (BCD) according to customers' weight, with oral and low pressure Inflator.
- iv. Air Gauge or Air Time and Depth Measuring device.
- v. The use of dive computers is highly recommended for all diving deeper than 12 meters.
- vi. Emergency signaling device comprising inflatable surface balloon and whistle.

- vii. No night diving (after 6.00 PM) activities will be permitted
- viii. Reflective Surface Marker Buoy (SMB), and
- ix. A vessel to follow and assist divers.

In addition, all dive instructors supervising diving activities must be equipped with;

- x. Emergency cutting shears/cutting tools and emergency signaling device.

5. Dive Boat

- i. The dive boat driver must hold an appropriate boat handling certification as per the Kerala port rules, or Marine Fishing Regulation as the case may be. The dive boat must carry a person who holds a valid Life Saving Techniques (LST) certificate from PADI or other such organizations. Power Boat Handling Certificate issued by any relevant agencies such as National Institute of Water Sports, Goa would be acceptable.

The boat should be of sufficient capacity to carry all the equipments, the tourists, instructors etc. required for the full strength operation.

- ii. The Dive Boat must carry the following:-

- a. Dive Flag
- b. Oars, wherever such boat is capable of independent propulsion by oars.
- c. Flares
- d. First Aid Kit
- e. Walkie-Talkie or alternate communication device.
- f. Medical Oxygen set.
- g. Life jackets and buoys.

- iii. The Boat should anchor at designated points only, marked by floating buoys.

- iv. Boats, surveyed by Kerala port and registered under M.V. Act (as the case may be) or registered by Fisheries Department shall only be allowed for scuba diving. The Vessel has to be Registered as follows:-

- a. Vessels which ply in inland waters have to be registered under Kerala Inland Vessels Act with chief mechanical engineer being the registering authority.
- b. For all sea going vessels beyond IV waters the vessels have to be as per Guidelines issued by Kerala Harbourcraft rule, Port Officer being the registering authority.
- v. Safety of the Dive Boats are the responsibility of the Dive Centre and the crew. The Dive Boats must have at least a crew of three including Dive Instructor and must be dedicated to the safety of the divers and support the divers at all times.
- vi. The dive Boats should have sufficient fuel to make prearranged dive trips and any changes there to.
- vii. In case weather condition deteriorates while divers are under water, the crew must be proficient in recalling methods.
- viii. The Dive Centre staff is responsible for the provision of a spare tank, spare diving equipment, first aid, oxygen kit, dive flag and a boat ladder that allows for a comfortable exit from the water.
- ix. An Operational Search Light must be onboard, in all night dives involving dive boats.
- x. The dive boat must have inscribed the, name of the boat, diving centre and registration number.

6. Safety Considerations

- i. Dive Centre must have Emergency Evacuation Plan&, specifying action to be initiated by the members of the dive team and the support staff in the event of emergencies.
- ii. The Dive Centre staff must brief the divers prior to every dive. The brief must include information about safety regulations, depth limits, dive site characteristics, currents, entry and exit techniques, environmental considerations and potential hazards.
- iii. The use of Buoyancy Control Device (BCD), is mandatory for all diving activities.
- iv. Except for short and shallow dives, after all dives a safety stop must be made for at least 3 minutes at 5 meters. Divers must commence their safety stop with a tank pressure not less than 50 bars. A safety stop at 5 meters for 5 minutes is recommended for all dives deeper than 9 meters.

- v. Solitary Diving is not allowed under any circumstances.
- vi. For practical reasons the term diving is used to describe recreational diving only.
- vii. Familiarization sessions with the oxygen equipment must be provided at the dive centre for all dive staff and this training session must be held periodically.
- viii. The dive centre/operator must abide by the guidelines for safe operations mentioned in these guidelines.
- ix. Only registered Scuba dive operators will be permitted to dive/take tourists for diving in the areas permitted on the fulfillment of the guidelines/terms and conditions as specified herein.

7. Recognized qualification for Dive Centre staff

- i. At least one dive centre staff should be dive instructor certified by any of the following internationally recognized agency
 - a. PADI
 - b. CMAS
 - c. NAUI
 - d. BSAC
 - e. SSI
- ii. All training and certification of divers is to be done exclusively by instructors who may be assisted by Assistant Instructors and or Dive Master and he should strictly adhere to all the standards that apply to the Dive training programme.
- iii. In order to function as a Base Leader or Assistant Base Leader, an individual must have undergone an emergency first responder course
- iv. The Dive Centre staffs who are engaged in leading dives must be familiar with and also properly trained in extending First Aid treatment.

8. Environment Protection

- i. Proper care should be taken to protect the marine environment, its associated living organisms and their habitat. Divers should be briefed by the dive instructors on responsible

behavior, and avoid damage to the corals and physical contact with marine life/animals.

Scuba divers shall not cause any damage to marine flora and fauna.

- ii. Collection of corals, marine flora, fauna and other sea wealth is strictly prohibited and any violation of this will attract penal action under Section 29 of the Wild Life (Protection) Act 1972.
- iii. There should not be any disposal of sewage or garbage in the reef areas. Divers should also not use chemicals, explosives, or any other substance, which may cause injury to marine life/wild life or destroy its habitat.
- iv. The provisions, rules and regulations covering National parks and Sanctuaries under Wildlife Protection Act 1972 and as prevailing in Kerala should be adhered to.

9. Weather Checks

It is recommended that the dive centers keep aware of local weather conditions and inform divers of any special conditions at each dive site prior to the dive.

10. Diver Qualification

a. A diver must present following documents to the dive centre.-

- i. Dive certification Card from a recognized agency that allows the person to dive without supervision.
- ii. Logbook validating open water diving experience of at least 900 minutes, excluding training dives.
- iii. Medical Certificate dated within 12 months of diving or self declaration stating that the person is fit to scuba dive.
- iv. Completed Diver registration Form at the dive Centre.
- v. An orientation dive may be required for persons who have not dived within the last 3 months. The dive centre may impose restrictions on a divers' activities on the basis of his/her logged experience.

11. **DSD** stands for Discover Scuba Diving. It is a program made by PADI for people who are interested to venture into the underwater world. If you want to try scuba diving, but aren't quite ready to take the plunge into a certification course, Discover Scuba Diving is for you. PADI dive shops offer this program either in a pool, off a beach or from a dive boat. You can try scuba close to home or while you're on vacation at a dive destination. While not a scuba certification course, Discover Scuba Diving is a quick and easy introduction to what it takes to explore the underwater world. No prior experience with scuba diving is necessary, but you need to be in reasonable physical health.

PADI stands for Professional Association of Diving Instructors which is the world's leading dive organization. For more information you can visit PADI.com

SCUBA is an abbreviation of Self Contained Underwater Breathing Apparatus which includes a mask, snorkel, fins, regulator, buoyancy control device, dive gauges and a tank.

EXPERIENCE AND TIME OF DIVE :- This is just an experience dive. You will not be a certified diver after the dive. You will have to do the basic PADI Open Water Course to be a certified diver. The whole program can take up to two hours which includes briefing, a confined session and then the actual dive in the open water. Knowing how to swim is not necessary for this particular program. You will be assisted one on one by a PADI Instructor or PADI Dive Master at all times who will be with you underwater.

SCUBA DIVING, A SAFE RECREATIONAL ACT :- Statistics show that recreational Scuba diving is about as safe as swimming. Certainly there are potential hazards, which is why you need training, but, like driving a car, as long as you follow the rules and use general common sense, it is very safe. A usual dive depth is 06 meters/20 feet for **confined session** and 12 meters/40 feet for **open water** and the minimum age required to do this program is 10 years old and for children of 8 years age only a maximum depth of 02 meters/06 feet, this program is called Bubble Make is allowed and there is no upper age limit for Scuba Diving as long as

you are medically fit ie. A detailed medical form will be provided to you to go through before you sign up for this program to make sure you are medically fit. If you have any medical conditions mentioned in the form then you are required to submit a doctor's medical certificate stating that you are fit to dive. You can find the medical form below for a quick glance.

UNDER WATER SCENES :- You will be introduced to the underwater world around the beautiful coastal area of Kovalam. There are lots of colorful fish to see, coral and different marine animals. You will get a feel of how it is to breathe underwater, in a word thrilling. Also scuba let's you experience the weightlessness which one experiences on moon because of zero gravity. We do take pictures underwater and also shoot shot videos which can be purchased on an additional cost.

PRECAUTIONS: - i. Alcohol consumption is not recommended before a dive. It is recommended that heavy drinking should be avoided the evening before.

ii. **Flying after dive :-** For the depths and times of the Try diving program you can fly after 12 hours if you participate in just 1 dive and after 18 hours if you participate in 2 dives in a day, according to International diving rules.

iii. **No glasses can be worn :-** But under the water sight is magnified by one third more and we are only interested in seeing objects close to us. Also we provide optical masks for those who use high power glasses normally. If you are using contact lens you can wear them for the dive. But there is a risk of losing them underwater.

CREDENTIALS :- Completion of the Discover Scuba Diving program can be counted as partial completion of the Open Water course (3 extra days) or your Scuba Diver course (1 extra day). The skills and experience gained in the PADI Discover Scuba Diving Program may be credited towards these courses.

B. Bond safari

The Bond rider is a self contained under water motor cycle with a large dry bubble of approximately two feet dome which enable to keep the head and even the hands of the rider dry under water. The rider can wear and adjust eye glasses and can breathe normally without using snorted tubes and regulators as in the case of diving. The shooting of pictures with an underwater camera can be easily done by holding the camera outside the dome. The 'Bond' unit is propelled by a small battery operated engine which is controlled by the steering console which allows the rider to direct the unit left or right. The console also contains the power control switch. The ascents and descents of the bonds are controlled by the safety divers in charge who slowly take the riders up and down a control line. A buoy is tethered to this bond unit to prevent from descending deeper than the decided dive depth. Life support is provided by air stored in a 'Scuba' cylinder to keep air which will be allowed to flow continuously through a 'Scuba Pro Regulator' into the bubble with a hissing noise which gives an assurance to the rider that the life support system is working. The total weight balancing of the bond unit and the buoyancy created from the large bubble at the top create an extremely stable platform that will not tip over during the dive.

The Bonds to be used for operation in this scheme at Kovalam should be made according to International specifications and norms. It should be made of strong polymer Resin with fiberglass reinforcements, with a 180 degree viewing dome. The unit should be fast and easily maneuverable, manufactured with salt water resistant materials. The design should be for pressure resistance of water depths upto 12 m. The bond should contain the minimum features as given below. Large clear observation bubble capable of giving 180 degree viewing facility to the rider, large buoyancy tanks with buttons for buoyancy adjustment at the unit body.

A special duty propeller with special protection to avoid touching by rider and suitable driving engine with long lasting battery (allowing atleast 1 hour ride) placed inside a well designed battery case giving full protection for the electrical system are to be provided.

The body should be wide enough to accommodate oversized riders and the seats should be comfortable. The body of the bond as a whole should be very smooth with no sharp corners, easy to clean, maintain and exchange parts like battery and bottles etc.

The design should ensure flotation stability against tilting during ascents and descents, use special sealant for water proofing the engine, retractable head for easy access, large foot rests and ergonomic steering wheels etc. are general needs of the BONDS.

The normal size of 100 cm x 63 cm x 140 cm (h) internationally accepted can be adopted for the bonds with minor variation as required by each manufacturer.

The weight can be approximately 100 kg. and the speed to be 2 km/hour.

**BID FOR PROVIDING PROFESSIONAL ADVENTURE TOURISM SERVICE FOR
ESTABLISHING AND OPERATING ACTIVITIES SUCH AS SCUBA DIVING, BOND
SAFARI ETC. AT KOVALAM**

SECTION. 4

TECHNICAL PROPOSAL - STANDARD FORMS

- 4 A Technical proposal submission form
- 4 B Work Plan for performing the activities

4 A. Technical Proposal Submission Forms

[Location, Date]

From :

To :

.....

The Chief Executive

.....

Kerala Adventure Tourism Promotion Society

.....

Department of Tourism

.....

T C 26/849 (1), University

W C Hostel Junction, Vazhuthacad

Thiruvananthapuram-695014, Kerala

Sir/Madam,

Subject : Providing Professional Adventure Tourism Service for establishing and operating activities such as Scuba diving, Bond safari etc.

We, the undersigned, offer to provide Professional Management services for the above in accordance with your Request for Proposal dated **/1/2016**

We hereby submit our proposals, which include this technical proposal, and a financial proposal sealed under a separate envelope.

If negotiations are held during the period of validity of 90 days we undertake to negotiate on the basis of the proposed staff and technicians. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand that you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Consultants Name:

Address:

**4 B. Approach, Methodology and Work Plan for performing the
Scuba Diving and Bond Safari Activities**

- Add more pages if required.

IN SEPARATE COVER

BID FOR PROVIDING PROFESSIONAL ADVENTURE TOURISM SERVICE FOR
ESTABLISHING AND OPERATING ACTIVITIES SUCH AS SCUBA DIVING, BOND
SAFARI ETC. AT KOVALAM

SECTION. 5

FINANCIAL PROPOSALS

STANDARD FORMS

- | | |
|------|---|
| 5 A. | Form for submission of Financial Proposal |
| 5 B. | Financial bid Schedule |

5 A. Financial Proposal Submission Forms

[Location, Date]

From :

.....
.....
.....
.....

To :

The Chief Executive
KATPS
Department of Tourism
T C 26/849 (1), University
W C Hostel Junction, Vazhuthacad
Thiruvananthapuram-695014, Kerala

Sir/ Madam,

Subject : Providing Professional Adventure Tourism Service for establishing and operating activities such as Scuba diving and Bond safari at Kovalam.

We, the undersigned, offer to provide the required Professional services for the above in accordance with your Request for Proposal **dated /1/2016** and we submit our Proposals (Technical and Financial).

We undertake that, in competing for (and if the award is made to us, executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely 'Prevention of Corruption Act 1988'. Commission and gratuities, if any paid or to be paid by us to agents/any person relating to this proposal and contract execution, if we are awarded the contract are listed in the financial bid schedule.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Encl : Financial Bid Schedule

Authorised Signature:

Name and Title of Signatory:

Consultants Name :

Address :

5 B. Financial Bid Schedule

License Fee to be paid to Kerala Adventure Tourism Promotion Society for a period of 3 months (Quarter) which will be paid before 5th of first month of every quarter ie. January, April, July, October is ₹./- (Rupees only)

Place :

Signature

Date :

Name of

Authorized signatory

and address

.....

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Seal

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