

**Terms of Reference & Scope of Services for empanelment of Individual Consultant
for various expertise**

1. Background:

Uttarakhand Tourism Development Board is the highest body to advise Government on all matters relating to tourism in the State. The statutory board is chaired by the Tourism Minister Govt. of Uttarakhand and Chief Secretary of Uttarakhand is its vice chairman. The Principal Secretary/ Secretary tourism acts as Chief Executive Officer. It also has five non-official members from the private sector and experts in tourism related matters.

The Board also functions as a regulatory and licensing Authority.

Mission & Vision.

- To place Uttarakhand on the tourism map of the world as one of the leading tourist destinations, and to make Uttarakhand synonymous with tourism.
- To develop the manifold tourism related resources of the State in an eco-friendly manner, with the active participation of the private sector and the local host communities.
- To develop tourism as a major source of employment and income/revenue generation and as a pivot of the economic and social development in the State.

2. Objective of the empanelment:

The objective is to empanel Consultants with different domain expertise to advise / assist the Chief Executive Officer, Uttarakhand Tourism Development Board (UTDB) and her/his officers, staff for specific assignments as per UTDB requirement in accordance with existing policies and rules applicable in Uttarakhand.

The domain expertise may include Procurement, Finance, Investment, Marketing, Litigation, Arbitration, IT hardware, Software development, Publicity, Infrastructure, Environment, Social assessment, Ropeways, PPP, etc. The applicant is free to offer expertise in any other domain, which will be considered based on requirement.

These Consultants may also be engaged for similar services that may be required for GMVN, KMVN and TADA.

3. Empanelment Period:

The empanelment will be for a period of one year, which may be extended for one year or till new empanelment is done, whichever is earlier. UTDB reserves the right to empanel additional Consultants to meet its requirements.

4. Data, services and facilities to be provided by the UTDB:

- (i) All the concerned Project / Programme documents as may be required by the Consultant;
- (ii) Appropriate office accommodation with furniture, computer and other accessories for effective functioning;
- (iii) Secretarial assistance as may be needed;
- (iv) Transport for official work; and
- (v) Travel, lodging & Boarding entitlements as per applicable Board's rules during official tours outside Headquarters (Dehradun).
- (vi) The Consultant shall be responsible for transport from residence to office and back.

5. Final outputs that will be required of the Consultant:

As per requirement of the assignment.

6. Review and monitoring of the Consultant work:

Officer nominated by CEO, UTDB for the specific assignment.

7. Remuneration:

To be negotiated with Consultants shortlisted from the empanelment for each specific assignment. The expected remuneration in the application will be taken as indicative only. Therefore, the financial quote from eligible Consultants shortlisted for the assignment shall be obtained.

8. General Terms:

- (i) All communications including Expression of Interest for the proposed consultancy will be issued in English language only.
- (ii) EOI submitted in any other mode, other than uploaded on www.uktenders.gov.in shall not be considered and shall be rejected.
- (iii) The Consultant will be selected in accordance with the Uttarakhand Procurement Rules, 2017 and this EOI.
- (iv) The selected Consultant will have to sign a MoU with UTDB.
- (v) No Applicant shall submit more than one EOI, but offer services for more than one domain.
- (vi) The Applicants shall be responsible for all of the costs associated with the preparation of their EOI, Digital Signature and their participation in the Selection process including visits to UTDB, interview, etc, if necessary. UTDB will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection process.

9. Right to reject any or all EOIs:

Notwithstanding anything contained in this document, UTDB reserves the right to accept or reject any EOI and to annul the Selection Process and reject all EOIs, at any time without any liability or any obligation for such acceptance, rejection or cancellation, and

- (i) UTDB reserves the right to reject any EOI, if:
 - (a) at any time, a material misrepresentation is made or uncovered, or
 - (b) the Consultant does not provide, within the time specified by UTDB, the supplemental information sought by UTDB for evaluation of the EOI.
- (ii) At any time before the submission of EOI, UTDB may, whether at its initiative or in response to a clarification requested by a potential applicant amend the EOI by issuing an addendum. The addendum shall be uploaded on official website: www.uktenders.gov.in & www.uttarakhandtourism.gov.in to give potential Specialist a reasonable time in which to take an amendment into account in their EOI, UTDB may at its discretion, if the amendment is substantial, extend the deadline for the EOI submission.

10. Seeking clarifications and Submission of EOI:

Prospective candidates may seek clarifications through e-mail from tourismkarmik@gmail.com with CC to procurement.utdb@gmail.com or call Procurement Specialist on 779 555 3455.

Expression of Interest must be submitted online through www.uktenders.gov.in before **2:00 PM on 11th January 2021** and will be opened on the same day at 2:30 PM.

Chief Executive Officer,
Uttarakhand Tourism Development Board
Dehradun.

APPLICATION FORMAT

Self-attested
Passport size
Photograph

1	Name	
2	Contact No. (WhatsApp)	
3	Email ID	
4	Address	
5	Expertise in the field (applicant can offer expertise for more than one domain)	
6	Education Qualification	
7	Work experience starting current / latest	
8	Expected remuneration:	
	(i) Per Day	
	(ii) Per Month	
	(iii) Negotiable / Non-negotiable	
9	Traveling within Uttarakhand possible / not possible	
10	Work from Dehradun possible / not possible	
11	Services offered both online & offline / only online	

Signature:

Date:

Enclosure:

Detailed Resume, experience certificates and any other relevant document may be submitted as attachment.