

**EXPRESSION OF INTEREST (EOI) FOR TEAM LEADER, PPP/ FINANCE EXPERT, ENVIRONMENT / FOREST SPECIALIST, MIS EXPERT & IT ASSISTANTS**

<b><u>Sl. No.</u></b>	<b><u>Queries / Suggestions</u></b>	<b><u>Response</u></b>
1	Is this tender valid for the candidates only, not for the organization?	Only for individuals.
2	International experience for Team Leader.	Experience in Tourism related organisations / departments, IT, Project management, Socialmedia, Engineering will also be considered.
3	For Team Leader - Project management course	Project Management Professional or PRINCE2 or equivalent certifications will be considered.
4	Qualification for PPP expert	PG in any Management discipline of 2 years duration and ICWA membership will also be considered.
5	“As far as I feel my qualification and experience is liable for the following 2 categories of openings: MIS Expert (One position) & IT Assistant. I have also attached my updated resume for your reference. Kindly suggest my eligibility for the same.”	We do not do any pre-submission evaluation.
6	Interview for the shortlisted candidates	Preferred in person. However, considering present COVID situation and to be considerate for out station candidates, virtual interview will be arranged.
7	Whether contract is for 3 years in one go or an annual contract renewed every year for 3 years.	For three years subject to satisfactory performance, which will be reviewed periodically at least once a year.  In case performance is found to be not satisfactory contract can be terminated with 30 days prior written notice or remuneration <i>in lieu</i> thereof.
8	KRAs and KPIs for the Experts/Assistants.	Will be finalised in consultation with the Consultants as per industry norms and organisation’s requirements.
9	The Expert/Assistants will be primarily engaged for PPP Projects.	EoI is clear in this regard. May kindly be examined carefully.
10	Planned Projects to be taken up by UTDB for next 2 years (2021 to 2023)	Available data will be shared with selected candidate.
11	I am an independent consultant, how I will apply for the same?	Pl. Contact Sri. Chandra Prakash between 11.00 am and 4.00 pm, Monday to Saturday on 97 563 69 596.
12	Is the submission of CV adequate for this? If yes on which mail ID, the CV can be shared?	Instructions in the EoI are clear in this regard. May kindly be examined carefully.
13	Format for submitting application	Suggested format as per Annexure - 1.  In case experience certificate is not readily available, self-undertaking will be considered. However, UTDB reserves the right to verify the same.
14	Contract format	As per Annexure – 2
15	Last date for submission	Extended till 1 <sup>st</sup> July 2021, but no change in time

**APPLICATION FORM**

Passport size  
photograph

1.	Position applied for:	
2.	Name:	
3.	Date of Birth:	
4.	Current postal address:	
5.	Permanent address:	
6.	Email ID:	
7.	WhatsApp number:	
8.	Aadhar Number:	
9.	Educational qualifications:	
10.	Work experience from latest:	

(CONTRACT FORMAT)

### **CONSULTANCY SERVICE AGREEMENT**

This Consultancy Service Agreement made on this day of ..... between Uttarakhand Tourism Development Board through its ..... Pandit Deedayal Upadhaya Paryatan Bhawan, Near ONGC Helipad, Garhi Cantt., Dehradun – 248 003 (herein after known as the UTDB or First Party) of One Part and .....(address) (hereinafter referred to as the Consultant or Second Party) of the other part.

Both the terms First Party / UTDB and the Second Party / Consultant shall always deem to include and mean their respective heir, successor, transferee, assignee, legal representatives and all other such persons as may be claiming through them unless and until repugnant to the context herein.

#### **Recitals**

Whereas the UTDB had advertised for requirement of Consultant related to .....and the Consultant has been selected by the UTDB for the said post vide letter no. ....Dated: .....on remuneration and terms and conditions as stipulated in this Agreement and the Consultant has agreed to offer the services on the aforesaid post on remuneration and terms and conditions as stipulated herein after in this Agreement.

#### **Scope of duties of the Consultant**

The Consultant shall be responsible for the overall consultancy work related to .....of the UTDB, under supervision and control of the CEO and Board of the UTDB.

The Job requirement of the Consultant shall include .....on regular basis and get feedback of the staff, public and all other persons associated with the tourism trade and such other person and sources as he may deem fit and put the same along with suggestions and improvement to the board including the following:-

- i. ....
- ii. Any other assignment relating to procurement referred / assigned by Chief Executive Officer, UTDB.

#### **Remuneration to be paid to be Consultant**

The Consultant shall be paid by the UTDB a consolidated sum of Rs...../- (Rupees .....Only) per month along with the following, which shall consist of and be limited to:

- i. Normal and customary expenditures for official travel; Travelling Allowance (TA) and Dearness Allowance (DA) at the rates applicable for comparable and equivalent cadre of officers and to be authorized by the Director Finance of the UTDB.
- ii. Such other expenses as approved in advance by the Director Finance of UTDB.

The remuneration may be enhanced on an annual basis, based on the performance.

#### **Leave**

.....will be eligible for an annual (to be counted from the Date of Contract) paid leave of 12 (twelve) working days, excluding 2 (two) days of Restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. However, in exceptional circumstances the Chief Executive Officer may relax this condition.

Detailed reports will be submitted to the Chief Executive Officer in respect of the works done in each calendar month (from the beginning to the last working day).

### **Duration of Service**

For three years subject to satisfactory performance, which will be reviewed periodically at least once a year. It may be renewed for further periods but exceeding in aggregate one year on mutually agreed terms and conditions.

### **Earlier Termination of this Service Agreement**

Both the parties may after giving notice of one month terminate this Consultancy Service Agreement without assigning any reason for the same or pay one month remuneration in lieu of the notice period.

That in case of default or breach of any condition as contained in this Agreement, the UTDB has the right to terminate this Agreement after giving a 30 days' notice to the Consultant to rectify the said breach.

### **Applicability of the Rules and Regulations**

All the Rules and Regulation as framed under the Act (Uttarakhand Tourism Development Board Act, Uttarakhand act 12 of 2001) or by the Board of UTDB shall be applicable to the Consultant and if any clause of this Agreement is in contravention to any Rule or Regulation framed under the aforesaid Act or by the Board of the UTDB then this Agreement shall deem to be amended to the extent and the rule framed under the Act or by the Board shall stand substituted to that extent.

### **Appointing Authority**

For the purpose of this Agreement and for any other purpose the CEO of the UTDB shall be the Appointing and controlling authority of the Consultant. And he shall perform all his duties under the supervision and control of the CEO of UTDB and the Board of the UTDB.

### **Notices**

Any notice and other communications provided for in this Agreement shall be in writing and shall be first transmitted by facsimile / electronic transmission and then confirmed by internationally recognized courier service or Speed post / Registered post, in the manner as elected by the Party giving such notice to the following addresses:

In this case of notices to the First Party / UTDB:

**Name** : Chief executive Officer  
**Address** : Uttarakhand Tourism Development Board

Pt. Deendayal Upadhaya Paryatan Bhawan  
Near ONGC Helipad, Garhi Cantt,  
Dehradun – 248 003

**Email** : [ceo.tourism.uk@gmail.com](mailto:ceo.tourism.uk@gmail.com)

In the case of notices to the Second Party / Consultant

**Name** : .....

**Address** : .....

**Email** : .....

All notices shall be deemed to have been validly given on (i) the business date immediately after the date of transmission with confirmed answer back, if transmitted by facsimile / electronic transmission, or (ii) the business date of receipt, if transmitted by courier or registered mail.

Any Party may, from time to time, change his / her / its address or representative for receipt of notice provided for in this Agreement by giving to the other Party not less than 30 days prior written notice.

### **Amendment**

No modification or amendment to this Agreement and no waiver of any of the terms or conditions hereto shall be valid or binding unless made in writing and duly executed by both Parties.

### **Severability**

The Parties agree that the covenants, obligations and restrictions in this Agreement are reasonable in all circumstances. If any provision of this Agreement is held to be illegal, invalid, or unenforceable under any law, (i) such provision shall be fully severable; (ii) this Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never comprised a part hereof; and (iii) the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance here from.

### **Entirety**

This Agreement contains the whole Agreement between the First Party and the Second Party in relation to the transactions contemplated by this Agreement and supersedes all previous Agreements, if any, in relation to same between the First Party and the Second Party.

### **Non-Waiver**

Non-omission or delay on the part of any Party in requiring a due and punctual fulfillment by any other Party of its obligations hereunder shall constitute or be deemed to constitute a waiver of any of such Party's rights to require such due and punctual fulfilment and in any event shall not constitute or be construed as a

continuing waiver and / or as a waiver of other or subsequent breaches of the same or other (similar or otherwise) obligations of such other Party hereunder or as a waiver of any remedy.

In witness whereof this Agreement has been signed and executed on the day, month and year first above mentioned at Dehradun by the Parties hereto.

**For UTDB**

**For Consultant**

(Name)

(Name)

(Designation)

(Address)

Uttarakhand Tourism Development Board  
Pandit Deedayal Upadhaya Paryatan Bhawan,  
Near ONGC Helipad, Garhi Cantt.,  
Dehradun – 248 003

**1. Witness**

**1. Witness**

**2. Witness**

**2. Witness**