

QUALIFICATION AND ELIGIBILITY CRITERIA

Empanelled Expert Members will be selected to carry out evaluation, monitoring, registration drives and inspection of accommodation units, picnic spots, restaurants and any other offices/ units of the hospitality sector for the entire state of Mizoram from applicants possessing the following eligibility and qualification criteria based on weightage stipulated below :

1. The applicant must not be convicted by a court for any offence, at any time in the preceding five years
2. The applicant must have a Bachelor's degree or above in Hospitality, Hotel, Travel & Tourism Management/Administration from recognized University OR Graduate with Diploma or above in Hospitality, Hotel, Travel & Tourism Management/Administration from recognized University/Institution.
3. Retired Central/State Government Officials having prior experience in the field of hospitality may also be considered
4. The applicants should not be more than 65 years of age as on closing date of submission of application as per advertisement.
5. Preference will be given to Applicants having prior experience in conducting Monitoring & Evaluation of hospitality units
6. The Applicant must be a permanent resident of Mizoram
7. The Applicant should have sufficient available financial resources to undertake assignments and to incur expenditure on its own and seek reimbursements after completion of tasks.

SCOPE OF WORK

The mission of the Empanelled Expert Member is to assess and enhance the functioning of tourist trades within the State and to ensure implementation of its Policies, Acts, Rules and Guidelines as an independent expert member, and to foster in sharing the best practices emerging from the field visits and inspections within the whole of Mizoram. The Core Objectives of the State Level Monitoring Agency are given below:

- a. To Monitor and ensure hospitality units/ service providers within Mizoram follow and adhere to the Rules and Guidelines set by the Government of Mizoram.
- b. To serve as an effective feedback mechanism and contribute to enhanced quality services to Tourism Development.
- c. Empanelled Expert Member will serve as a concurrent method of tracking the implementation and identifying process flaws including suggesting immediate corrective actions in the implementation of the Department's Rules, Regulations and Guidelines.
- d. To conduct verification for registration of tourism service providers and recommend to the Government the category/ class for recognition.
- e. To verify, inspect and commend units for fitness or renewal of registration.
- f. To conduct performance/ management audit of facilities including private units and Department owned facilities as necessitated by the Department and report if any on mis-utilization of funds, irregularities, etc.,
- g. To conduct registration drives as and when required.
- h. To monitor and ensure standard quality services and procedures are adopted and maintained by hospitality units and to prevent unacceptable practices by reporting to the Department.
- i. To verify the veracity of complaints and doubtful demeanors and report to the Department

RATES OF RENUMERATION

S/N	PARTICULARS	AMOUNT PER UNIT PER VISIT (In Rs.)
1	All Accommodation Units	700
2	Restaurants (including tea stalls)	500
3	Catering unit	500
4	Travel Agent & Tour Operators	500
5	Picnic Spots & Resorts	1,000
6	Others not specified above	500

* Transportation charge on producing of bill as applicable shall be paid for travel distance of more than 1 km

Outstation Visits :

S/N	ITEM	PARTICULARS	AMOUNT (in Rs)
1	Transportation	Vehicle on rental basis (not exceeding @Rs.30/km)	On Actuals as per existing rates
2	Accommodation	Per night charges	1,000
3	Fooding	Per day (breakfast, lunch, dinner)	7,00

FORM 1

To,

The Director,
Tourism Department,
Government of Mizoram,
Mizoram New Capital Complex,
Aizawl, Mizoram – 796005.

Subject : Empanelment of Expert Members for conducting Evaluation,
Monitoring, Drives and Inspection under Tourism Department.

Ref: Your Advertisement No. _____ Dt. _____

Sir,

Having examined the terms and conditions for empanelment of expert members, I/we, the undersigned, hereby submit our interest for being shortlisted for the performance of the Services.

I/We _____ (name of the agency/ individual), hereby certify that I/we of proven, established and reputed Applicant have the required Experience, Past performance, Personnel, and Financial capability that meets the criteria set forth in the qualification and eligibility criteria. I/We have understood the complete terms and conditions of the scope of work and accept and comply with these terms and conditions without reservations.

I understand that you are not bound to accept the application received against the above-referred advertisement.

.....
(Signature with name & date)
Applicant's Name
[Address and Contact Details]

FORM 2 : APPLICANT INFORMATION

Note: Applicant shall fill in this Form following the instructions indicated below. Applicant shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. Applicant's wrong or misleading information shall be treated as a breach of the Code of Integrity. Such applicants shall be liable to be rejected as nonresponsive.

(Please fill in appropriate boxes or leave out columns not applicable)

1) Applicant particulars:

i.	Name of the Applicant/ Agency	
ii.	Date of incorporation/start of business	
iii.	Place of Registration/Principal place of business	
iv.	Number of Years in Business	
v.	Complete Postal Address	
vi.	Contact nos	
vii.	SC/ST Certificate	
viii.	Residential Certificate	
ix.	Government approved ID(photocopy of Voter ID/ Aadhaar Card)	
x.	Number of Employees	
xi.	Police Verification Certificate	

2) Past Experience & Qualifications:

(a)	No. of Years working in the field of Monitoring & Evaluation	
(b)	No. of works in Monitoring and Evaluation conducted (attach copy of completion certificate)	
(c)	Experience in the field of hospitality(attach copies of proof)	
(d)	Educational Qualifications (attach copies of certificates)	

3) Applicant Overall profile: Submit the overall profile, highlighting technical and managerial capabilities

4. Any Other Information:

5. Declaration:

I/we hereby declare that the details mentioned as above are true to the best of my knowledge and belief. I/we agree to provide photocopies of proofs for all the above information furnished, as required by Tourism Department, Government of Mizoram.

(Signature with date)

.....

(Name and designation)
[Address and Contact Details]