

**Office of the Collector & District Magistrate, Balasore**  
(Tourism Section)

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**TERMS OF REFERENCES FOR SELECTION OF AN AGENCY FOR MAKING  
ACCOMMODATION, FOOD & OTHER LOGISTIC ARRANGEMENT FOR THE  
PILGRIMS AT BALASORE**

**EXPRESSION OF INTEREST**

**BACKGROUND & OBJECTIVE**

Government of Odisha have launched a scheme, namely "Baristha Nagarika Tirtha Yatra Yojana" for senior Citizens of the State for realisation of their lifelong dream of having one Tirtha Darshan (Pilgrimage) in collaboration with IRCTC ( A Govt. of India undertaking).

Expression of Interest is invited from Caterer / Tent House operator for making arrangement of temporary accommodation, outdoor catering & other logistic at Balasore for the pilgrims (1000 nos.). District Administration has arranged accommodation for 1000 nos. pilgrims at Balasore during the short-stay before boarding the train. The pilgrims are expected to assemble at temporary shelters in Balasore town one day before the date of travel. The Agency shall arrange all pre-post travel requirements for these pilgrims before boarding & after completion of the tour in the above location.

Expression of Interest is invited in sealed covers from Tent House operator/Out-Door Caterer/ Event Management agency having previous experience of successfully organizing and providing similar services inside/outside the State.

**TERMS OF REFERENCE AND ELIGIBILITY CRITERIA:**

**THE SCOPE OF WORK**

1. The Agency shall provide one mattress, one pillow with cover, one clean white bed-sheet to each of the pilgrims who will be arriving about 16-20 hours before the time of journey. District Administration has hired covered space at temporary shelters in Balasore town to accommodate 1000 pilgrims.
2. The Agency shall provide food, drinking water and all sorts of logistic as per detail specification of the Tourism Dept. at (Annexure-A) during the short stay of the pilgrim at the time of departure and completion of the tour.
3. The Agency shall make adequate arrangement for kitchen including temporary tents with complete hygiene in the accommodation area.
4. The Agency shall also provide drinking water in tanker (6 X 12 KL).
5. The Agency shall be responsible for providing adequate Cook, helpers, attendant, waiters, safai-wala for making the entire arrangements. The Agency shall ensure complete cleanness of the Accommodation area, bathing complex, kitchen, dining hall & immediate periphery before & after staying of the pilgrims.
6. The Agency shall also supply about 50 nos. of stand fans & ensure adequate lighting for these pilgrims during their short-stay. The Agency may inspect the site well in advance to assess the lighting & cable requirement.
7. The Agency shall make adequate arrangement for smooth service of food to all the pilgrims including sitting arrangement, Dari, Bucket, Dabu etc.
8. The Agency shall make adequate provision for decoration of Entrance Gate of the railway station with carpet,floral decoration and gate hoarding ect. and platform.

### **SUBMISSION OF EMD:**

The bidders shall have to submit Rs. 50,000/- (Rupees Fifty Thousand only) along with the technical bid by way of Demand Draft in favour of Collector, Balasore and payable at Balasore, Odisha towards Earnest Money Deposit (EMD).

The Agency has to submit sealed tender document along with the EMD at the time of submission of tender documents otherwise the bid would be out rightly rejected.

### **ELIGIBILITY CRITERIA:**

1. The Agency must be a registered one with valid VAT, Service Tax registration & PAN
2. The Agency must be either a Caterer / Tent House operator or Event Management Agency.
3. The Agency should have average Annual Turnover of at least Rs. 10.00 lakh per annum for the last three years specifically from handling Tent House/Out- Door Catering/Event Management activities only.

### **BIDDING PROCESS:**

The offer should be submitted in the 2 bid form -

1. Technical Bid
2. Financial Bid

### **TECHNICAL BID**

The technical bid shall accompany the profile of the agency, their previous experience, copy of the PAN, Service Tax Registration, VAT, EMD, proof of turnover for the last three years (the minimum average annual turnover should be at least Rs. 10.00 lakh)

### **FINANCIAL BID**

The Agency shall submit the Financial Bid document in proper sealed cover super scribing "Proposal for Financial Bid" as per Annexure - B.

### **BID VALIDITY**

The bid shall remain valid for one months.

### **BID OPENING**

The pre-qualification bid shall be opened on **28.09.2018 at 4 PM** in the presence of the bidders or through their authorized representative. The financial bid shall be opened later for only those bidders who qualify the minimum eligibility criteria.

### **BID SCHEDULE**

- |   |   |                          |
|---|---|--------------------------|
| a) Issue of bid document                | : | 17.09.2018               |
| b) Pre-bid meet                         | : | 22.09.2018               |
| c) Last date of receipt of bid document | : | 28.09.2018 (up to 3 PM)  |
| d) Opening of the pre-qualification bid | : | 28.09.2018 (at 4 PM)     |
| e) Opening of Financial Bid             | : | 28.09.2018 (there after) |

### **THE SELECTION CRITERIA:**

The technical bids will be opened first and shall be scrutinized to verify the eligibility criteria. Those who fulfill all the criteria will be short listed. The Financial Bids of those agencies who fulfill the eligibility criteria and shortlisted will be opened for final selection.

### **PERFORMANCE SECURITY:**

The Selected Agency shall submit a Performance Security for an amount of 10% of the value of the assignment in the form of an account payee Demand Draft in favour of Collector, Balasore. The performance security shall remain valid for a period of 30 days beyond the date of completion of the contractual obligation.

### **OTHER TERMS & CONDITIONS**

1. The Selected Agency will have to sign an Agreement with the District Administration to give effect to the contents of this notification.
2. Tenders received after the due date and time shall not be considered. The Collector, Balasore reserves the right to accept or reject any tender or its part.
3. The Technical bid submitted by the bidder shall comprise the following documents.
  - a. EMD in shape of DD only for Rs.50,000/- favouring Collector, Balasore and EMD of the unsuccessful bidders shall be returned to them at the earliest after expiry of final bid validity period and latest by 30<sup>th</sup> day after the award of the contract. EMD of the successful bidder shall be returned on receipt of performance security.
  - b. Proof of Annual Turnover of at least Rs. 10.00 lakh per annum for the last three years specifically from Tent House arrangement/ Outdoor Catering & Event Management activities.
  - c. Valid Service Tax Registration / PAN / TAN.
  - d. Audited Financial Statements for last 3 financial years.
4. For any query and clarification, interested agencies may contact Sri S.S.Rath, District Tourist Officer, Balasore and/or by mail [oritourbalasore@gmail.com](mailto:oritourbalasore@gmail.com) before submitting the tenders.
5. Wherever specific terms and conditions have not been spelt out in tender document, rules as contained in Odisha Government Financial Rules (OGFR) shall apply.
6. The bids as per details given above should be submitted to the District Tourist Office, Govt of Odisha, Panthanivas Building, Policeline, Balasore-756001 on or before **28.09.2018 up to 3 PM**.
7. Selection of the Agency in this process should not be construed as binding on the Authority to award any task / work subsequently. This shall be done at the discretion of the District Administration, duly considering the performance of the Agency from event to event.
8. The selected Agency has to submit the bills within 15 days of the completion of any particular event to District Administration for settlement of claims along with other relevant supporting documents and report & counter signature of the Dist. Tourist Officer. No advances shall be given to the agency relating to any event.

### **ADDITIONAL INFORMATION:**

- i. Conditional bids will be rejected outright.
- ii. Insurances, if any will be arranged by the Agency.
- iii. **Liquidated Damages:** In the event of Agency's failure to complete the work within the specified time, The Collector, Balasore may, without prejudice to his any other rights hereunder, recover from the supplier, as Liquidated Damages, the sum of 5% of the contract price.

iv. **Termination by default:** Collector & D.M., Balasore reserves the right to reject, cancel and terminate any offer without assigning any reason thereof.

v. **Risk- Purchase Clause:** If the Agency after submission of the tender and on the acceptance of the same fails to abide by the terms and conditions of the Tender Document or fails to complete the work within the specified time or at any time repudiates the contract, The Collector, Balasore will have the right to:

- a) Terminate the empanelment/contract of the Agency with the Collector, Balasore and further blacklist the agency.
- b) Invoke the Security Deposit.
- c) In case of completion through alternate sources and if price is higher, the agency will pay the balance payment to the Collector, Balasore .
- d) For all purposes, the Work Order issued by the Collector, Balasore will be considered as formal contract.

vi) **Arbitration:** Provisions of Arbitration Act 1996 & 2002 will be applicable and venue of arbitration will be Bhubaneswar, Odisha.

vii) **Jurisdiction:** Balasore, Odisha.

Interested Tent House/Out- Door Catering/Transportation Agencies/Firms having requisite expertise in organising such Activities and Events can submit their offer by post in sealed envelope to District Tourist Officer, Tourist Office, Govt of Odisha, Panthanivas Building, Policeline, Balasore-756001 latest by **3.00 PM, dated- 28.09.2018.**

Collector & D.M. Balasore

5/9/18

**TECHNICAL BID**

<b>Sl. No</b>	<b>Particulars</b>	<b>Status</b>	<b>Indicate the Page marking</b>
1	Name & Address of the Firm/Company (Details of Tel./Mobile, Fax, Email)		
2	Date of Establishment of the Firm/Company (Submit Evidence)		
3	Total Work Experience (in years)		
4	Is your Firm a Proprietorship / Partnership / Joint Venture or registered under Companies Act (Pl. give details and enclose certificate)		
5	EMD (Rs. 50,000/-)		
6	Details of Income Tax Registration (Enclose copy of PAN / TAN)		
7	Service Tax Registration copy		
8	VAT Registration copy		
9	Annual turnover of Rs. 10.00 lakh for the last 3 year. Copy of Chartered Accounts Certificate		

**Signature of the Bidder**

## DETAIL SPECIFICATIONS

Sl No.	Specification	Qty.
<b>1.</b>	<b>Accommodation arrangement for 1 day to accommodate 1000 pilgrims.</b>	
a.	Gadi (single mattress)	1000 nos.
b.	Ceiling Fan	50 nos.
c.	T-5 Light	50 nos.
d.	Erection of Kitchen with Bamboo & Bullah structure, waterproof roofing and walling.	2 x 500 sq. ft.
e.	15 KVA Generator.	1 no.
f.	6 Water tanker capacity 12 KL to be provided.	6 Tanker
g.	Adequate manpower for Security & up-keep arrangement	L.S
h.	Fire extinguisher	10 nos.
i.	Logistic Stall for Control Room with signage, chairs, tables, PA system etc.	4 nos.
j.	Adequate numbers of sweeper before & after the stay of the pilgrims to make the venue clean.	L.S.
k.	Adequate provision of sanitation materials to maintain high standard hygiene	L.S.
l.	The Agency shall make adequate provision for decoration of Entrance Gate of the railway station with carpet,floral decoration and gate hoarding ect. and platform.	L.S.
<b>2</b>	<b><u>Fooding</u></b>	1000 pax each
	i. Break Fast-8-9 AM- Upama & Dalma or <del>Pooni</del> & Veg. Mix. Curry, Tea & 1 ltr. Mineral Water	
	ii. Lunch- 12 Noon-2 PM- <b>Veg.</b> -Rice/Roti, Dal, one Curry, one Veg. Fry, Khata, 1 ltr. Mineral Water	
	iii. Tea & Biscuits- 4-5PM	
	iv. Dinner- 7-9 PM- <b>Veg.</b> -Rice/Roti, Dal, Veg. Curry & 1 ltr. Mineral Water	
	v. Packed snacks – Poori, Bhaji / Sabji, one Sweet, 1 ltr. Mineral Water must be properly packed & shall be handed over to the pilgrims on the date of return	

Signature of the Bidder

**ANNEXURE – B**

**FORMAT FOR FINANCIAL BID**

Name of Agency :

Location: Balasore

Sl. No	Scope of Work	Quantity	Rate	Amount
1	<b><u>Accommodations</u></b> For the items of Annexure-A Sl.No.1 (a – c)	L.S.		
2	<b><u>Fooding</u></b> The Agency shall provide food, drinking water and all sorts of logistic arrangements, as specified by the DoT during the stay of the Pilgrims as per menu mentioned below.			
	i. Break Fast-8-9 AM- Upama & Dalma or Poori & Veg. Mix. Curry, Tea & 1 ltr. Mineral Water	1000 pax		
	ii. Lunch- 12-2 PM-Veg-Rice/Roti, Dal, one Curry, one Veg. Fry, Khata, 1 ltr. Mineral Water	1000 pax		
	iii. Tea & Biscuits- 4-5PM	1000 pax		
	iv. Dinner- 7-9 PM- Veg.-Rice/Roti, Dal, Veg. Curry & 1 ltr. Mineral Water	1000 pax		
	v. Packed snacks – Poori, Bhaji / Sabji, one Sweet, 1 ltr. Mineral Water must be properly packed & shall be handed over to the pilgrims on the date of return.	1000 pax		

**Signature of the Bidder**

- N.B.:** (i) The scope of work can be increased / decreased as per the requirement and the payment shall be made only on the basis of actual work executed / service rendered.
- (ii) The food served must be wholesome & shall be inspected by Food Inspector.