

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

No. 03

date 03-01-23

EXPRESSION OF INTEREST

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 reputed Event Management Agencies/Firms/Hoteliers/Kalyani Mandaps with experience in event management for making arrangement of accommodation, fooding & other logistic arrangement for 1000 nos. of pilgrims each who shall be travelling by train on a pilgrim tour from Balasore. The Agency shall arrange all pre travel requirements for these pilgrims before boarding.

Last date of submission of EOI is **16.01.2023 up to 3 P.M.**

The Terms of References may be collected from the **District Tourist Office**, Government of Odisha, Police Line, Balasore or may be downloaded from the district website **www.baleswar.nic.in**.


Collector & D.M., Balasore

Memo No. 04

Date 03-01-23

Copy to the DIO, NIC, Balasore for uploading the EOI on the district portal.


Collector & D.M., Balasore

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

**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 Event Management Agencies/Firms/Hoteliers/Kalyani Manadaps for making arrangement of accommodation, catering & other logistic arrangement at Balasore for the pilgrims (1000 nos.).

Expression of Interest is invited in sealed covers from Event Management Agencies/Firms/Hoteliers/Kalyani Mandaps having in-house accommodation, food, adequate toilet, bathing, drinking facilities,& other logistic arrangements and 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 bed-sheet to each of the pilgrims who will be arriving about 16-20 hours before the time of journey.
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..
3. The Agency shall make adequate arrangement for hygiene atmosphere in the accommodation area.
4. The Agency shall be responsible for providing adequate Cook, helpers, attendant, waiters, safai-wala for making the entire arrangements. The Agency shall ensure complete cleanliness of the Accommodation area, bathing complex, kitchen, dining hall & immediate periphery during the staying of the pilgrims.
5. The Agency shall also ensure uninterrupted power supply and adequate lighting for these pilgrims during their shot stay.
6. The Agency shall make adequate arrangement for smooth service of food to all the pilgrims with proper dress.
7. The Agency shall make adequate provision for decoration of Entrance Gate of the venue as per design provided.
8. The Agency shall arrange the Bhajan Sandhya at the venue during the evening.
9. The Agency shall make logistic arrangement at Balasore Railway Station for VC with LED Screen and TV.
10. The Agency shall make sitting arrangement for VIPs, Officials, Public, Media persons etc. at Railway Platform.
11. The Agency shall make flower & balloon decoration at Railway station and two Gates along with Carpeting ,seiling and side walling at Platform.
12. The Agency shall make odia Brochure on Haridwar and Rishikesh for pilgrims.

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 - in favour of 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 30th 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 Event Management activities.
 - c. Valid GST Registration / PAN - TAN.
 - d. Audited Financial Statements for last 3 financial years.
4. For any query and clarification, interested agencies may contact Asst. Director, Tourism, Tourist Office, Balasore 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, Policeline, Balasore-756001 on or before **16.01.2023 up to 3 PM**.
7. The selected Agency has to submit the bills within 15 days of the completion of event to the Asst. Director, Tourist Office, Balasore for settlement of claims along with other relevant supporting documents. 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.

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 GST registration & PAN .
2. The Agency must be an Event Management Agencies/Firms/Hoteliers/Kalyani Madap.
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 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, GST Registration, 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 month.

BID OPENING

The pre-qualification bid shall be opened on **17.01.2023 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 | : | 05.01.2023 |
| b) Pre-bid meet | : | 09.01.2023 |
| c) Last date of receipt of bid document | : | 16.01.2023 (up to 3 PM) |
| d) Opening of the pre-qualification bid | : | 17.01.2023 (at 4 PM) |
| e) Opening of Financial Bid | : | 17.01.2023 (there after) |

- 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 Event Management Agencies/Firms/Hoteliars/Kalyani Madap. having requisite expertise in organising such Activities and Events can submit their offer in sealed envelope to Asst. Director Tourism, Tourist Office, Govt of Odisha, , Policeline, Balasore-756001 latest by **3.00 PM, dated- 16.01.2023.**



Collector & D.M., Balasore

TECHNICAL BID

Sl. No	Particulars	Status	Indicate the Page marking
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. 20,000/-)		
6	Details of Income Tax Registration (Enclose copy of PAN / TAN)		
7	GST Registration copy		
8	Annual turnover of Rs. 10.00 lakh for the last 3 year. Copy of Chartered Accounts Certificate		

Signature of Bidder

DETAIL SPECIFICATIONS

Sl No.	Specification	Qty.
1.	Accommodation arrangement for 1 day to accommodate 1000 pilgrims.	
a.	Gadi (single mattress)	1000 nos.
b.	Stand Fan	As per required.
c.	Adequate Light	L.S.
d.	Room/Hall.	For 1000 pilgrims
e.	15 KVA Generator.	1 no.
f.	3 Water tanker capacity 12 KL to be provided.	
g.	Adequate manpower for Security & up-keep arrangement	L.S
h.	Fire extinguisher	10 nos.
i.	Logistic Stall for Registration, Medical check up, Control Room with signage, chairs, tables, PA system etc.	12 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 venue and Bhajana Sandhya .	
2	Fooding i. Evening snack-4-5 PM- Pakoda, 1 Samosa & Tea ii. Dinner- 7-9 PM- Veg.-Rice/Roti, Dal, Veg.Curry,Bhaja,Khata & 500 ml. Mineral Water iii. Breakfast- 7-8 AM -Upama,Aloo Matar Sabji, one Banana, 500 ml Mineral Water iv. Lunch - optional - Veg-Jeera Rice/Plain Rice, Dal, Veg Curry, Veg. Fry, Khata & 500ml Mineral Water	1000 pax each
3	Arrangement at Railway Station for Flag Off Ceremony	
i	LED Screen with TV	
ii	Chairs	400 No.
iii	VIP Chairs	25 No.
iv	Flower & balloon decoration at Railway station and two Gates	L.S
v	Carpeting ,seiling and side walling at Platform	L.S
4	Supply of odia Brochure on Haridwar and Rishikesh for pilgrims.	1050 No.

Signature of the Bidder

FORMAT FOR FINANCIAL BID

Name of Agency :

Location: Balasore

Sl. No	Scope of Work	Quantity	Rate	Amount
1	<u>Accommodations</u> For the items of Annexure-A Sl.No.1 (a – l)	L.S.		
2	<u>Fooding</u> 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. Evening snack-4-5 PM- Pakoda, 1 Samosa & Tea	1000 pax		
	ii. Dinner- 7-9 PM- Veg.-Rice/Roti, Dal, Veg.Curry,Bhaja,Khata & 500 ml. Mineral Water	1000 pax		
	iii. Breakfast– 7-8 AM –Upama,Aloo Matar Sabji, one Banana, 500 ml Mineral Water	1000 pax		
	iv. Lunch- Optional -Veg-Jeera Rice/Plain Rice, Dal, Veg Curry, Veg. Fry, Khata & 500ml. Mineral Water	1000 pax (Optinal)		
3	Arrangement at Railway Station for Flag Off Ceremony For the items of Annexure-A Sl.No.3 (i – v)	L.S		
4	Supply of odia Brochure on Haridwar and Rishikesh for pilgrims.	1050 No.		

Signature of the Bidder

N.B.: 1. The Scope of work can be increased/decreased as per the requirement and the payment shall be made only on the basis of actually work executed /service rendered.

2. The food served must be wholesome and shall be inspected by Food Inspector.