

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

No. 479

date 29/11/23

EXPRESSION OF INTEREST

Government of Odisha have launched a scheme, namely "**BaristhaNagarikaTirthaYatraYojana**" for senior Citizens of the State for realisation of their lifelong dream of having one TirthaDarshan (Pilgrimage) in collaboration with IRCTC (A Govt. of India undertaking).

Expression of Interest is invited from experienced Logistic Partners/Event Management Agencies/Firms for **Decoration and arrangement of Flag off ceremony**. The Agency shall make all logistic arrangement for flag off ceremony at Balasore Railway Station like decoration, VC Programme with LED Screen, Stage ,Sitting arrangement etc. during departure of Pilgrimage Train (having 1000 pilgrims each) on two trips i.e. 05.01.2024 and 02.03.2024.

Last date of submission of EOI is **15.12.2023 up to 1 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. 480

Date 29/11/23

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 AGENCY FOR MAKING
ACCOMMODATION, FOOD & ALL LOGISTIC ARRANGEMENT
FOR TWO PILGRIMAGE TRIP 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 in sealed covers from Event Management Agencies/Firms for making arrangement of Decoration and VC Programme with LED screen. The Agency shall make all logistic arrangement for flag off ceremony at Balasore Railway Station like decoration, VC Programme with LED Screen, Stage ,Sitting arrangement etc.durig departure of Pilgrimage Train (having 1000 pilgrims each) on two trips i.e.05.01.2024 and 02.03.2024.

The Agency must have 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 make logistic arrangement at Balasore Railway Station for VC Program with LED Screen and TV.
2. The Agency shall make sitting arrangement for VIPs, Officials, Public,Media persons etc.at Railway Platform.
3. The Agency shall make flower & balloon decoration at Railway station and two Gates along with Carpeting, ceiling and side walling at Platform.
4. The Agency shall provide proper announcement facility.
5. The Agency shall install hoarding/ banners/standees at various strategic locations of Balasore as per design provided by Tourism Department during both the journey period .

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 Event Management Agencies/Firms.
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 in proper sealed cover super scribing "DECORATION AND ARRANGEMENT FOR FLAG OFF CEREMONY". Two bids are as:

1. Technical Bid

2. Financial Bid

TECHNICAL BID

The technical bid shall accompany the profile of the agency, its 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 **six months.**

BID OPENING

The pre-qualification bid shall be opened on **15.12.2023 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	:	01.12.2023
b) Last date of receipt of bid document	:	15.12.2023 (1 PM)
c) Opening of the pre-qualification bid	:	15.12.2023 (at 4.30 PM)
d) Opening of Financial Bid	:	15.12.2023 (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. The Agency will apply its bid proposal for both the Trips. 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 District Tourist Officer, 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 **15.12.2023 up to 1 PM.**
7. The selected Agency has to submit the bills within 7 days of the completion of event to the District Tourist Officer, 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.
 - 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 having requisite expertise in organising such Activities and Events can submit their offer for the two pilgrimage trip i.e on 05.01.2024 and 02.03.2024 in sealed envelope to District Tourist Officer, Tourist Office, Govt of Odisha, Policeline, Balasore-756001 latest by **1.00 PM, dated- 15.12.2023.**


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. 50,000/-)		
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

ANNEXURE-A

**Decoration and Arrangement for Flag –off Ceremony for two trips of
Baristha Nagarika Tirtha Yatra Yojna-2023-24**

1	Arrangement at Railway Station for Flag Off Ceremony	
i	LED Screen with TV for VC Programme	
ii	Preparation of stage with proper sound system	
Iii	Chairs	400 No.
iv	VIP Chairs on front of stage	25 No.
v	Flower & balloon decoration at Railway station and two Gates	L.S
vi	Carpeting ,ceiling and side walling at Platform	L.S
vii	Installation of hoarding,standees,Banners	L.S

Signature of the Bidder

ANNEXURE – B

FORMAT FOR FINANCIAL BID

Name of Agency :

Location: Balasore

Sl. No	Scope of Work	Quantity	1st Trip Amount Including GST	2nd Trip Amount Including GST
1	Arrangement at Railway Station for Flag Off Ceremony For the items of Annexure-A Sl.No.3 (i – vii)	L.S		

Signature of the Bidder