

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

No. 477

date 29/11/2023

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 experienced Event Management Agencies/Firms/Hoteliers/Kalyani Mandaps for making arrangement of **Accommodation & Fooding at Balasore for 1000 nos.of Pilgrims**.The Agency shall make all logistic arrangement like Accommodation, Toilet, Bathing and Fooding for 1000 pilgrims during their short stay one day before boarding the train for two Pilgrimage Trip from Balasore Railway Station. The journey date is on 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

Date 29/11/2023

Memo No. 478

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 TRIPS 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 reputed Event Management Agencies/ Firms/ Hoteliers/Kalyani Manadaps for making arrangement of accommodation, catering & other logistic arrangement at Balasore for the pilgrims (1000 nos.) for two pilgrimage trips. The journey date is on 05.01.2024 and 02.03.2024.

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 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 provide in house accommodation with one mattress, one pillow with cover, one clean bed-sheet to each of the pilgrims who will be arriving about 18 - 20 hours before the time of journey.
2. The Agency shall provide fresh cooked hygienic food, drinking water and all sorts of logistic arrangements as per detail specification of the Tourism Dept. at(Annexure-A) during the short stay of the pilgrims.
3. The Agency shall make adequate arrangement for hygiene atmosphere in the accommodation area with proper safety and security of the pilgrims.
4. The Agency shall be responsible for providing adequate Cook, helpers, attendant, waiters, safai-wala, and security personnel for making the entire arrangement. The Agency shall ensure complete cleanliness of the Accommodation area, toilet and bathing complex (ladies and Gents), 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. 14 number of counters duly decorated shall be installed for registration, medical checkup and official purpose.
9. The Agency shall arrange the **Bhajan Sandhya** at the venue during the evening.
10. The Agency shall provide spacious parking place at the accommodation area for smooth movement of 20 -25 buses on journey and day before journey date.

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 in proper sealed cover super scribing "ACCOMMODATION, FOODING & ALL LOGISTIC ARRANGEMENT FOR PILGRIMS". Two

bids are as: **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 **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(11 AM)
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 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 **six months** 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 Trip. 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 here under, 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/Hoteliers/Kalyani Madap 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

ANNEXURE-A**Arrangement for Pilgrims on Each Trip**

Sl No.	Specification	Qnty.
1.	Accommodation arrangement for 1 day to accommodate 1000 pilgrims on day before journey	
a.	Gadi (single mattress),Pillow,Bedsheet	1000 nos.
b.	Stand Fan	As per required.
c.	Adequate Light	L.S.
d.	Room/Hall.	For 1000 pilgrims
e.	15 KVA Generators.	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 checkup, 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	Sufficient toilet and bathing complex	For 1000 pilgrims
m	Spacious Parking Place	
n	The Agency shall make adequate provision for decoration of Entrance Gate of the venue and Bhajana Sandhya .	
2	Fooding – Token system	For 1000 pilgrims each
	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. Morning Tea-6AM onwards, Breakfast-7-8AM-Upama, Aloo Matar Sabji, 500 ml Mineral Water	
	iv. Lunch - optional - Veg-Jeera Rice/Plain Rice, Dal, Veg Curry, Bhaja, Khata & 500ml Mineral Water	

FORMAT FOR FINANCIAL BID

Location: Balasore

Name of Agency :

Sl. No	Scope of Work	Quantity	Rate	For 1 st Trip Amount including GST	For 2 nd Trip Amount including GST
1	<u>Accommodations</u> For the items of Annexure-A Sl.No.1 (a – n)	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	For 1000 pilgrims			
	ii. Dinner- 7-9 PM- Veg.-Rice/Roti, Dal, Veg.Curry,Bhaja,Khata & 500 ml. Mineral Water	For 1000 pilgrims			
	iii. Morning Tea-6AM onwards, iv. Breakfast– 7-8 AM –Upama,Aloo Matar Sabji & 500 ml Mineral Water	For 1000 pilgrims			
Optional	v. Lunch-Veg-Jeera Rice/Plain Rice, Dal, Veg Curry, Veg. Fry, Khata & 500ml. Mineral Water	For 1000 pilgrims (Optinal)			

Signature of the Bidder

- N.B.:** 1. The Agency will apply its bid for both the trip of journey.
2. 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.
2. The food served must be wholesome and shall be inspected by Food Inspector.

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