

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

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**TERMS OF REFERENCES FOR SELECTION OF AGENCY FOR DECORATION AND  
MAKING ARRANGEMENT FOR FLAG OFF CEREMONY  
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 in sealed covers from Event Management Agencies/Firms for Decoration and all logistic arrangement for flag off ceremony at Balasore Railway Station like decoration, installation of LED Screen, two no.s of TV, Stage , Sitting arrangement ,display of banners ,hoardings at strategic locations of Balasore town etc. during departure of Pilgrimage Train ( having 800 pilgrims each ) on two trips i.e.27.02.2025 and 18.04.2025.

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 by making stage with proper decoration having installation of LED Wall Screen and TV for display of video clips.
2. The Agency shall make sitting arrangement for Guests, Officials, Public, Media personnel 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 and Entrance Gate of Rly station to Platform.
4. The Agency shall provide proper announcement facility by an Anchor for the program.
5. The Agency shall install hoarding/ banners/standees at Railway Station, Platform and 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 an Event Management Agency/Firm having experience.
3. The Agency should have average Annual Turnover of at least Rs. 6.00 lakh .

## **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 FOR TWO PILGRIMAGE TRIPS”. 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 with photograph, copy of the PAN, GST Registration, EMD, copy of annual turnover.

#### **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 **13.02.2025 at 5 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	:	<b>01.02.2025</b>
b) Last date of receipt of bid document	:	<b>13.02.2025 (1 PM)</b>
c) Opening of the pre-qualification bid	:	<b>13.02.2025 (at 5 PM)</b>
d) Opening of Financial Bid	:	<b>13.02.2025 (there after)</b>

#### **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 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.6.00 lakh.
  - c. Valid GST Registration / PAN / TAN.
  - d. Experience in organizing Event Management with photographs.
4. For any query and clarification, interested agencies may contact District Tourist Officer, Tourist Office, Balasore (Contact No.-8280001975) 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 **13.02.2025 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 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 27.02.2025 and 18.04.2025 in sealed envelope to District Tourist Officer, Tourist Office, Govt of Odisha, Policeline, Balasore-756001 latest by **1.00 PM, dated- 13.02.2025.**

  
Collector & D.M., Balasore

**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	Experience in organizing Event Management. (Copy attach with photographs)		
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	Valid GST Registration copy		
8	Annual turnover of at least Rs. 6.00 lakh .Copy of latest Chartered Accounts Certificate		

**Signature of Bidder**

**Decoration and Arrangement for Flag –off Ceremony for two trips of  
Baristha Nagarika Tirtha Yatra Yojna-2024-25****Specifications**

<b>Sl No.1</b>	<b>Arrangement for Flag Off Ceremony</b>	<b>Quantity</b>
a	LED Wall Screen and two TV set for display of video clips	
b	Preparation and decoration of stage with flower, Banner ,balloon, Carpeting, ceiling, side walling and proper sound system	L.S
c	D.G. Set for uninterrupted power supply at Rly Station	
d	Chairs with covers	150 No.
e	VIP Sofa Set on front of stage Centre Table	8 set 4 No.s
f	Installation of Entrance Gate at Railway Station with Flower, hoarding, standees for welcoming pilgrims	
g	Carpeting, ceiling and side walling at Platform and Entrance Gate of Rly Station to platform.	
h	Display of Banner and Standee at Platform , Entrance Gate of Rly Station to platform and Main road to Rly Station.	Banner-3’X2’-20 No.s Standee-3’X5’-30 No.s
i	Installation of Entrance Gate (Box Gate covering two sides of Road )with Banner and flower at Main Road (Station Chhak )	
j	Display of Banners and Hoardings at various strategic locations of Balasore like N.H-5,Kuruda Chhak, ITI Chhak, Police Line sqr,F.M. golei,Remuna Golei,Tourist Office,Collectorate	Banner-6’X8’- 8 No.s Banner- 3’X4’- 30 No.s Gate covering two sides of Road- 2 No.s
k	Engage adequate sweeper for Cleaning and Sanitation at Railway Station	L.S
l	Cultural program (traditional & folk dance) at Rly station to welcome pilgrims(Amount including their transportation, fooding & performance)	3 troupes (Specify Details)
m	Proper announcement facility by an Anchor for the program	

**ANNEXURE – B**

**FORMAT FOR FINANCIAL BID**

**Name of Agency :**

**Location:**

<b>Sl. No</b>	<b>Scope of Work</b>	<b>Quantity</b>	<b>1<sup>st</sup> Trip Amount Including GST</b>	<b>2<sup>nd</sup> Trip Amount Including GST</b>
<b>1</b>	<b>Arrangement for Flag Off Ceremony</b> For the items of Annexure-A Sl.No.1(a – m)	As per specifications		

**Signature of the Bidder**

**N.B.:**1.The Agency will apply its bid for both the trips 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.

3. The work order for arrangement of the 2<sup>nd</sup> trip may be issued the selected agency after satisfaction of the work executed /service rendered on the 1<sup>st</sup> trip.