

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

**TERMS OF REFERENCES FOR SELECTION OF AGENCY FOR MAKING
ARRANGEMENT OF ACCOMMODATION, FOOD & OTHER LOGISTICS FOR
800 PILGRIMS EACH 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). This year 800 pilgrims (775 senior citizens and 25 Escort Officers) of Balasore, Bhadrak, Mayurbhanj, Jajpur & Keonjhar district will visit on two pilgrimage trips i.e Ayodhya- Varanasi Trip and Rameswar-Madurai Trip from originating station, Balasore on 07.11.2025 & 07.01.2026 respectively.

Expression of Interest is invited from reputed Event Management Agencies/ Firms/Hoteliers/Kalyani Mandaps for making arrangement of accommodation, fooding & other logistics at Balasore for pilgrims (800 nos. of pilgrims on each trip) during their short stay one day before the journey date i.e on 06.11.2025 & 06.01.2026.

Expression of Interest is invited in sealed covers from Event Management Agencies/Firms/Hoteliers/Kalyani Mandaps providing 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 (Veg-without onion-garlic), drinking water and all sorts of logistic arrangements as per detail specification (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 short stay.
6. The Agency shall make adequate arrangement for smooth service of food with proper dress to all the pilgrims close to their accommodation point.
7. The Agency shall make adequate provision for decoration of the venue ,Entrance Gate of the venue and Entrance Gate at Main Road for way to the venue with flower & Banner, hoarding (design provided by Deptt. of Tourism)
8. 15 numbers of counter duly decorated and provided with chairs & tables shall be installed for registration, medical checkup and official & staffs of Municipality, PHED, Fire Safety.

9. The Agency shall welcome pilgrims at the venue with flower & chandan tika.
10. The Agency shall arrange two control rooms with wi-fi facility for online ticket booking.
11. The Agency shall arrange cultural program like **Bhajan Sandhya or Spiritual Drama** at the venue during the evening by installing stage with proper sound system, light decoration and sitting arrangement.
12. 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.
13. The Agency shall make videography and photography of the entire program at venue and Railway Station 06.11.2025, 07.11.2025 ,12.11.2025 for 1st trip and 06.01.2026, 07.01.2026,12.01.2026 for 2nd trip.
14. The Agency shall display banners, hoarding (design provided by Deptt.of Tourism) from main road to the venue with arrow mark.

SUBMISSION OF EMD:

The bidders shall have to submit Rs. 50,000/- (Rupees Fifty Thousand) only along with the technical bid in shape 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/Hotelier/ Kalyani Mandap having experience of arrangement for 800 or more persons.
3. The Agency should have average Annual Turnover of at least Rs.10.00 lakh .

BIDDING PROCESS:

The offer should be submitted in the 2 bid form in proper sealed cover super scribing "ACCOMMODATION, FOOD & LOGISTIC ARRANGEMENT FOR 800 PILGRIMS EACH 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, their previous experience with photographs, copy of the PAN, GST Registration, EMD (in shape of Demand Draft), copy of annual turn over.

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 bid shall be opened on **24.10.2025 at 4.30 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	:	10.10.2025(11 AM)
b) Last date of receipt of bid document	:	24.10.2025 (1 PM)
c) Opening of the pre-qualification bid	:	24.10.2025 (at 4.30 PM)
d) Opening of Financial Bid	:	24.10.2025 (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 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.
 - c. Experience in Event Management of arrangement for 800 or more persons.
 - d. Valid GST Registration / PAN / TAN.
4. For any query and clarification, interested agencies may contact District Tourist Officer, Tourist Office, Balasore (Contact No.9938796270) 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 **24.10.2025 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 supporting documents for approval of District Level Expenditure Committee of Baristha Nagarika Tirtha Yatra Yojana for payment. 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 there.
- 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 Mandap having requisite expertise in organising such Activities and Events can submit their offer for the two pilgrimage trips i.e Shirdi-Nashik Trip & Ayodhya- Varanasi Trip in sealed envelope to **District Tourist Officer, Tourist Office, Govt of Odisha, Policeline, Balasore-756001** latest by **1.00 PM, dated- 24.10.2025.**


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	Experience in organizing Event Management. (Copy attach with photographs)		
4	Is the Firm a Proprietorship / Partnership / Joint Venture or registered under Companies Act (Pl. give details and enclose certificate)		
5	EMD (DD of Rs. 50,000/-) for two pilgrimage trips of B.N.T.Y.Y-2025-26		
6	Details of Income Tax Registration (Enclose copy of PAN / TAN)		
7	GST Registration copy		
8	Annual turnover of Rs. 10.00 lakh year. Copy of latest Chartered Accounts Certificate		

Signature of Bidder

Arrangement for Pilgrims on Each Trip

Sl no	Specification	Quantity.
1.	Accommodation & logistic arrangement for 1 day for 800 pilgrims on day before journey	
a.	Single mattress, Pillow, Bedsheet	800 nos.
b.	Stand Fan	As per required.
c.	Adequate Light	L.S.
d.	Room/Hall.	For 800 pilgrims
e.	Control Room with wi-fi facility for online ticket	2 no.
f.	15 KVA Generators.	1 no.
g.	Water tanker capacity 12 KL to be provided.	3 no.
h.	Adequate manpower for Security & up-keep arrangement	L.S
i.	Fire extinguisher	L.S
j.	Stall for Registration, Medical check-up, Fire Office, PHED and Municipality office with signage, chairs, tables, Announcement system etc.	15 nos.
k.	Adequate numbers of sweeper before & after the stay of the pilgrims to make the venue clean.	L.S.
l.	Adequate provision of sanitation materials to maintain high standard hygiene	L.S.
m.	Sufficient toilet and bathing complex	For 800 pilgrims
n.	Spacious Parking Place for smooth movement of 20-25 buses	
o.	Decoration of the entire venue with Banner, Standee, Flower, Balloon.	Standee-3'X4'-15 No.s Banner-10'X8'-5 No.s
p.	Entrance Gate of the Venue with Banner, Flower	L.S
q.	Entrance Gate on Main Road with Banner, Flower	L.S
r.	Display proper signage/Hoardings/Banners for way to the venue from Main Road with arrow mark	Gate with Banner- 3No.s Banner -3'X4'- 10 No.s
s.	Welcome of pilgrims with flower and chandan tika	For 800 pilgrims
t.	Adequate provision of drinking water (mineral water) during their stay at venue and at bus during journey to Balasore Rly Station.	For 800 pilgrims
u.	Stage with proper sound, light & sitting arrangement for Cultural program like Bhanjan Sandhya or spiritual drama at Evening on the venue	
v	Videography and photography of the entire program at venue and Railway Station on 06.11.25, 07.11.2025, 12.11.2025 for 1 st trip and 06.01.2026, 07.01.2026, 12.01.2026 for 2 nd trip.	
2.	<u>Veg-Food (Without Onion & Garlic)- Token system</u> Food token must be supplied to the pilgrims during their registration i. Evening snack-4-6 PM - Pokudi & Ghuguni , Tea & 500 ml. Mineral Water ii. Dinner-7.30PM onwards- Veg.-Rice/Roti, Dal, Veg. Curry, Bhaja, Khata Khiri & 500 ml. Mineral Water iii. Morning Tea-6AM onwards, Breakfast-7-8AM-Upama, Roti,Aloo Matar Sabji ,one Banana & 500 ml Mineral Water iv. Lunch - optional - Veg-Jeera Rice/Plain Rice, Dal, Veg Curry, Bhaja, Khata & 500ml Mineral Water	For 800 pilgrims each

FORMAT FOR FINANCIAL BID

Name of Agency:

Location:

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 –v)	As per specification			
2	<u>Veg-Food without (onion & garlic)</u> (Token system) The Agency shall provide food, drinking water and all sorts of logistic arrangements during the stay of the Pilgrims as per menu mentioned below.				
	i. Evening snack-4-6 PM- Pokudi & Ghuguni, Tea & 500 ml. Mineral Water	For 800 pilgrims			
	ii. Dinner-7.30 PM onwards Veg.-Rice/Roti, Dal, Veg. Curry, Bhaja, Khata, Khiri & 500 ml. Mineral Water	For 800 pilgrims			
	iii. Morning Tea-6AM onwards, iv. Breakfast- 7-8 AM – Upama, Roti, Aloo Matar Sabji , One Banana & 500 ml Mineral Water	For 800 pilgrims			
Optional	v. Lunch-Veg-Jeera Rice/Plain Rice, Dal, Veg Curry, Veg. Fry, Khata & 500ml. Mineral Water	For 800 pilgrims (Optional)			

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 food served must be fresh, wholesome and shall be inspected by Food Inspector.
4. The work order for arrangement of the 2nd trip may be issued to the selected agency after satisfaction of the work executed /service rendered on the 1st trip.