

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KHORDHA  
(TOURISM SECTION)

No. 537 / Dt. 24/11/2018

**EXPRESSION OF INTEREST**

Expression of Interest(Eol) is invited in sealed cover from reputed Event Management Agencies /Firms /Caterers/Tent House Operators for making arrangement of temporary accommodation/food/outdoor catering/transportation & other logistics at Bhubaneswar for 1000 nos. of pilgrims under the scheme of "**Baristha Nagarika Tirtha Yatra Yojana-2018**" for senior citizens of the State launched by the State Tourism Department in collaboration with IRCTC ( A Govt. of India undertaking) in order to facilitate the tour from Bhubaneswar Railway Station. The Agency shall make all arrangements including transportation of these pilgrims before boarding & after completion of the tour in the above location to the respective places of accommodations.

Last date of submission of Eol is **17.12.2018 upto 3.00 P.M.**

The terms of reference may be collected from the Tourist Office, Bhubaneswar or may be downloaded from our webstie [www.khordha.nic.in](http://www.khordha.nic.in) / [www.odishatourism.govt.in](http://www.odishatourism.govt.in)

  
Collector & District Magistrate,  
Khordha

**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE:KHORDHA  
(Tourism Section)**

**TERMS OF REFERENCES FOR SELECTION OF AN AGENCY FOR MAKING  
ACCOMMODATION,FOOD & OTHER LOGISTIC ARRANGEMENT FOR THE  
PILGRIMS AT BHUBANESWAR**

**EXPRESSION OF INTEREST**

**BACK GROUND AND OBJECTIVE**

Like preceding years, this year too Government of Odisha have launched the scheme namely "Baristha Nagarika Tirtha Yatra Yojana-2018" for senior citizens of the districts concerned under Bhubaneswar, the originating station for places of visit Kolkata and Kamakhya Tirtha Darshan(pilgrimage) in collaboration with IRCTC(A Govt. of India undertaking).

Expression of Interest is invited from Caterer/Tent House operator/Event management agency for making arrangement of temporary accommodation like temporary accommodation i.e dormitory, halls etc outdoor catering and other logistic arrangement including transportation at Bhubaneswar for the pilgrims(1000 nos.) during the Short-stay/Night-halts before boarding the train and if required after the arrival of the pilgrimages at Bhubaneswar. The pilgrims are expected to assemble at the identified place of Bhubaneswar one day before the date of travel.

Agency having previous experience of successfully organizing and providing similar services inside/outside the State will be given preference.

**TERMS OF REFERENCE AND ELIGIBILITY CRITERIA**

**THE SCOPE OF WORK**

1. The Agency shall provide one mattress, one pillow with cover, blanket, one clean bed-sheet to each of the pilgrim who will be arriving at the identified sites before the time of journey. The agency has to identify suitable sites at Bhubaneswar to accommodate 1000 pilgrims.

2. The Agency shall provide food, drinking water, tea & snacks and all sorts of logistics as per detail specification as at Annexure-A in the identified sites. ~~at the identified sites.~~
3. Generator Set, Public Announce System, Mosquito Repellent no of chairs and five office table. Decoration of railway station.

### **SUBMISSION OF EMD.**

The bidders shall have to submit Rs.20,000/- (Rupees twenty thousand only) along with the technical bid by way of Demand Draft in favour of Collector, Khordha and payable at Khordha, 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 Good Service Tax Registration & PAN
2. The Agency must be either a Caterer/Tent House operator or Event Management Agency.
3. The Agency should have average Annual Turnover of at least Rs.10.00lakh per annum for the last three years specifically from handling Tent House / Out-door Catering/Event Management activities etc.

### **BIDDING PROCESS**

The offer should be submitted in 2 bid forms,

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.10.00lakh)

### **FINANCIAL BID**

The Agency shall submit the financial Bid document in proper sealed cover super scribing "Financial Bid for making arrangement of temporary accommodation, outdoor catering and other logistic arrangement including transportation " as per Annexure-B.

### **BID VALIDITY**

The bid shall remain valid for 03(three) months.

### **BID OPENING**

The pre-qualified bid shall be opened on 18.12.2018 at 11.00 A.M. at Special Circuit House, Bhubaneswar in the presence of the bidders or through their authorized representatives. The financial bids of qualified agencies(Technical Bid) shall be opened later on the same date.

### **BID SCHEDULE**

- |   |   |   |
|---|---|---|
| a) Issue of bid document                | : | 06.12.2018  |
| b) Pre-bid meet                         | : | 11.12.2018 (at Special Circuit-House, Bhubaneswar) <del>at 11.00 AM</del> |
| c) Last date of receipt of bid document | : | 17.12.2018(upto 3.00P.M.)   |
| d) Opening of the bid                   | : | 18.12.2018( At 11.00 A.M.)<br>(at Special Circuit House, Bhubaneswar)     |

### **THE SELECTION CRITERIA**

The technical bid shall be opened first and scrutinized to verify the eligibility criteria. A short list for the qualified technical bid agencies/firms shall be made before Financial Bid opening. The Financial Bids of those agencies 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, Khordha. The performance security shall remain valid for a period of 90 days.

### **OTHER TERMS AND CONDITIONS**

1. The Selected Agency shall have to sign an agreement with the Tourist Officer, Bhubaneswar to give effect to the contents of this notification.
2. Tenders received after due date and time shall not be entertained. The Collector, Khordha reserves the right to accept or reject any tender or its part without assigning any reasons thereof.
3. The technical bid submitted by the bidder shall comprise the following documents.

- a. EMD in shape of DD only for Rs20,000/-(Rupees twenty thousand)only in favour of Collector, Khordha and EMD of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity period and latest by 30 days 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 for the last three years specifically from Tent House arrangement/ Outdoor Catering and Event Management activities is to be submitted with the Bid document.
  - c. Valid Goods Service Tax Registration/PAN/TAN is to be submitted.
  - d. Audited financial statement for last 3 financial years is to be submitted.
4. For any query and clarification interested agencies may contact Sri A.K.Rout, Tourist Officer, Bhubaneswar before submitting the Bid documents.
  5. Where-ever specific terms and conditions have not been spelt out in Bid document, rules as contained in Odisha Government Financial Rules(OGFR) is applicable.
  6. The bids as per details given above should be submitted to the Collector, Khordha on or before **17.12.2018 up to 3.00 P.M in the office of the Tourist Officer, Khordha for Khordha Sub-Divison & in the office of the Tourist Officer, Bhubaneswar for Bhubaneswar Sub-Division.**
  7. Selection of the Agency in this process should not be construed as binding on the authority to award any task/work subsequently.
  8. The selected Agency has to submit the bills within 15 days of the completion of the event to Collector, Khordha for settlement of claims.

#### **ADDITIONAL INFORMATION**

- i. Conditional/incompletely bids shall be rejected outrightly.
- ii. Insurances, if any shall be arranged by the Agency
- iii. **Liquidated Damages** : In the event of Agency's failure to complete the work within the specified time, Collector, Khordha may, without any prejudice, shall recover from the supplier, as Liquidated Damages, the sum of 5% of the contract price.

- iv. **Termination of default** : Collector & District Magistrate, Khordha 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 Bid document and on the acceptance of the same fails to abide by the terms and conditions of the Bid Documents or fails to complete the work within the specified time or at any time repudiates the contract, the Collector, Khordha will have the right to-
- a) Terminate the shortlisted/contract of the Agency with the District Administration, Khordha and further black list 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 district administration, Khordha.
  - d) For all purposes, the work order issued by the Collector, Khordha will be considered as formal contract.
- vi. **Arbitration** : Provisions of Arbitration Act, 1996 and 2002 will be applicable and venue of arbitration will be Bhubaneswar, Odisha.,

  
Collector & District Magistrate  
Khordha

**TECHNICAL BID**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Status</b>	<b>Indicate the Page</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	Total Work Experience (In years) Agency having previous experience of successfully organizing and providing similar services inside/outside the State		
4	Is your Firm a Proprietorship/Partnership/Joint Venture or registered under Companies Act (Pl. give details and enclose certificate)		
5	EMD of Rs.20,000/- (Rupees twenty thousand)only		
6	GST Registration copy		
9	Annual turnover of Rs.10.00lakh for the last 3 years. Copy of Chartered Accounts Certificate		

**Signature of the Bidder**

**ANNEXURE-A****DETAILS SPECIFICATIONS**

Sl. No.	Specification	Qty
<b>1.</b>	<b>Accommodation arrangement for 1 day to accommodate 1000 pilgrims</b>	
1	Gadi(single mattress)	1000nos.
2	Fan- Stand Fan/ceiling fan	As per requirement
3	T-5 Light	As per requirement
4	Temporary Kitchen with waterproof roofing and walling if not available in the selected sites	As per requirement
5	15KVA Generator one for each site	As per requirement
6	Water Tanker capacity 12KL to be provided at the identified sites	As per requirement
7	Adequate manpower for security & upkeeping arrangement	As per requirement
8	Fire extinguisher	As per requirement.
9	Logistic stall for Control Room with signage, chairs, tables, PA system etc.	As per requirement
10	Sweeping before & after the stay of the pilgrims to make the venue clean	As per requirement.
11	Adequate provision of sanitation materials to maintain high standard hygiene in the identified sites	As per requirement
12	Provision of separate toilets for ladies & gents	As per requirement
13	Anti mosquito repellant to sprayed/provided at the identified venues	As per requirement
<b>14</b>	<b>Fooding</b> i. Break Fast –(8.00AM to 9.00 A.M). : Upama & Dalma or Pooori & Veg. Mix. Curry, Tea with 1lt. Mineral Water per pilgrim ii. Lunch : (12.00Noon to 2.00 P.M.) – Veg, Rice / Roti, Dalama, one curry, khata, 1ltr. Mineral water per pilgrim. iii. Tea & snacks (4 .00 to 5.00 P.M). iv. Dinner (7.00 to 9.00 P.M). Veg : Rice/Roti, Dal,, Veg, Curry & 1 Ltr. Mineral Water per pilgrim. v. All the ancillary activities relating to preparation and distribution of foods	1000 persons.
15	<b>Decoration of Bhubaneswar Railway Station:</b> - Erection of gate at the entrance - Decoration of the station with flowers & other materials. - Display of flex boards at conspicuous places inside and nearby areas of the station.	

Signature of the Bidder

**FORMAT FOR FINANCIAL BID**

Location :Bhubaneswar

Sl.No.	Scope of work	Quantity	Rate	Amount
1.	<b><u>Accommodation</u></b> For the items at Annexure-A Sl.No.1 to13			
2.	<b><u>Fooding</u></b> The Agency shall provide food, drinking water and all sorts of logistic arrangements, as specified by District Administration, Khordha during the stay of the pilgrims at their respective starting point places as per menu mentioned below			
	i. Break Fast –(8.00AM to 9.00 A.M.) : Upama & Dalma or Poori & Veg. Mix. Curry, Tea with 1lt. Mineral Water per pilgrim	1000 persons		
	ii. Lunch : (12.00Noon to 2.00 P.M.) – Veg, Rice / Roti, Dalama, one curry, khata, 1ltr. Mineral water per pilgrim.	1000 persons		
	iii. Tea & snacks (4 .00 to 5.00 P.M).	1000 persons		
	iv. Dinner (7.00 to 9.00 P.M). Veg : Rice/Roti, Dal,, Veg, Curry & 1 Ltr. Mineral Water per pilgrim.	1000 persons		
	v. All the ancillary activities relating to preparation and distribution of foods	1000 persons		
3.	<b><u>Decoration of Bhubaneswar RailwayStation: Sl.No.15</u></b>			

Signature of the Bidder

NB : (I) The scope of work can be increased/decreased as per the requirement and the payment shall be made only on th basis of actual work executed/service rendered.

(II) The food served must be wholesome and shall be inspected by Food Inspector.