

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

**TERMS OF REFERENCES FOR SELECTION OF AN AGENCY FOR MAKING FOOD
ARRANGEMENT FOR THE PILGRIMS AT BHUBANESWAR**

EXPRESSION OF INTEREST

BACKGROUND & OBJECTIVE

Like preceding years, this year too Government of Odisha have launched the scheme, namely “Baristha Nagarika Tirtha Yatra Yojana-2023” for senior Citizens of the districts concerned under Bhubaneswar, the originating station for places of visit to Haridwar & Rishikesh Tirtha Darshan (Pilgrimage) in collaboration with IRCTC (A Govt. of India undertaking).

Expression of Interest is invited from reputed/ outdoor Food provider Caterer for making arrangement of outdoor catering for the pilgrims (1100 nos.) during the short-stay/Night-halts before their boarding of the train and if required after the arrival of the pilgrimages at Bhubaneswar. The pilgrims are expected to assemble at the identified places 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 food, drinking water, tea, snacks as per detail specification at (**Annexure-A**) in the identified sites.

ELIGIBILITY CRITERIA:

1. The Agency must be a registered one with valid GST registration & PAN registration.
2. The Agency should have average Annual Turnover of at least Rs. 5.00 lakh per annum for the last three years specifically from handling Out-Door Catering activities only.

BIDDING PROCESS:

The offer should be submitted in the 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, Bid Security declaration, proof of turnover for the last three years (the minimum average annual turnover should be at least Rs.5.00 lakh)

FINANCIAL BID

The Agency shall submit the Financial Bid document in proper sealed cover superscribing “**Financial Bid** for making arrangement of outdoor catering” as per **Annexure-B**.

BID OPENING

The pre-qualification bid shall be opened on 15/11/2023 at 3 PM at the Conference Hall, Special Circuit House, Bhubaneswar in the presence of the bidders or through their authorized representative. The financial bids of qualified agencies (in the Technical Bid) shall be opened later on the same date

BID SCHEDULE

SI. No	Item	Description
1	Availability of EOI document	https://khordha.nic.in/
2	Date and time for submission of EOI documents by speed post/ Registered post/ courier	04.11.2023 to 14.11.2023 (UP TO 4.30 PM)
3	Pre-Bid Meet	10.11.2023 (4.00PM) at Special Circuit House, BBSR
3	Opening of Sealed EoI	15.11.2023(03.00PM) at Special Circuit House, BBSR

THE SELECTION CRITERIA:

The technical bids will be opened first and shall be 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 beyond the date of completion of the contractual obligation.

OTHER TERMS & CONDITIONS

1. The Selected Agency shall have to sign an agreement with the ADM, Bhubaneswar to give effect to the contents of this notification.
2. Tenders received after the due date and time shall not be considered. 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 of Rs.20,000/- in shape of Demand Draft drawn in favour of “the Collector & District Magistrate” Khordha payable at Bhubaneswar.
 - b. Proof of Annual Turnover of at least Rs. 5.00 lakh per annum for the last three years specifically from Outdoor Catering & is to be submitted with the Bid document.
 - c. Valid GST Registration & PAN is to be submitted.
 - d. Audited Financial Statements for last 3 financial years is to be submitted.
 - e. Copy of Registration under income Tax Act, 1961 is to be submitted.
4. For any query and clarification, interested agencies may contact Additional District Magistrate, Bhubaneswar before submitting the Bid documents.
5. Wherever specific terms and conditions have not been spelt out in the 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 **14.11.2023 in the office of the Assistant Director Tourism, Tourist Office, Bhubaneswar Ground Floor, Paryatan Bhawan, Lewis Road, Bhubaneswar-751014**. Selection of the Agency in this process should not be construed as binding on the authority to award any task / work subsequently.
7. The selected Agency has to submit the bills within 15 days of the completion of event to Collector, Khordha for settlement of claims.

ADDITIONAL INFORMATION:

- i. Conditional bids will be rejected outrightly. No advance payment will be made to the successful agency.
- 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, Khordha may be without prejudice ought to 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 tender 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 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 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 & Reconciliation Act 1996 & 2002 will be applicable and venue of arbitration will be Bhubaneswar, Odisha.

TECHNICAL BID

Sl. No	Particulars	Status	Indicate the Page
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	Bid Security Declaration.		
6	GST Registration copy		
7	Annual turnover of Rs. 5.00 lakh for the last 3 years. Copy of Chartered Accounts Certificate.		
8	Income Tax Registration		

Signature of the Bidder

ANNEXURE-A

SCOPE OF WORK DETAIL SPECIFICATIONS

S L No.	Specification	Qty.
1	<p><u>Fooding</u></p> <p>i. Break Fast-8.00 AM to 9.00 AM- Upama & Dalma/ Poori & Veg. Mix. Curry/ Idli & Samber & Tea & Water per pilgrim (500 ml).</p> <p>ii. Evening Snacks (4.00 P.M. to 5.00 PM)</p> <p>iii. Dinner- (7.00 PM to 9.00 PM) Veg.-Rice/Roti, Dal, salad, Papad, Veg. Curry& Water per pilgrim (500 ml).</p> <p>iv. All the ancillary activities relating to preparation and distribution of foods and clearing of the dining area.</p>	1100 Persons

Signature of the Bidder

ANNEXURE – B

FORMAT FOR FINANCIAL BID

Location: Bhubaneswar

Sl. No.	Scope of work	Quantity	Rate	Amount
1.	<u>Fooding</u> The Agency shall provide food, drinking water, 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- 8.00 AM to 9.00 AM- Upama & Dalma/ Poori & Veg. Mix. Curry/ Idli & Samber & Tea & Water per pilgrim (500 ml).	1100 Pax		
	ii. Evening Snacks (4.00 P.M. to 5.00 PM)	1100 Pax		
	iii. Dinner- (7.00 PM to 9.00 PM) Veg.- Rice/Roti, Dal, salad, Papad, Veg. Curry& Water per pilgrim (500 ml).	1100 Pax		
	iv. All the ancillary activities relating to preparation and distribution of foods.	1100 Pax		

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 the basis of actual work executed/service rendered.

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

DECLARATION BY THE EVENT ORGANISER (FORMAT-C)

It is hereby declared that I the undersigned have read and examined all the terms & conditions etc. of the EOI documents for which I have signed and submitted the bid under proper lawful power of attorney. It is also certified that all the terms & conditions of the EOI documents are fully acceptable to me and I will abide by the condition of the terms & conditions.

**Signature of Secretary/ President/
Manager/Authorized Person with Seal**