

**EOI DOCUMENT FOR SELECTION OF AN AGENCY TO
PROVIDE SERVICES, OTHER MATERIALS FOR THE PILGRIMS & FLAG OFF
CEREMONY AT RAILWAY STATION, BBSR UNDER BARISTHA NAGARIKA
TIRTHA YATRA YOJANA – 2023 ON 22nd & 23rd NOVEMBER, 2023.**

BID SCHEDULE

Sl. 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(03.00 PM) at Special Circuit House, BBSR

Expression of Interest (EOI) is invited from the registered and experienced agencies to provide materials manage services for pilgrims 22nd & 23rd November, 2023. The EOI aims to select successful agency for smooth management of Baristha Nagarika Tirtha Yatra Yojana – 2023 who will be responsible to provide/manage services as mentioned below.

1. SCOPE OF WORK AND GENERAL INSTRUCTION FOR APPLICANTS

The Agency shall provide materials and services as per detail specification at (**Annexure-A**) in the identified sites/ short stay homes and Railway Station, Bhubaneswar.

2. Eligibility Criteria for Selection of Implementing Agencies:

- i. The agency must be registered with appropriate registration authority.
- ii. Must have a PAN and registration under Income Tax Act.
- iii. Must have a valid GST registration.
- iv. The Agency should have average Annual Turnover of at least Rs. 10.00 lakhs per annum for the last three years.
- v. The agency should not have any track record of contract termination of the previous assignments or any adverse report of performance or blacklisted by any state Govt./ Central Govt. Organization.

3. BIDDING PROCESS:

The offer should be submitted in the two covers -

1. Technical Bid

2. Financial Bid

4. 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. 10.00 lakhs)

5. FINANCIAL BID

The Agency shall submit the Financial Bid document in proper sealed cover super scribing “Financial Bid for making arrangement” as per details at Annexure-A

6. THE SELECTION CRITERIA:

The technical bids will be opened first and shall be scrutinized to verify the eligibility criteria. Agency 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.

7. 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 “the Collector & District Magistrate” Khordha payable at Bhubaneswar. The performance security shall remain valid for a period of 90 days beyond the date of completion of the contractual obligation.

8. OTHER TERMS & CONDITIONS

1. The Selected Agency shall have to sign an agreement with The Collector & District Magistrate, Khordha to give effect to the contents of this notification.
2. Tenders received after the due date and time shall not be considered. Collector & District Magistrate, 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. 10.00 lakhs per annum for the last three years. Audited Financial Statements for last 3 financial years is to be submitted.
 - c. Valid GST Registration & PAN is to be submitted.
 - d. Registration under Income Tax Act, 1961 (Enclose copies).
4. For any query and clarification, interested agencies may contact to Additional District Magistrate, Bhubaneswar before submitting the Bid documents.
5. Wherever 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 Assistant Director Tourism, Tourist Office, Bhubaneswar on or before **14.11.2023 (up to 4.30 PM) in the office of the Assistant Director, Tourism, Tourist Office, Bhubaneswar, Ground Floor, Paryatan Bhawan, Lewis Road, Bhubaneswar**. 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.

9. Acceptance Or, Rejection of the EOI

- a. Authority reserves the right to accept or reject any EOI and to reject all EOI at any time without assigning any reason thereof.
- b. Any EOI with incomplete information is liable for rejection.
- c. The Authority reserves the right to modify any term in the EOI document at the time of execution of contract, if felt necessary.

10. Corrigendum / Addendum

if any, will be uploaded in the website of www.khordha.nic.in

- a. No advance payment will be made to the successful bidder.
- b. This is not a EOI for any appointment or recruitment to any post.
- c. All disputes relating to the contract is subject to the jurisdiction of the Court at Bhubaneswar.

11. 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 Assistant Director, Tourism, Tourist Office, Bhubaneswar maybe without prejudice ought to recover from the supplier, as Liquidated Damages, the sum of 5% of the contract price.
- iv. **Termination of default:** The 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 & District Magistrate Khordha will have the right to:
 - a) Terminate the shortlisted/contract of the Agency with The Collector & District Magistrate 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 Collector & District Magistrate Khordha.
 - d) For all purposes, the Work Order issued by The Collector & District Magistrate 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.

ANNEXURE- A

Sl. No.	Brief Description of the items	Tentative quantity required	Rate in Figure (RS)
1	Stage Setup, Dias Arrangement including backdrop, wings, sitting arrangement at Railway Station	1	
2	Floral Decoration at Bhubaneswar Railway Station:	As per requirement	
3	Sound System & Light for stage programme	1	
4	Sound Less Genset 80-85 KVA (1 no.)	1	
5	Sound Less Genset 20-25 KVA (3 no.)	3	
6	Box Type Entrance Gate at Railway Station	2	
7	Standee, T shape leg, size- 5ft X2.5ft.	30	
8	T- Shirt & Caps for Volunteers	50 nos.	
9	Temporary Hoarding Installation in different locations (10ft X 10ft)	3	
10	Carpeting from passage to welcome gate (in sq. ft) 4approx.	1500	
11	Registration, First Aid, Food Counter at Railway Station	3	
12	Snacks Packet for participants at Railway Station	700	
13	Videography and photography	2 days	
14	Invitation Card (Digital 4 color print, size-7"X5", white envelope)	200	
15	Selfie Point	2	
16	Single Mattress	1000 nos.	
17	Fan (Ceiling/ Stand)	As per requirement	
18	LED Light	As per requirement	
19	Erection of Kitchen with Bamboo structure, waterproof roofing and walling if not available in the selected sites.	4 nos.	
20	Adequate manpower for Security & up-keep arrangement	2 nos. per each venue (total 8 nos.)	
21	Fire extinguisher	As per requirement	
22	Sweeping before & after the stay of the pilgrims to make the venue clean	As per requirement	
23	Adequate provision of sanitation materials to maintain high standard hygiene in the identified sites.	As per requirement	
24	Provision of separate toilets for ladies & gents	As per requirement	
25	Anti-mosquito repellent to sprayed/ provided at the identified venues.	As per requirement	

Signature of the Bidder

ANNEXURE-B**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	EMD for RS.20000/- in shape of D.D.		
6	GST Registration copy		
7	Annual turnover of Rs. 10.00 lakh for the last 3 years. Copy of Chartered Accounts Certificate.		
8	Income Tax Registration		

Signature of the Bidder

ANNEXURE- C

FORMAT FOR FINANCIAL BID

Location: Bhubaneswar

Sl. No.	Scope of work	Quantity	Rate	Amount
1.	Supply of Materials & Services as per items at Annexure-A			

Signature of the Bidder

NB: 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.

DECLARATION BY THE AGENCY

It is hereby declared that I the undersigned have read and examined all the term & condition 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 term & condition of the EOI documents are fully acceptable to me and I will abide by the condition of the term & condition.

Signature of the Bidder with Seal