

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

No. 3 /TDO, BBSR

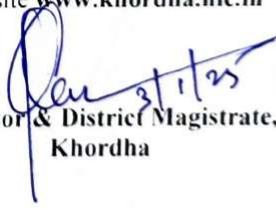
Dt. 3/1/2025

EXPRESSION OF INTEREST

Expression of Interest is invited in sealed cover from reputed Event Management Agencies/Firms etc for making arrangement at Flag off Ceremony at Railway Station & provision of logistic arrangements like Mattress, other materials for the pilgrims etc in designated Short stay venues in Bhubaneswar under the scheme "**Baristha Nagarika Tirtha Yatra Yojana, 2024-25**" launched by State Tourism Department in collaboration with IRCTC (A Govt. of India undertaking) in order to facilitate the tour from Railway Station, Bhubaneswar. The Agency shall make all requisite services & provide other materials (i.e. putting of Welcome gates, banners, attractive hoardings, tent house items, mattress & pillows, Light & Sound system arrangements, floral decorations, supply of flower bouquets, tea & snacks etc.) for smooth conduct of programme.

Last date of submission of EOI is **10.01.2025 up to 1.00 P.M.**

The terms of references may be collected from the Assistant Director Tourism, Tourism Division Office, Bhubaneswar or may be downloaded from our website www.khordha.nic.in


Collector & District Magistrate,
Khordha

EOI DOCUMENT FOR SELECTION OF AN AGENCY TO PROVIDE SERVICES, OTHER MATERIALS FOR THE PILGRIMS AT DIFFERENT SHORT STAY HOMES & FLAG OFF CEREMONY AT RAILWAY STATION, BBSR UNDER BARISTHANAGARIKA TIRTHA YATRA YOJANA, 2024-25 ON 16th&17th JANUARY, 2025.

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/Drop Box	03.01.2025 to 10.01.2025 (UP TO 1.00 PM)
3.	Opening of Sealed EoI	10.01.2025 (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 on 16th&17th January, 2025. The EOI aims to select successful agency for smooth management of Baristha Nagarika Tirtha Yatra Yojana – 2025 who will be responsible to provide/manage services as mentioned below.

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.

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. 100.00 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.

BIDDING PROCESS:

The offer should be submitted in the two covers -

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. 100.00 lakhs)

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

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.

PERFORMANCE SECURITY:

The Selected Agency shall submit a Performance Security for an amount of 3% 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.

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. 100.00 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, Tourism Division Office, Bhubaneswar on or before **10.01.2025 (up to 1.00 PM) in the Office of the Assistant Director (Tourism), Tourism Division, 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.

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.

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.

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, Tourism Division, Bhubaneswar 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:** 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.		Railway Station	HRDC	Bharat Scouts & Guides	Capital High School	Unit-IX Boys High School	Unit-IX Girls High School	Measurement of Unit	Qty	Rate per Unit	Total Amount
01	Stage Setup, Dias Arrangement including LED wall backdrop, Wings, Sitting Arrangement at Railway station	1	***	***	***	***	***	LSM	01		
a	W-16ft X L – 24 ft X 1.5 ft with carpeting, Stairs										
b	1 No. of LED backdrop of 24 ft X 12ft										
c	Podium with Branding & Flower Decoration										
d	Double sided Sofa with Cover-16 Nos.										
e	Banquate Chair With Cover 50 Nos.										
f	Q Manager for restricting public places 20 Nos.										
g	Light & Sound For the stage										
h	4 Nos. of Pillar made with iron frame & Flex.										
2.a	Flower Decoration at Bhubaneswar Railway station: Stage, Gate: - 2 nos., Gate wall Balloon Decoration 5000 No.							LSM	01		
2.b	Flower Decoration at Gates at Short		01	01	01	01	01	LSM	05		

	stay homes										
3.	Arrangement of Sound system & Ambience Light & Light for Programme		01	01	01	01	01	LSM	05		
4.	Sound less Genset 80-85 KVA(1)	01	01	01	01	01	01	No.	06		
5.	Box Type Entrance Gate at Railway Station & other places	02	01	01	01	01	01	No.	07		
6.	Standee, T. shape Leg size-5ft x 2.5 ft & Kiosk	30	09	10	10	10	10	No	79		
9.	Temporary Hoarding installation in different locations (10ftx 8 ft)	10	05	05	05	05	05	No	35		
10.	Carpeting from passage to welcome Gate (in sq. ft)	8000	1600	3500	3500	1500	3800	Sq. ft.	21900		
11.	Pagoda set up for Registration counter (10ft x 10 ft) with Carpeting, Light, plug point, Stand Fan, Long Table- 1No, Plastic Chairs- 10 nos.	***	***	***	***	***	***	LSM	05		
12.	Gajibo set up for medical checkup(10ftx 10 ft) with Carpeting, Light, plug point, Stand Fan, Long Table- 1No, Plastic Chairs- 10 Nos.	***	***	***	***	***	***	LSM	05		
13.	Invitation Card(Color print, size 7" x5") White	***	***	***	***	***	***	No	200		

	Envelope										
14.	Single Mattress with 1 Mattress, 1 Pillow with cover, 1 bed sheet, 1 Blanket	***	174	131	203	180	112	No	800		
15.	Erection of Kitchen with Bamboo structure, waterproof roof and walling	***	***	***	***	***	***	LSM	01		
16.	Adequate Manpower for security & maintenance	***	02	02	02	02	02	Per no. per shift (8 Hrs.)	10		
16.	Fire Extinguisher		05	05	05	05	05	Per No.	25		
17.	Sweeping before & after the stay of the pilgrims' entry into venues of all locations							LSM	01		
18.	Adequate provision of sanitation materials to maintaining high standard hygiene in venues	***	***	***	***	***	***	LSM	01		
19.	Anti Mosquito sprays provided at short Stay homes							Per No			
20.	Registration Counter Backdrop (10ftx 8 ft)	***	01	01	01	01	01	No.	05		
21.	Medical Health Checkup Backdrop (11 ft x8 ft)	***	01	01	01	01	01	No.	05		
22.	Bhajan Sandhya Backdrop (12ftx8 ft)	***	01	01	01	01	01	No.	05		
23.	Plastic Chairs	***	180	120	200	200	100	Per No	800		
24.	Rose bud	***	174	131	203	180	112	Per No	800		

25.	Flower Bouquets	***	***	***	***	***	***	Per No	35		
26.	VIP Snacks	***	***	***	***	***	***	Per Person	100		
27.	Water Bottles 500 ML	***	***	***	***	***	***	Per No	100 0		

**Signature of the Bidder
(With Seal)**

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. Give the copy of Work orders of such experiences		
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.	EMD for RS.20,000 /- in shape of D.D.		
7.	PAN & GST Registration copy		
8.	Annual turnover of Rs. 100.00 lakh for the last 3 years. Copy of Chartered Accounts Certificate.		
9.	Audited Financial Statement of last Three Years.		

**Signature of the Bidder
(With Seal)**

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
(With Seal)**

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)**