

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

No. 03 /Dated 16.01.2024

**TERMS OF REFERENCES FOR SELECTION OF AN AGENCY FOR MAKING  
ACCOMODATION, FOOD & OTHER LOGISTIC ARRANGEMENT FOR THE  
PILIGRIMS AT RAYAGADA**

**EXPRESSION OF INTEREST AND BACK GROUND & 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 on Tirtha Darshan (Pilgrimage) in collaboration with IRCTC (A Government of India undertaking).

Expression of Interest is invited from Caterer / Tent House Operator / Decorators for making arrangements for temporary accommodation, outdoor catering & other logistics at Rayagada for the Pilgrims (1000 Members). District Administration has arranged accommodation for 1000 pilgrims at Rayagada district the short-stay before boarding the train. The Pilgrims are expected to assemble at temporary shelters in Rayagada town one day before the date of travel. The agency shall arrange all pre-post travel requirements for these pilgrims before boarding & after completion of the tour in the above location.

Expression of interest is invited in sealed covers from Tent House Operators/ Out-Door Caterer / Event Management Agency having previous experience for successful organizing and providing similar services inside/outside the State.

**TERMS OF REFERENCE AND ELIGIBILITY CRITERIA**

**THE SCOPE OF WORK**

1. The agency shall provide one mattress, one pillow, one clean white bed-sheet to each of the pilgrims who will be arriving about one day before the time of journey. District Administration has hired covered space at temporary shelters in Rayagada town to accommodate 1000 pilgrims.
2. The agency shall provide food, drinking water and all sorts of logistic as per detail specification of the Tourism Department (Annexure-A) during the short say of the pilgrims at the time of departure and completion of the tour.
3. The agency shall make adequate arrangement for kitchen including temporary tents with complete hygiene in the accommodation area.
4. The Agency shall also provide sufficient drinking water in tankers as per the requirement
5. The agency shall be responsible for providing adequate cook, helpers, attendants, waiters, safai-wala for making the entire arrangements. The Agency shall ensure complete cleanness of Accommodation area, batching complex (area), kitchen, dining area, and immediate periphery before and after staying of the pilgrims.

6. The Agency shall also supply about 100 Nos. of standing fans and ensure adequate lighting for these pilgrims during their short-stay. The agency may inspect the site well in advance to assess the lighting and cable requirement.
7. The agency shall make adequate arrangements for smooth service of food to all the pilgrims including sitting arrangement, Dari, Bucket, Dabu etc.,
8. The Agency shall make adequate provision of Entrance Gate at the Rayagada Railways Station with carpet, flower decoration and gate hoarding etc., and platform.

### **SUBMISSION OF EMD**

The Bidder shall have to submit Rs.50,000/- (Rupees fifty thousand) only along with technical bid by way of Demand Draft in favour of Collector, Rayagada and payable at Rayagada towards Earnest Money Deposit (EMD)

The Agency has to submit sealed tender document along with EMD at the of submission of tender documents otherwise the bid would be out rightly rejected.

### **ELIGIBILITY CRITERIA**

1. The Agency must be registered with Valid Goods and Services Tax Identification Number (GSTIN, Service Tax Registration & PAN
2. The Agency must be a caterer / Tent House Operator or Event Management Agency
3. The Agency should have an average Turnover of at least Rs.10.00 Lakhs per annum for the last three years specifically from handing Tent.house /Out Door Catering / Event Management activities only.

### **BIDDING PROCESS**

The offer should be submitted in the 2 bid form

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, GIST, EMD, proof of turnover for the last three years (the minim average annual turnover should be at least Rs.10.00 Lakhs)

### **FINANCIAL BID**

The agency shall submit the Financial Bid documents in proper sealed cover super scribing "Proposal for Financial Bid" as per annexure-"B"

### **BID VALIDITY**

The Bid shall remain valid for one month

## **BID OPENING**

The pre-qualification bid shall be opened on 16<sup>th</sup> December, 2023 at 4:00 P.M in the presence of the bidders or through their authorized representatives. The financial bid shall be opened later for only those bidders who qualify the minimum eligibility criteria.

## **BID SCHEDULE**

- o Issue of Bid Document : 18.01.2024
- o Last Date of Receipt of Bid Documents : 25.01.2024(up to 3:0PM)
- o Opening of Pre-Qualification bid Document : 25.01.2024 (4:00 P.M)
- o Opening of Financial Bid : 25.01.2024 (4:30 P.M)

## **THE SELECTION CRITERIA**

The technical bid will be opened first and shall be scrutinized to verify the eligibility criteria. Those who fulfill the eligibility criteria will be short listed. The financial Bids of those agencies who fulfill the eligibility criteria and short listed will be opened for final selection.

## **PERFORMANCE SECURITY**

The Selected Agency shall submit a Performance Security for an amount of 5% of the value of the assignment in the form on an account payee Demand Draft in favour of Collector, Rayagada. The performance security shall remain valid for a period of 30 days beyond the date of completion of the contractual obligation.

## **OTHER TERMS AND CONDITION**

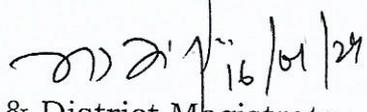
1. The Selected Agency to submit the undertaking before the District Administration to give effect to the contents of this notification.
2. Tenders received after the due date and time shall not be considered. The Collector, Rayagada reserves the right to accept or reject any tender or its part.
3. The Technical bid submitted by the bidder shall comprise the following documents
  - a. EMD in shape of DD only for Rs.50,000/- favoring Collector, Rayagada and EMD of the unsuccessful bidders shall be returned to them at the earliest after expiry of final bid validity period and latest by 30<sup>th</sup> 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 Lakhs per annum for the last three years specifically from Tent House Arrangement / Outdoor Catering & Event Management activities.
  - c. Valid GIST Registration / PAN
  - d. Audited Financial statement for last 3 years.

4. The Bid as per details given above should be submitted to the District Tourist Officer, Sanskruti Bhawan, Opposite Zilla Parishad Office, Rayagada-765001 on or before 16.12.2023 up to 3:00 P.M
5. Selection of the Agency in this process should not be construed as binding on the Authority to award any task / Work subsequently. This shall be done at the discretion of the District Administration, duly considering the performance of the agency from even to event.
6. The selection Agency has to submit the bills within one month after completion of any particular event to District Administration for settlement of claims along with other relevant supporting documents and report & Counter signature of the District Tourist Officer. No advance shall be given to the agency relating to any event.

#### **ADDITIONAL INFORMATION**

1. Conditional bids will be rejected outright.
2. Insurances, if any will be arranged by the Agency.
3. **Liquidated Damages:** In the event of agency's failure to complete the work within the specified time, The collector, Rayagada may, without prejudice to his any other right hereunder, recover from the Supplier as Liquidated Damages, the sum of 5% on contract price.
4. **Termination by default:** Collector & DM, Rayagada reserves the right to reject, cancel and terminate any offer without assigning any reason thereof.
5. **Rick-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 any time repudiates the contract. The collector, Rayagada will have the right to
  - a. Terminate the empanelment / contract of the Agency with the Collector, Rayagada 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, Rayagada
  - d. For all purposes, the Work Order issued by the Collector, Rayagada will be considered as formal contract.
  - e. Jurisdiction: Rayagada, Odisha

Interested Tent House/ Out Door Catering / Transportation Agencies / Firms have requisite expertise in organizing such Activities and Events can submit their offer by Speed Post/ Registered Post / By courier / By dropping in Drop Box in sealed envelope to the DI&PO Office, at: Sanskruti Bhawan, Opp: Zilla Parishad Office, Rayagada-765001 latest by 3:00 P.M on 25.01.2024.

  
Collector & District Magistrate  
Rayagada

**TECHNICAL BID**

Sl.No.	Particulars	Status	Indicate the Page Marking
01	Name & Address of the Firm/ Company (in detail)		
02	Date of Establishment of the Firm/ Company (Submit Evidence)		
03	If the Firm is a (Proprietorship / Partnership / Joint Venture or registered under companies Act)		
04	Details of Income Tax Return (Enclose copy of PAN/TAN)		
05	Service Tax Registration Copy		
06	GISTN Registration Copy		
07	Annual Turnover of Rs.10.00 Lakhs for the last three years (Copy of Chartered Accountants Certificate) / Audited statement		

Signature of the Bidder

## DETAIL SPECIFICATIONS

Sl.No.	Specification	Quantity
1.	Accommodation arrangements for 1 days to accommodate 1000 Pilgrims	
a.	Gadi (Single Mattress)	1000 Nos.
b.	Fooding, Snacks, Tiffin & Tea, Biscuits	1200 Nos
c.	Ceiling Fan / Table Fan	100 Nos.
d.	T-5 Lights	50 Nos.
e.	Erection of Kitchen with Bamboo & Bullah Structure, Water proofing and walling	2 X 500 Sq Ft.
f.	15 KVA Generator	1 No.
g.	6 Water Tanker Capacity 12 KL to be provided	6 Tankers
h.	Adequate manpower for Security & up-keep arrangement	LS
i.	Fire Extinguishers	10 Nos.
j.	Logistic Stall for Control Room with signage, chairs, tables, PA system etc.,	4 Nos.
k.	Adequate number of sweeper before & after the stay of the pilgrims ro make the venue clean	L.S
l.	Adequate provision of sanitation materials to maintain high standard hygiene	L.S.
m.	The Agency shall make adequate provision of decoration of Entrance Gate of the Railway Station with Carpet, floral decoration and gate hoarding etc., and decoration of platform etc.,	L.S
	The agency shall erect Stage at Ashok Kalyan Mandap and make sitting arrangements for at least 1000 Pilgrims with sufficient lights, fans, erection of entrance gate, hoarding etc., (The design and specifications will be provided by District Tourist Officer, Rayagada)	L.S

Signature of the Bidder

## FORMAT FOR FINANCIAL BID

Name of the Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Sl.No.	Scope of Work	Quantity	Rate	Amount
01	Accommodation <b>For the items of Annexure-A</b>	L.S		
02	Decoration at Railway Station <b>For The items of Annexure-C</b>	L.S		
03	Fooding & Refreshments The Agency shall provide food, drinking water and all sorts of logistic arrangement, as specified by the authority during the stay of the Pilgrims as per men mentioned below.			
I	Lunch (from 12 Noon to 2 P.M) Veg Rice / Roti, Dal, One Curry, one Veg Fry, Khata, 1 Ltr Mineral Water	250 pax		
II	Tea & Biscuits (4:00 P.M to 5:00 P.M)	1200 pax		
III	Dinner (From 7:00 P.M to 9:00 P.M) Veg Rice/ Roti, Dal, Veg Curry & 1 Ltr Mineral Water	1200 pax		
IV	Packed Snacks : Poori, Bhaji / Sabji, one Sweet , One Sweet, 1 Ltr Mineral Water must be properly packed and shall be handed over the pilgrims on the date of return.	1200 pax		

Signature of the Bidder

**Annexure-C**

Sl.No.	Items	Specifications
01	Decoration of Railway Station, Gate, Platform with live and paper flower Decoration	<ol style="list-style-type: none"><li>1. Station Outside entry gate</li><li>2. Booking office Stepping gate</li><li>3. Ticket Collector Standing Gate &amp; the pathway TC gate to platform No.01</li></ol>
02	Installation of VC Pandel, Auditorium in front of Platform No.01	Construction of Panel of size (15X12 Ft pendal height must be 6 inch from ground) and Auditorium size (40 X20) with ceiling work with following items. <ol style="list-style-type: none"><li>1. Sofa Set – 2 Nos.</li><li>2. Tea Table – 2 Nos.</li><li>3. Chair with covering – 70 Nos.</li><li>4. Flower Vessel – 2 Nos.</li><li>5. Sound System on Stage</li><li>6. Red carpeting from outside ramp path to platform No.01</li></ol>
03	Arrangement of LED & power back up for VC	LED size (8 X 12 Ft) with power back and other net connection etc.,
04	Videography & Photography	Videography and photography (with Drone camera) at all accommodation venue of pilgrims and during flagging off ceremony
05	Installation of Hoarding & Standee etc.,	Three Nos. of hoardings in the town with size (20 X 20 ft.) and 20 Nos. of Iron Standee with size (6X3 ft.). The design of the hoardings and standee is available at District Tourist Office, Rayagada