

**COLLECTORATE, RAYAGADA
(TOURISM SECTION)**

Notice No. 381 /

Dated. 24 /09/2025

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

EXPRESSION OF INTEREST AND BACKGROUND & OBJECTIVE

Government of Odisha have launched a scheme, namely "Baristha Nagarika Tirtha Yatri Yojana" for senior citizens of the State for realization of their lifelong dream of having Tirtha Darshan (Pilgrimage) in collaboration with IRCTC (A Government of India undertaking).

Expression of Interest is invited from Tent House Operator / Decorators for making arrangements for temporary accommodation & other logistics at Rayagada for the pilgrims (775 members). District Administration has arranged accommodation for the 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 / 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 775 pilgrims.
2. The agency shall provide all sorts of logistic as per detail specification of the Tourism Department (Annexure-A, B & C) during the short stay of the pilgrims at the time of departure and completion of the tour.
3. The agency shall make adequate arrangement for 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, bathing 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 as 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, carpet, Bucket, Dabu etc.
8. The Agency shall adequate provision of Entrance Gate at the Rayagada Railways Station with tent, carpet, flower decoration and gate hoarding etc. and platform.

SUBMISSION OF EMD

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

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

ELGIBILITY 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 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 / OutDoor Catering / Event management activities only.

BIDDING PROCESS

The offer should be submitted in the 2 bid form

1. Technical Bid
2. Financial Bid

TECHINCAL BID

The Technical bid shall accompany the profile of the agency, their previous experience, copy of the PAN, GST, EMD, proof of turnover for the last three years (the minimum 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 09th October, 2025 at 10.00 AM in the presence of the bidders or through their authorized representatives. The financial bid shall be opened on 10.10.2025 at 11.00 AM for only those bidders who qualify the eligibility criteria for technical bid.

BID SCHEDULE

- Issue of Bid Document : 24.09.2025
- Last Date of Receipt of Bid Documents : 08.10.2025 (up to 05.30 PM)
- Opening of Pre-qualification bid Document : 09.10.2025 (11.00 AM)
(Technical Bid)
- Opening of Financial Bid : 10.10.2025 (11.00 AM)

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 shortlisted. 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 within 24 hrs of the finalization of bid. The performance security shall remain valid for a period of 30 days beyond the date of completion of the contractual obligation.

Memo No. 382 /

Dated 24 /09/2025

Copy to Notice Board, Rayagada Collectorate, Rayagada.

Copy to DIO, NIC, Rayagada Collectorate, Rayagada / District e-Governance Manager, Collectorate, Rayagada for information and necessary dissemination of the information / quotation in the district website.

Copy to CDO-cum-EO, Zilla Parishad, Rayagada / all Sub-Collectors/ EO, Rayagada & Gunupur Municipality / EO, Gudari NAC/ all BDOs /All Tahasildars of this district for information with a request to publish the notice in their office notice board for wide publicity in the interest of the General public.

Copy to DIPRO, Rayagada, for information and necessary action.

**Collector & District Magistrate
Rayagada**

Dated 24 /09/2025

Memo No. 383 /

Copy to the members of District Level Selection Committee / District Level Co-ordination Committee / District Level Expenditure Sub-Committee for information and necessary action.

**Collector & District Magistrate
Rayagada**

Dated 24 /09/2025

Memo No. 384 /

Copy submitted to the Director, Tourism Deptt, Odisha, Bhubaneswar for information.

**Collector & District Magistrate
Rayagada**

ANNEXURE – A

Sl. No	Specification	Quantity
1	Accommodation arrangements for 1 days to accommodate 775 pilgrims	
2	Gadi (Single Mattress)	775 nos.
3	Fooding, snacks, Tiffin & Tea, Biscuits	1000 nos.
4	Ceiling Fan / Table Fan	100 nos.
5	T-5 Lights	50 nos.
6	Erection of Kitchen with Bamboo & Bullah Structure, Water proofing and wlling	2 x 500 Sq Ft.
7	15 KVA Generator	1 No.
8	Water Tanker Capacity 12 KL to be provided	6 tankers
9	Adequate manpower for Security & up-keep arrangement	LS
10	Fire Extinguishers	10 nos.
11	Logistic Stall for Control Room with signage, chairs, tables, PA system etc.	4 nos.
12	Adequate number of sweeper before & after the stay of the pilgrims to make the venue clean	L.S
13	Adequate provision of sanitation materials to maintain high standard hygiene	L.S
14	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
15	The agency shall erect Stage at Ashok KalyanMandap and make sitting arrangements for at least 775 nos. of pilgrims with sufficient lights, fans, erection of entrance gate, hoarding etc., (The design and specifications will be provided by District Administration, Rayagada)	L.S

FINANCIAL BID

Sl. No	Scope of Work	Quantity	Rate	Amount
1	Accommodation For the items of Annexure-A	--		
2	Decoration at Railway Station For the items of Annexure-C	---		
3	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 02.00 PM) Veg Rice / Roti, Dal, One Curry, One Veg Fry, Khata, 1 Ltr Mineral Water	200 Packets approx.per day		
II	Tea & Biscuits (04.00 PM to 05.00 PM)	900 Packets approx.per day		
III	Dinner (From 07.00 PM to 09.00 PM) Veg Rice / Roti, Dal, One VegCurry& 1 Ltr Mineral Water	900 Packets approx.per day		
IV	Packed Snacks : poori, Bhaji / Sabji, one Sweet, 1 Ltr Mineral Water must be properly packed and shall be handed over to the pilgrims on the date of return	900 Packets approx.per day		

Signature of the Bidder

Sl. No	Items	Specification
1	Decoration of Railway Station, Gate, Platform with live and paper flower decorations	1.Station Outside entry gate 2.Booking office Stepping gate 3.Ticket Collector Standing Gate & the pathway TC gate to platform No.01
2	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 X 20) with ceiling work with following items. 1. Sofa Set -2.Nos. 2. Tea Table -2 Nos. 3. Chair with covering -70 Nos. 4. Flower Vessel -2 Nos. 5. Sound System on Stage 6. Red Carpeting from outside ramp path to platform No.01
3	Arrangement of LED & power back up for VC	LED size (8 X 12 Ft) with power back and other net connection etc.,
4	Videography & Photography	Videography and photography (with Drone camera) at all accommodation venue of pilgrims and during flagging off ceremony
5	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 (6 X3 ft.). the design of the hoardings and standee is available at District Tourist Office, Rayagada

TECHNICAL BID

Sl. No.	Particulars	Details
1	Name & Address of the Firm/Company (in detail)	
2	Date of Establishment of the Firm / Company (Submit Evidence)	
3	If the Firm is a (Proprietorship / Partnership / Joint venture under companies Act)	
4	Details of Income tax Return (Enclose copy of PAN / TAN)	
5	Service Tax Registration Copy	
6	GSTIN Registration Copy	
7	Annual Turnover of Rs. 10.00 lakhs for the last three years (Copy of Chartered Accountants Certificate) / Audited statement	

Signature of the Bidder