SHORT TENDER CALL NOTICE

Odisha Tourism intends to participate in TTF Ahmadabad to showcase Odisha Tourism products and interact with tourism stakeholders to attract more tourists to the state. Short Tender Call Notice is invited from reputed Event Management & PR Agency / Firm with experience in handling National and International Tourism events for Government / PSU and having a track record of working in tourism related fields or providing similar services to other tourism boards. The Agency shall arrange all logistics for design, decoration and construction of Odisha Tourism Stand in TTF Ahmadabad. The last date of submission of application is **21.08.2017** up to 3 P.M.

The Terms of References may be collected from the Department of Tourism, Government of Odisha, Paryatan Bhawan, Bhubaneswar or may be downloaded from our website [www.odishatourism.gov.in](http://www.odishatourism.gov.in).

Date: **11.08.2017**

Director & Addl. Secretary to Govt.
Government of Odisha  
Department of Tourism & Culture  
(Tourism)  
***  
TERMS OF REFERENCES (ToR)  
FOR SELECTION OF EVENT MANAGEMENT & PR AGENCY  
FOR PARTICIPATION IN TTF AHMADABAD  

(A) BACKGROUND & OBJECTIVE  

Odisha Tourism is participating in a number of tourism events, travel marts, travel exhibitions within the country which are being organized by different agencies. While participating in these events / travel marts, Odisha Tourism would like to engage an Event Management & PR Agencies to design, decorate and construct the Odisha Tourism stand to be participated by the stakeholders of the state to make the participation more productive and fruitful. Odisha Tourism intends to participate in the TTF Ahmadabad to be held from 1st to 3rd September 2017 by taking 90 sqm/ 120 sqm size space.

Applications are invited in sealed covers from the reputed Event Management & PR Agencies having previous experience of successfully organizing and providing similar services to different tourism boards within the country and outside in providing logistic & professional assistance to Odisha Tourism for the aforementioned purposes.

(B) SCOPE OF WORK

1. Organize design, decorate, erect and construct of Odisha Tourism Stand in TTF Ahmadabad participated by Odisha Tourism.

2. The agency will be required to fabricate, install and maintain Odisha Tourism pavilion as per approved design according to national standards and norms fixed by the organizers on turnkey basis.

3. The decoration at the pavilion should be planned in such a way that it showcases the best of cultural heritage and ambience of the state.

4. The entire area hired for stall fabrication should be easily accessible and visible. There should be ample space for putting up exhibitor’s counters and exhibitors to sit (about 10-12 co-exhibitors).

5. The company will be responsible to supervise the execution of work at site and manage the stall during the event.

6. Display of high-resolution images and other collaterals on the inner walls. High resolution pictures shall be provided by the Deptt.
7. The display should give 3D effect to the visitor from outside the pavilion.

8. Provision of Video Wall (6 X 8 ft) shall be provided and fixed in a vantage point in the Stand. Agency will collect the inputs/ media to be displayed on these screens from Department and co-exhibitors.

9. The profiles of the co-exhibitors have to be collected by the agency and exhibit properly as per directions of Department.

10. Raised Platform for the stall area using suitable and permitted material such as wood and linoleum. Likewise the front and side panels shall also be made of suitable and branded media i.e. sun board etc.

11. The images will be developed and branded in eco-solvent vinyl /UV print mounted on 5 mm foam board. Major elements of the display may be put in 2-3 layers to give it a 3D effect. Replica of other props shown in the design will also be used suitably.

12. Provide sufficient number of furniture and other items as per requirement viz. Lounge sofa (single seated), centre table, chairs, tables, coffee table, partitions, store, coat hanger, brochure rack, flower bouquets, name plates/ boards, placards and reception as per requirement, potted plants, dust bins etc shall have to be arranged by the agency.

13. Cost of Stall fabrication, transportation charges of materials, customs clearances, material storage/ demurrage/ material disposal charges, insurances for stall and stores/material, cleaning charges of stall, dismantling charges of stall etc. are to be borne by the agency.

14. Agency has to provide all kind of electrical fixtures such as long arm spot lights, halogens, power plug sockets etc as per requirement and for proper illumination of the images and stall.

15. Electricity consumption charges would be paid/ reimbursed by the Department.

16. The representative of the Agency shall come to DOT on short notice as and when required. This will help in devising future strategies and quick action plan for implementation.

17. The Agency shall depute at least 1 (one) fluent English & Hindi speaking and Odisha tourism conversant personnel for the tourism events who shall report before two days of the event & remain till the end of the event.

18. The size of the stall shall be as per requisition depending on the requirement and the payment shall be made on prorata basis.
(C) SUBMISSION OF EMD:

The bidders shall have to submit Rs. 5,000/- (Rupees Five Thousand only) along with the technical bid by way of Demand Draft in favour of Director Tourism and payable at Bhubaneswar, Odisha towards Earnest Money Deposit (EMD).

The agency has to separately submit the Technical Bid & Financial Bid in separate sealed cover. The EMD is to be submitted in the Technical Bid otherwise the bid would be out rightly rejected. The EMD of unsuccessful bidders shall be returned within one month of opening of the bid & that of the successful bidder shall be returned upon receipt of Performance Guarantee.

(D) SELECTION METHODOLOGY

The selection of agencies will be done on Quality and Cost Based Selection (QCBS). The total evaluation will be of 100 marks of which 70 marks will be for Technical bid and 30 marks for financial bid. The agency who qualifies 70% of technical qualifications i.e 49 marks out of 70 will be eligible for next step. Therefore the bid offer should be in two forms. The process is explained below:

(E) BIDDING PROCESS:

The offer should be submitted in the 2 bid form -

1. Technical Bid
2. Financial Bid

TECHNICAL BID

The Agency shall submit the Technical Bid in a sealed cover superscribing “Proposal for Technical Bid” as per Annexure - B & C. The technical bid shall carry a weightage of 70 marks as per the details given in the table below.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Technical Criteria</th>
<th>Mark / Weightage</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Company profile and Professional expertise of the Agency</td>
<td>Detail profile of the company 10</td>
</tr>
<tr>
<td>2</td>
<td>Design</td>
<td>The bidder has to give presentation of 3 stall designs 20</td>
</tr>
<tr>
<td>3</td>
<td>Past Work Experience in organizing tourism events.</td>
<td>One international event = 5 mark One national event = 2 mark 20</td>
</tr>
<tr>
<td>4</td>
<td>Turn Over</td>
<td>3 to 5 cr =10 marks 5 to 8 cr =5 marks 8 cr and above = 5marks 20</td>
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<tr>
<td></td>
<td></td>
<td>Total- 70</td>
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</tbody>
</table>
The agency should furnish the profile of the firm covering following points:

1. The professional qualifications of personnel, technical expertise, past experience, proof of similar work handled in the past, turn over and other relevant details as a part of technical bid as attached in Technical Bid Format.

2. The agencies will have to make a presentation before the duly constituted committee for the purpose on the points mentioned in Annexure - B and for the evaluation of Technical Bid at Annexure-C.

3. The Technical bid submitted by the bidder shall comprise the following documents.
   
   a. EMD in shape of DD only for Rs. 5000/- favouring Director, Tourism and EMD of the unsuccessful bidders shall be returned to them at the earliest. EMD of the successful bidder shall be returned on receipt of performance security.
   
   b. Proof of Annual Turnover for the last 3 years specifically from handling Event Management & PR activities only (Audited Accounts).
   
   c. Copy of Work Order for organising similar events for any Govt. / PSU (at least 3 events in the past 2 years having work order value not below Rs. 7.00 lakh per event).
   
   d. Details of professional qualifications, technical expertise & past experience.
   
   e. Valid Service Tax Registration / PAN / TAN.
   
   f. Audited Financial Statements for last 3 financial years.
   
   g. Details of technical work force, regular designer, creative team (minimum 5 personnel) in the payroll of the agency.

FINANCIAL BID

The Agency shall submit the Financial Bid document in proper sealed cover superscribing “Proposal for Financial Bid”.

(F) TECHNICAL QUALIFICATION:

1. The Agency must have average Annual Audited Turnover of minimum Rs.50.00 lakh (Rupees Fifty Lakh) per annum for the last three years specifically from handling Event Management & PR activities only.

2. Must have successfully organised tourism events for any Govt / P.S.U at least 3 events in the past 2 years having work order value not below Rs.7.00 lakh per event.
3. Copy of the work orders mentioning value of the work and photograph of similar works executed are to be furnished along with the technical bid.

4. Must have regular designer, creative team and technical work force (minimum 5 personnel) in their payroll and shall submit the detail in their proposal.

(G) **THE SELECTION CRITERIA:**

Only those agencies which qualify the technical qualification as per Annexure - B i.e. **Criteria for Technical Qualification** will be considered for further evaluation of their financial bids. Bids of the ineligible agencies in technical bids shall not be opened under any circumstances.

The final selection will be made on the basis of marks/score secured in the technical bids and marks/score secured in the financial bids taken together. The highest mark/score secured by the agency shall be selected.

(H) **BID OPENING**

The technical bid shall be opened on **22.08.2017 at 11 am** in the presence of the bidders or through their authorized representatives having ID proof. The financial bid shall be opened later for only those bidders who qualify minimum 70% of the technical bids, i.e. 49 marks.

(I) **OTHER TERMS & CONDITIONS**

1. Work Order shall be issued to the selected agency.

2. The Work Order issued is liable to be cancelled / terminated / revoked any point of time, if the performance of the Agency is found unsatisfactory, after giving due opportunity for being heard. In case the agency fails to execute the work as per the terms & conditions, there shall be proportionate deduction from the bill submitted by the agency.

3. Tenders received after the due date and time shall not be considered. The Director Tourism reserves the right to accept or reject any tender or its part.

4. The bidder would be responsible for all risks involved in maintenance of the stall.

5. For any accident or mishap due to poor fabrication of the stall, the bidder would be solely responsible in all respects.

6. All costs incurred by the bidder in respect of submission of bids shall be borne by the concerned firm.

7. All clearances, approvals, NOC'S for events/ events organizers/ firm staff / material etc. will have to be managed by firm itself. Department of Tourism may however issue letters of authorization, if so required.
8. Request for Advance payment will not be considered.

9. Rate including taxes should be quoted. GST as applicable and as per actual.

10. The Deptt. of Tourism reserves its right, not to accept bids from the Agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government Investigating Agencies/Vigilance Cell.

11. For any query and clarification, interested agencies may contact Dr. R.K. Pattanayak, Tourist Officer by mail ortour@gmail.com before submitting the tenders.

12. Wherever specific terms and conditions have not been spelt out in tender document, rules as contained in Odisha Government Financial Rules (OGFR) shall apply.

13. 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 DoT, duly considering the performance of the Agency.

14. The selected agency has to submit the bills within 15 days of the completion of event to DoT for settlement of claims and no advances shall be given to the agency relating to the event.

(J) ADDITIONAL INFORMATION:

i. Conditional bids shall be rejected outright.

ii. Insurance including transit insurance shall be arranged by the Agency.

iii. Liquidated Damages: In the event of Agency's failure to complete the work within the specified time, the Department of Tourism may, without prejudice to any other rights hereunder, recover from the supplier, as Liquidated Damages, amounting to the sum of 5% of the contract price.

iv. Termination by default: Department of Tourism, Government of Odisha 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 Tender Document or fails to complete the work within the specified time or at any time repudiates the contract, the Department of Tourism will have the right to:

   a) Terminate the empanelment/contract of the agency with the Department of Tourism 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 amount to the Department of Tourism.
d) For all purposes, the Work Order issued by the Department of Tourism will be considered as formal contract.

vi) **Arbitration:** Provisions of Arbitration Act 1996 & 2002 will be applicable and venue of arbitration will be Bhubaneswar, Odisha.

vii) **Jurisdiction:** Bhubaneswar, Odisha.

Interested Event Management & PR Companies having requisite expertise in organising such Events and PR Activities can submit their offer by post in sealed envelope to the Director Tourism, Department of Tourism, Govt. of Odisha, Paryatan Bhawan, Lewis Road, Bhubaneswar-751014 so as to reach on or before **21.08.2017** upto **3.00 pm**.

**Director & Addl. Secretary to Govt.**
Tourism Department
Bhubaneswar-751014
To,

The Director
Department of Tourism
Government of Odisha, Bhubaneswar

Sir

We, the undersigned declare that:

1. We have examined the bidding document.
2. If our bid is accepted, we commit to deposit a performance security.
3. We understand that this bid, together with your written acceptance shall constitute a binding contract between us, until a formal contract is prepared and executed.
4. We agree to permit the procuring entity or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the procuring entity.
5. We accept to abide by the conditions and additional information of the bid released by Director, Tourism.
6. Following have been enclosed along with this technical bid :-
   i) Bid document with signature and seal.
      a) DD / Banker Cheque / Cash Deposit receipts etc. of Rs. 5000/- for bid security in favour of Director Tourism
   iii) Photocopy of Service Tax clearance certificate up to 31.3.2017 and PAN Card issued by Income Tax Dept. have been enclosed.
   iv) Experience certificate of five years having done similar work in this field has been enclosed.
   v) Final accounts audited by CA for Turnover for past three years (2014-15, 2015-16 and 2016-17) for similar work has been enclosed.
   vi) Necessary information related to human resources has been enclosed.
   vii) If the firm is a small scale industry unit (SSI), then the copy of registration as small scale unit issued by competent authority has been enclosed.
   viii) Declaration letter of being bona fide manufacturer / dealer on letter head of the firm has been enclosed.
   ix) If the bidder is a firm / company, then the authorization letter of authorized representative containing his name, address and status with signature have been uploaded. Deptt. will not contact anyone else in this regard.

Signature of the Bidder with Seal
(Name, Address, Phone No.)
### SPECIFICATION OF STAND

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Particulars of Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Construction, Design and decoration of Odisha Tourism Stand</td>
</tr>
<tr>
<td>2</td>
<td>Stall Fabrication (Backlit, Platform, Carpeting, etc)</td>
</tr>
<tr>
<td>3</td>
<td>Eco-solvent vinyl /UV print mounted on 5 mm foam board. Major elements of the display may be put in 2-3 layers to give it a 3D effect in Vinyl / Acrylic / Cloth printing</td>
</tr>
<tr>
<td>4</td>
<td>Reception / Information Table &amp; Chairs &amp; 2 Hostess</td>
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<tr>
<td>5</td>
<td>Arrangement of Tea / Coffee / Biscuits / Water etc. for the stand</td>
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<tr>
<td>6</td>
<td>Provision of Video Wall (6 X 8 ft) shall be provided and fixed in a vantage point in the Stand.</td>
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<tr>
<td>7</td>
<td>Sitting Arrangement with Sofa Set &amp; branding for Co-exhibitors and Odisha Tourism</td>
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<tr>
<td>8</td>
<td>Set of 1 Table &amp; 2 Chairs for about 12 Co-exhibitors</td>
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<tr>
<td>9</td>
<td>Information Counter &amp; Flowers for Decoration with bouquet, etc</td>
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<tr>
<td>10</td>
<td>Handling dispatch of publicity materials from DoT for the event</td>
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<tr>
<td>11</td>
<td>Presence of at least one person two days before the event till end</td>
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<tr>
<td>12</td>
<td>Arrangement of Hostess – 2 nos</td>
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<tr>
<td>13</td>
<td>Adequate Branding of the stand</td>
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<tr>
<td>14</td>
<td>Daily Cleaning of Stand</td>
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<tr>
<td>15</td>
<td>Wi-Fi Connections</td>
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<tr>
<td>16</td>
<td>Replica of Konark Wheel in Poly Vinyl</td>
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</tbody>
</table>

Signature of the Bidder
CRITERIA FOR TECHNICAL QUALIFICATION

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Particulars</th>
<th>Status</th>
<th>Indicate the Page no or marking</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name &amp; Address of the Firm (Details of Tel. Fax, Email)</td>
<td></td>
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<tr>
<td>2</td>
<td>Date of Establishment of the Company (Submit proof)</td>
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<tr>
<td>3</td>
<td>Total Work Experience (in years)</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>Is your Firm a Proprietorship / Partnership / Joint Venture or registered under Companies Act (Pl. give details and enclose certificate)</td>
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<tr>
<td>5</td>
<td>EMD (Rs. 5000/-)</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>Details of Income Tax Registration (Enclose copy of PAN / TAN)</td>
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<tr>
<td>7</td>
<td>Service Tax and VAT Registration copy</td>
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<tr>
<td>8</td>
<td>Annual audited turnover of Rs. 50.00 lakh for the last 3 year. Copy of Chartered Accounts Certificate</td>
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<tr>
<td>9</td>
<td>Successfully executing similar works at least three, work order value not below 7.00 lakhs per event, in last 2 years. (Submit work orders which mention the value of the work)</td>
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</tr>
</tbody>
</table>

Signature of the Bidder
## TECHNICAL BID
### (BASIS FOR EVALUATION)

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Particulars</th>
<th>Details of Information Required</th>
<th>Basis for evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Professional Qualification &amp; Creative Team (10 Marks)</td>
<td>The name of the professionals &amp; creative team furnished by the agency must be in their pay roll for a period of not less than 1 year. Supporting documents like EPF / ESI, and any other statutory draws.</td>
<td>Qualification standards- 10 marks</td>
</tr>
<tr>
<td>2</td>
<td>Technical Expertise (20 Marks)</td>
<td>The Design proposed for Odisha Tourism, Creative and presentation.</td>
<td>Design- 10 marks</td>
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<td></td>
<td></td>
<td></td>
<td>Creativity &amp; Presentation- 5</td>
</tr>
<tr>
<td>3</td>
<td>Past Work Experience (20 Marks)</td>
<td>Number of national and international events. Presentation of works done</td>
<td>Quality of work- 10 marks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Number of national and international events- 5 marks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Scale of events- 5 marks</td>
</tr>
<tr>
<td>4</td>
<td>Turn Over (20 Marks)</td>
<td>Annual audited turnover of Rs. 40.00 lakhs for the last 3 year. Copy of Chartered Accounts Certificate</td>
<td>i. Rs. 40 lakh to 2 crore (5 marks)</td>
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<td></td>
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<td>ii. Rs. 2 - 10 Crore (10 marks)</td>
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<td></td>
<td></td>
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<td>iii. Rs. 10 Crore and above (20 marks)</td>
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