



Tourism Development Office, Puri

SHORT TENDER CALL NOTICE

Notice of tender for selection of Agency/Firm/Event for Installation of Temporary
Tourism Information Stall at Malatipatpur, Puri for Car Festival, 2025

No. Acct.TDOP-39/25- 727 /TDO, Puri Date: 02/06/25

Government of Odisha
Tourism Development Office, Puri
Near Subash Bose Square, VIP Road, Puri – 752001
Email: oritourpuri@gmail.com Tel No. 06752-222664

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**GOVERNMENT OF ODISHA
TOURISM DEVELOPMENT OFFICE, PURI**

SECTION - I

No. Acct.TDOP-39/25- 727 /TDO, Puri

Dt. 02/06/25

SHORT TENDER CALL NOTICE

Tourism Development Office, Puri on behalf of Department of Tourism, Odisha, Bhubaneswar invites sealed tenders from competent agency/firm/event to carry out tentage/stall/event work for **“Installation of Temporary Tourism Information Stall at Malatipatpur, Puri”** for Car Festival, 2025 from **27th June to 6th July’ 2025**. Bidders are requested to go through the tender document carefully and submit bids.

Tender schedule and important information to the bidders

Sl. No.	Particular	Details
1	Name of the work	Selection of Agency/Firm/Event for “Installation of Temporary Tourism Information Stall at Malatipatpur, Puri”
2	Method of selection	Open Tender by L1
3	Date of issue of Notification	02.06.25
4	Date, time and place for opening of the tender	Date: 13.06.25 Time: 4.00 PM Place: Conference Hall, Tourism Development Office, Puri.
5	Last date and time for submission of bid	Date: 13.06.25 Time: 12.00 PM through Speed Post/Registered Post/Courier only. No bid shall be collected by any other means. If the specified date for the submission of Proposal is declared as holiday, the proposals will be received up to the appointed time on the next working day.
6	Date, time & place of opening of technical bid and preparation of list of qualified bidders	Date: 13.06.25 at 4.00 PM in the Conference Hall, Tourism Development Office, Puri.
7	Date, time and place of opening of Financial Bids of qualified bidders	Date: 13.06.25 at 4.00 PM in the Conference Hall, Tourism Development Office, Puri.
8	Earnest Money Deposit (EMD) (Refundable)	₹ 10,000/- Rupees (Ten Thousand) only in shape of Demand Draft in favour of “Assistant Director, Tourism, Puri” drawn in any of the National Bank/Any recognized Bank.
9	Address & mode for delivery of Bid and EMD.	Address: Assistant Director, Tourism, Tourism Development Office, Puri, Near Subash Bose Square, VIP Road, Puri – 752001. Mode of delivery: Only through Speed Post/Registered Post/Courier

Assistant Director, Tourism.

SECTION-II

SCOPE OF THE WORK

1. **Scope of the work:** Installation of Temporary Tourism Information Stall at **Malatipatpur, Puri for Car Festival, 2025**. Temporary stall for the following purposes and with the specifications mentioned for each are required to be prepared.

Sl. No.	Particulars	Specification
1)	Structure (Stall size)	Construction of Temporary shed of 150 Sq.ft. (15' x 10') and 12' height from ground level with Tarpaulin Water proofing, Top Ceiling, Side walling. Stall outer side wall and both side walls must be branding. The Agency/Firm/Event has to bear the cost of Space Rent for Stall.
2)	Flooring	Wooden Platform of 1.6" height from the ground covering with new synthetic carpet matting in entire stall area. Temporary staircase.
3)	Design	Design front facia and outer decoration with Odisha Tourism Logo & with letters both in Odiya & English (ODISHA TOURISM).
4)	Inner decoration	Inner decoration with glow signages of places of tourist interest fixing 4' x 3' – 06 Nos. (as per requirement) and flex exhibits of places of interest of Odisha.
5)	Electric Fittings	Metal Halogen (400 wt) - 03 Nos., LED light – 06 Nos., Other lights as per requirement, Ceiling Fan – 03 Nos. Stand Fan – 02 Nos. Temporary Electric connection from 26.06.25 to 06.07.25. The Agency/Firm/Event has to bear the cost of Energy Charges.
6)	Furniture	Information desk – 02 Nos. with Odisha Tourism Branding with Logo, Executives Steel Chairs – 10 Nos.
7)	Receptionist & Watchman	Receptionist – 04 Nos. in two shifts, Watchman – 03 Nos. in three shifts.
8)	Closures/ Drop cover	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
9)	Flower Decoration	Sufficient Live flower decoration of the Stall (Two times during the event)
10)	Cleaning and sanitation	02 No. dustbins of 3 feet height, are to be placed near the Stall and the garbage to be lifted from time to time.

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SECTION: III

TECHNICAL BID

1. **Technical qualification criteria:** The technical qualifications required for submission of bids are mentioned below. The bidders need to read the same carefully and submit the documentary proof of fulfilment of the qualifications in the sequence mentioned below.

TECHNICAL BID QUALIFICATION CRITERIA

Sl. No.	Technical qualification criteria	Documentary Evidence
1.1.	Registration: The bidder must be a registered entity with a competent authority for organizing activities relating to Tentage/Stall/Event and must have a valid registration certificate	Certificates of Registration / Incorporation with the competent authority with validity up to the date
1.2.	PAN & GSTIN: The bidder must have PAN and GST (GSTIN) registration	Copy of PAN and GSTIN GST Certificate for last three years i.e. 2021-22, 2022-23 & 2023-24
1.3.	Experience: The Bidder should have been experience in participating Tourism Stall / Tourism Exhibition / Tourism Events / Related similar events providing Services to the Central/ State Government program organized by Government in last three years i.e. 2022-23, 2023-24 & 2024-25	Work order/ Work completion certificate/ Experience Certificate issued by the concerned Government authority
1.4.	Turnover: The Agency/Firm/Event should have minimum annual turnover of ₹ 25 lakh per year for last three year i.e. 2021-22, 2022-23 & 2023-24 & Up to date TDS of last three year i.e. 2021-22, 2022-23 & 2023-24.	Audited Balance Sheet & Turnover Certificate issued by a statutory auditor/ from Chartered Accountant/ Income tax returns showing proof of income.
1.5.	Declaration to the effect that the bidder has not been blacklisted by any Central/ State Government	Form of Declaration in the format at Part-II in Annexure-A.
1.6.	The Agency/Firm/Event shall have fully functional local office in Odisha.	Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)
1.7.	The Agency/Firm/Event shall have valid Trade License of Tentage/Stall/Event.	Certificates from competent authority (Central/ State Government) with validity up to the date.
1.8.	The Agency/Firm/Event must submit the design of the Stall as per the Scope of the work/specification mentioned in the Section II.	In shape of Photographs.

2. Manner of submission of Bid: The bidder has to furnish the bid in four envelopes, i.e., Envelope-1 containing 'Bid documents', Envelope-2, containing 'Technical Bid documents', Envelope-3 containing Financial Bid document and Envelope-4, containing Envelope, 1, 2 & 3.

PROCEDURE TO BE FOLLOWED TO SUBMIT THE BID

Sl. No.	Envelope No.	What to contain	How the envelope is to be labeled
2.1.	Envelope-1	(i) Covering letter in the format at Annexure-A (ii) Information in the format at Annexure-B along with the documents	Envelope-1- Bid documents – Agency/Firm/Event for Tentage/Stall/Event work for Car Festival, 2025.
2.2.	Envelope-2	Information in the format at Annexure-C along with the documents	Envelope-2-Technical Bid-Agency /Firm/Event for Tentage/Stall / Event work for Car Festival, 2025.
2.3.	Envelope-3	Financial bid document	Envelope-3- Financial Bid-Agency /Firm/Event for Tentage/Stall / Event work for Car Festival, 2025.
2.4.	Envelope-4	Sealed Envelope 1, 2 and 3	BID for selection of Agency for Tentage/Stall/Event work for Car Festival, 2025.

3. General checklist of documents to be submitted by the bidder

Each page of the documents to be signed with the organizational seal of the bidder.

Sl. No.	Particular of the document	Remark
3.1.	Covering letter in the Bidder's letterhead requesting to participate in the tender	Envelope No. 1
3.2.	Copy of Certificates of Registration / Incorporation with the competent authority with validity up to the date	
3.3.	EMD for ₹ 10,000/- (Rupees Ten thousand) only in shape of Bank Draft drawn in any of the Nationalized Bank/Any recognized Bank in favour of Assistant Director, Tourism Puri, Or In case the bidder has been exempted from paying EMD under any valid law/ guidelines/ order of a competent authority, the self-attested copy of such document Non-submission of EMD amount in the prescribed manner or valid document in support of claim for exemption shall entail the proposal to be rejected.	
3.4.	Copy of PAN	
3.5.	Copy of GSTIN registration	
3.6.	Experience certificates (arranged in ascending order, year-wise)	Envelope No.2
3.7.	Audited balance sheet of the firm issued by a statutory auditor/ from Chartered Accountant/ Income tax returns showing proof of income from 2021-22 to 2023-24 (arranged in ascending order, year-wise)	
3.8.	Declaration to the effect that the bidder has not been blacklisted by any Central/ State Government	
3.9.	Financial Bid document	Envelope No. 3
3.10.	Envelope 1, 2 and 3	Envelope No. 4

4. **Bid Evaluation criteria:** The Technical Bid document in Envelope-2 shall be verified and the following marking scheme for technical evaluation shall be followed.

Criteria, sub-criteria and scoring system for the evaluation of full Technical Proposals are

Sl. No.	Evaluation Criteria	Max Points	Supporting documents
4.1.	Experience in participating Tourism Stall / Tourism Exhibition / Tourism Events / Related similar events providing Services to the Central/ State Government program organized by Government in last three years i.e. 2022-23, 2023-24 & 2024-25	30	Work order/ Work completion certificate/ Experience Certificate issued by the concerned Government authority
4.2.	- The Agency/Firm/Event should have minimum annual turnover of ₹ 25 lakh per year for last three year i.e. 2021-22, 2022-23 & 2023-24. (5 point) - Up to date TDS of last three year i.e. 2021-22, 2022-23 & 2023-24. (5 point) - Audit Balance sheet of last three years i.e. 2021-22, 2022-23 & 2023-24. (5 point) - GST Certificate for last three years i.e. 2021-22, 2022-23 & 2023-24. (5 point)	20	Certificate from statutory auditor/ Audited Balance Sheet & Turnover Certificate from Chartered Accountant certifying the same need to be enclosed. GST Certificate
4.3	EMD for ₹ 10,000/- (Rupees Ten thousand) only in shape of Bank Draft drawn in any of the Nationalized Bank/Any recognized Bank in favour of Assistant Director, Tourism Puri, Or In case the bidder has been exempted from paying EMD under any valid law/ guidelines/ order of a competent authority, the self-attested copy of such document Non-submission of EMD amount in the prescribed manner or valid document in support of claim for exemption shall entail the proposal to be rejected.	20	Certificate from the competent authority for support of claim for exemption from EMD.
4.3.	The Agency/Firm/Event must submit the design of the Stall as per the Scope of the work/specification mentioned in the Section II.	30	In shape of Photographs
	Total	100	

5. Methodology of Evaluation – Open Tender

- 5.1. The selection shall be based on open tender with the lowest price.
- 5.2. The bidders who qualified in the technical bid should be eligible for financial bids.
- 5.3. Financial Bid will only be opened in case of those parties who meet all the Technical specifications/requirements and terms and conditions of the committee.

6. Award of Contract:

The office will intimate the successful bidder by issuing an offer letter/work order. In case the successful bidder fails, the EMD furnished by the bidder shall be refundable. The Office may invite the second most successful bidder to execute the project at the prices of the successful bidder. If the negotiation with the second most successful bidder fails, the office will cancel the bidding procedure and re-invite the bid (*Sub-contracting is not allowed under this assignment*).

7. Other Terms & Conditions:

- 7.1. The bidder name & address shall be mentioned in the left hand bottom corner of the outer envelope. The envelopes shall be addressed to the Asst. Director, Tourism, Tourism Development Office, Puri, Govt. of Odisha, Near Subhas Bose Square, VIP Road, Puri – 1.
- 7.2. The quotation in sealed covers and envelop must be subscribed as **“Temporary Tourism Information Stall at Malatipatpur, Puri”**
- 7.3. The quotations reached beyond the stipulated date & time and required documents shall be liable for rejection and shall not be entertained.
- 7.4. The Tender will be valid for 90 (Ninety) days.
- 7.5. Bidder shall depute adequate staff for execution & supervision of the work. The supervision work at site will be done constantly by the qualified staff employed by Bidder.
- 7.6. The Tender will not be responsible for any occurrence like theft & missing of any articles while deployment of guards by the agency during the Festival period.
- 7.7. In case of any occurrence of theft, the Agency will conduct proper inquiry.
- 7.8. The Agency will be responsible for upkeep and maintenance of the entire work done by them till the closing of the event.
- 7.9. The Agency/Firm/Event has to bear the cost of Space Rent & Energy Charges rent if any.
- 7.10. In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled erect, handle and maintain supply-line and its upkeep.
- 7.11. The rate offered by the agency shall be including of GST & other Taxes.
- 7.12. The bidder shall quote their price for all the items without leaving any column / row blank.
- 7.13. The CDO-Cum-EO Zilla Parisad, Puri, Chairman of the Tender Committee reserves the right to accept, reject any or all tender/quotation without assigning any reason thereof and the final decision will be taken by the Chairman of the Committee.
- 7.14. All the judicial matters/Legal disputes arising out of the contract shall be within the jurisdiction of civil court of Puri only.
- 7.15. Modification can be made as per the requirement on spot with approval of Chairman of the Tender Committee.
- 7.16. The Agency/Firm/Event has to bear their responsibilities for proper installation and look after of Stall from beginning to till the end of the event as per the direction of Assistant Director, Tourism, Tourism Development Office, Puri.
- 7.17. The Tender can be downloaded from Puri District website: - <https://puri.odisha.gov.in>

8. Number of Bids:

Each Bidder shall submit only one (1) bid, in response to this TENDER. Any bidder who submits or participates in more than one bid shall be disqualified. The bidder shall be responsible for all costs associated with the preparation of its bid and its participation in the bidding process.

SECTION-IV

FINANCIAL BID

The bidder shall submit financial bid in the following format under the letterhead of the bidder

COVERING LETTER (In Bidders Letter Head)

[Location, Date]

To

The Assistant Director, Tourism
Tourism Development Office, Puri

Sub: Submission of Financial Bid for Installation of Temporary Tourism Information Stall at Malatipatpur, Puri for Car Festival, 2025.

Sir,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Bid No. _____, Dated: _____. Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures*]. This amount is inclusive of all taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

Sl. No.	Particulars	Specification	Rate inclusive GST & Other expenses, if any (Items wise)
1)	Structure (Stall size)	Construction of Temporary shed of 150 Sq.ft. (15' x 10') and 12' height from ground level with Tarpaulin Water proofing, Top Ceiling, Side walling. Stall outer side wall and both side walls must be branding. The Agency/Firm/Event has to bear the cost of Space Rent for Stall.	
2)	Flooring	Wooden Platform of 1.6" height from the ground covering with new synthetic carpet matting in entire stall area. Temporary staircase.	
3)	Design	Design front facia and outer decoration with Odisha Tourism Logo & with letters both in Odiya & English (ODISHA TOURISM).	
4)	Inner decoration	Inner decoration with glow signages of places of tourist interest fixing 4'x 3' – 06 Nos. (as per requirement) and flex exhibits of places of interest of Odisha.	
5)	Electric Fittings	Metal Halogen (400 wt) - 03 Nos., LED light – 06 Nos., Other lights as per requirement, Ceiling Fan – 03 Nos. Stand Fan – 02 Nos. Temporary Electric connection from 26.06.25 to 06.07.25. The Agency/Firm/Event has to bear the cost of Energy Charges.	

Sl. No.	Particulars	Specification	Rate inclusive GST & Other expenses, if any (Items wise)
6)	Furniture	Information desk – 02 Nos. with Odisha Tourism Branding with Logo, Executives Steel Chairs – 10 Nos.	
7)	Receptionist & Watchman	Receptionist – 04 Nos. in two shifts, Watchman – 03 Nos. in three shifts.	
8)	Closures/ Drop cover	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.	
9)	Flower Decoration	Sufficient Live flower decoration of the Stall (Two times during the event)	
10)	Cleaning and sanitation	02 No. dustbins of 3 feet height, are to be placed near the Stall and the garbage to be lifted from time to time.	
		Total including GST	

I have carefully read and understood the terms and conditions of the TENDER CALL NOTICE and do hereby undertake to provide the service accordingly. I understand, the rates quoted including GST by me is final.

Yours faithfully,

Authorized Signatory [In full and initials]:
Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

SECTION-V

ANNEXURES

Annexure-A

(Letter head of the Bidder's organization)

No. _____

Date: _____

To:

The Assistant Director, Tourism
Tourism Development Office, Puri.

Subject: Submission of proposal for participation in the tender for selection of Agency/Firm/Event for Tentage/Stall/Event for Installation of Temporary Tourism Information Stall at Malatipatpur, Puri for Car Festival, 2025.

Reference: Tender No. Acct. TDOP-39/25- _____ Dated _____.

Sir,

PART-I: Willingness to participate in the Tender

In reference to the above, I/ we, express my/ our willingness to participate in the Tender mentioned under reference. I/ we will abide by all the terms and conditions and hereby submit the tender Paper in the manner prescribed.

PART-II: Declaration

I/ we further declare that I/ we have not been blacklisted by any Central/ State Government for organizing any work of Tentage/Stall/Event services or otherwise.

Regards,

Signature

Name:

Designation:

Seal of the organization

Annexure-B

**FORMAT FOR SUBMISSION OF BID INFORMATION ALONG
WITH SUPPORTING DOCUMENTS BY THE BIDDER**

Bidder has to furnish information with supporting documents in the following format for bid qualification in Envelope-1.

Sl. No.	Description	Full Details
1.	Name of the Bidder	
2.	Address for communication: Tel: Fax: Email ID:	
3.	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. Email id:	
4.	Registration/ Incorporation Details Registration No: Date & Year.:	
5.	Contact details of the local office in Odisha (Address, Mail Id & Telephone Number)	
6.	EMD Details Amount: DD No.: Date: Name of the Bank:	
7.	PAN Number	
8.	Goods and Services Tax Identification Number (GSTIN)	
9.	Willing to carry out assignments as per the scope of work of the TENDER	YES
10.	Willing to accept all the terms and conditions as specified in the TENDER	YES

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

Annexure-C

The bidder has to submit information along with documents in the following format for evaluation of Technical Bid.

FORMAT FOR SUBMISSION OF TECHNICAL BID INFORMATION ALONG WITH SUPPORTING DOCUMENTS BY THE BIDDER

Part-I: Turn-over of the bidder in the previous financial years				Figures in ₹ lakh				
Details	FINANCIAL YEAR (Annual turnover)							
	2021-2022	2022-2023	2023-2024					
Turnover from Tentage / Stall/Event services								
Supporting Documents:								
1. Audited and certified financial statements under the signature of a CA, for the above-mentioned period for each financial year to be submitted. 2. The statement should be signed by the bidder on each page.								
<i>Signature and Seal of the Chartered Accountant with Date in original:</i>								
Signature of the Authorized Signatory of the bidder [With Date and Seal]: _____								
[NB: No Scanned Signature will be entertained]								
Part-II: Information on past experience of the Bidder in Tentage/Stall/Event works								
Sl. No.	Year	Name of the assignment	Name of the Dept./ Govt. organization	Contract value	Period (mention dated) and duration (mention no. of days)	Date of award of work	Date of completion of the work	Remark (if any)
(More rows may be added if required)								
Signature of the Authorized Signatory [With Date and Seal]: _____								
Part-III: Information regarding any conflicting activities and declaration thereof								
DECLARATION								
1. I, also acknowledge that in case of misrepresentation of any of the information, our bid / contract shall be rejected/ terminated by the Chairman of the Tender Committee which shall be binding and abided fully. 2. I/ we further declare that I/ we have not been blacklisted by any Central/ State Government for organizing any work of Tentage/Stall/Event services or otherwise.								
Signature of the Authorized Signatory [With Date and Seal]: _____								

Memo No. 728(13)/TDO, Puri,Dt. 02/06/25

Copy to Notice Board / S.P, Puri / ADM, Puri / Sub-Collector, Puri / S.E (R&B), Puri / E.O, Municipality, Puri / Dist. Treasury Officer, Puri / DIPRO, Puri / DCO, Puri / DeGM, OSWAN, Puri / DIO, NIC, Puri / Notice Board of Bus Stand / Rly. Station / President/Secretary, Hotel Association, Puri for kind information with a request to place a copy of this letter to their notice board for wider circulation & awareness of public.

Asst. Director, Tourism.

Memo No. 729 /TDO, Puri,Dt. 02/06/25

Copy submitted to the CDO-Cum-EO ZP, Puri, Chairman of the Tender Committee for kind information & necessary action.

Asst. Director, Tourism.

Memo No. 730 /TDO, Puri,Dt. 02/06/25

Copy submitted to the OSD to Collector, Puri for kind information of Collector.

Asst. Director, Tourism.

Memo No. 731 /TDO, Puri,Dt. 02/06/25

Copy submitted to the Director, Tourism, Govt. of Odisha, Bhubaneswar for kind information.

Asst. Director, Tourism.