



Bhubaneswar Development Authority

Akash Shova Building, Sachivalay Marg
Bhubaneswar – 751001, Odisha

Notice No: 42003/BDA
(OE-III-135/22)

Date: 30.11.2022

**CORRIGENDUM NOTICE TO REQUEST FOR PROPOSAL FOR SELECTION OF
AN AGENCY FOR CONCEPTUALIZATION & EXECUTION OF CURATED CITY
TRAILS UNDER EKAMRA WALKS IN BHUBANESWAR AS PART OF
BHUBANESWAR CITY FESTIVAL**

Bhubaneswar Development Authority (BDA) hereby issues this notice for the attention of all potential bidders that the responses to the queries raised in pre-bid meeting along with the revised RFP document can be downloaded from date 30/11/2022 onwards at BDA website i.e. bda.gov.in.

The last date for receipt of technical and financial proposals is 04.00 PM on dt. 07/12/2022 . The technical proposal shall be opened at 04.00 PM on dt. 07/12/2022.

**Sd/-
Secretary, BDA**

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Corrigendum cum Responses to Pre-Bid Queries

Responses to the queries towards provisions of "Request For Proposal for Selection of an Agency for Conceptualization & Execution of Curated City Trails under Ekamra Walks in Bhubaneswar as part of Bhubaneswar City Festival (Notice No: 39901/BDA)".

Sl.No	Clause No. & Page reference	RFP Provisions	Query/ Suggestions/ Clarification sought by the bidders	Reply / Responses
1	Clause 3.2	Proposed Destinations Bhubaneswar Food Trail 3-4Hrs Anna Upama, Kharbel Nagar Rabi Bara Shop, Unit 6, Rabi Dahibara, ID Market, Anna South India, CRP, Ram Bhai Tea Stall, CRP, Kora Khai around Lingaraj Temple, Ananta Vasudev Temple, Odisha Hotel, Dalma Hotel Nimantrana Restaurant, Ballary Hotel	Apart from the mentioned places, can we add other places?	The proposed destinations are for reference purpose only. However, Agency shall explore and propose the locations after due consultation with the owners and get its approval from the Authority
2	Clause 3.4	Team Structure, Volunteer Guides 10-12 For all kinds of support during different trails	If we have on going 5 trails at the same time, we might need more volunteers for the same.	The agency may depute more people without any additional cost beyond this minimum obligation. However, the deployment of the manpower as indicated in the RFP shall be in consultation with the Authority during execution.

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3	Clause 15.1	<p>Technical eligibility : The Agency should have an experience of curating, implementing & managing similar events/festivals satisfying any of the following two conditions. The agency must have successfully completed at least 5 similar events within last 5 years. A. Similar event means, experience of organizing trails and group tours for public or corporate client or hospitality events etc. that involves handling group of around 20+ participants. B. Completed means curated, planned, implemented & managed, with multiple stakeholders/agencies, Government or private. BDA reserves the rights to determine the similar project out of the project experience of the bidder. Corresponding Work Order, Completion Certificate / CA Certificate or any other supporting document should be submitted</p>	<p>As mentioned here, the submission of work orders is compulsory, but our most of the works are done by our own self . So here we request to put a slash mark instead of a comma.</p>	<p>RFP Condition prevails</p>
4	Clause 6	<p>Payment Schedule</p>	<p>Please mention the turn around time of the payment release as this is a project where we need regular cash flow for various payments. As we are not aware of BDA's process please specify the payment release formality with the time usually it takes for the payments to be released from BDA side.</p>	<p>Payment shall be made as per the milestones mentioned in the Payment Schedule shortly after approval of the deliverable by the Authority</p>
5	General		<p>Do we have to create separate website / social handles for each walk or will they all be done under one banner of ekamra walks.</p>	<p>Separate website not required. Other details shall be intimated later.</p>

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6	General		Who owns the ekamra walks website / domain and is the same available for us to work on.	Shall be intimated later.
7	General		Can we take online bookings as well and also payment for each activity.	Yes.
8	General		There is a brief mention of conveyance for pick up drop of guests, need more details on above. Parking/ logistics of vehicles need more elaboration thereof.	A 26 seater AC vehicle shall be provided for Transport Services for each of the trails for the complete project period For 75 Trails within Bhubaneswar 3.1.22 The vehicles to be used in the transport shall be clean, sanitized & with groomed staff. The vehicle should preferably have audio system in place 3.1.23 The parking place for the vehicles for pick up and drop shall be identified and designated by the authority.
9	General		Any marks assigned to agencies having covered other state events at a similar or larger scale and what is the quantum?	General Marking in the Technical Criteria for the number of similar projects completed has been provided.
10	General		Team structure does not cover any media person whereas the scope of work covers managing social media handles. The correlation needs elaboration.	Refer Clause 3.4 – Team Structure

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11	Technical & Financial eligibility criteria		Please let us know if the ongoing projects will also be considered.	<p>Clause 15.1 : Technical & Financial eligibility criteria stands amended as: Technical eligibility: The Agency should have an experience of curating, implementing & managing similar events/festivals satisfying any of the following two conditions. The agency must have successfully implemented at least 3 similar events within last 5 years.</p> <p>A. Similar event means, experience of organizing trails and group tours for public or corporate client or hospitality events etc. that involves handling group of around 20+ participants.</p> <p>B. Implemented means curated, planned, & managed, with multiple stakeholders/agencies, Government or private. For the purpose, ongoing projects shall also be considered on production of relevant supporting documents such as Work order/ Agreement etc.</p> <p>BDA reserves the rights to determine the similar project out of the project experience of the bidder. Corresponding Work Order, Completion Certificate / CA Certificate or any other supporting document should be submitted.</p> <p>Accordingly, Clause 16 : Evaluation Criteria also stands amended – Please refer the revised RFP</p>
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Bhubaneswar Development Authority



RFP No. 39901/BDA

Date: 30/11/2022

REVISED REQUEST FOR PROPOSAL
FOR
SELECTION OF AN AGENCY FOR CONCEPTUALIZATION & EXECUTION OF
CURATED CITY TRAILS UNDER EKAMRA WALKS IN BHUBANESWAR
AS PART OF BHUBANESWAR CITY FESTIVAL

BHUBANESWAR DEVELOPMENT AUTHORITY

Akash Shova Building, Sachivalay Marg

Bhubaneswar – 751001, Odisha

www.bda.gov.in

Schedule of Bid Process

Period of Availability of RFP document:	from 22/11/2022 till 07/12/2022 (in BDA Website)
Pre-Proposal Meeting:	4:00 PM on 28/11/2022 in the Conference Hall of Bhubaneswar Development Authority
Last Date for Receipt of Proposals:	3:00 PM on 07/12/2022 (Through Speed Post /Registered post/ courier / No drop box facility available)
Place of Submission of Proposal:	Secretary, Bhubaneswar Development Authority Akash Shova Building, Sachivalaya Marg, Bhubaneswar-751 001
Opening of Technical Proposals:	4:00 PM on 07/12/2022
Presentation of Technical Proposal:	To be communicated
For Further Information:	The Secretary, Bhubaneswar Development Authority Akash Shova Building, Sachivalaya Marg, Bhubaneswar-751 001 E-mail: cityfestival.bda@gmail.com

DISCLAIMER

Bhubaneswar Development Authority (BDA), Govt. of Odisha has prepared this document to give the interested parties the background information on the selection of an Agency for conceptualization & implementation of curated city trails under Ekamra Walks in Bhubaneswar.

While BDA has taken due care in the preparation of the information contained herein and believe it to be accurate, neither BDA nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely solely on the information given in this document while submitting their proposals.

BDA reserves the right not to proceed with the selection process at any point of time during the bidding process or to change the configuration of the project to alter the timetable reflected in this document or to change the process or procedure to be applied.

It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities submitting their proposals.

1. Introduction & Project Background

Bhubaneswar is a city with a history that dates back to 5th and 6th century and being the smart city and a preferred urban destination in India. The project is designed on the philosophy of exploration and connecting to the roots. The very idea of exploring the heritage city and ensuring tourism experience BDA had conceptualized Ekamra Walks, during the Hockey World Cup in 2018. The idea gathered much momentum amongst the citizens and visitors including foreigners appreciating the idea. Bhubaneswar as known as Temple City of India has much to offer when it comes to Heritage, Historical edicts, wildlife and natural resources, museums and a classic touch of art, literature & culture. Food as an experience is something many gastronomy enthusiasts like to explore in past. This was the very philosophy of Ekamra Walks as concept of curated city trails covering heritage, wildlife, learning through history and reminisce. As part of the bigger city festival BDA is intending to introduce the Ekamra Walks again for the citizens to experience the uniqueness of Bhubaneswar through a curated city experience.

Ekamra Walks being re-introduced during the winter of 2022-23 shall add value to the upcoming fests around HWC. The agency to be on-boarded shall carry the same legacy in establishing Ekamra Walks as one of the most favored city experience for anyone visiting Bhubaneswar. There could be a number of trails under the brand name of Ekamra Walks for the city exploration to be conceptualized by the agency in consultation with BDA. Following are the proposed city trails under the umbrella of Ekamra Walks that the agency shall curate. However, the agency may come up with more such trails as consulted and approved by BDA during the phase of implementation.

Curated Food Trail: Food as an experience is something unique about Bhubaneswar and hence, a curated food trail shall cover the traditional authentic food experiences in the city.

Museum Trail: Bhubaneswar has some amazing museum, which can be curated as museum experience covering rich history of Odisha to Tribal lifestyle, science & beyond. The curated trail of museums could be a unique learning experience for all age people and from all occupations.

Nature Walk: Bhubaneswar has a number reserved forests and nature with wildlife to be explored as an experience. Under nature trail there could be following walks/trails could be curated by the agency.

- *Bird Watching* : Be it the botanical garden at Nandankanan or the Ekamra Kanan the city has been a paradise for birdwatchers from across the country. As part of Ekamra Walks, BDA intends to curate birding as an experience as a guided trail.
- *Medicinal Plant Walks* : There could be a number of walks across medicinal plant gardens like Ekamra Van, Medicinal plants Knowledge centre under forest department.

- *Jungle Safari* : Forest Department is organizing number of jungle safari as experience in the city inside Bharatpur Reserve Forest and Chandaka Reserve Forest. The agency may curate safari rides in collaboration with forest dept and in consultation with BDA.

In addition to the above walks, Odisha Tourism is organizing heritage walks under the banner of Odisha Walks in Bhubaneswar which the agency shall be integrating and market as part of heritage experience in Ekamra Walks.

2. Objectives

Bhubaneswar Development Authority intends to ensure the visitors and locals to experience Bhubaneswar as an Urban Tourism Destination with such trails. The Odisha Tourism Development Corporation is already conducting Odisha Walks for heritage circuit in the city. In addition to that, BDA intends to offer best possible tourism experience in the city with an objective to curate city trails and make it available for everyone to experience city's rich architectural treasures, its culture, traditions, rituals, customs and natural resources.

Through this, BDA aims to:

- a. Create awareness among citizens and visitors about key historic sites and the centuries old rich culture and traditions of Bhubaneswar.
- b. Provide a creatively curated thematic platform for the citizens and visitors to have a joyful experience while knowing about the rich culture and heritage, both tangible and intangible.
- c. Help citizen and tourists to relate to the historic parts of the city in a more personal and intimate manner
- d. Draw the tourists into areas of natural resources and bring nature to little closure as an piece of information and knowledge.
- e. Engage and educate local residents and visitors about the importance of rich natural resources, flora and fauna existing within the city.
- f. Curate and Highlight different traditional food experience in the city for the visitors and tourists.

3. Scope of Work:

The City Festival aims to make Bhubaneswar and Odisha an attractive urban destination for tourism and living. As part of the city festival, Ekamra Walks shall add value for best trail experience curated by BDA for the citizens, other tourists & visitors. Celebrating the city and its rich history and natural resources along with physical infrastructure of amenities is the idea of such trails.

The scope of the RFP envisages that the project implementation agency shall have the complete responsibility starting from conceptualization, curation, implementation & marketing of curated city trails under Ekamra Walks in the designated tourist circuits of Bhubaneswar.

3.1. The Scope of Services for the agency shall include, but not restricted to the following components:

- 3.1.1. The agency shall curate and execute the trails tentatively from 31st December 2022 to 31st January 2023. However, during the .FEST (15th Jan 23 to 29th Jan 23) for the complete 15 days, the agency has to ensure the trails to happen everyday. Accordingly, the Agency has to prepare and submit a schedule of trails spread across 1 month as mentioned above.
- 3.1.2. The Agency shall prepare a guided map for the possible routes, detailed itinerary and identification of pause points for each of the trails and shall advertise it across platforms including social media and mass media for wider reach.
- 3.1.3. The Agency shall manage and operate the handles of Ekamra Walks in Social Media platforms i.e. FB, Instagram and Twitter.
- 3.1.4. The agency shall market the trails through social media collaborations with city based influencers & community groups/pages.
- 3.1.5. The agency shall use the existing logo of Ekamra Walks and come up with innovative design variations of the same as per the theme of the trail concerned.
- 3.1.6. The agency shall prepare a calendar of walks & trails with a designed time schedule during the project period under the branding of Ekamra Walks and shall get such execution plan approved by the Authority within 10 days of signing of contract.
- 3.1.7. The Agency shall operate a registration desk cum Meeting Point at Exhibition ground or a fixed venue as intimated by the Authority.
- 3.1.8. The agency shall provide a welcome kit printed materials (curated guide map, postcards/souvenir etc) for the visitors during each trail related to the respective trail. The agency shall provide drinking water and refreshments (Coconut water & fruits) during the trails to each of the visitors.
- 3.1.9. The Agency shall depute skilled human resource to coordinate and be the guide for the trails with good command over Odia, Hindi & English.

- 3.1.10. The agency shall document the trails and at least 15 Photos from each trail must be submitted by the agency with the authority in an organized date wise folder.
- 3.1.11. The agency shall identify and integrate different interactive sessions/ activities/ performances during the trails, wherever feasible.
- 3.1.12. Agency shall coordinate and obtain consent / approval from relevant authorities or private organizations / individuals for conducting the walk and related activities along the identified route(s).
- 3.1.13. The transport for all the trails, has to be arranged by Agency. A common meet up point around the festivity center shall be fixed for pick up and drop off all trails.
- 3.1.14. The payment of the transport/Vehicles shall be done as per the unit rate reflected in the financial proposal.
- 3.1.15. Agency shall not charge extra for the transportation from the visitors.
- 3.1.16. The agency is obliged to conduct minimum 75 such trails/walks during the project period. The agency has to achieve minimum 15 from each of the approved category of trails. However, the Authority has the liberty to increase or decrease the minimum number for each category further.
- 3.1.17. Any deviation in achieving the minimum trails target (75) will see proportional effect on pro-rata basis.
- 3.1.18. A trip is to be considered as 'One Trail' needs to have 20 visitors in the group and the agency has to achieve minimum 10 visitors per trip as obligation. If any case, the number of visitors per trip is less than 10, then two such trips shall be counted as 'one trail' together.
- 3.1.19. For each extra trip incurred to complete one trail as mentioned under clause no 3.1.18, the agency may claim transportation charges beyond the minimum number of trails (75) as per the approved unit rate.
- 3.1.20. The agency shall seamlessly conduct all thematic trails/walks as per the schedule approved by the authority.
- 3.1.21. The guests/delegates shall book for the trails in advance. The agency shall depute a dedicated respondent/coordinator for taking all bookings via telephonic/walk-in/or digitally for registration or addressing queries related to the city trails.
- 3.1.22. The vehicles to be used in the transport shall be clean, sanitized & with groomed staff. The vehicle should preferably have audio system in place.
- 3.1.23. The parking place for the vehicles for pick up and drop shall be identified and designated by the authority.
- 3.1.24. The Agency may also conduct group trails in prior coordination with institutions/organizations.
- 3.1.25. Each of the vehicle must be accompanied with first aid and water along with guide.
- 3.1.26. Agency shall design, coordinate and ensure the branding of the vehicles with .FEST & city trail designs.
- 3.1.27. Agency shall follow Covid appropriate practices during the trails if applicable as per Govt guidelines.

3.2. All the entry fees for various trails shall be taken care of by the Agency. The agency shall charge the visitors for the curated trails, not more the charges fixed by the authority as per the table below. No separate entry fee shall be charged for the purpose.

Proposed Trails	Time Duration	Proposed Destinations	Per Person Capping for Charges
Bhubaneswar Food Trail	3-4Hrs	Anna Upama, Kharbel Nagar Rabi Bara Shop, Unit 6, Rabi Dahibara, ID Market, Anna South India, CRP, Ram Bhai Tea Stall, CRP, Kora Khai around Lingaraj Temple, Ananta Vasudev Temple, Odisha Hotel, Dalma Hotel Nimantrana Restaurant, Ballary Hotel	Rs 250
Museum Trails (Group Tours-Group of 10/20)	3HRS	State Museum-State Tribal Museum-Kalabhoomi RMNH-Planetarium-Regional Science Center	Rs 100
Jungle Safari (1-2 Hour)	2HRS	Bharatpur-Chandaka	Rs 200
Bird Watching (1-2 Hour)	2HRS	Ekamra Kanan/Nandan Kanan Botanical Garden	Rs 100
Nature Walk (1-2 Hour)	2HRS	Medicinal plants Knowledge centre/Nandan Kanan	Rs 100

* Kids below 6yrs are old shall not be charged

* For group bookings for trails agency is at liberty to conduct the rates at discounted rates.

*The pause points as mentioned in the table above are for reference purpose only. However, Agency shall explore and propose the locations after due consultation with the owners and get its approval from the Authority

3.3. Stakeholder Consultation

The implementing agency also need to coordinate and interact with the citizens in the vicinity of the walks / tours and related organizations, such as ASI, State archeology, Forest Deptt., Temple trust, food joint/restaurant owners etc. and all the city agencies such as:

- Bhubaneswar Development Authority
- Bhubaneswar Municipal Corporation
- Department of Tourism, Govt. of Odisha
- Department of Culture, Govt. of Odisha

- Department of Tribal, Govt. of Odisha
- Department of Handlooms, Textile and Handicrafts, Govt. of Odisha
- Bhubaneswar City forest division
- Chandaka Forest Division
- Nandan Kanan Authority
- Archaeological Survey of India
- State Archaeology, Odisha
- Other agencies, as determined appropriate by Authority

3.4. Team Structure

As the city trails are to be conducted with professional planning and execution by deploying skilled human resource the agency has to deploy this minimum team for the trails. The final list of all resources has to be submitted by agency during the submission of execution plan once being on-boarded for the project.

#	Team Members	Nos	Skills
1	Team Lead	1	Leading the Planning & Execution & Coordination with all stake holders
2	Lead Trail Curator (Trained Guide/ Wild-Life & Bird Watching expert)	1	Curating all trails & overall coordination of trails
3	Asst Trail Curator (Food/art/culture expert)	1	Expert on Art-culture-food and heritage
4	Trail Coordinators	4	Lead Guide/coordinator
5	Volunteer Guides	10-12	For all kinds of support during different trails
6	Documentation & Social Media Volunteers	04	To be engaged with each of the trails

The agency may depute more people without any additional cost beyond this minimum obligation. The Agency must consider the desired qualification and essentials while hiring the above-mentioned team. The agency must train and groom each of the staffs and shall come up with uniforms for their staff.

3.5. Permissions/NOCs/Clearances

Obtaining all necessary permissions and clearances including statutory permissions for activities listed in this document and / or related activities shall be the responsibility of the agency entrusted with task of execution. The Authority shall not be held responsible for the Copyright of the Music used during the Event.

3.6. Safety Management and Responsibilities

The bidder shall be responsible for ensuring the fitness and safety of all persons employed at work. Smoking & Consumption of Liquor in any form is not allowed onsite. The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited in the depots. The Agency shall take utmost care and attention for any kind of fire/electrical hazard or any form of accident during the event.

3.7. Cleanliness

The agency must ensure not to litter around the places of visit and discourage usage of plastic with proper waste management.

4. Additional Obligations of the Agency

- 4.1. The agency shall have to take prior approval of the authority on all the design, curation and any form of communication in public domain before or during the project.
- 4.2. The Agency supervisor is responsible for ensuring that the workers comply with the Safety Rules at work.
- 4.3. The selected bidder will get due diligence of staff employed at event venue and adherence to security and safety norms are to be followed strictly.

5. Obligations of The Authority are as follows:

- 5.1. The Authority shall facilitate in providing administrative support in getting approvals.
- 5.2. The Authority shall augment promotion of the project through social, digital and other media.
- 5.3. The Authority shall approve the concept submitted by selected operator and exercise overall control and supervision of the project.
- 5.4. The Authority shall assist in overall safety and security through local police and related authorities.

6. Payment Schedule

The Payments of the Contract Price to the Agency shall be made as under: -

S.N.	Milestone	Timeline (in Day)	Payment
1	Submission and after approval of Curation- Execution Plan	10 days from execution of agreement	25%
2	After Completion of first 25 trails to the satisfaction of the Authority	30 days from the execution of Agreement	25%
3	After completion of all trails	On 31 st January 2023	30%
4	Submission of Summary report, documentation after completion of the Festival and its approval by the Authority		20%

Note: Payment shall be made on the total contracted value after due verification and approval by the authority

7. Contract Period

The contract period will be for a period of three months, from signing of contract till completion of event and issuance of completion certificate for the project and may include any extended period, if any by the authority.

8. Signing of Agreement

The selected Agency will have to sign a Contract Agreement with authority within 7 days from Issuance of Letter of Award (LOA) only after furnishing all desired compliances as per LOA.

9. Default of service

Deviation and/or Refusal and/or Non-Performance towards any of the obligations described in the Scope of Work would be treated as default of service by the Agency. Upon default of service, BDA would reserve the right to forfeit the payment outstanding (if any) for the said job till that particular stage. In addition, BDA would also have the right to forfeiture of the performance security and terminate the agreement with the selected Agency.

10. Confidentiality / Secrecy

- i. The Agency, its supervisors, its personnel and any one acting under it for the purpose of this Agreement shall maintain strict confidentiality of the information belonging to BDA that may have come into its / their possession or knowledge because of the services rendered by them under this Agreement. Such information shall not be diverted or disclosed to any third party under any circumstances whatsoever without obtaining prior written permission from BDA.
- ii. The Agency shall not be associated with BDA in any manner other than for the purpose of rendering the services under this agreement.

11. Liability and Indemnity

The Agency shall be responsible & liable for any or all indemnity against any and all claims, liabilities, damages, losses, costs, charges, expenses, proceeding & actions of any nature whatsoever made or instituted against or caused to suffer directly or indirectly by reasons of:

- 1. Any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work default, failure, bad faith, disregard of its duties and obligation hereunder service act or omission by the Agency and / or its facility staff.
- 2. Any theft, robbery, fraud or other wrongful action or omission by the Agency and / or any of its facility staff.

12. Breach of Agreement

In case of breach of Agreement by the Agency, BDA shall have a right of lien over all the properties of the Agency lying ‘

. aoin its premises in addition to other remedies like forfeiture of performance security and legal action for recovery of payment. The Authority shall be then at liberty to terminate this Agreement.

13. Format and Signing of Proposal

The proposal shall be submitted in two parts –

- Part A - Technical Proposal
- Part B - Financial Proposal

The proposal shall be typed or written in indelible ink and shall be signed & sealed on each pages by the authorized person. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the proposal prior to opening of the same.

14. Eligibility Criteria

To be eligible for pre-qualification and short-listing for evaluation of Technical and Financial eligibility criteria, a bidder shall fulfil the following conditions of eligibility.

Bidders must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those bidders who satisfy the Conditions of Eligibility will be considered for evaluation of technical and financial eligibility criteria.

- 14.1. The Agency should be a Single Legal Entity like Company registered under the Companies Act or an equivalent law outside India, Partnership/ Proprietorship Firm registered under The Indian Partnership Act or an equivalent law outside India or a registered Society/trust registered in India. Appropriate documents supporting their status must be submitted along with the proposal.
- 14.2. The Agency should not be blacklisted by any Govt. agency / Government Institution as on due date of submission of proposal. (A self-declaration for non-blacklisting shall be submitted.)
- 14.3. The bidder shall submit only one bid in the same tendering process. Consortium of firms are not allowed to submit bid.
- 14.4. The Agency must have experience in the field of curating such initiatives i.e trails /guided tours as on the due date of submission of proposal.
- 14.5. To be eligible for pre-qualification and short-listing for evaluation of Technical and Financial Proposal, a Bidder shall fulfil the following conditions of technical and financial eligibility criteria.

15. Technical & Financial eligibility criteria

15.1. **Technical eligibility:** The Agency should have an experience of curating, implementing & managing similar events/festivals satisfying any of the following two conditions. The agency must have successfully implemented at least **3** similar events within last 5 years.

A. Similar event means, experience of organizing trails and group tours for public or corporate client or hospitality events etc. that involves handling group of around 20+ participants.

B. Implemented means curated, planned & managed, with multiple stakeholders/agencies, Government or private. For the purpose, ongoing projects shall also be considered on production of relevant supporting documents such as Work order/ Agreement etc.

BDA reserves the rights to determine the similar project out of the project experience of the bidder. Corresponding Work Order, Completion Certificate / CA Certificate or any other supporting document should be submitted.

15.2. Financial eligibility:

The Agency must fulfill the following criteria:

The bidder should have an annual average turnover of **Rs. 30 lakhs** in any 3 financial years during last five **(5)** financial years ending 31.03.2022. For this purpose, the highest turnover of 3 years in last 5 financial year shall be considered.

The agency need to submit Statutory Auditor's certificate on Turnover for the last **5 years** in the format given in **Annexure-VII** along with the Audited Annual Accounts for last five financial years.

16. Evaluation Criteria

Only those Bidders who meet the minimum eligibility criteria (Technical and financial) shall qualify for evaluation of their Technical proposal. Bids of Bidders who do not meet above minimum eligibility criteria shall be rejected.

The General cum Technical evaluation will be carried out as specified below:

Sr. No.	Subject description	Requirements	Marks
A	Desk evaluation		60
1.	Financial Criteria	The bidder should have an annual average turnover of Rs. 30 lakhs in any 3 financial years during last five (5) financial years ending 31.03.2022. For this purpose, the highest turnover of 3 years in last 5 financial year shall be considered	20

		<ul style="list-style-type: none"> ➤ Up to Rs. 30 Lakhs: 10 Marks ➤ 5 Marks each Additional Rs. 5 Lakhs subject to maximum of 20 marks in total. 	
2.	Technical Criteria	<p>The agency must have successfully completed at least 3 similar events of project within last 5 years.</p> <ul style="list-style-type: none"> ➤ 3 similar events- 20 Marks ➤ 5 marks for each additional similar events subject to maximum of 30 marks in total. 	30
		Experience of executing any similar event in Odisha	10
B	Presentation on proposal (each agency will get around 30 Mins)		40
3.	Technical Approach, Methodology	<p>The bidder shall explain understanding of the objectives of the assignment as outlined in the Scope of Work, the technical approach, and the methodology that would be adopted for implementing the tasks.</p> <p>The agency must include the previous experience of conducting such events elsewhere in India or abroad with visual description in the presentation.</p>	20
4.	Curation	The bidder shall explain the conceptual curation plan along with proposed locations	20

Note – The bidders shall execute the work as per the theme / concept / approach etc. as proposed during presentation. BDA shall have the right to modify the theme / concept / approach if required by BDA.

For each Technical Proposal, the maximum points that can be awarded for each bidders are 100, and the minimum technical score that a bidder requires to qualify for evaluation of the Financial Proposal is **70 marks**.

Technical Score (Ts):

The highest technical marks will be given a technical score of 100 points. The Technical scores of other proposals will be computed as follows:

$$Ts = 100 \times T1 / TM1$$

(T1 = Technical Mark of the proposal under consideration; TM1 = Highest Technical Marks Given)

Financial Score:

The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$Fs = 100 \times FM1 / F1$$

(F1 = amount of Financial Proposal as proposed by the bidder; FM1 = Lowest financial quote)

Combined and Final Evaluation

Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

$$\mathbf{S = Ts \times Tw + Fs \times Fw}$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be **80%** and **20%** respectively).

The Selected bidder shall be the First Ranked bidder (having the highest combined score).

17. Number of Proposals

A bidder is eligible to submit only one proposal for this project.

18. Tender Document Fee

Non-refundable Tender Document cost in shape of Demand Draft from any scheduled commercial bank in favor of "Secretary, Bhubaneswar Development Authority" payable at "Bhubaneswar" for INR 11,800/- (Rupees Eleven Thousand and Eight Hundred Only) is to be furnished by the bidder along with the Technical Bid. Bid without the requisite tender Document cost shall be treated as non-responsive and shall be rejected. The mentioned Tender cost is inclusive of the GST.

19. Bid Security Declaration

The bidders are exempted from paying EMD. It is mandatory for all bidders to fill up and submit the Bid Security Declaration Form (**Annexure-V**). The Declaration shall be held effective and in force until the bid validity period or in the event of selection of a bidder (whichever is earlier). In case successful bidder is announced, the forms of all unsuccessful bidders shall be deemed ineffective, while the Declaration of the successful bidder shall continue to be effective until the successful bidder executes the Contract Agreement.

20. Validity of Bid

Proposal shall be valid for 90 days from the last date of submission of Proposal. A Proposal valid for a shorter period shall be rejected as non-responsive.

21. Currencies of Bid and Payment

The prices shall be quoted by the bidding entirely in Indian Rupees only. Valuation of work, billing and payments will also be in Indian Rupees.

22. Disputes

All legal disputes are subject to the jurisdiction of Bhubaneswar Court only.

23. Addendum / Corrigendum / Notice

Any Addendum / Corrigendum / Notice etc. for this RFP will be hosted only on the BDA website <http://www.bda.gov.in>

24. Acknowledgement by Bidder

It shall be deemed that by submitting the Proposal, the Agency has:

- i. made a complete and careful examination of the RFP, general condition of contract, submission formalities and evaluation mechanism
- ii. received all relevant information requested from BDA
- iii. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of BDA;
- iv. satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
- v. agreed to be bound by the undertaking provided by it under and in terms hereof.

BDA shall not be liable for any omission, mistake or error on the part of the Agency in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by the BDA.

25. Right to reject any or all Proposals

Notwithstanding anything contained in this invitation document, BDA reserves the right to accept or reject any Proposal and to annul this selection Process and reject all proposals, at any time during the bidding process without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

BDA, also, reserves the right to reject any Proposal if:

- i. at any time, a material misrepresentation is made or uncovered, or
- ii. the Agency does not submit sufficient information as being asked for

26. Pre-Proposal Meeting

Interested agencies requiring any clarification on the selection process may send their queries to BDA via email prior to the Pre-Proposal Meeting.

The queries shall be sent before the pre-proposal meeting to cityfestival.bda@gmail.com

The **Pre-Proposal Meeting** will be held in the Conference Hall of BDA at the time and date indicated in Schedule of Bid Process. The authorized representative along with the letter of authorization shall be eligible to attend the pre-proposal meeting.

BDA shall endeavor to respond to the queries within the period specified therein. The responses / corrigendum / addendum (if any) will be published in BDA website only. However, BDA reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring the BDA to respond to any question or to provide any clarification.

27. Submission of Proposal - Packing, Sealing and Marking

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with Bidder's name and address in the left-hand corner of the envelope and super scribed in the following manner.

1. **Part-A** - Technical Proposal as per the Format attached in the Annexures-I, II, III, IV, V, VI, VII of this RFP
2. **Part-B** – Properly sealed Financial Proposal in the specified format as per Annexure VIII & IX of this RFP

The **Technical proposal (Part A)** and **Financial Proposal (Part B)** must be inserted in separate sealed envelopes, along with bidder's name and address on the envelope and clearly marked as follows:

Part-A:

Technical proposal for

“SELECTION OF AN AGENCY FOR CONCEPTUALIZATION & EXECUTION OF
CURATED CITY TRAILS UNDER EKAMRA WALKS IN BHUBANESWAR
AS PART OF BHUBANESWAR CITY FESTIVAL”

Part-B:

Financial Proposal for

“SELECTION OF AN AGENCY FOR CONCEPTUALIZATION & EXECUTION OF
CURATED CITY TRAILS UNDER EKAMRA WALKS IN BHUBANESWAR
AS PART OF BHUBANESWAR CITY FESTIVAL”

Both the envelopes i.e. envelope for **Part-A** and Envelope for **Part-B** must be packed in a separate sealed outer cover and clearly super scribed with the following:

Proposal for

“SELECTION OF AN AGENCY FOR CONCEPTUALIZATION & EXECUTION OF
CURATED CITY TRAILS UNDER EKAMRA WALKS IN BHUBANESWAR
AS PART OF BHUBANESWAR CITY FESTIVAL”

The Bidder's Name & address shall be mentioned in the left-hand corner of the outer envelope. The inner and outer envelopes shall be addressed to BDA, Bhubaneswar at the following address:

Secretary,
Bhubaneswar Development Authority
Akash Shova Building,
Sachivalaya Marg,
Bhubaneswar-751 001

Note:

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then BDA will assume no responsibility for the tender's misplacement. Telex, cable or facsimile tenders will be rejected.

The opening of the Financial Proposal shall be made after evaluation of technical proposal and as per the scheduled dates which shall be intimated by BDA to the qualified bidders. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be adopted.

28. Documents to accompany the proposal:**PART – A (Technical Proposal)**

The bidder must submit the following particulars/documents along with the Technical proposal failing which the proposal may be treated as non-responsive:

- a. Covering Letter and Details of Bidder as per Annexures I and II, respectively.
- b. Non-refundable Document Purchase Fee of INR. 11,800/- (Rupees Eleven Thousand Eight Hundred Only) (including GST) in the form of Demand Draft payable in favor of "Secretary, Bhubaneswar Development Authority" payable at "Bhubaneswar" drawn on any scheduled commercial bank / nationalized banks.
- c. Bid security declaration as per the prescribed format
- d. The Agency shall submit their Agency Registration Certificate, Photocopy of PAN Card, GST Registration.
- e. Balance Sheets and Income Statements for the last five Financial Years duly certified by Chartered Accountant indicating the Annual Turnover for the mentioned years.
- f. All the page of the tender document shall be initialed and sealed by the Agency at the lower left hand corner.
- g. The Agency should not be blacklisted by any Government Institution/Private Agency. A self-declaration of non-blacklisting shall be submitted.
- h. Proof of work experience of similar nature in the form of Work-Orders and Client Certificates issued from the organizations in each such case has to be submitted in the format mentioned in Annexure III.
- i. The Agency failing to submit all the specified documents shall be summarily rejected.

PART – B (Financial Proposal)

The bidder must submit the Form Annexure VIII & IX as the format for the Financial Proposal. The bidder needs to submit the cost for implementation of all events including all deliverables mentioned in Scope of Work along with GST, as applicable.

29. Amendment / Modification

At any time prior to the deadline for submission of Proposal, the BDA may, for any reason, whether at its own initiative or in response to clarifications requested by an bidder, modify any of the terms mentioned in this invitation document by the issuance of Addendum/ Amendment. All such amendments/ addendum will be published in BDA website only. In order to abide by the issuance of the amendment or allow the bidder for giving a reasonable time for considering an amendment into their proposal, or for any other reason, the BDA may, in its sole discretion, may extend the Proposal Due Date.

30. Language

The Proposal and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this invitation document.

31. Bid Submission Due Date

Duly sealed proposal from the bidder filled in all respect must reach BDA at the address, time and date specified in the RFP through Speed / Regd. Post / courier. If the specified date for the submission of proposal is declared as a holiday for BDA, Bhubaneswar, the proposal will be received up to the appointed time on the next working day.

32. Late Submission

Proposal received after the deadline for submission prescribed by BDA will not be entertained and be rejected.

33. Modifications and Withdrawal of Proposals

No modifications to the Proposals shall be allowed once it is received by BDA, Bhubaneswar.

34. Bid Opening Date

BDA will open all technical bids, in the presence of authorized representatives who choose to attend, at the date and time mentioned in the schedule of bid process and in the following location:

**Conference Hall of Bhubaneswar Development Authority
Akash Shova Building,
Sachivalaya Marg,
Bhubaneswar–751 001**

The representatives of bidders who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday for BDA, the proposal shall be opened at the appointed time and location on the next working day. The authorized representative of the bidding Agency with the letter of authorization shall be allowed in the meeting for the said project.

35. Award of Consultancy

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by BDA to the selected bidder and the selected bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected Agency is not received by the stipulated date, unless BDA consents for extension of time for submission thereof, the right to signing of the agreement would be forfeited by BDA and the next eligible agency may be considered for the project.

36. Execution of Agreement

After acknowledgement of the LOA as aforesaid by the selected Agency, it shall execute the Contract Agreement within the period of 7 days from the date of issuance of LOA. The successful bidder shall not be entitled to seek any deviation in the Agreement.

37. Commencement of Assignment

The selected Agency shall commence the assignment within 7 days from the date of signing of the Agreement. If the bidder fails to commence the assignment as specified herein, BDA may, unless it consents to extension of time thereof, cancel the contract with the Agency.

38. Performance Guarantee

The selected implementing agency need to submit 3% of the total contract value as performance security deposit in the form of a Demand Draft or Bank Guarantee in favour of 'Secretary, Bhubaneswar Development Authority', prior to signing of the contract. Failure to comply with the terms & conditions of the contract agreement shall constitute sufficient grounds for the forfeiture of the Performance Guarantee. No interest shall be paid on the Performance Guarantee. However, the amount of Performance Security shall be finalized by BDA at the time of issuance of Letter of Award (LoA)/ signing of the Agreement. The amount of Performance Security shall be in line with further notifications from Government of India (GoI) or Government of Odisha (GoO).

39. Liquidated Damages for delay

In case of delay in completion of Services, liquidated damages not exceeding an amount equal to 2% (two per cent) of the Agreement Value per day, subject to a maximum of 25% (twenty five per cent) of the Agreement Value will be imposed and shall be recovered by appropriation from the Performance Security or otherwise. However, in case of delay due to reasons beyond the control of the Bidder, suitable extension of time shall be granted.

40. Penalty for deficiency in Services

In addition to the liquidated damages not amounting to penalty, as specified in Clause 39, warning may be issued to the Bidder for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Event or on the reputation of the

Authority, civil, criminal and other penal actions including debarring for a specified period may also be initiated as per policy of the Authority and blacklist the Bidder for all future projects.

The authority shall inspect the quality of services & performance of human resources deployed by the bidder randomly. For any deviation in service delivery in respect to the scope of work, the agency may be liable to penalty of removal & replacement of such human resource and five such incidents shall lead to reduction of 'one trail' count against the targeted achievement.

Check List of Submissions

S.N.	Particulars	Submission by Bidder Yes/ No/ NA
1	Tender Document fee of Rs. 11,800/-	
2	Bid Security Declaration Form	
3	Self-declaration of non-blacklisting	
4	Annexure –I Covering Letter	
5	Annexure –II Details of Applicant	
6	Annexure –III Format for Project Data Sheet	
7	Annexure –IV Power of Attorney	
8	Annexure –V Bid Security Declaration Form	
9	Annexure –VI Proposed Methodology and Concept Plan	
10	Annexure –VII Financial Capability of Bidder	
11	Annexure – VIII Financial Proposal	

Annexure- I

Covering Letter

(On the Letterhead of the Bidder)

To,

Date: _____

Secretary
Bhubaneswar Development Authority
Akash Shova Building,
Sachivalaya Marg,
Bhubaneswar-751 001

Ref: SELECTION OF AN AGENCY FOR CONCEPTUALIZATION & EXECUTION OF CURATED CITY TRAILS UNDER EKAMRA WALKS IN BHUBANESWAR AS PART OF BHUBANESWAR CITY FESTIVAL.

1. With reference to your RFP document _____, dated _____, I, having examined the RFP Documents and understood their contents, hereby submit my/our proposal for the aforesaid Project. The Proposal is unconditional and unqualified.
2. I acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the proposal for selection of an Agency for the aforesaid Project, and we certify that all information provided in the proposal and its Annexures along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the proposal are true copies of their respective originals.
3. This statement is made for the express our purpose for selection as an Agency for the design and execution of the aforesaid Project.
4. I shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the proposal.
5. I acknowledge the right of the Authority to reject our proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. I declare that:

- (a) I have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority; and
 - (b) I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect submission of this proposal; and
 - (c) I hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
 - (d) the undertakings given by us along with the bid / proposal in response to the RFP for the Project were true and correct as on the date of making the bid and are also true and correct as on the BID Due Date and I shall continue to abide by them.
8. I understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any BID that you may receive nor to invite the Bidders to BID for the Project, without incurring any liability to the Bidders, in accordance with the RFP document.
 9. I certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
 10. I undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
 11. I further acknowledge and agree that in the event such change in control occurs after signing of the Agreement up to its validity, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Agreement shall be liable to be terminated without the Authority being liable to us in any manner whatsoever.
 12. I hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
 13. In the event of my/ our agency being declared as the Selected Bidder, I/we agree to enter into an Agreement in accordance with the draft to be provided to me/us. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
 14. I have studied all the Bidding / RFP Documents carefully and also surveyed the project area. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.
 15. I offer the bid security declaration to the Authority in accordance with the RFP Document.

16. The documents accompanying the Technical BID, as specified in the RFP, have been submitted.
17. I agree and understand that the BID is subject to the provisions of the Bidding / RFP Documents. In no case, I shall have any claim or right of whatsoever nature if the Project / Contract is not awarded to me or our BID is not opened or rejected.
18. The BID Price has been quoted by me / us after taking into consideration all the terms and conditions stated in the RFP, our own estimates of costs and after a careful assessment of the site and all the conditions that may affect the project cost and implementation of the project.
19. I agree and undertake to abide by all the terms and conditions of the RFP document.
20. I shall keep this offer valid for 90 (Ninety) days from the BID Due Date specified in the RFP.
21. I hereby submit our BID and offer a BID Price as indicated in Financial Proposal for undertaking the aforesaid Project in accordance with the Bidding / RFP Document.

In witness thereof, I submit this BID under and in accordance with the terms of the RFP document.

Yours faithfully,

Date:

Place:

**(Signature, name and designation
of the Authorised signatory)
Name & seal of Bidder**

Annexure-II
Details of Bidder
(On the Letter Head of the Bidder)

- i. Name of the Agency:
- ii. Name of the contact Person :
- iii. Designation:
- iv. Address:
- v. Mobile Number & Telephone Number :
- vi. E-mail Address :
- vii. Fax Number :
- viii. Registration Number of the Company:
- ix. If the Agency has a registered office in India (Yes/No):
- x. Full address of Registered Office in India:
- xi. Phone Number of Registered Office in India:
- xii. Mobile Number of the contact person at Registered Office in India:
- xiii. GST Registration number:
- xiv. Annual Turnover:
- xv. Total numbers of experience in event management:

Duly signed by the Authorised Signatory of the Bidder

(Name, Title and Address of the Authorised Signatory)

Annexure- III
Format for Project Data Sheet

Note: The work order along with the completion certificate shall be attached with every Project

Sl.No.	Parameters	Remarks
1	Project Title	
2	Project Description	
3	Location	
4	Name of Client	
5	Total value of work order (In Indian Rupees)	
6	No. of manpower supplied	
7	Period of Services rendered by the Bidder (Start date and End date)	
8	Scope of Service	
9	Fees of the Bidder (In Indian Rupees)	
10	Present Status of the Assignment (Completed/ongoing)	
11	Other Information relating to Project	
12	Copy of Appointment Letters and Completion Letter, Experience Certificate	

Note:- Project experience of only completed projects will be considered for evaluation. Separate sheets to be provided for each project executed

Duly signed by the Authorised Signatory of the Bidder

(Name, Title and Address of the Authorised Signatory)

Annexure- IV

Power of Attorney

Know all men by these presents, We.....(name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms (name),.....son/daughter/wife of.....and presently residing at....., who is (presently employed with us and holding the position of....., as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for **"SELECTION OF AN AGENCY FOR CONCEPTUALIZATION & EXECUTION OF CURATED CITY TRAILS UNDER EKAMRA WALKS IN BHUBANESWAR AS PART OF BHUBANESWAR CITY FESTIVAL."** (Project) proposed to be developed by the Bhubaneswar Development Authority including but not limited to signing and submission of all Bids/ Proposals, bids and other documents and writings, participate in pre-bids/pre-proposal and other conferences and providing information/responses to BDA, presenting us in all matters before BDA, signing and execution of all contracts and undertakings, consequent to acceptance of our bid, and generally dealing with BDA in all matters in connection with or relating to or arising out of our bid, for the said Project and/ or upon award thereof, to us and/or till the execution of the project with BDA.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us and shall be binding on us.

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ____ DAY OF _____, 20__

For

.....

Accepted

_____ (signature)

(Name, Title and Address) of the Attorney

Note:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

Annexure V
FORMAT FOR BID SECURITY DECLARATION
(On Bidder's Letter Head)

Ref RFP No. _____, Date _____

To,

The Secretary, BDA
Bhubaneswar Development Authority
Akash Shobha Building,
Pandit Jawaharlal Nehru Marg
Bhubaneswar - 751 001

I / We, _____, (Name) _____ (Designation) of _____ (Name of the Organization) in witness whereof agree to submit this Bid Security Declaration Form as a part of our Technical Proposal.

I/We understand that, accordance to your conditions, bids must be supported by Bid Security Declaration.

We understand that we shall be liable under this declaration to comply with all terms and conditions of the RFP. This declaration shall be in force, until the selected bidder is announced by the BDA or in case our bid is selected, this declaration shall be in force till we execute Contract Agreement (with BDA) as per the provisions of this RFP.

While this declaration is in force, we understand that the client may blacklist us from participating in any further tendering process in the state for a period of one year under the following reasons:

1. We withdraw / modify / amend our proposal during the bid validity period as specified in the RFP.
2. If we are engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice
3. We do not respond to requests for clarification on our proposal
4. We fail to provide required information during the evaluation process or are found to be non responsive or have provided false information in support of our qualification.
5. If we fail to:
 - a. Provide any clarifications to client
 - b. Agree to the decisions of the contract negotiation meeting.
 - c. Sign the contract within the prescribed time period
 - d. Furnish required Performance bank guarantee on time
6. Any other circumstance which holds the interest of the client during the overall selection process.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

Annexure VI

Proposed Methodology and Concept Plan

The proposed Methodology and Concept Plan shall be described as follows:

1. Understanding of TOR

The Bidder shall clearly state its understanding of the TOR and also highlight its important aspects. The Bidder may supplement various requirements of the TOR and also make precise suggestions if it considers this would bring more clarity and assist in achieving the tasks laid down in the TOR.

2. Methodology and Concept Plan

The Bidder will submit its detail methodology for carrying out this assignment, outlining its approach toward achieving the tasks laid down in the TOR. The Bidder will submit a brief write up on its proposed team and organization of personnel explaining how different areas of expertise needed for the Assignment have been fully covered by its proposal. The Bidder should specify the sequence and management of important activities and provide a quality assurance plan for carrying out the event management Services.

3. Thematic Concept and Value Addition Components

Proposed thematic concept showing all major elements and incorporating innovative concepts to enhance overall experience of the project

Annexure VII
Financial Capability of Bidder

Name of the Bidder: _____

Sl. No.	Particulars	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
1	Turnover					
2	Turnover of 3 years which were highest in last 5 FY					
3	Average Annual Turnover for 3 years (Highest) in last 5 FY					

Note:

Attach certified copies of Annual Audited Balance Sheets and IT Returns Certificate for the past 5 years.

The above data must be submitted by Bidder, duly certified by Statutory Auditor such as Chartered Account.

Signed

Signature of CA/ Statutory Auditors
(Name of the Authorised Signatory)
(with seal & registration no.)

Place:

Date:

Annexure VIII
FINANCIAL PROPOSAL

To,
The Secretary
Bhubaneswar Development Authority
Akash Shova Building,
Sachivalaya Marg,
Bhubaneswar–751 001

Ref: “SELECTION OF AN AGENCY FOR CONCEPTUALIZATION & EXECUTION OF CURATED CITY TRAILS UNDER EKAMRA WALKS IN BHUBANESWAR AS PART OF BHUBANESWAR CITY FESTIVAL”

We, the undersigned, offer to provide the agency services for the “CONCEPTUALIZATION & EXECUTION OF CURATED CITY TRAILS UNDER EKAMRA WALKS IN BHUBANESWAR AS PART OF BHUBANESWAR CITY FESTIVAL” in accordance with your Request for Proposal dated _____[Insert Date] and our Financial Proposal (For one season of Service) as per details as mentioned below:

Curated City trails under Ekamra Walk					
#	Items	Unit	Unit Rate	Amount in Rs.	
				In Figures	In words
1	Complete Curation, Execution, Marketing, and Documentation & Promotion of City trails as mentioned in the Scope of Work as per Clause 3 of the RFP with deployment of skilled human resource.	1			
2	Cost towards one trip in a 26 seated AC vehicle for Transport Services for each of the trails for the complete project period For 75 Trails within Bhubaneswar.	75			
	Grand Total				

Amount quoted above should be inclusive of all applicable taxes but excluding GST. The rate/value to be accepted by BDA should remain unchanged during the contract period.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 90 days from the last date of submission of proposal.

The rates quoted above by <name of the Event Management Agency> shall regency firm till the completion of the event. No increase in rates for whatsoever reasons shall be entertained.

The Financial Proposal is without any condition.

Yours faithfully,

For and on behalf of (*Name of Bidder*)

**Duly signed by the Authorised Signatory of the Bidder
(Name, Title and Address of the Authorized Signatory)**