

Office of Collector, Cuttack

At/Po- Chandini Chowk, Dist- Cuttack

Pin-753002,

Phone no. - 0671-2508100

Email -touzicte@gmail.com



EOI No...486.....Date...01/10/2022

Expression of Interest (EOI)

**For Selection of an Agency for operation of Water Sports Activities in Baliyatra
Cuttack Utsav - 2022.**

EOI are invited from reputed Agency for operation of Water Sports Activities at the Baliyatra Cuttack Utsav 2022. The detailed document is available in the website of Cuttack District Administration i.e. <https://cuttack.nic.in>

The bid shall be submitted in the prescribed format along with all relevant documents duly signed and sealed. The bid should reach the District Culture Officer, Office of the Collector, Cuttack by Dt: 18/10/2022 by 04.00 P.M. either by Courier/ Speed Post/ Registered Post. (No hand delivery is acceptable). The Office of District Administration, Cuttack shall not be responsible for any delay in postal delivery and similar reasons.

For any assistance in this regard or for any clarification, the prospective firm/ Company may contact District Culture Officer

By order of Collector

**Chief Development Officer-cum-Executive Officer, Baliyatra
Cuttack, Odisha.**

District Administration, Cuttack reserves right to accept or reject any or all application during the selection process at any time, without incurring any liability and without assigning any reason thereof.

EOI No: 486/Culture

Date: 01.10.2022

Expression of Interest (EOI)
For Selection of
“Agency for operation of Water Sports Activities in
Baliyatra Cuttack Utsav - 2022”



OFFICE OF THE COLLECTOR, CUTTACK

At/Po- Chandini Chowk, Dist- Cuttack, Pin- 753002, Odisha

Phone No- 0671-2508100

Email: dco.ctc@gmail.com

Schedule of Bidding Process

Period of availability of EoI document:	Dt 01/10/2022 to Dt. 18/10/2022 Downloadable from Website https://cuttack.nic.in
Submission of queries for Pre-bid:	Dt.10/10/2022 at 12.00 Noon
Pre-bid Meeting;	Dt.11/10/2022 at 3.30 PM.
Last date for receipt of EoI:	Dt.18/10/2022 by 04.00 PM. Through Registered Post/ Courier/ Speed post. No drop box facility available and Hand delivery is not allowed.
Place of submission of EoI:	The District Culture Officer, Collectorate, , Cuttack At/Po- ChandiniChowk,Dist- Cuttack Pin- 753002, Odisha.
Date and Time of opening of Technical Proposal	Dt.19/10/2022 at 11.00 AM.
Presentation by qualified Bidder	Dt.20/10/2022 at 11.00 AM.
Opening of Financial Proposal	Dt.20/10/2022 at 03.00 PM.
For further information:	The District Culture Officer, Collectorate, Cuttack At/Po- ChandiniChowk,Dist- Cuttack Pin- 753002, Odisha. Phone:0671-2508100, Email- dco.ctc@gmail.com Mobile: 9040412545

1. INFORMATION AND GENERAL CONDITION OF CONTRACT

1.1. **Balijatra Background**

Balijatra (also BoitaBandana) literally means A Voyage to Bali. This festival is held in Odisha, in the city of Cuttack at GadagadiaGhataa of the Mahanadi river, to mark the day when ancient Sadhabas (Odia mariners) would set sail to distant lands of Bali, as well as Java (at the time of the voyage known as "Yawadvipa"), Sumatra, Borneo (all in Indonesia), and Sri Lanka (formerly Ceylon) for trade and cultural expansion. To commemorate this, the festival is celebrated every year from the day of Kartika Purnima (full moon day of the month of Kartika) according to the Odia Calendar. The Sadhaba Bohus (Daughter in Laws) used to give them ceremonial send-off through Boita bandana and wished them bon voyage and safe return.

Balijatra is also a great source of income and earnings for the poor artisans who work throughout the year, making different kind of products of art and handicrafts and other household articles, which are sold in large numbers in the fair. Special attractions are the stalls of ORMAS that promote and sell handicrafts and handworks of self-help groups from all over the country. All the necessities of life both rustic and modern are available in the festival to the denizens of the city and the visitors coming from far wide.

In Cuttack, Balijatra is celebrated annually as a large open fair near the Barabati Fort area. It is said to be the largest fair of Asia. There are several attractions for children like toy stalls, giant wheels, different games, maut ka kuan (literally well of death) and food stalls selling Odia delicacies (Cuttack DahibaraAludum, Thunka puri, Kulfi, Gupchup, Mathura Cake, BanarasiPaana etc.) from different parts of the state, and other vendors selling toys, curiosities, and other gifts. Baliyatra also provides many cultural programs. Every year millions of people from all over the nation come to experience it. After successful completion of Baliyatra 2019 the District Administration intends to celebrate this time as grand Baliyatra Cuttack Utsav 2022.

1.2. **Instruction to Bidder**

- a. Firms are hereby invited to submit their bids in response to the EoI for providing their services to the District Administration, Cuttack. Proposal so submitted shall form the basis for future negotiations and ultimately a contract between the selected agency and Chief Development Officer-cum-Executive Officer. The contract shall be for a period of 9 days during Baliyatra and the agency shall execute the scope of work mentioned in this document during Baliyatra Utsav 2022 only.

- b. A description of the assignment, Scope of work, Terms of Reference and objectives are given in this document.
- c. To obtain first- hand information on the assignment, the agency may make visit to Baliyatra ground or visit the city of Cuttack before submitting the proposal.
- d. The expenditure incurred towards preparing the proposal and negotiating the contract including site visit, are not reimbursable as a direct cost of the assignment.
- e. The District Administration may reject one or all proposals without any reason thereof.

1.3. Consortium

Keeping in view the scope of work, Consortiums / Joint Ventures are NOT allowed. Firms applying in consortium/joint venture shall be summarily rejected. Firms/Agencies desirous of participating in this Bid should not have been debarred/blacklisted by any Government (Central/State) agency.

1.4. EoI Documents

- a. The EoI document shall be available from the advertisement date till the bid due date on the District Website at <https://cuttack.nic.in>
- b. Bidders are advised to submit their proposal in the appropriate formats specified in this document.
- c. At any time before the submission of proposals, the District Administration may, for any reasons, whether at its own initiative or in response to a clarification requested by an invited consulting firm modify the document by amendment. The amendment will be notified in the Official website of Cuttack District and the revised documents / clarification if any, shall also be uploaded on the website.

1.5. Pre-bid Meeting

To address the queries of Bidders on the project scope and bid document, a pre-bid meeting is scheduled to be held at Baliyatra Monitoring Cell, 2nd Floor, Conference hall, Collectorate Cuttack as per the below mentioned schedule;

The date, time and venue of Pre-Bid Meeting shall be:

Dt.11/10/2022 at 3.30 PM.,

Venue: Baliyatra Monitoring cell, 2nd floor, Conference Hall, Collectorate, Cuttack.

Bidders are advised to submit their queries addressed to the The District Culture Officer, Cuttack by Dt.10/10/2022 at 12.00 Noon through email i.e. dco.ctc@gmail.com

The responses to the queries shall be uploaded in the official website of Cuttack District after the pre-bid meeting. If required necessary corrigendum may be issued in response to the pre-bid meeting.

1.6. Communications

All communications including the submission of proposal should be addressed to;

The District Culture Officer,

Collectorate, Cuttack

At/Po- Chandini Chowk, Dist- Cuttack, Pin- 753002, Odisha.

Phone: 0671-2508100,

Email- dco.ctc@gmail.com

Mobile: 9040412545

1.7. Preparation of Proposal

- i. Bidders are requested to submit the proposals as per the attached formats only. The proposals, which are not submitted in the required format, are liable to be rejected by District Administration, Cuttack.
- ii. The requirement of information to be provided by the Bidder i.e. the Technical and Financial Proposal, is described in Section-3 (Submission of Proposal) of this document. Bidders are requested to go through the EoI document carefully before preparing and submitting their proposal.
- iii. The Bidders may be disqualified, if information sought in the EoI is not provided.
- iv. Any proposals containing vague and indefinite expressions will not be considered.

1.8. Submission of Proposal

The proposal shall be submitted in two parts -

Part A-Technical Proposal

Part B - Financial Proposal

These 2 (two) separate envelopes must be packed/sealed with another envelope

The proposal shall be typed or written in indelible ink and shall be signed by the applicant or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the proposal prior to opening of the same.

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

Part-A- Properly sealed Technical Proposal as per the Format attached in the Annexures- A1, A2, A3, A4 & A5 of this EoI

Part-B- Properly sealed Financial Proposal in the specified format as per Annexure B1 & B2
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:

**“Selection of an Agency for operation of Water Sports Activities in Baliyatra
Cuttack Utsav - 2022”.**

The Applicant’s Name & address shall be mentioned in the left hand corner of the outer envelope. The inner and outer envelopes shall be addressed to The District Culture Officer, Cuttack at the following address;

The District Culture Officer,

Collectorate, Cuttack

At/Po- Chandini Chowk, Dist- Cuttack

Pin- 753002, Odisha.

Phone: 0671-2508100,

Email- dco.ctc@gmail.com , Mobile: 9040412545

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then District Administration will assume no responsibility for the tender’s misplacement or premature opening and 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 District Administration to the eligible applicants. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be considered.

1.9. Proposal Validity Period

The proposals shall be valid for acceptance by District Administration, Cuttack for a period of ninety (90) days from the Bid Due Date.

1.10. Proposal Evaluation

- i. The Technical Proposals submitted on the time & date stipulated in this EoI shall be opened, in presence of Bidders who choose to remain present. The name of the Bidders who have submitted their proposals shall be announced.
- ii. Prior to evaluation of proposals submitted, District Administration, Cuttack will determine whether each proposal is responsive to the requirements of the EoI. District Administration, Cuttack may, in its sole discretion, reject any proposal that is not responsive hereunder. A proposal shall be considered responsive only if:
 - a. Proposal prepared have been as per the format specified in the EoI;

- b. It is received by the due dates stipulated in the EoI including any extension thereof granted by District Administration, Cuttack;
 - c. It is accompanied by the Bid Security & Bid Processing Fee as per the provisions of this EoI;
 - d. It contains all the information (complete in all respects) as requested in the EoI;
 - e. It does not contain any condition or qualification and
 - f. It is not non-responsive in terms thereof
- iii. The District Administration, Cuttack reserves the right to reject any proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by District Administration, Cuttack in respect of such proposals.
 - iv. District Administration, Cuttack will carry out the evaluation of all responsive proposals in the manner stipulated in the EoI document.
 - v. Based on the evaluation of credentials submitted by bidders in the Technical Proposal, they shall be pre-qualified. Such pre-qualified bidders shall be invited for presentation before the Evaluation Committee. The Financial Proposals shall be opened in the presence of the qualified Bidders who wish attend.
 - vi. District Administration, Cuttack shall not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process.
 - vii. Bidders are advised that, the selection process shall be entirely at the discretion of the District Administration, Cuttack. Bidders shall be deemed to have understood and agreed that District Administration, Cuttack shall not be required to provide any explanation or justification in respect of any aspect of the selection process or selection.
 - viii. Any information contained in the Proposal shall not in any way be construed as binding on District Administration, Cuttack, its agents, successors or assigns, but shall be binding against the Bidder if the assignment is subsequently awarded to it.

1.11. Bid Security

A Bid Security of Rs.1,00,000.00 (Rupees One Lakh Only) in the form of Demand Draft drawn in favour of "**Collector-cum-Chairman, District council of Culture, Cuttack** "and payable at any scheduled bank having branch in Cuttack, shall be submitted by all the Bidders along with the Technical Proposal & Financial Proposal.

- Proposals not accompanied by the Bid Security shall be rejected as non-responsive.
- No interest shall be payable by District Administration, Cuttack for the sum deposited as Bid Security.
- The Bid Security of the unsuccessful bidders would be returned back within ten days of issuance of Letter of Intent to the successful Bidder.

- The Bid Security of successful bidder may be adjusted against the quoted financial proposal.

The Bid Security shall be forfeited by the District Administration, Cuttack in the following events:

- If the proposal is withdrawn during the validity period or any extension thereof.
- If the proposal is varied or modified in a manner not acceptable to District Administration, Cuttack after opening of tender during the validity period or any extension thereof.
- If the Agency tries to influence the evaluation process.
- If the Preferred Agency withdraws his proposal during negotiations.

1.12. Bid Processing Fee

All bidders are required to pay INR 5000.00 (Rupees Five Thousand Only) towards Bid Processing Fee in the form of Demand Draft drawn in favour of **“Collector-cum-Chairman, District council of Culture, Cuttack” and payable at Cuttack.** The Bid Processing Fee is Non-Refundable and is payable along with the Technical Proposal.

2. TERMS OF REFERENCE

2.1. Objectives of the Assignment

The broad objective of this assignment is to provide water sports activities beside Mahanadi river bank for the Baliyatra Cuttack Utsav -2022.

2.2. Scope of Work

The scope of work with the requirement of different items is only indicative and not exhaustive. The requirement of various items may increase or decrease as per the actual requirement. The prospective bidders are also advised to provide a concept note on the engagement activities which can be executed for the visitors and for taking Baliyatra the status of an international Fair.

- Setting up of one or more Jetty near the Gadagadia Ghat.
- Procurement of equipment's like Jet Ski, Speed Boat 6/12/25 seater, Paddle Boat, Bumper, Banana, Band Wagon, Water Ring Ride, Luxury Pontoon Boat, Kayak, Canoe, Zorbing, Standup Paddle etc.
- Establishment of floating restaurant, water cycle, Shikara
- Any other ancillary activities as approved by District Administration

- Assets facilities to be created in proposed project and no. of employment generation (Skilled & unskilled).
- Construction and setup of Ceremonial boat which shall be availed in the inaugural day of the event, during visit of VIP/dignitaries, during Mahanadi aarti for 9 days, with commercial purpose on non prime hours of the District Administration. The agency shall be responsible for decorating and providing end to end facilitation of services to the dignitaries during travel in the boat.
- Maintenance and cleaning of path beside riverfront.
- Running and management of Desert/ All Terrain Motorcycle (ATV) bike
- NOC from the DCP Cuttack
- NOC from the Collector & DM, Cuttack
- Insurance for Equipment
- Group insurance for passengers
- Labour Registration.
- Model and Documents of Water Sports Equipments.
- Expertise in Water Sports.
- Safety Measures undertaken.
- NOC from Pollution Control Board.
- NOC from Ministry of Shipping Transport & Highways, Mercantile Marine Department.
- Safety audit report of water sports equipments from National Institute of Watersports
- Crew license from National Institute of Water Sports
- Facilitation for Cycling track alongside the riverfront preferably MTB
- Any other facility/open sports/equipment's if the Agency is willing to introduce in the event or post event then the Agency has to take prior approval from the Authority

Terms & Condition

- Period of services is only for 9 days during the Baliyatra Cuttack Utsav 2022.
- The agency/ party will be responsible to run the assets operations at the site with their own qualified employees
- The agency/ party will run the assets with all necessary arrangements like fuel, qualified operators, mechanics etc
- All recurring costs for running the Jet Skies, Speed boats & other equipment's will have to be borne by the agency itself
- The Person/Firm/Agency shall use only the space/location ear marked for the running of the Jet Skies ,Speed boats etc.
- All the boating equipment's shall be maintained by the selected agencies in excellent running condition throughout the Event
- The agency may use the existing jetties wherever available and may be required to

make their own arrangement for anchoring the Jet Ski, Speed Boats & other equipment's

- The waste materials so generated out of the running of the assets like Jet Skies, Speed boats etc. will be handled by the agency as per rules and guidance of CMC for collection by their solid waste management staff from a particular point. No waste material should be allowed to decompose or disposed of inside or near to the river. The agency will be responsible to maintain the above conditions and penalty will be imposed for such deviation. District Administration reserves the right to cancel the agreement in such cases.
- Sufficient fire safety measures, life jacket shall be arranged by the agency confirming to international standard for the tourists using these assets.
- The agency shall ensure that staff engaged for the purpose is well trained, polite and free from communicable diseases. The staff should be well dressed in a uniform whose design shall have prior approval of the Authority or its authorized representative(s). Each employee shall wear a photo identity card provided by the agency and approved by Authority.
- All the technical staffs (like drivers) must have requisite qualifications and must have completed appropriate courses from reputed and Govt. approved institutes & having appropriate License from competent Authority.
- The agency will be solely responsible for all payments and observance and compliance of relevant provision of laws/rules/regulations etc. in respect of his employees and the business of running the assets. District Administration ("Authority") or his authorized representatives will have no liabilities whatsoever with regard to such statutory compliances and payments.
- The entire arrangement should be in pollution free manner. In case of any deviation, the contract shall also be liable to be cancelled.
- The quality of service shall be subject to verification by the Authority or his authorized representative(s) at any time. If the quality of facility/service is not found to be satisfactory, the agency will be instructed to take the corrective measures. Further, if the service quality is found to be unsatisfactory repeatedly, the contract will be liable to immediate termination.
- The fuel, oil & safety equipments kept by agency for running the assets and security of the tourists/users/operators shall remain open for inspection by the appropriate Authority or his authorized representative(s) at any point of time.
- No sub-agency/ sub-leasing / sub-renting will be allowed under any circumstances whatsoever. The agreement stands cancelled on detection of such circumstances
- The agency shall not make or permit any construction or structural alteration of additional fitting inside the premises of the work place without prior written approval of the Authority.

- All the legal matters shall be construed and interpreted in accordance with the provisions of Law governed by the law of the land and it would be amenable to the jurisdiction of the Cuttack Court.
- The agency shall make registration of the boat with IWT authority & observe all world class safety standards. It will also take insurance cover for the jet skies, speed boat etc, crews and tourists.
- Any accidental death/ injuries and compensation thereof during the water sports activity shall be the responsibility of the agency.
- Strict adherence of the NGT order dated 21.09.2022

2.3. Payment Schedule

The payment shall be made to the District Administration Cuttack by the Agency in the following manner:

Sl. No.	Timeline	Payment
1	Within 3 days of issuance of Letter of Award	25% of Quoted Amount (EMD amount may be adjusted)
2	Within 7 days of issuance of Letter of Award	100% of Quoted Amount

3. SUBMISSION OF EoI

The bids must be submitted, in two separate envelopes:

Technical Proposal – Envelope I

Financial Proposal – Envelope II

These 2 (two) separate envelopes must be packed/sealed with another envelope

3.1. Technical Proposal

The Technical Proposal should be provided with the following information, using the format for technical proposal provided in the Annexures of this EoI document:

- i. Letter of Proposal – Annexure A1
- ii. Particulars about the Bidder – Annexure A2
- iii. Financial Capacity of the Bidder – Annexure A3
- iv. Experience of Bidder in Similar Projects – Annexure A4

All the projects cited needs to be submitted by supporting credentials (work orders / completion certificates) from clients.

- v. Particulars in the form of CVs regarding the key personnel.

- vi. Bid Processing fees in the form of Demand Draft in favour of “Collector-Cum-Chairman, District Council of Culture, Cuttack” payable at Cuttack.
- vii. Bid Security in the form of Demand Draft in favour of “Collector-Cum-Chairman, District Council of Culture, Cuttack” payable at Cuttack.

3.2. Financial Proposal

- i. The financial proposal should include remuneration for staff, accommodation, transportation, equipment cost, license fee, any approval fees from respective Departments etc. and all other expenses related to the assignment for the activity of Balijatra Cuttack Utsav -2022 at Cuttack.
- ii. In the Financial Proposal, the Agency shall quote lumpsum amount for all elements in the scope. The total amount quoted by the Agency in Annexure-B2 shall be considered for financial evaluation.

All costs must be expressed in Indian rupees only.

3.3. Checklist for Submission

A	Technical Proposal	Format
1.	Covering Letter	Annexure-A1
2.	Bid Processing Fee (non-refundable) of Rs. 5000/- (Rupees Five thousand only)	Demand draft in favour of “Collector-Cum-Chairman, District Council of Culture, Cuttack”, payable at Cuttack.
3.	Bid Security of Rs.1,00,000/- (Rupees One lakh only)	Demand draft in favour of “Collector-Cum-Chairman, District Council of Culture, Cuttack”, payable at Cuttack.
4.	Particulars of Bidder	Annexure-A2
5.	Financial capabilities of the Bidder	Annexure-A3
6.	Details of experience in similar assignments	Annexure-A4
B	Financial Proposal	Annexures-B1 and B2

4. EVALUATION CRITERIA

4.1. Evaluation of Proposals

The bids of those Agencies, which would meet the minimum conditions of eligibility specified in Section 4.2, will be evaluated in two stages:

- i. Technical evaluation
- ii. Financial Proposal

4.2. Pre-Qualification / Minimum Eligibility Criteria:

- i. The Agency should be registered under Companies Act 1956/2013 or Indian Partnership Act 1932.
- ii. The Agency must be rendering services with regards to water sports activity in same name and style for last 2 (two) years. Documents like ROC registration/MoA of Company/AoA of Company, PAN, GST registration, etc. relating to business entity should be furnished;
- iii. In the last 5 (five) years from bid due date, the firm should have undertaken and completed management of atleast 2 (two) water sports activities. Documents related to these projects along with scope of work should be submitted as part of the eligible projects and
- iv. Financial eligibility criteria: The firm should have an average annual turnover of at least Rs. 10 lakhs (Rupees Ten lakhs) for the financial years i.e. 2018-19, 2019-20 and 2020-21.

4.3. Technical Proposal Evaluation - The Technical Proposal evaluation of bidders will be done out of total 100 marks in two parts; (a)evaluation of past project experience (Credential Score of 70 marks) and (b)evaluation of project concept proposal to the Technical Evaluation Committee through a power point presentation (Presentation Score of 30 marks).

4.4. Credential Score -Maximum 70 marks will be given based on the information and credentials submitted by the bidders in terms of relevant past project experience and turnover as follows.

Sl. No.	Details	Maximum Marks	Basis of Marks to be allotted
1.	Experience in water sports activities	10	<ul style="list-style-type: none"> • 5 marks for water sports activities inside Odisha • 5 marks for water sports activities outside Odisha
2.	Turnover	20	<ul style="list-style-type: none"> • Atleast Rs. 10 Lakhs average annual turnover of 2018-19, 2019-20 & 2020-21: 10 Marks • and for each additional turnover in multiple of 1 lakhs: 5 marks
3.	Experience of Agency	15	<ul style="list-style-type: none"> • 10 marks for at least 2 years of

			experience • And for each additional year of experience: 2.5 marks
4.	Empanelment/Experience with OTDC	15	
5.	Experience in State/National/International Trade Fairs	10	
	Total	70	

Note: All projects should have been undertaken by the Agency in the last Five Years Relevant projects of State or National or International repute to be considered for evaluation of event management:

- Trade Fairs
- Youth Services Events
- Cultural Events

4.5. Presentation Score–The bidders shall be invited to make a presentation (30 Minutes each) to the Evaluation Committee (on the date and time mentioned in Schedule of Bidding of this EoI) on their Approach & Methodology for executing the assignment. The project concept proposal by the bidders in the form of a power point presentation as part of the technical proposal shall be evaluated and given scores (max. 30 marks) by the Technical Evaluation Committee as follows.

Sl. No.	Evaluation criteria	Max. Marks
1	Water sports activities management plan and Programmes for Baliyatra Cuttack Utsav - 2022	10
2	Innovation, Creativity and best practices in delivery of the event	10
3	General approach & methodology and quality of deployment of manpower	10
	Total	30

4.6. Technical Score - The total score secured by the bidders in credential score and presentation score combined will be treated as the Technical Score (TS) out of 100 marks. Bidders scoring 60 marks or more in the Technical Score will be qualified for opening of their financial bids.

4.7. Opening of Financial Proposal and Selection of Preferred Agency:

The financial proposal of those bidders qualified in the Technical Score shall be opened and evaluated.

- a. *Technically qualified bidder quoting the highest financial proposal shall be chosen as the preferred bidder.*
- b. The decision of District Administration Cuttack as regards to acceptance/rejection of eligibility for parties who apply shall be final and binding.
- c. Notwithstanding the above, District Administration Cuttack reserves the right to accept or reject any or all bids or to annul the bidding process.

4.8. Negotiations

Contract negotiations may be scheduled with Preferred Agency. Negotiations will commence with a discussion of technical proposal, the proposed concept, staffing and price proposals.

After the contract has been successfully negotiated, Preferred Agency will be issued Letter of Intent by the District Administration. If the negotiations do not reach any conclusions and if the first Preferred Agency withdraws his proposal, District Administration may then invite Second Best Bidder for the negotiations. In such case EMD of Preferred Agency shall be forfeited.

The other Bidders, which did not meet the Minimum Eligibility Conditions, not shortlisted for other stages of evaluation also the Bidders who were technically qualified but were not selected except the second best Bidder, will be informed by District Administration that they were unsuccessful. The Bid Security of such Bidders will be refunded/adjusted within 15 days or adjusted after issue of LOI to the successful Bidder.

No information on the evaluation proposal will be disclosed to any person other than those directly concerned with the selection process. Proposals of any Bidder, who tries to influence the evaluation, will be liable to be rejected.

4.9. Agreement

Agreement shall be signed between **Chief Development Officer-cum-Executive Officer** & the successful bidder.

4.10. Performance Security

The successful bidder shall deposit a performance security equal to 10 % of the contract value in the form of bank guarantee before signing of the agreement with validity of at least 120 days.

4.11. In the event of unforeseen circumstances the District Administration reserves the right to make suitable amendments to the aforesaid conditions without assigning any reason thereof.

ANNEXURES - FORMATS

Annexure - A1

Letter of Technical Proposal

To

The Chief Development Officer-cum-Executive Officer

At/Po- Chandini Chowk, Dist- Cuttack

Pin- 753002, Odisha.

Sub: "Proposal for Selection of an Agency for operation of Water Sports Activities in Baliyatra Cuttack Utsav - 2022"

Regarding Technical Proposal

Dear Sir,

1. With reference to the EoI dated _____ for the above captioned project, and clarification issued by District Administration Cuttack thereof, I _____, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Agency for **operation of Water Sports Activities in Baliyatra Cuttack Utsav - 2022**. The proposal is unconditional and unqualified.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.
4. I shall make available to District Administration Cuttack any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I acknowledge the right of the District Administration Cuttack to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

6. I certify that in the last three years, we or any of our Associates 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 against the Bidder, nor been expelled from any project or contract by Government (Central/State) nor have had any contract terminated by any public authority (Central/State) for breach on our part.

I declare that:

- a. I have examined and have no reservations to the EoI Documents, including any Addendum issued by the District Administration Cuttack;
 - 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 of any tender or request for proposal issued by or any agreement entered into with the District Administration Cuttack or any other public sector enterprise or any government, Central or State; and
 - c. I hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
7. I understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders.
 8. If our Firm is qualified, we shall make a presentation on Approach & Methodology to District Administration Cuttack on the date specified upon intimation received from District Administration Cuttack.
 9. The undersigned is authorized to sign the documents being submitted through this EoI. (A copy of Power of Attorney may be enclosed)
 10. In the event our firm is selected as the Agency for this project we shall enter into a contract with District Administration.
 11. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.

12. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that which may **lead to the extent of blacklisting**. We understand in such cases our bids are liable to be rejected.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder)

Power of Attorney (Sample)

Know all men by these presents, we, (name of Firm and address of the registered office) do hereby constitute, nominate, Firm and address of the registered office) do hereby constitute, nominate,

Appointment and authorize Mr./Mrs. _____ son/ Daughter/ wife and presently residing at _____, who is presently employed with us and holding the position of _____ as or true and lawful attorney (hereinafter referred to as the "Authorized Representative") 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 operation of Water Sports Activities in Baliyatra Cuttack Utsav - 2022 including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-proposal and other conferences and providing information/ responses to the District Administration, Cuttack, representing us in all matters before the District Administration Cuttack, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the District Administration Cuttack in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the District Culture Officer, Collectorate, Cuttack.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative 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 Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL

HAVE

EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2022

For

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarized Accepted

.....

(Signature, name, designation and address of the Attorney)

Notes:

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 executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (hundred) and duly notarized by a notary public.

Particulars of the Bidder

General Information about the Firm:

- a. Name of Company or Firm:
- b. Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):
- c. Country of incorporation:
- d. Registered address:
- e. Year of Incorporation:
- f. Year of commencement of business:
- g. Principal place of business:
- h. Brief description of the Company including details of its main lines of business
- i. Name, designation, address and phone numbers of authorized signatory of the Bidder:
 - i. Name:
 - ii. Designation:
 - iii. Company:
 - iv. Address:
 - v. Phone No.:
 - vi. Fax No. :
 - vii. E-mail address:

(Signature, name and designation of the authorized signatory)

For and on behalf of

Financial Capacity of the Applicant duly certified by Chartered Accountant

Sl. No.	Financial Year	Annual Turnover
1.	2018-19	
2.	2019-20	
3.	2020-21	

Certificate from the Statutory Auditor

This is to certify that(name of the Applicant) has received the payments shown above against the respective years on account of professional fees. And the Average Turnover of the Firm from professional fees in the last two years is Rs. (In words)

Name of the audit firm:

Seal of the audit firm:

Date:

(Signature, name and designation of the authorized signatory)

Note: In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

Eligible projects undertaken by the Bidder

The following information should be provided in the format below for each Eligible Project for which your firm was legally contracted by the Client stated as a single entity.

Applicants are advised to provide the information for only those assignments qualifying projects in Water Sports Activities separately.

i.	Assignment Name	
ii.	Name, fax, email of the Client Representative:	
iii.	Time when the assignment was carried out : Start Date End Date	
iv.	Location of the Event	
v.	Contract Value	
vi.	Narrative Description of the Scope of work of the assignment	
vii.	Description of Actual Services provided by your Staff	
viii.	Status of the assignment	

IMPORTANT:

1. Use separate sheet for each Eligible Project
2. Please provide proof of eligible projects undertaken like a copy of completion certificate from the client/Copy of work order/copy of agreement etc.The submitted testimonial MUST contain detail description of work (Scope of Work and TOR) carried out by the Bidder.

Particulars of the Equipment's and Manpower

Equipment's:

Sl. No.	Type of Equipment	License No	Validity	Insurance (Yes/No)

Manpower:

Sl. No.	Proposed Name of the Manpower	Certification	Validity

Covering Letter

(on the Agency's letterhead)

To,

The Chief Development Officer-cum-Executive Officer

At/Po- Chandini Chowk, Dist- Cuttack

Pin- 753002, Odisha.

**Sub: "Proposal for Selection of an Agency for operation of Water Sports Activities in
Baliyatra Cuttack Utsav - 2022"**

Regarding Financial Proposal

Dear Sir,

I,

enclose herewith our Financial Proposal for selection of our firm as Agency to carry out water sports activities in Baliyatra Cuttack Utsav - 2022.

Please note that the financial proposal does not contain any conditions and is submitted as per the prescribed format. In case of any discrepancy, our firm will be solely responsible for the same.

I agree that this offer shall remain valid for 120 (one hundred and twenty) days from the bid due date or such further period as may be mutually agreed upon.

Yours faithfully,

Signature _____

Full Name _____

Designation _____

Note:

- a. No conditions should be attached to the price proposal.
- b. The amount should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.

Signature of the Agency:

Address:

Date:

FINANCIAL PROPOSAL
(On the letter head of Bidder)

Having gone through the EoI and having fully understood the scope of work for the Project as set out, we are pleased to quote the following Professional fees for the Assignment as per the specified scope of Work:

Particulars	Professional Fees for delivering Water sports activities in figures & words (rounded off to 2 decimals figure)
Lumpsum Financial Quote	
GST	
Total (in rs.)	Rs. _____ (Figure) (Rupees _____ (Words))

Note:

1. The Financial Proposal is inclusive of all out pocket/incidental expenses during the period of assignment.
2. The Financial Proposal is inclusive of all taxes.
3. In case of difference in amount quoted in figures and words, the value in words shall be considered for evaluation

Signature of authorized representative of the Bidder
Seal of Firm

(We understand you are not bound to accept any proposal you receive)