



ODISHA TOURISM DEVELOPMENT CORPORATION LTD.

(A Govt. of Odisha Undertaking)

Lewis road, Bhubaneswar-751014.

No. 3247/OTDC

Dated: 24/11/2023

QUOTATION CALL NOTICE

Odisha Tourism Development Corporation Ltd. invites sealed quotations from the registered company/firm/trust/society/non-profit organization for selection of agency to organize Heritage walks in Bhubaneswar, Odisha. The last date for submission of quotation is up to 3 PM on dated 02.12.2023 through speed post/registered post and also can be received in the drop box placed at the Marketing Division, OTDC Head Office, Lewis road, Bhubaneswar-751014. The same shall be opened at 5 PM on same day in presence of the quotationer or their authorized representatives. Applications received after due date and time will summarily be rejected and not to be considered for further processing. The detail terms and conditions, eligibility criteria etc. can be downloaded from the website: www.odishatourism.gov.in

**S/D
General Manager, OTDC**

Request for quotation for selection of agencies for conceptualization, implementation & Operation of thematic heritage walks in Odisha

1. Introduction

- 1.1. Odisha Tourism Development Corporation (OTDC) intends to implement theme based Heritage Walks, along the identified heritage circuits revealing the city's rich architectural treasures, its culture, traditions, rituals, and customs.
- 1.2. This project shall target the stories and anecdotes around heritage structures (including lesser known built heritage examples).
- 1.3. In this regard, OTDC invites proposals from Registered Company/Firm/Trust/Society/Non- Profit Organizations who can design, conceptualize, curate and can undertake the on- site implementation & operation of the Heritage Walks in Odisha.

2. Objectives

- 2.1. Create awareness among citizens and visitors about key historic sites and the centuries old rich culture and traditions of Odisha.
- 2.2. 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.
- 2.3. Help citizen and tourists to relate to the historic parts of the State in a more personal and intimate manner.
- 2.4. Draw the citizens and tourists into areas of rich cultural and architectural Heritage, which are not yet on the tourist itinerary.

3. Eligibility Criteria

- 3.1. The agency must be a registered company/firm/trust/society/non-profit organization with minimum 3 years of experience in conducting Heritage Walk or similar tourism related events.
- 3.2. The agency must have a valid PAN no. and GST registration (if applicable).

The agency must have completed at least three similar category of Heritage Walk in last 5 years.

4. Scope of Work

- 4.1. Curation of itinerary at destinations provided in Annexure I.
- 4.2. The selected agency may be required to conduct Heritage Walks at other/ additional destinations as may be decided by OTDC, like Cuttack, Puri, etc. at the same cost/ rate.
- 4.3. Preparing a curatorial script for each walk. Each walk should be of at least 2 hours duration and must cover more than one heritage spots.
- 4.4. Conceptual / thematic framework, proposal development, Mapping of possible routes, itineraries and identification of pause points
- 4.5. Put in place a group of experienced certified professional guides (preferably conversant in English, Hindi and Odia languages) and orient them on theme/subject of the walk.
- 4.6. Each guide to lead a group of maximum 20 people

- 4.7. Coordinate and obtain consent / approval from relevant authorities or private organizations / individuals for conducting the walk and related activities along the identified route(s).
- 4.8. Preparing an advance monthly calendar of walks to be approved by OTDC for each month. OTDC reserves the right to modify the calendar/ schedule/ days of heritage walks as and when required, and in such case the agency is bound to abide by the same.
- 4.9. Seamlessly conduct all thematic heritage walks every week or as frequency set in consultation with OTDC. The agency is expected to conduct minimum 30 nos. of heritage walk in a year.
- 4.10. Maintain proper documentation along with minimum 10 nos. high resolution photographs of each walk.
- 4.11. Submit Monthly Progress Report (MPR) as prescribed by OTDC with all documents and submit a final report at the end of the contract tenure capturing the details of the walks.
- 4.12. Provide visitors with Kits supplied by OTDC, if any.

5. Payment Terms

- 5.1. The payment shall be released monthly upon submission of MPRs and approval of invoices along with other supporting documents after completion of the Task.
- 5.2. The payment to the selected agency shall be made for 30 number of heritage walks or actual walk tours conducted, whichever is higher, in a year.

6. Liability and Indemnity

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

- 6.1. Any wrongful, incorrect, dishonest, criminals, 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.
- 6.2. Any theft, robbery, fraud or other wrongful action or omission by the Agency and / or any of its facility staff.

7. Application Process

- 7.1. The application shall be submitted on / before 2nd December 2023 by 3 P.M as per the enclosed formats in Annexures.
- 7.2. The application shall be submitted in hard copy.
- 7.3. Application received after prescribed deadline will be rejected.

8. Selection Process

- 8.1. Financial quotations of the technically eligible agencies only shall be opened.
- 8.2. One agency per destination shall be selected under L1 method and procedures described in this RFQ. The agency quoting the lowest financial bid will be the preferred bidder.

- 8.3. In case the preferred bidder does not accept the terms of the LOA / Work Order/ negotiations / backs out, the next higher bidder (L2) will be invited for negotiation and so on.
- 8.4. In case two or more bidders quote the same price for a particular destination, the preferred bidder shall be selected through public lottery.
- 8.5. OTDC reserves the right to accept or reject the quotation without any obligation or liability of any bidder and cancel tender process at any stage without giving any further explanation.

9. Performance Security

Performance security of INR 50,000 in the form of Bank Guarantee shall be submitted by the selected bidder within 7 days of issue of Letter of Award (LOA). The Performance Security shall be refunded within 45 days from the date of successful completion of the contract period and fulfilment of contractual obligations. The Performance Security shall be forfeited in case the agency fails to perform its contractual obligation to the satisfaction of OTDC.

10. Terms of Assignment

The initial term of the assignment shall be valid for 1 years and can be extended for another year based on performance of the Agency to the satisfaction of OTDC for maximum 3 more years.

Upon extension same terms and conditions shall be applicable. Rate for each extended year shall be escalated by 10% of the previous year. The assignment may be terminated by giving one month notice by either party.

ANNEXURE – 1 – DESTINATION LIST

List of identified destinations for conceptualization, implementation & Operation of thematic heritage walks:

Sl No.	Destination	Expected Number of HW in a year	Minimum Guaranteed HW in a year
1.	Bhubaneswar	80	30

Note:-

- i. Selected agencies are free to curate multiple trails at each destination, subject to approval of OTDC. Each approved trail will be conducted at the rate quoted per Heritage Walk.
- ii. OTDC may add any other location for any specified number of Heritage Walks during the contract period as per requirement and based on mutual consent with the selected agency, for which the rate quoted for Bhubaneswar will be applicable.
- iii. Additional destinations will not change the minimum guaranteed 30 Heritage Walk Tours as specified above in a year.

ANNEXURE – 2 – COVER LETTER

(To be submitted on letter head of the applicant duly signed by authorized signatory)

Date.

The General Manager,
OTDC Ltd., Lewis Road,
Bhubaneswar – 751014.

Subject: - Request for quotation (RFQ) for Selection of an Agency for conducting
Heritage Walk

Sir,

We have examined in detail and have understood the terms and conditions Stipulated for eligibility of the applicant in the document issued by OTDC.

We hereby submit all the necessary information and relevant documents as follows –

- i. Registration of the firm.
- ii. Documents showing minimum 3 years of experience in conducting HeritageWalk or similar tourism related events.
- iii. Valid PAN no. and GST registration (if applicable).
- iv. Documents in support of conducting at least three similar category of Heritage Walk in last 5 years.

We agree and undertake to abide by all these terms and conditions as per the RFQ, if our application is accepted, to deliver services as specified in the document.

We understand that OTDC reserves the right to reject any application without assigning any reason thereof.

Yours faithfully,

Signature of authorized Person and seal.

Name and Designation

Name of the Company

ANNEXURE – 3 – FINANCIAL PROPOSAL

(To be submitted on letter head of the applicant duly signed by authorized signatory)

Date:

The General Manager,
OTDC Ltd., Lewis Road,
Bhubaneswar – 751014.

Subject: - Request for quotation (RFQ) for Selection of an Agency for conducting Heritage Walk Tour.

Sir,

We the undersigned, offer to provide the services for the above scope of Services in accordance with RFQ.

Our Financial Quote per Heritage Walk Tour as given below:

Sl. No.	Destination	Financial Quote per Heritage Walk Tour (exclusive of GST). Figure (in INR)	Financial Quote per Heritage Walk Tour (exclusive of GST). InWords (in INR)

Yours faithfully,

Signature of Authorized Person and Seal.

Name and Designation