



**Department of Tourism
Government of Odisha**

Paryatan Bhawan, Lewis Road, Bhubaneswar, 751014
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<https://dot.odishatourism.gov.in>

No. U 382

Date: 04.03.2025

TCT- OE-MISC- 0017-2022

Request for Proposal
for

Provision of Outsourced skilled and unskilled labour for Housekeeping and Security Services at Paryatan Bhawan, Bhubaneswar

Department of Tourism (DoT) invites proposals from prospective applicant (s) for Request for Proposal for Provision of Outsourced skilled and unskilled labour for Housekeeping and Security Services at Paryatan Bhawan, Bhubaneswar in accordance with the conditions and manner prescribed in the RFP document.

The proposals should be submitted by the interested parties to The Director Tourism, Paryatan Bhawan, Lewis Road, Bhubaneswar – 751014 on or before 17.03.2025 up to 15:00 Hrs. The detailed RFP may be downloaded from DoT's website:

<https://odishatourism.gov.in/content/tourism/en/dot/quickLinks/tender.html>


4/3/25
Joint Secretary to Govt, Tourism Dept.

Request for Proposal
for
Provision of Outsourced skilled and unskilled labour
for Housekeeping and Security Services at Paryatan
Bhawan, Bhubaneswar

RFP No. 4382

Date. 04.03.2025

Department of Tourism

Paryatan Bhawan, Lewis Road, Bhubaneswar, 751014

Phone:(0674)2432177|Fax:(0674)–243887

<https://dot.odishatourism.gov.in>

[Email- info@odishatourism.gov.in](mailto:info@odishatourism.gov.in), pmu@odishatourism.gov.in

DISCLAIMER

The information contained in this RFP document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Firm. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Firm and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever and cancel the entire bidding process.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

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Schedule of Bidding Process

Department of Tourism (DoT) invites proposals from renowned firms/ Agencies for “Provision of Outsourced skilled and unskilled labour for Housekeeping and Security Services at Paryatan Bhawan, Bhubaneswar” in accordance with the conditions and manner prescribed in the RFP document.

Agencies are advised to study the RFP document carefully before submitting their proposals in this regard.

Important Dates and Information

Date of Issue	04.03.2025
Last date for submission of written / online queries for clarification	Queries shall be sent on info@odishatourism.gov.in & pmu@odishatourism.gov.in by 10.03.2025 till 5 PM
Pre-bid meeting	11.03.2025 at 04:00 PM Video Conferencing Mode
Last date and time of submission of Bids	17.03.2025 till 03:00 PM
Date and time of opening of Technical Proposal	18.03.2025 at 11:00 AM
Date and time of Opening of Financial Proposal	To be intimated later

1. Background

Department of Tourism, Government of Odisha (hereinafter referred to as “DoT” or “Authority” or “Department”) aims to develop Odisha as one of most preferred tourist destinations in India. Concerted efforts are being put in place by DoT to position the state prominently in the domestic and international tourist source markets. In this background, DoT has constructed a state-of-the-art Office Premises at Bhubaneswar for the smooth operation of the Tourism activities.

DoT hereby invites Service Providing Agencies for Provision of Outsourced skilled and unskilled labour for Housekeeping and Security Services at Paryatan Bhawan, Bhubaneswar

The selected agency shall provide the following services to DoT as per the below mentioned timeframe:

SI	Name/Type of Services	Period of providing Services	Location of Providing Services
1	Outsourced skilled and unskilled labour for Housekeeping and Security Services at Paryatan Bhawan, Bhubaneswar	1 year (Extendable for another one year subject to assessment of the performance of the Agency and approval to Govt.)	Paryatan Bhawan, Department of Tourism, Lewis Road, Kalpana Square, Bhubaneswar, Odisha, 751014

2. Scope of Work

2.1 Objective

DoT invites proposals from interested and eligible bidders to participate in the RFP for **Provision of outsourced Security Services and Housekeeping Services at Paryatan Bhawan, Bhubaneswar.**

2.2 Scope of Work

The scope of services for provision of security and housekeeping services are mentioned below.

2.2.1 Proposed Deployment of manpower for Provision of outsourced Security Services and Housekeeping Services at Paryatan Bhawan, Bhubaneswar

S I	Category of Staff	Morning Shift	Afternoon Shift	Total no of Staffs	Rate per Day (in INR)	Financial Implication (Monthly)
		0600-1400 Hrs	1400-2200 Hrs			
A	Housekeeping Services					
1	Housekeepers (Un Skilled)	7	4	11	452	1,49,160.00
2	Gardener (Un Skilled)	1	0	1	452	13,560.00
B	Security Services					
1	Security Guards (Semi-skilled)	2	2	4	502	60,240.00
Total		10	6	16		2,22,960.00

2.2.2 Proposed location of deployment of manpower for Provision of outsourced Security Services and Housekeeping Services at Paryatan Bhawan, Bhubaneswar

SI	Spaces	Components within spaces
1	Paryatan Bhawan premises	• Parking • Landscaping Maintenance • Parking • Cabins • Security guard rooms • Main porch
2	Paryatan Bhawan Building	• Entrance & Corridors • Lobby area • Conference room, • Officer rooms, • Meeting rooms, • Fire exits, Lift and stairwells, • Pantry, • D.G Room, • Pump House, • Security Room, • Roof & terrace, • Cable trenches & Catchments drains • Generic pest control services • Pantry, Toilets, and bathroom fixture (Both Lobby & Service Area) • Fixtures, fittings, and furniture (all areas including offices) • Low level surfaces • High level surfaces • Ceiling • Walls, skirting • Hard Floors • Raw water tank

- The proposed area of deployment of services is attached in **Annexure A**.
- The detailed scope and specifications of the services, along with the contract period, payment terms, etc. as are given in Scope of work (Terms of Reference) section as enclosed in **Annexure B**.

*Note- Number of spaces/ components may vary according to requirement of DoT

2.3 Terms and Mode of Payment

- 2.3.1 The agency shall be paid for each category of personnel and other manpower supplied as per deployment chart plus quoted / negotiated Service charges.
- 2.3.2 Basic wages should be as per rates effective w.e.f. 30 September 2024 or any date notified by Labour Department, Govt. of Odisha from time to time.
- 2.3.3 In addition to the above, GST will be charged on gross monthly billing as per the provisions applicable of GST Act.
- 2.3.4 The agency shall submit monthly bills for payment due to him at First week of each succeeding Month in original to DoT.
- 2.3.5 Payment shall be made in Indian Rupees subject to recoveries, if any, by way of liquidated damages or any other charges as per terms and conditions of contract.
- 2.3.6 An abstract sheet of service supplied by him to the Building Premises during the month. The abstract sheet should be prepared by him in format of DoT services Register. The abstract sheet shall be checked and verified by the appropriate authority of DoT. After verification, such authorities shall sign/ countersign on the abstract sheet and on the bill submitted by the contractor/ agency with certificate that the services provided has been duly rendered satisfactorily by the contractor/ agency for the period claimed in the bill.
- 2.3.7 The attendance sheet of services staff deployed by the contractor/ agency, duly authenticated daily by his designated staff and countersigned by appropriate authority of DoT. No payment shall be made for absentee employees.
- 2.3.8 Self -declaration, "We are complying with all statutory Labour laws in vogue and as amended up to date, including the Minimum Wages Act".
- 2.3.9 Goods and Service Tax deposit challan for tax claimed in preceding month's contractor / agency's bill.
- 2.3.10 The agency shall be absolutely and exclusively responsible for the payment of salary for the staff deployed in Paryatan Bhawan on or before the 7th of each succeeding month to protect the interest of these staff and to ensure smooth running of operation and maintenance services in Paryatan Bhawan, irrespective of whether they may be able to raise the bills or receive payments from DoT by that time. Payment shall be released to the contractor/agency after deduction of Income Tax deductible at source and other statutory deductions.
- 2.3.11 The agency must provide proof of deduction of EPF and all other statutory deductions as applicable to the satisfaction of DoT every month with the Bill.

2.4 Price Revision

- 2.4.1 There shall be no revision on the final quoted / negotiated service charge provided by the agency for 1 year of the contract period

2.5 Obligations of DoT

- 2.5.1 DoT to ensure that bill submitted by the agency to be cleared by DoT within 60 days of raising invoice.

2.6 Contract Period

- 2.6.1 The selected agency shall carry out the Scope of Work as per RFP for a total period of **1 (One) year ("Contract Period")** which may be extended by another 1 (one) year at the sole discretion of DoT, subject to annual assessment of the performance.

- 2.6.2 The Contract Period shall commence from the date of signing of the Agreement/ Acceptance of LOI as approved by Director Tourism.
- 2.6.3 DoT shall review the operational performance of the selected Agency after 6 months of the Contractual Period. On satisfactory result of such review, DoT will issue a letter to the agency for continuing the work for the subsequent Contractual Period. If the performance of the agency is determined to be unsatisfactory by DoT, the Agreement may be terminated prematurely.
- 2.6.4 If the selected agency declines to undertake the work for subsequent year, the Performance Security shall be forfeited. In such case the DoT will be free to award the balance tendered work to other bidders at L-1/ negotiated price (Service charges).
- 2.6.5 At any point of time or at the end of any year, DoT can close / rescind the awarded work without any risk and responsibility in case it is observed that work performance is poor or not in the interest of DoT.

3. Eligibility Criteria

The Bidder should be fulfilling the following minimum eligibility criteria and must also submit documentary evidence in support of fulfilment of these criteria while submitting the Bid. Claim without documentary evidence will not be considered. The eligibility criteria and documentary evidence required are as follows:

3.1 General Eligibility criteria

- 3.1.1 The agency **must have an office in Odisha as on date of submission of bid.** Relevant documents like Sale Deed/ lease deed of property of office address within Odisha to be furnished.
- 3.1.2 The agency **must have been covered by the labour legislations such as EPF, ESI and Contract labour (R&A) Act.** Copy of EPF and ESI registration certificates and valid labour license to be furnished.
- 3.1.3 The agency **must not have been banned/ blacklisted by DoT/ Any Government organisation/ Any PSU.** Declaration of non-blacklisting to be furnished. Format attached in **Annexure-E.**
- 3.1.4 **The agency whose Contract Agreement with DoT had been terminated/ failed to perform will not be eligible to participate in the bidding. Decision of DoT in this regard is final & binding on all such entities.** Self-declaration to be furnished by agency.

3.2 Technical eligibility Criteria

- 3.2.1 The agency **must be a registered company/ firm of individuals/ Partnership firm/ Proprietorship firm/ Association of persons. The applicant must be registered under the Companies Act 1956 (or 2013)/ Partnership Deed/ Limited Liability Partnership Act 2008.** Certificate of incorporation/ Memorandum of Association as the case may be, to be furnished.
- 3.2.2 The agency **must have valid PAN and GSTIN registration.** Copy of PAN Card and GSTIN registration certificate to be furnished.
- 3.2.3 The agency **must have successfully completed at least one contract of similar services with contract value of INR 1.00 Crore during the last 5 (five) years ending FY 2024.** Work order and Completion certificate to be submitted by the bidder containing the scope of services, the value of the contract. In case value of the contract is not mentioned in the contract or work order or agreement,

then the value must be mentioned in the completion certificate issued by the client/ employers.

- 3.2.4 The Bidder **must have at least 10 (Ten) years of experience in provision of skilled and non-skilled labour for housekeeping and security services with any Govt organisation.** Work order and Completion certificate to be submitted by the bidder containing the scope of services, the value of the contract. In case value of the contract is not mentioned in the contract or work order or agreement, then the value must be mentioned in the completion certificate issued by the client/ employers.

3.3 Financial Eligibility Criteria

- 3.3.1 The agency **must have an Average financial turnover of INR 3 Cr during the last 3 (three) financial years ending FY 2024.** Copy of Audited Financial sheets for last 3 years and Annual Turnover format (**Annexure F**) signed by Statutory Auditor/ Company CA firm (having FRN & membership no.) and Authorised Signatory with Stamp.
- 3.3.2 The agency **must have positive net worth as on 31 March 2024.** Auditor/CA certificate to be furnished. Format for declaration of Net Worth is attached in **Annexure G.**

Note:

- A. "Similar Services" shall mean that the agency must have successfully executed the work of Housekeeping and/ or Security Services for any Govt. entity
- B. Applicable 3 (Three) years shall be preceding Three financial years (i.e. FY 2021-22, FY 2022-23 and FY 2023-24)

3.4 Eligibility Criteria for Security & Housekeeping Personnel

The Agency shall ensure the following criteria for the security guards/ Security personnel/ housekeeping personnel

- i. **Must be less than 40 years of age.** Proof of age to be furnished.
- ii. **Should be healthy i.e., no physical/ mental ailments.** Medical certificate to be furnished
- iii. **Must not have any criminal record.** Proof from Local Police station to be furnished
- iv. **Must know Odia and Hindi language.** Qualification credentials to be furnished
- v. The full particulars of the personnel to be deployed by the agency shall be furnished to DoT along with testimonials before they are actually deployed for the job.
- vi. The agency shall neither deploy not withdraw any personnel at any time without prior approval from DoT. In case of separation of an existing person due to resignation/ death/ any other reason, the same must be substituted with valid proof of substitution post approval from DoT.
- vii. The following documents must be furnished by the agency in respect to each personnel
 - a. Proof of permanent address
 - b. Proof of temporary/ local address

- c. One passport size photograph
- d. Proof/ certificates of training/ experience in security services / housekeeping services
- e. Photo ID card provided by agency
- f. Existing Provident Fund's UAN number of each personnel

4. Brief Description of the Selection Process

Steps for evaluation of bids

A committee shall be formed by DoT for evaluation of the responses and supporting documents of the bidders. The committee may seek clarifications from bidders with respect to proposals and may visit the bidder's client site for verification of credentials/ claims/ declarations. All responses shall be evaluated as per Eligibility Criteria and other specific conditions specified in this RFP.

- 4.1.1 Step 1- Responsiveness of bids shall be evaluated during bid opening.
- 4.1.2 Step 2- Technical evaluation of the responsive bids shall be evaluated.
- 4.1.3 Step 3- Financial proposal of the shortlisted bidders (**Qualifying Score for Opening of Financial Proposal shall be 70% i.e., 70/100**) based on technical evaluation shall be opened.
- 4.1.4 Step 4- One Agency will be selected under L1 method and procedures described in this RFP. The bidder quoting the lowest financial bid will be the preferred bidder and will be invited for negotiations with Department. In case the preferred bidder does not accept the terms of the contract negotiation/ backs out of the bid, the next higher bidder (L2) will be invited for negotiation and so on.

4.2 Technical Evaluation Criteria

The technical scores shall be done based on the following criteria. Qualifying Score for Opening of Financial Proposal shall be 70% i.e., 70/100.

SI	Evaluation Criteria	Maximum marks out of 100
1	The agency must have an Average financial turnover of INR 3 Cr during the last 3 (three) financial years ending FY 2024 (20 Marks) For Each additional Average Turnover of 1 Cr (5 Marks)	40
2	The agency must have successfully completed similar services with at least contract value of INR 2.00 Cr. during the last 5 (five) years ending FY 2024 with various Govt. Department/PSUs (15 Marks) For Each additional Project (5 marks)	30
3	The Bidder must have at least 10 (Ten) years of experience in provision of skilled and non-skilled labour for housekeeping and security services with any Govt organisation (15 Marks) For Each additional 5 Years of experience (5 Marks)	30

Total Technical Marks (T)	100
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4.3 Financial Evaluation Criteria

- 4.3.1 The Financial Bids of the technically qualified bidders shall be opened in the presence of such bidders' representatives who choose to attend.
- 4.3.2 The Bidder with the lowest financial bid shall be the successful bidder.
- 4.3.3 In case two or more bidders quote the same price, the preferred bidder shall be selected through public lottery.
- 4.3.4 In case the preferred bidder does not accept the terms of the LOA / work order / negotiations / backs out, the next bidder (L2) will be invited for negotiations and so on.

5. Submission of Proposal: Packing, Sealing and Marking of Proposals

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:

Part A

TECHNICAL PROPOSAL for "Provision of Outsourced skilled and unskilled labour for Housekeeping and Security Services at Paryatan Bhawan, Bhubaneswar"

Part B

FINANCIAL PROPOSAL for "Provision of Outsourced skilled and unskilled labour for Housekeeping and Security Services at Paryatan Bhawan, Bhubaneswar"

Both the Envelopes i.e., Envelope for Part A and Envelope for Part B must be packed in a bigger sealed outer cover and clearly super scribed with the following:

PROPOSAL

For

"Provision of Outsourced skilled and unskilled labour for Housekeeping and Security Services at Paryatan Bhawan, Bhubaneswar"

The applicant's Name & Address shall be mentioned in the left-hand bottom corner of the outer envelope.

The envelope shall be addressed to Director Tourism at the following Address:

The Director

Department of Tourism

Paryatan Bhawan, Museum Campus

Lewis Road, Bhubaneswar - 751014, Odisha

If the envelope is not sealed and marked as mentioned above, then DoT will assume no responsibility for the Proposals being misplaced or opened pre-maturely.

The Financial Proposal (Separately Sealed) shall follow Standard Form (Form B)

Note:

- i The proposals shall be typed or written in indelible ink and shall be signed by the authorized signatory of the bidding agency.
- ii Any interlineations, erasures or overwriting shall be valid only if they are initiated by the person signing the Proposal prior to submission of the Proposal.

iii **Financial Proposal** must be separately sealed under Part B as per the requirements of this RFP- The applicant must submit the Financial Proposal as per the format (**Annexure-D**) with proper signature and seal of the Applicant.

- a. The financial proposal shall be the quoted in Percentage and shall be submitted in the given format (Form-B).
- b. All taxes and surcharges as applicable shall be paid by the selected agency. DoT will only reimburse the GST as applicable.
- c. The Financial proposal shall separately mention the GST amount.
- d. As per the Government of Odisha Finance Department Office Memorandum No. 22417/F dated 19.08.2021, the minimum service charge for out-sourcing manpower in Odisha is set at 3.85%, (3% profit and 0.85% transaction charges).
- e. Final quote should be inclusive of out of pocket/reimbursable expenses.

Note - Language of Bids should only be in English. If any supporting documents submitted are in any language other than English, then the translation of the same in English language (duly attested by the Bidder) should be submitted with the bid. The English translation shall be validated at DoT

6. Site visit and verification of information

The agencies/ prospective bidders are advised to visit and examine the site -Paryatan Bhawan and obtain for itself, at their own responsibility and risk, all information that may be necessary for submission of the bid and entering the contract. The cost of visiting the site shall be borne by the bidder.

7. Bid Processing Fees

Non-refundable bid processing fee in the form of Demand Draft from any scheduled commercial bank in favour of "Director Tourism", payable at Bhubaneswar for **INR 10,000 /- (Rupees Ten Thousand only) + GST** is to be furnished by the bidder along with the Technical Proposal.

Alternatively, bidders may transfer the bid processing fee of INR 10,000 /- + GST to the below mentioned bank account and furnish the proof of transfer along with the technical proposal.

Bank account details

- **Account holder name** - Director Tourism, Orissa
- **Account no-** 11109325346
- **Bank Name** – State Bank of India
- **Branch** – GOVT TREAS BR, Jawarharlal Nehru Marg, Kharvel Nagar, Bhubaneswar, 751001
- **IFSC Code-** SBIN0009025

Proposals without the requisite fee shall be treated as non-responsive and rejected outright.

8. Bid Security Declaration

Bidders shall submit **Bid Security Declaration** In lieu of Bid Security Deposit. The declaration is to be furnished by the bidding agency along with the proposal.

Without the requisite **Bid Security Declaration**, the bid shall be treated as non-responsive and rejected. The format for **Bid Security Declaration** has been provided in **Annexure E**

9. Validity of Proposal

Bid Proposal shall remain valid for **180 days** from the last date of submission of the proposal. A proposal valid for a shorter period shall be rejected as non-responsive.

10. Deadline and mode of Submission of proposals

Proposals filled in all respect must reach Department of Tourism before the time and date specified in ***Schedule of the Bidding Process*** through speed post, registered post or courier or by hand delivery only at the following address:

The Director
Department of Tourism, Govt. of Odisha
Paryatan Bhawan
Lewis Road, Bhubaneswar - 751014, Odisha

Bidders are strictly advised against sending the technical and financial proposal via email. In such case, the bid shall be treated as non-responsive and rejected outright.

If the specified date for the submission of Proposals is declared as a holiday for DoT, the Proposals will be received up to the appointed time on the next working day.

11. Amendment to the RFP

Any amendments made to the RFP would be published on the website- <https://odishatourism.gov.in/content/tourism/en/dot/quickLinks/tender.html>. The amendments, corrigendum, addendum, responses etc issued under this RFP shall integrally become a part of the RFP

12. Right to terminate the process

DoT reserves the right to terminate the process at any time and without assigning any reason. DoT reserved the right to amend/edit/add/delete any clause of RFP document. Any such amendment shall be notified on the website- <https://odishatourism.gov.in/content/tourism/en/dot/quickLinks/tender.html>

13. Late Proposals

Proposals received after the last date and time of submission mentioned in the Schedule of the bidding process will be rejected.

14. Modifications and Withdrawal of Proposals

Any applicant may modify or withdraw its proposal after submission but prior to the deadline for submission of proposal, if DoT receives in time the written notice of the modification or withdrawal. The responsibility of submitting the modified bid, within the deadline for submission of proposal will rest solely with the applicant.

No applicant shall be allowed to modify its proposal after the deadline for submissions. Applicant shall be allowed to modify the bid after the last date, only if the same is requested by DoT, to accommodate clarifications on the proposal submitted, subject to the proposal substantially conforming to the requirements of this solicitation.

In the event of withdrawal of a proposal by any applicant within the validity period, the Bid Security submitted by the applicant shall stand forfeited.

15. Proposal Opening

DoT will check responsiveness of the bid, followed by technical proposal. Only short-listed bids, post evaluation of technical proposal, will only be eligible for financial bid opening. Proposals will be opened in the presence of applicants or their authorized representatives who choose to attend the proposal opening, at the date and time mentioned, through video conferencing mode. In the event of the specified date of Proposal opening being declared a holiday for DoT, and Proposals shall be opened at the appointed time and location on the next working day.

The Financial Proposals of only those firms shortlisted based on the technical qualification shall be opened. The date and time of opening of the Financial Proposals will be intimated to the qualifying applicants later.

16. Performance Security and Agreement:

DoT shall issue a letter of award (LoA) along with the Draft Agreement to the selected applicant post opening of the financial proposals. Within 15 days of issue of LoA, the selected firm is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to **5% of the service provision charges** and enter into the agreement with DoT and start the work on an immediate basis.

17. Termination of Contract:

- 17.1 If the services provided by agency are not found satisfactory, they will be issued One (1) months' notice for improvement by DoT.
- 17.2 If satisfactory improvement is not found even after this notice, a final Two (2) months' notice will be issued to the contractor by the authority to terminate the contract without prejudice to any rights or privileges accruing to either party prior to such termination.
- 17.3 During the period of notice both parties shall continue to discharge their duties and obligation.
- 17.4 In case the agency is required to (or decide otherwise) discontinue the contract, he/she should give at least Two (2) months' notice to DoT and shall remain essentially working for the said period of notice, till alternate arrangements are made.
- 17.5 In case or situation, beyond the control of either party, the contract may be terminated with mutual consent by giving Two (2) months' notice.
- 17.6 DoT in any/either situation will not be under any obligation to pay compensation or make good the payment for the notice period, for which services are not rendered.

18. Replacement of Manpower

- 18.1 The agency must replace any personnel who does not perform to the satisfaction of DoT within a week's time
- 18.2 The agency must replace any personnel who found to be misconducting within 48 hours of notice

19. Force Majeure

Neither the Agency nor the Authority shall be liable to the other for any loss or damage occasioned by or arising out of acts of God such as unprecedented flood, volcanic eruption, earthquake or other convulsion of nature and other acts such as but not restricted to invasion, the act of foreign countries, hostilities, or war-like operations before or after declaration of war, rebellion, military power which prevent performance of the assignment and which could not be foreseen or avoided by a prudent person.

20. Right To Accept or Reject

DoT reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any or the term and condition at any time, without assigning any reason whatsoever.

21. Disputes

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

22. Liability

The Liability of the selected Agency in any case shall not be beyond the amount of fees payable to the selected Agency.

23. Indemnity

The Selected Agency always during the pendency of this agreement, keep the Government/ DoT indemnified to an amount not exceeding the total fees payable to the Selected Agency under this agreement.

24. Confidentiality

The Selected Agency shall treat the details of the output of the Assignment and the Services as confidential and for the Selected Agency's own information only and shall not publish or disclose the details of the output, deliverables / milestones submitted to Selected Agency or the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous written consent of the competent DoT.

Annexure A-Proposed Area of Deployment of Housekeeping & Security Services

A. Ground Floor

Sl. No.	Category	Area (in sqm)
A	RECEPTION & WAITING	
i	Reception Area	20.51
ii	Waiting Lounge	120.20
B	VERANDAH	
i	Entrance Veranda (reception)	1.82
ii	Entrance Veranda (India Tourist Office)	7.44
C	BBSR TOURIST OFFICE	
i	Waiting Area	11.98
ii	Dy. Director Room	8.06
iii	Storeroom	8.66
iv	BBSR Tourism Workstation (12 nos.)	53.22
v	BBSR Tourist Officer Room	30.02
D	INDIA TOURIST OFFICE	
i	Waiting Area	35.78
ii	Conference Hall	22.81
iii	Storeroom	11.85
iv	Pantry	3.28
v	Toilet	4.93
vi	Admin Room	10.28
vii	India Tourist Officer Room	35.34
E	MINISTER CHAMBER	
i	Minister's Room	66.13
ii	Visitor's Lounge	10.92
iii	PA Room	9.80
iv	Ante Room	4.75
F	Mini Conference Hall (for 35)	53.28
G	Issue, diary, and dispatch officers (6 nos.)	40.98
H	Storeroom	42.75
I	Electric Panel Room	9.18
J	Pantry	5.63
K	Room (near issue)	10.73
L	STAIRCASE	

Sl. No.	Category	Area (in sqm)
i	Staircase (waiting lounge)	12.90
ii	Staircase (rear)	13.81
M	TOILET	
i	Attached Toilet (BBSR Tourist Office)	5.31
ii	Attached Toilet (India Tourist Office)	4.02
iii	Attached Toilet (Minister Chamber)	4.62
iv	Attached Toilet (Mini Conference Hall)	3.12
v	Ladies Toilet	8.89
vi	Gents Toilet	12.06
vii	Barrier free Toilet	5.50
N	CORRIDOR & LOBBY AREA	
i	Common Corridor	81.97
ii	Entrance Corridor (BBSR Tourist Office)	24.56
iii	Corridor (India Tourist Office)	17.29
iv	Lobby (rear)	6.77
v	Lobby (display area)	43.04
Total (A to N)		884.17

B. First Floor

Sl. No.	Category	Area (in sqm)
A	DIRECTOR'S ROOM	
i	Director's Room	47.11
ii	Waiting room (director room)	14.24
iii	PA Room (director)	7.33
B	SECRETARY ROOM	
i	Secretary's Room	62.97
ii	PA Room (secretary)	11.17
C	ROOMS	
i	Room 1	25.18
ii	Room 3 (steno)	10.82
iii	Room 4a	15.53
iv	Room 5a	15.03
v	Room 4	12.48
vi	Room 5	12.54

Sl. No.	Category	Area (in sqm)
vii	Room 6	17.24
viii	Room 7 (steno)	14.68
D	Coordination, TSP-I & TSP-II Section Office	119.5
E	Conference Hall (55 nos.)	70.28
F	Workstation for PMU	36.55
G	Pantry	22.33
H	Visitor's Lounge	15.01
I	TOILET	
i	Attached Toilet (conference hall)	4.24
ii	Toilet (secretary room)	3.84
iii	Toilet (director room)	3.48
iv	Ladies Toilet	10.55
v	Gents Toilet	9.37
vi	Toilet (coordination, section office)	11.29
vii	Attached Toilet (room 1)	3.42
viii	Attached Toilet (room 4)	4.32
ix	Attached Toilet (room 6)	2.69
J	CORRIDOR & LOBBY AREA	
i	Corridor	189.31
ii	Lobby Area	35.23
iii	Lobby Area (circular)	27.85
iv	Lobby (rear staircase)	3.81
K	STAIRCASE	
i	Staircase	12.93
ii	Staircase (rear)	26.29
Total (A to K)		878.62

C. Second Floor

Sl. No.	Category	Area (in sqm)
A	ROOMS	
i	Room 1	34.26
ii	Room 2	31.23
iii	Room 3	39.38
iv	Room 4	29.94

Sl. No.	Category	Area (in sqm)
v	Room 5	18.81
vi	Room 6	17.12
B	ADDITIONAL ROOMS	
i	Additional Room 2	11.91
ii	Additional Room 2	12.36
iii	Additional Room 3	17.85
iv	Additional Room 4	18.93
v	Additional Room 5	18.33
vi	Additional Room 6	15.85
vii	Additional Room 7	11.18
viii	Additional Room 8	10.91
ix	Additional Room 9	10.17
x	Additional Room 10	10.83
C	Office Establishment & Store (10 nos.)	80.29
D	Budget & Account Workstation (8 nos.)	55.52
E	Computer Cell (5 nos.) & Workstation (8 nos.)	48.34
F	Statistic Cell Workstation (10 nos.)	53.13
G	Pantry	3.73
H	TOILET	
i	Attached Toilet (Room 1)	3.76
ii	Attached Toilet (Room 2)	4.55
iii	Attached Toilet (Room 3)	4.57
iv	Attached Toilet (Room 5)	2.64
v	Attached Toilet (Additional Room 5)	2.75
vi	Gents Toilet	13.05
vii	Ladies Toilet	7.34
I	STORE-ROOM	
i	Store-room 1	26.55
ii	Store-Room 2	15.49
J	CORRIDOR & LOBBY AREA	
i	Corridor	154.58
ii	Lobby	106.86
K	STAIRCASE	
i	Staircase	12.9

Sl. No.	Category	Area (in sqm)
ii	Staircase (rear)	12.49
Total (A to K)		917.6

D. Terrace Floor

Sl. No.	Category	Area (in sqm)
A	Terrace	1122
i	Cafeteria	
ii.	Toilets	
iii.	Open Terrace	
iv.	Lift & Staircase	
v.	Other Misc. Services	

Tools, Equipments to be Supplied by the Agency as per the requirement of the service

Tools & Equipment
1. Stick Broom
2. Soft Broom
3. Cobweb Brush
4. Plastic/ Nylon Brush for Toilet
5. Glass Duster
6. Floor Duster
7. Mop Stick
8. Rubber Wiper
9. Plastic Bucket
10. Cotton Swabs
11. Nylon Scrubber
12. Plastic Mug
13. Vacuum Cleaner
14. Scotch Brite
15. Steel Wool
16. Mechanized scrubber
17. Dustpan
18. (Add any other useful device)

Annexure B- Detailed Scope of Work

SI	Location/Areas	Desired Services
Housekeeping		
1	Entrance & Corridors, Lobby area, Parking, Conference room, Cabins, rooms, Meeting rooms, external features, fire exits and stairwells, Pantry, D.G. Room, Pump House, security Room, Cafeteria, Roof & terrace, Cable trenches & Catchments drains, Pest Control etc.	- Thoroughly clean glass or other doors, surrounding areas, window ledges, partitions, visible glass and approaches. - Thoroughly clean all landings, ramps, stairwells, fire exits, steps, entrances, porches, porticos, balconies, external light fittings etc. - Wipe all ledges and surfaces with a natural detergent and cloth, spot clean and remove all obvious stains. All should be free from dust and stains. - Spot clean glass. - Cleaning of pavements entire premises maintain a dust free environment. - Sweeping clean of debris from walkways and driveways & terrace & hose clean them during appropriate climate condition. - This service is effective against cockroaches, silverfish, crickets, Rats etc. The treatment comprises of thorough monthly insecticide sprays of entire premises. The chemical in use will have knock down effect to kill pest instantly and residual action to take care of the premises during the intervening period. While spraying, our operator shall pay special attention in all nooks and corners and other vulnerable places harbouring insect pests. - All the staircases from the Ground floor to the terrace. - The terraces at all levels. - Entrance lobby in each wing. - Parking at ground floor level. - Compound area of the building. - Service Ducts & Common toilets. - Elevators & Machine rooms. - Watchmen rooms, Meter rooms, Pump rooms and any rooms which may not have been mentioned here specifically but nevertheless is accessible in the building and is under the control of the Owner. In the above description the term common area would necessarily mean any area in the building that has not been leased out but excludes carpet area on all floors. - The house-keeping service to be provided in the building will include maintenance by keeping the entire areas mentioned above in totally clean, dust free and hygienic conditions. Particular care shall be taken to ensure that all floor, walls, ceilings, windows, doors, and other areas are maintained in hygienic &

SI	Location/Areas	Desired Services
		immaculately clean condition. ○ Cleaning Service areas (as required vacuum cleaning) of all floors, walls & ceilings minimum twice a day. ○ Scrubbing & wet mopping of hard finished floors & walls to remove dust, stains, and any kind of dirt and to maintain these in highly polished condition as original. ○ Cleaning & scrubbing of all joints in flooring & walls (where applicable) to ensure that no dirt & dust deposit in the same. ○ To sweep all floors, terraces, walls & ceilings to remove all dust, garbage. ○ To dispose off the garbage collected to municipal garbage collection place within the complex (Once a day). ○ To clean lifts internal areas and common toilets daily. ○ To clean lifts and common toilet areas. ○ Sweeping all the floor areas, including damp mopping of areas such as tiles, staircases elevator floors, sidewalls & entrance areas. Floors shall be free of dirt, mud, footprints, liquid spills & other debris. During inclement weather conditions the frequency may be higher than once per day. When completed the floors shall have a uniform appearance with no streaks, smears, swirl marks, detergents, residues, or any evidence of remaining dirt or standing water. After sweeping all the tiles floors, area must be scrubbed clean. ○ Through cleaning of toilets at scheduled intervals with suitable non-abrasive cleaners and disinfectants. All surfaces shall be free of grime, soap, mud and smudges. ○ Clearing of glasses at entrance doors and windows of common areas with window squeeze and applicators. ○ Removal of any grease marks or fingerprints from then walls, doors, doorframes, windows and window frame and security booths, glass counters and partitions. The cleaning shall be done using approved all-purpose cleaner and lint free cloth or paper towels. ○ Removal of Trash or Garbage to the designated areas in the complex. This shall further be moved to main dump pits in the complex, keep dump area reasonably in a clean condition. ○ Sweeping of debris from walkways and driveways and hose clean them during appropriate climatic and water use conditions. ○ All dustbins from the office areas must be scrub

SI	Location/Areas	Desired Services
		cleaned. ○ Dusting windowsills from common areas of the floor exits. ○ Mechanical sweeping equipment shall be used for sweeping of compounds daily. ○ Wet Floor scrubbing machine for granite / marble floors in the internal lobbies should be used weekly. ○ Jet pressure machine for cleaning of the compounds/car parks shall be used weekly. ○ Mechanical sweeping equipment shall be used for sweeping of compounds daily.
2	Pantry, Toilets, and bathroom fixture (Both Lobby & Service Area)	○ Thoroughly clean all basins, toilets, fittings, and all vertical, horizontal surfaces with an approved detergent. ○ Clean thoroughly the inside of the toilet bowl. Clean the toilet seat, cistern and under the toilet bowl. ○ Mop floor with neutral detergent. ○ Clean and wash all mirrors. ○ Scrub toilet floor (Machine scrub or manually). ○ Wash all tiled surfaces. ○ Wipe surfaces with cloth having appropriate cleaning characteristics. ○ Thoroughly clean exhaust fans and vents. ○ Spot clean and hot rinse showers. ○ Thoroughly clean showers and bathroom fixture including commodes. ○ Replace naphthalene balls/urinal cubes. ○ Replace/refilling of Soaps/ washing materials. ○ Replace/ refilling of tissue papers. ○ Remove all wetness on floor and slabs. ○ Check for odour quality. ○ Use air-fresheners and deodorizers. ○ Paper bins would be cleaned and sanitized. ○ All washroom dustbins would be thoroughly cleaned and sanitized. ○ Thorough washing of all walls and doors of all toilets with appropriate detergent and disinfect.
3	Fixtures, fittings, and furniture (all areas including offices)	○ Wipe with neutral detergent cloth and spot clean.
4	Low level surfaces	○ Wipe all surfaces with neutral detergent cloth, spot clean and remove any obvious stains.

SI	Location/Areas	Desired Services
5	High level surfaces	- Wipe all surfaces with neutral detergent cloth, spot clean and remove any obvious stains. - Remove cobwebs as they appear.
6	Ceiling	Remove cobwebs as they appear.
7	Walls, skirting	Wash with a neutral detergent.
8	Hard Floors	- Thoroughly sweep with a dust mop. - Wet mop with a neutral detergent, removing all marks, stains. - Buff with a polisher. - Vacuum sliding door tracks. Thoroughly vacuum with a filtered machine, details corners, edges and sliding door tracks. - Spot vacuum, remove stains, spillages etc. - Any chair, trash receptacles, and easily moveable - Items shall be moved to vacuum underneath, and then replaced in the original position.
9	Raw water tank	- Tank to be cleaned in regular frequency as per directed by Engineer-in-charge Procedure - The area surrounding the tank and top of the tank is cleaned - Tools used in tank cleaning process are disinfected - Water and sludge are drained out from the tank using a sludge pump - Manual scrubbing of the tank is done to remove the dirt, sediments, fungus & stains - Walls, ceiling, and floor of the tank is washed using a high-pressure jet Tank is filled with water that is made to run through the taps to disinfect the water pipes - Water from the tank is drained through the taps and tank is left empty for drying - Tank is clean and ready to be filled with water for domestic use
10	General Pest Control Services	- Agency also should make sure all products are properly labelled and contain appropriate warnings about hazards, use and handling as well as what to do in an emergency. If pest controls require hazardous chemicals, other solutions can be considered, such as ultrasonic devices that repel rodents and require no chemicals, and continuously upgrade the program to more environmentally safe methods. - Common pests include ants, bees, birds, cats, crickets, flies, ground squirrels, mice, mosquitoes, pill bugs, rats, silverfish, spiders, stored-product pests, termites, wasps etc.

SI	Location/Areas	Desired Services
		○ Toilet areas / shafts ○ Common areas ○ Planned site assessments are undertaken at the frequency and time agreed with the Client ○ Pest deterrents and capture and disposal methods are efficient and humane ○ Safety requirements and procedures relating to the use of pest control chemicals are clearly complied
Security Services		
1	Paryatan Bhawan, Bhubaneswar	○ The selected Agency shall have the complete responsibility to provide security of the Paryatan Bhawan and round the Clock for 16 hours a day consisting of requisite numbers as mentioned in deployment chart in eight-hour shifts by providing the required number of Security guard / security personnel to be deployed under instructions and control of Maintenance/ Administrative Head, DoT. The Security guard / security personnel so deployed will be under obligation to discharge any other security duty as required by the DoT. ○ The selected Agency shall be held responsible for conduct, deeds of its Security Guard/ Security Personnel deployed in offices/ residences/ project sites. The selected Agency shall have over-all responsibility to protect the property / Assets / Stores/ Spears records and employees of the DoT. The selected Agency shall provide security services through its Security guards / security personnel which shall, inter alia, include regulating the entry and exit of vehicles /Material/Personnel through the barriers and check gates established at various locations as per the procedure prescribed by DoT. ○ That all security personnel by the selected Agency for deployment shall at all point of time continue to be the employees of the selected Agency for all purposes and the selected Agency shall employ and maintain the security personnel at its own cost and expenses and shall: ○ Keep the security staff and its registers/roll, pay their salaries/wages through Bank including all statutory payments allowances and meet their cost of dress/uniform and safety & other equipment and pay their perks and advances including welfare advances, increments, overtime wages and leave with salary, grant them paid holidays and pay all contributions under the rules of provident fund, Employees State Insurances, (If applicable) Gratuity, Bonus and all other payments under the labour or other laws, rules and regulations relating thereto and in force from time to time. The selected Agency will ensure that no

SI	Location/Areas	Desired Services
		Central and State laws of any kind including labour law and administrative instructions / advisories of State and Central government are violated in any manner. ○ Provide to the personnel standard common uniform as per of terms and conditions of contract for all seasons. The Agency has to provide 2 (two) pairs of uniform on yearly basis to the security personnel at free of cost without recovery from them. The clothes worn by the private security guards while on active duty shall be such that it would not hamper in his efficient performance. In particular, it will neither be too tight nor too loose so as to obstruct movement or bending of limbs. Every security guard will carry a notebook and a writing instrument with him. Every security guard, while on active security duty, will wear and display the photo identity card issued under Section 17 of the Act (i.e. Private Security Agency (Regulation) Act, 2005) on the outer most garment above waist level in a conspicuous manner. ○ Provide weapons (Batons) as per the requirement of rank/status of security personnel for protection. The selected Agency shall obtain license(s) as may be needed under the Arms Act from the District Magistrate and other competent authorities and the DoT shall not be held responsible in any manner criminally or otherwise if the security personnel engaged by the selected Agency will use firearms etc. in the discharge of their duties. ○ Provide to the security personnel the other necessary stores like torches, search light, binoculars etc. At its own cost without recovery, it from its employees. ○ The selected Agency shall ensure submission of all statutory monthly/ weekly / half yearly/Annually returns as per applicable statute regarding payment of Provident Fund, Employees' State Insurances etc. and furnish proof of such contribution to the DoT along with payment particulars. If the selected Agency fails to comply and effect payment to the aforesaid competent authorities, then the DoT shall be at liberty to withhold payment of invoice till payment to the competent authority by the selected Agency. But the DoT is in no way liable for these lapses on part of the selected Agency.
Note: The agency will be liable for any damage/harm done to the property/belongings of DoT during the tenure of engagement		

Annexure C – Cover Letter

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

To,

The Director

Department of Tourism

Paryatan Bhawan

Lewis Road, Bhubaneswar - 751014, Odisha

Subject: Provision of Outsourced skilled and unskilled labour for Housekeeping and Security Services at Paryatan Bhawan, Bhubaneswar

Sir,

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the Applicant in the Document issued by DoT. We agree and undertake to abide by all these terms and conditions. We hereby submit all the necessary information and relevant documents. We undertake, if our Proposal is accepted, to deliver services as specified in the document.

We acknowledge that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitrator or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract.

The validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that DoT 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 Bidding Entity/ Firm

Annexure D - Financial Proposal

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

Providing Support Staffs for Department of Tourism

Format for Financial Proposal

Work Name: RFP for Provision of Outsourced skilled and unskilled labour for Housekeeping and Security Services at Paryatan Bhawan, Bhubaneswar

Sl. No.	OUTSOURCE CATEGORY	Nos.	Wages for 30 days	EMPLOYER'S SHARE EPF @ 13%	EMPLOYER'S SHARE ESIC @ 3.25%	TOTAL AMOUNT PER MONTH PER PERSON
		a	b	c = b x 13% (Limit Rs. 15,000/-)	d = b x 3.25%	e = a x (b+c+d)
1	Semi-Skilled Labour	4	15,060.00	1,950.00	489.45	69,997.80
2	Unskilled Labour	12	13,560.00	1,762.80	440.70	1,89,162.00
3	For each category Total Outsource Services Cost Per Person Per Month:					2,59,159.80
4	Service Charges in percentage for Manpower Supply				(To be filled by Bidder, both in figure and words)	
5	Hiring charges towards supply of: 1. Stick Broom 2. Soft Broom 3. Cobweb Brush 4. Plastic/ Nylon Brush for Toilet 5. Glass Duster 6. Floor Duster 7. Mop Stick 8. Rubber Wiper 9. Plastic Bucket 10. Cotton Swabs 11. Nylon Scrubber 12. Plastic Mug 13. Vacuum Cleaner 14. Scotch Brite 15. Steel Wool				(Per month per machine charge to be filled by Bidder, both in figure and words)	

16. Mechanized scrubber 17. Dustpan (Add any other useful device) for hygienic cleaning work for monthly basis.	
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Note 1:

- 1. The Financial Evaluation will be done on summation of the Service Charge per month, Hiring Charge of Supply of materials as mentioned above per month.**
- 2. The repair & maintenance of all machineries will be borne by the eligible bidder.**

Note 2:

- The selected bidders have to refer the salary mentioned above and at least the same along PF, ESI etc. (as applicable from time to time) shall be required to be paid to the staff in their respective Bank accounts. The bidder in the financial bid has to quote service charge. The service charges offered by bidder shall be on the above amount to be paid to the outsourced staff. DoT reserves the right to reject financial bids where service charges offered are very less and un-reasonable/ unviable. In other words, the financial cannot be negative or zero percentage of service charge. Price offered not complying to above condition will be rejected.
- 2. As per Finance Department Office Memorandum No. 19595/F Dtd. 11.07.23, The minimum service charge shall be 3.85% (3% profit plus transaction charge) and maximum charge should not exceed 7%.**
- GST as applicable from time to time will be paid extra.
- The numbers of support Staff can be increased/ decreased based on requirement of DoT and bidder shall arrange to depute/ dis-engage such personnel as per same terms of the contract.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:



Annexure E – Bid Security Declaration

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

To,

Date:

The Director

Department of Tourism

Paryatan Bhawan

Lewis Road, Bhubaneswar - 751014, Odisha

Sub: Bid Security Declaration for “RFP for Provision of Outsourced skilled and unskilled labour for Housekeeping and Security Services at Paryatan Bhawan, Bhubaneswar”

Sir,

I/We, the undersigned, declare that:

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

I/We accept that I/We may be **blacklisted from bidding for any contract with Department of Tourism, Government of Odisha for a period of 5 years** from the date of notification if I am/ we are in breach of any obligation under the bid conditions, I/We

- a. have withdrawn/ modified/ amended, impairs, or derogates from the tender, my/ our Bid during the period of validity specified in the form of Bid; or
- b. having been notified of the acceptance of our Bid by Department of Tourism, Government of Odisha during the period of bid validity (i) fail or refuse to execute the contract/ agreement, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the subject RFP conditions.

The bid security declaration shall be valid for a minimum period of 180 days from the proposal submission due date or till the date of selection of the preferred bidder, whichever is later. On request from DoT, the Bidders would be required to extend the validity of the Bid Security Declaration on the same terms and conditions.

I/We understand that this Bid Security Declaration shall cease to be valid if I am/ we are not the successful bidder, upon the earlier of (i) the receipt of your notification of the name of the successful bidder; or (ii) thirty days after the expiration of the validity of my/ our Bid Proposal.

Yours Faithfully,

Signature of Authorized Person and seal

Name & designation:

Annexure F – Bidders Profile

1. Name of the Firm:
2. Year of Establishment:
3. Registered Office Address
4. PAN and GST No.-
5. Telephone
6. Email
7. Brief description of the background of the firm for this assignment
8. No. of years of proven experience of providing similar services
9. Average Annual Turnover during the last three financial years

Financial Year	Annual Turnover (INR)
FY 2021-22	
FT 2022-23	
FT 2023-24	
Average Annual Turnover during the last three financial years	

Signature of the Authorized Person and Seal

Name and Designation

Name of Bidding firm

Dated:

Name of the Bidding Entity/ Firm

Annexure G - Format for Net Worth

(In case of sole bidder)

Financial Year	Amount (INR)
As on 31 March 2024	

(in case of Consortium)

Financial Year	Lead Partner (INR)	Consortium Member-1 (INR)	Total (INR)
As on 31 March 2024			

Calculation of Net Worth

The Bidder shall provide an Auditors certificate specifying the Net Worth of the Bidder. The Net Worth shall be calculated either as per Method 1 or Method 2 as prescribed below. Only one of the methods shall be used for the purposes of calculation of Net Worth.

1. Method 1- for corporate entity

The Net Worth shall mean (Subscribed and Paid-up Equity + Reserves) less (Revaluation Reserves + miscellaneous expenditure not written off).

2. Method 2- for a partnership firm

The methodology for calculation of Net Worth is given in the following table.

Sl.	Particulars	In INR
1.	Listed (quoted) investments at market value (detailed list to be closed)	
2.	Less: 30% margin on the above	
3	Net Value of Listed Shares (1-2)	
4.	<i>Investment in unlisted companies *</i>	
5.	Other investments at cost (PPF, NSC, NBFC, bank fixed deposits, deposits with exchanges etc.)	
6.	Total Net Investment (3+4+5)	
7.	Market value of land and building	
8.	Debtors not exceeding 3 months	
9.	Cash and Bank balance	
	Other liquid assets, if any, (need to be specified) which are used for the	

Sl.	Particulars	In INR
10.	purposes of business	
11.	Total Assets (6+7+8+9+10)	
12.	Current liabilities	
13.	Long term liabilities	
14.	Total Liabilities (12+13)	
15.	Net Worth (11-14)	

** This should be either book value or based on an independent valuation of the investment with supporting valuation reports.*

The market value of land and building shall be certified by a government approved valuer for which the valuation carried out should not be more than 2 years before Bid Due Date. Only those items of land and building that are in the name of the Bidder as well as in the possession of the Bidder shall be considered. The details provided should also include survey number, location, address, extent of land and building.

Details of items comprising investments, current assets, current liabilities, and long-term liabilities used in the above calculation should be given separately.

The details should be provided as prescribed in this RFP or in case of this date being a holiday, the previous business day.