

REQUEST FOR PROPOSAL

SELECTION OF AGENCY FOR CONCEPTUALISATION & IMPLEMENTATION OF 8 THEMATIC HERITAGE WALKS UNDER “EKAMRA WALKS” IN BHUBANESWAR



Akash Shova Building, Pandit Jawaharlal Nehru Marg
Bhubaneswar - 751001, Odisha

Schedule of Bidding Process

Period of Availability of RFP document:	24/07/2018 to 14/08/2018 (Downloadable from website: http://bdabbsr.in)
Pre-bid Meeting:	3:00 PM on 02/08/2018 in the Conference Hall of BDA
Last Date for Receipt of Proposals:	3:00 PM on 14/08/2018 (Through Speed Post /Registered post/ courier. No drop box facility available and hand delivery is not allowed)
Place of Submission of Proposal:	Secretary Bhubaneswar Development Authority Akash Shova Building, Sachivalaya Marg, Bhubaneswar-751 001
Opening of Technical Proposals:	4:00 PM on 14/08/2018
For Further Information:	Secretary Bhubaneswar Development Authority Akash Shova Building, Sachivalaya Marg, Bhubaneswar-751 001 e-mail:pmu.bdabbsr@gmail.com

DISCLAIMER

Bhubaneswar Development Authority (BDA), Govt. of Odisha has prepared this document to give the interested parties the background information on the selection of an Agency for conceptualisation & implementation of thematic Heritage Walks in Bhubaneswar.

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

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

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

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

1. Project Background and Objectives

Bhubaneswar Development Authority intends to initiate eight thematic heritage walks in Bhubaneswar as means to increase awareness and maximize the tourism potential of the city. The intent is that all eight walks/tours will be curated and implemented by a single agency or organisation. Two of the heritage walks/tours will cover the Old Town area – Ekamra Kshetra (namely the Lingaraj Heritage Circuit and 2. Rajarani Heritage Circuit); the third walk will cover the Jain Heritage Circuit near Udayagiri-Khandagiri; the fourth will cover the Buddhist Heritage Circuit near Dhauli Peace Pagoda. Two walks will focus on the natural heritage of Bhubaneswar and will include separate curated walks through the Chandaka Nature trail, Botanical garden trail, one Museum Walk at Kalabhoomi – Odisha Craft Museum and one more walk/tour is to be decided later.

This project of themed heritage walks in Bhubaneswar shall target the stories and anecdotes around heritage monuments (including lesser known built heritage examples) /natural heritage/markets/communities of the city, and intangible elements such as cuisines, crafts, local culture, dance, and other related elements.

In this regard, Bhubaneswar Development Authority invites proposals from qualified agencies, organizations, firms or individuals designing, conceptualization, curation and on site implementation of Heritage Walks in Bhubaneswar.

1.1. Project Background

Bhubaneswar is one of the few cities where both the modern and the ancient architecture co-exist and blend with each other beautifully, giving the city its unique character. Whether it's the imprints of Jainism engraved on the Twin Hills of Khandagiri and Udayagiri which takes one back to the magnificent era of the King Kharavela or the Ashokan rock edicts and the Shanti Stupa at Dhauli hill which propagate the message of peace and harmony enshrined in Buddhism or the erstwhile Ekamra Kshetra- the Old town which is dotted with magnificent temples at every nook and corner, each showcasing within their beautifully carved walls an important facet of history, Bhubaneswar has it all. All these and many more such stories are one of the primary reasons behind creating curated heritage walks along select Heritage Circuits in Bhubaneswar.

Bhubaneswar Municipal Corporation (BMC) along with Bhubaneswar Development Authority and Department of Tourism has already initiated weekly heritage walks named 'Ekamra Walks' in the Old Town area covering the Lingaraj Heritage Circuit in January 2017 while another covering the Udayagiri-Khandagiri Jain Heritage Circuit. Ekamra Walks along the Lingaraj Heritage circuit is conducted every Sunday morning while the walk along the Jain Circuit named 'Monks, Kings and Caves' is conducted every Saturday in morning hours. The 'Museum Walk' has also been initiated at Kalabhoomi with support from Handlooms, Textile and Handicrafts department which will be conducted every Sunday from 3pm to 5pm.

1.2. Project Objectives

Bhubaneswar Development Authority, intends to implement eight theme based Heritage walks, along different heritage circuits and nature trails elucidating the city's rich architectural treasures, its culture, traditions, rituals, customs and natural resources.

Through this, BDA aims to:

- Create awareness among citizens and visitors about key historic sites and the centuries old rich culture and traditions of Bhubaneswar
- 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.
- Help citizen and tourists to relate to the historic parts of the city in a more personal and intimate manner
- Draw the tourists into areas of rich cultural and architectural heritage which are otherwise not part of must visit places list of tourists
- Engage and educate local residents and visitors about the importance of rich natural resources, flora and fauna existing within the city.

2. Scope of Work:

The scope of the RFP envisages that the project implementation agency shall have the complete responsibility starting from conceptualization, curation and implementation of eight heritage walks in the designated tourist circuits of Bhubaneswar.

List of the walks:

1. Jain circuit - Khandagiri and Udayagiri
2. Lingaraj circuit
3. Museum walk (Kalabhoomi)
4. Nature trail - Bharatpur Reserve Forest
5. Nature trail - Botanical garden/ Nandankanan
6. To be decided later

List of cycle tours:

1. Buddhist Circuit - Dhauligiri
2. Raja Rani temple - 64 Yogini - Sishupal Garh

Total number of cycle tours and walks shall be around 250 per year with upto 25% variation. A monthly calendar shall be defined at the time of signing of agreement, which will be adhered to throughout the year.

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

2.1 TASK 1: CONCEPTUALISATION AND STRUCTURE THE OVERALL WALK / TOUR AND THEIR BRANDING

2.1.1 Sub Task 1.1 – Conceptualization and Structure

- Preparing a curatorial script for approval from BDA for each walk/cycle tour
- Conceptual / thematic frame work, proposal development,
- Mapping of possible routes, itineraries and identification of pause points
- Put in place a group of experienced professional guides (at least twice the number of heritage walks – preferably conversant in English, Hindi and Odia languages) and orient them on theme/subject of the walk. (Enclose brief profile of at least five professional guides, who would be engaged, with the proposal)
- Integrate cultural elements such as theme-based music/ dance performances into the walk itineraries for each of the walk
- Identify the requirements of basic civic amenities / services which needs to be ensured during the walk (E.g. Cleanliness, Street Furniture / Signage, Safety & Security)
- Coordinate and obtain consent / approval from relevant authorities or private organizations / individuals for conducting the walk and related activities along the identified route (s).
- Preparing a calendar of walks and cycle tours for a year’s span under the umbrella of Ekamra Walks.

2.1.2 Sub Task 1.2 – Preparing Branding Strategy, Content Creation, Promotion And Advocacy

- Conceptualize and design branding collateral including
 - Logo and innovative on-venue branding collaterals (Standee, Display Banner etc.)
 - Kit for visitors (E.g badges, brochures, stickers, post cards etc.)(Ensure minimum use of plastic, thermocol (Polystyrene) and materials adversely affecting environment)
- Develop a social media calendar and put in place mechanism to address queries / feedback / complaints / reviews.
- Prepare a comprehensive public relations and media management plan
- Design and development of dedicated website comprising all information on the walks, heritage monuments and culture, photographs and videos, registration system, information for visitors etc.
- One good quality AV (90-100 seconds) and one good quality AV (40-50 seconds) on overall Ekamra walks in Bhubaneswar.
- The agency shall prepare a single Handle for all walks & tours under the name of “EKAMRA WALKS”.

FINANCIAL QUOTE: The Financial Quote for Task 1 shall be quoted in terms of unit rate per type of walks/tours. The total cost for Task 1 shall be arrived at by multiplying the quoted unit rate with 8 for financial evaluation.

In case the Authority needs to introduce new walks/tours or stop any of the walks/tours out of the 8 above mentioned walks/tours, the payment to the selected agency shall be adjusted accordingly.

PAYMENT MECHANISM: The payment shall be released upon submission and approval of the deliverables, and properly documented completion report along with invoice.

2.2 TASK 2 - SUCCESSFUL IMPLEMENTATION OF ALL EIGHT THEMATIC HERITAGE WALKS

2.2.1 Sub Task 2.1 - Implementation of All Eight Thematic Heritage Walks

- Seamlessly conduct all the eight thematic heritage walks / tours every week for 1 year, total of around 250 walks / tours
- Maintain proper documentation along with min. 10 nos good quality photographs (3.5-4MB/photo) of each of the walk.
- Providing necessary trained / skilled manpower for organising these (250 no) walks / cycle tours such as tour guides, photographer, or any other as deemed necessary from time to time to suit the nature of the walk or any particular event.
- Maintain active presence on social media space including popular social networking sites such as Facebook, Twitter, Instagram and YouTube etc.
- Integrating all walks / cycle tours with the Bhubaneswar.Me website and maintaining regular updates.
- Production of at least one good quality short promotional videos (50-70 seconds) on each of the eight theme-based heritage walks / tours
- Submit Monthly Report with all documents and submit a final report at the end of the contract tenure capturing the details of the walks.
- Production of branding collateral approved by the authority, including but not limited to –
 - Logo and innovative on-venue branding collaterals (Standee, Display Banner etc.)
 - Kit for visitors (E.g badges, brochures, stickers, post cards etc.)

2.2.2 Sub Task 2.2 - Local Initiatives and Value Addition

- Conduct community awareness programmes and capacity building workshops for local communities
 - Total number of Programmes/Activities: 16
 - 2 such activities per each of the eight types of walk/tour over the duration of one year.
 - These activities should be planned in such a manner that there should be Four programmes/activities per quarter

- Plan and implement sensitization programmes / activities among priests, temple servitors, local residents, shopkeepers, nature-lovers on best ways of responding to the visitors
 - Total number of Programmes/Activities: 8
 - 1 such programmes / activities per each of the eight types of walk/tour over the duration of one year.
 - These activities should be planned in such a manner that there should be two programmes/activities per quarter
- Involve student community, volunteers in the heritage walks and implement campus outreach programmes for spreading awareness on the heritage walks as well as generate interest among students / youngsters to participate in the walks.
 - Total 8 campus outreach programmes in a year
 - These activities should be planned in such a manner that there should be One campus outreach programmes per quarter

2.2.3 Sub Task 2.3 - Stakeholder Meetings

The implementing agency shall be responsible for conducting stakeholder meetings with the citizens in the vicinity of the walks / tours and related organizations, such as ASI, State archeology, Temple trust, etc. Minimum one such meeting need to be conducted every quarter (3 months).

The implementing agency also need to coordinate and interact with all important agencies of Bhubaneswar involved in different projects / sites, such as:

- Bhubaneswar Development Authority
- Bhubaneswar Municipal Corporation
- Department of Tourism, Govt. of Odisha
- Department of Handlooms, Textile and Handicrafts, Govt. of Odisha
- Archaeological Survey of India
- State Archaeology, Odisha
- Other agencies, as determined appropriate by employer

The agency shall submit a presentation on the agenda and outcomes of such stakeholder meeting at the end of each quarter.

FINANCIAL QUOTE: The Financial Quote for Task 2 shall be quoted in terms of unit rate per walks/tours. The total cost for Task 2 shall be arrived at by multiplying the quoted unit rate with 250 for financial evaluation.

In case the Authority needs to increase or decrease number of walks from the envisaged number of 250, the payment to the selected agency shall be adjusted accordingly.

Although Sub Task 2 (Local Initiatives and Value Addition) and 3 (Stakeholders Meetings) need not be conducted separately for each of the walks/tours, the bidders need include its cost in the per walk quote of Task 2.

PAYMENT MECHANISM: The payment shall be released upon submission and approval of monthly invoices along with photographs and other deliverables.

2.3 TASK 3 - IMPLEMENTATION OF HERITAGE RESOURCE PROGRAMME

The Heritage Resource Programme envisages creating a pool of Heritage Resource Persons (HRP) who shall be requisite skill set to conduct similar type of walks on their own. The selected Agency shall assist BDA or any other city agencies in implementing the programme in following way:

- Assist the City Agencies in selecting 20 Heritage Resource Persons (HRP) who shall be qualified enough to conduct similar type of walks on their own.
- Build their capacity by training them properly
- Host their details in one platform such as the dedicated website for the walks so that they can be contacted for hiring of their services

FINANCIAL QUOTE: The Financial Quote for Task 3 shall be quoted in terms of lump-sum rate for the Task.

PAYMENT MECHANISM: The payment shall be released upon submission and approval of invoices along with other deliverables after completion of the Task.

TASK 4 - TOURISM PROMOTION EVENTS AND ACTIVITIES

The implementing agency shall provide support and expertise in organising of similar tourism related activities, workshops, symposiums, tourism promotion camps, managed tours and tourism related events, camps as required by OTDC or other Government agencies and Departments.

The implementing agency may also be asked to organise such events themselves by raising sponsorship or be assigned to undertake promotional activities related to tourism and heritage, other than the eight heritage walks at mutually agreed terms. The agency may also be asked to prepare and produce creatives, promotional materials, videos and photography for promotion of tourism and destinations, other than the heritage walks on additional assignment basis with specific terms and conditions.

The implementing agency will be required to provide separate proposal for all such activities and undertake the same after due approval from the authorities.

FINANCIAL QUOTE: There is no need to provide any Financial Quote for this Task. The Payment shall be as per the actual.

PAYMENT MECHANISM: The payment shall be released upon submission and approval of invoices along with other deliverables after completion of the Task.

3. Contract Period

- The curating-cum-operation period of all the eight thematic walks / tours will be for two years (Total: 500 walks) and may be extended for another two years by the authorities.
- All the eight theme based heritage walks, cycle tours managed by single curating agency / organisation, need to be independent weekly activities and may operate in the morning hours (between 6:30am-9:00am) or afternoon / evening hours (3pm – 7pm), or the best suitable time as per the season, nature of activity and the place, etc.
- Apart from these, special tours / events may be organised for city guests, community groups, school students etc. as advised by the authorities. All such special tours will be part of the scope of work of this contract.

4. Signing of Agreement

The selected Agency will have to sign a Contract Agreement with BDA within 7 days from Issuance of Letter of Award.

5. Default of service

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

6. Confidentiality / Secrecy

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

7. Liability and Indemnity

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

- a) 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.

- b) Any theft, robbery, fraud or other wrongful action or omission by the Agency and / or any of its facility staff.

8. Sub-Contracting

The Agency shall be allowed to subcontract up to 35% the Total Contract Value. The rest of the contract need to be performed by the Agency itself .

The Agency shall not assign or transfer or sub-contract any of its rights and obligations under this Agreement to any third party without the prior written permission from competent authority.

9. Breach of Agreement

In case of breach of Agreement by the Agency, BDA shall have a right of lien over all the properties of the Agency lying in its premises in addition to other remedies like forfeiture of security deposit and legal action for recovery of payment. The Authority shall be then at liberty to terminate this Agreement.

10. Format and Signing of Proposal

The proposal shall be submitted in two parts -

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

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

11. Eligibility Criteria

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

Applicants must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation.

- The applicant for this contract shall be a Company / Firm / Trust / Organisation. Appropriate documents supporting their status must be submitted along with the proposal.
- Consortiums / Joint Ventures are not allowed.
- The bidder must have a core team of six members with relevant experience in content writing, heritage and tourism promotion, graphic designing, videography, curation of guided tours, documentation etc.
- The applicant shall submit only one bid in the same tendering process.

To be eligible for pre-qualification and short-listing for evaluation of Technical and Price Bid, a Bidder shall fulfil the following conditions of eligibility.

Minimum eligibility criteria

- 12.1. **Technical eligibility:** The bidder must have experience of conducting at least one Similar Assignment/Project for a minimum duration of one year. Experience of conducting similar activities in Odisha will be preferred.

Similar assignment/project means assignment/project involving curation and implementation/conducting of heritage walk or curated tours or tourism promotion related works, shows, etc. that involves handling group of around 20+ participants.

Corresponding Work Order, Completion Certificate and pictures of qualifying project(s) should be submitted.

- 12.2. **Financial eligibility:** Annual Turnover of the Bidder in the last financial year should be minimum **Rs. 30.00** Lakhs (Rupees Thirty Lakhs only) as per the Audited Balance Sheet.

12. Evaluation Criteria

Only those Bidders who meet the Eligibility criteria shall qualify for evaluation of their Technical and Price Bids. Bids of Bidders who do not meet these criteria shall be rejected.

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

Sr. No.	Subject description	Requirements	Marks
A	Desk evaluation		60 (Min.35)
1.	Applicant's experience for taking similar assignment	Number of similar Assignments/projects undertaken (completed) during last three years; At least one of the projects should be a similar Assignments/projects in Odisha	40 (5 marks per project / activity)
2.	Key Personnel qualifications and competence for the assignment	The applicant shall provide organisation chart with key roles and responsibilities based on the preferred team organization provided in the above section. Preference shall be given to applications that include people with experience to conduct tours/walks and managing social media, creating content & design curator, etc. include Historian, Heritage conservation expert & heritage walk planning & design curator.	20 (4 marks per key personnel)

		Such key personnel should be full-time employed with the agency.	
B	Presentation on proposal		40 (Min.30)
1.	Technical Approach, Methodology and presentation	The applicant shall explain understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology that would be adopted for implementing the tasks.	20
2.	Thematic Concept and Value Addition Components	Presentation of proposed thematic concept showing all major elements and incorporating innovative concepts to enhance overall experience of the project	20

For each Technical Proposal, the maximum points that can be awarded for each applicant are 100, and the minimum technical score that an applicant requires to qualify for evaluation of the Financial Proposal is **60**.

Based on the technical evaluation, a list of short-listed applicants shall be prepared and subsequently, a financial evaluation will be carried out. **The proposals will finally be ranked according to their combined technical and financial scores (weightage of technical and financial scores shall be in the ratio of 70:30).**

13. Local Office

The selected Agency shall have an operative branch in Bhubaneswar and submit proof of the same.

14. Number of Proposals

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

15. Tender Document Fee

Non-refundable Tender Document (downloaded from <http://bdabbsr.in>) cost in shape of Demand Draft from any scheduled commercial bank in favor of Bhubaneswar Development Authority, Bhubaneswar payable at Bhubaneswar for INR 11,800/- (Rupees Eleven Thousand and Eight Hundred Only) is to be furnished by the bidder along with the Technical Bid. Bid without the requisite tender Document cost shall be treated as non-responsive and rejected. The mentioned Tender cost is inclusive of the GST of 18%.

16. Earnest Money Deposit (EMD)

EMD in shape of Demand Draft from any scheduled commercial bank in favor of Bhubaneswar Development Authority, Bhubaneswar and payable at Bhubaneswar for **INR 1, 00,000/- (Rupees One Lakh only)** is to be furnished by the bidder along with the Technical proposal. Proposals without the requisite EMD shall be treated as non-responsive and rejected. No exemption from submission of EMD is allowed. No adjustment of EMD with respect to other works previously lying in BDA, Bhubaneswar is allowed. Unsuccessful bidder's EMD will be discharged / returned

within 30 days from the date of execution of the agreement between BDA and the selected Agency. No interest will be paid on EMD. The EMD of the successful bidder shall be returned immediately execution of the contract agreement with BDA. The EMD may be forfeited in the following cases:

- a) If a bidder withdraws its bid during the period of validity of the Bid
- b) In case of a successful bidder, if the bidder fails to execute the work assigned

17. Validity of Bid

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

18. Disputes

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

19. Addendum / Corrigendum / Notice

Any Addendum / Corrigendum / Notice etc. for this assignment issued by Bhubaneswar Development Authority will be hosted only on the website <http://bdabbsr.in/>.

20. Acknowledgement by Bidder

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

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

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

21. Right to reject any or all Proposals

Notwithstanding anything contained in this invitation document, BDA reserves the right to accept or reject any Proposal and to annul this selection Process and reject all

proposals, at any time during the bidding process without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

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

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

22. Pre-bid Meeting

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

The queries shall be sent before the pre-bid meeting to bda@bdabbsr.in

The **Pre-Bid Meeting** will be held in the Conference Hall of BDA at the above mentioned time and date on the Cover page titled Schedule of Bidding Process. The authorized representative along with the letter of authorization shall be eligible to attend the pre-bid meeting and technical/financial openings for the said project.

BDA shall endeavor to respond to the queries within the period specified therein but not later than 7 days prior to the Proposal Due Date. The responses will be sent by e-mail. However, BDA reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring the BDA to respond to any question or to provide any clarification.

23. Submission of Proposal - Packing, Sealing and Marking

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

- **Part-A** - Technical Proposal as per the Format attached in the Annexures-II, III, IV of this RFP
- **Part-B** - Properly sealed Financial Proposal in the specified format as per Annexure V

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

Part-A:
Technical proposal for
“SELECTION OF AGENCY
FOR CONCEPTUALISATION & IMPLEMENTATION OF 8 THEMATIC
HERITAGE WALKS UNDER “EKAMRA WALKS” IN BHUBANESWAR”

Part-B:
Financial Proposal for

**“SELECTION OF AGENCY
FOR CONCEPTUALISATION & IMPLEMENTATION OF 8 THEMATIC
HERITAGE WALKS UNDER “EKAMRA WALKS” IN BHUBANESWAR ”.**

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

Proposal for

**“ SELECTION OF AGENCY
FOR CONCEPTUALISATION & IMPLEMENTATION OF 8 THEMATIC
HERITAGE WALKS UNDER “EKAMRA WALKS” IN BHUBANESWAR”**

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

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

Note:

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

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

24. Documents to accompany the proposal:

PART - A (Technical Proposal)

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

- (a) Covering Letter and Details of Applicant as per Annexures I and II, respectively.
- (b) Non-refundable Document Purchase Fee of INR. 11,800/- (Rupees Eleven Thousand Eight Hundred Only) (including GST) in the form of Demand Draft payable in favor of “Bhubaneswar Development Authority” payable at “Bhubaneswar” drawn on any scheduled commercial bank.
- (c) Refundable Earnest Money Deposit of INR. 1,00,000/- (Rupees One Lakh only)

in the form of a Demand Draft as Bid Security in favor of “Bhubaneswar Development Authority” payable at “Bhubaneswar” drawn on any scheduled commercial bank.

- (d) The Agency shall submit their Agency Registration Certificate, Photocopy of PAN Card, Odisha GST Registration.
- (e) Balance Sheets and Income Statements for the last Financial Year (2017-2018) duly certified by Chartered Accountant indicating the Annual Turnover for the mentioned years.
- (f) All the page of the tender document shall be initialed with date by the Agency at the lower left hand corner.
- (g) Proof that the Agency has an operative branch in Bhubaneswar.
- (h) The Agency should not be blacklisted by any Government Institution/Private Agency. A self-declaration of non-blacklisting shall be submitted.
- (i) Proof of work experience of similar nature (as mentioned in 2.1.b) in the form of Work-Orders and Client Certificates issued from the organizations in each such case has to be submitted in the format mentioned in Annexure III.
- (j) The Agency failing to submit all the specified documents shall be summarily rejected.

PART - B (Financial Proposal)

The bidder must submit the Form Annexure IV as the format for the Financial Proposal. The bidder needs to submit a lump sum cost for implementation of all 432 walks including all deliverables mentioned in Tasks 1 to 6 on the turnkey basis along with GST, as applicable.

25. Amendment / Modification

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

26. Language

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

27. Bid Submission Due Date

Duly sealed proposal from the bidder filled in all respect must reach BDA at the address, time and date specified in the RFP through Speed / Regd. Post or courier. If the specified date for the submission of proposal is declared as a holiday for BDA, Bhubaneswar, the proposal will be received up to the appointed time on the next working day. Hand delivery is not allowed.

28. Late Submission

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

29. Modifications and Withdrawal of Proposals

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

30. Bid Opening Date

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

**BDA Conference Hall
1st Floor, Akash Shova Building
Sachivalaya Marg, Bhubaneswar - 751 001**

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

31. Award of Consultancy

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

32. Execution of Agreement

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

33. Commencement of Assignment

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

34. Performance Guarantee

The selected implementing agency need to submit 10% of the Annual contract value as performance security deposit in the form of a Demand Draft in favour of 'Bhubaneswar Development Authority', prior to signing of the contract.

Annexure- I

Covering Letter

(On the Letterhead of the applicant)

To,

Date: _____

Secretary
Bhubaneswar Development Authority
Akash Shova Building
Sachivalaya Marg
Bhubaneswar, Odisha.

Ref: "SELECTION OF AGENCY FOR CONCEPTUALISATION & IMPLEMENTATION OF 8 THEMATIC HERITAGE WALKS UNDER "EKAMRA WALKS" IN BHUBANESWAR "

Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of _____ (*Name of Applicant*) for the captioned Project with the details as per the requirements of the RFP, for your evaluation. We confirm that our Proposal is valid for a period of 180 days from the last date of submission of proposal.

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unconditional in all respects and we agree to the terms and conditions of the Request for Proposal.

We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other applicant or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully,
For and on behalf of (*Name of Applicant*)

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

Annexure-II

Details of Applicant

(On the Letter Head of the Applicant)

- (a) Name of the Agency:**
- (b) Name of the contact person :**
- (c) Designation :**
- (d) Company/Agency :**
- (e) Address :**
- (f) Telephone number :**
- (g) E-mail address :**
- (h) Fax number :**
- (i) Mobile number:**
- (j) Odisha GST Registration number:**
- (k) Registration Number of the Company:**
- (l) Full address of Operating Branch:**
- (m) Phone Number:**
- (n) Mobile Number of the contact person at Local office:**
- (o) Average Annual Turnover:**

2017-18:

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

Signed and sealed by a Chartered Accountant

Membership No.

Annexure- III

Format for Project Data Sheet

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

Note: The work order along with other relevant documents shall be attached with every project. Experience of completed and ongoing projects will be considered for evaluation.

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

Annexure IV

FINANCIAL PROPOSAL

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

Ref: "SELECTION OF AGENCY FOR CONCEPTUALISATION & IMPLEMENTATION OF 8 THEMATIC HERITAGE WALKS UNDER "EKAMRA WALKS" IN BHUBANESWAR "

We, the undersigned, offer to provide the agency services for the **CONCEPTUALISATION & IMPLEMENTATION OF 8 THEMATIC HERITAGE WALKS UNDER "EKAMRA WALKS" IN BHUBANESWAR** in accordance with your Request for Proposal dated [Insert Date] and our Financial Proposal as per below mentioned details:

Sr. No. (1)	Description of work (2)	Unit (3)	Quantity (4)	Unit Rate (5)	Total Amount (6)=(4)*(5)
1	Task 1: Conceptualization and structure the overall walk / tour and their branding	For each Type of Walks	8	_____	
2	Task 2: Implementation of all eight thematic heritage walks	Per walk	250	_____	
3	Task 3: Implementation of Heritage Resource Programme	Lump sum quote	1	_____	
4	Task 4: Tourism promotion events and activities	As per actual	No quote Required		
5	Total (1+2+3)		_____		
			(both in words and figure)		
			Exclusive of applicable Goods & Service tax and other statutory taxes		
6	GST (as applicable)				
7	Grand Total (5+6)		_____		
			(both in words and figure)		
			Inclusive of applicable Goods & Service tax and other statutory taxes		

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the last date of submission of proposal.

The Financial Proposal is without any condition.

Yours faithfully,

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

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