

**Expression of Interest (EOI) for Empanelment of Travel / Tour
Agencies / Tour Operators / Destination Management
Companies (DMCs) for Odisha Tourism Development
Corporation (OTDC), Govt. of Odisha**



EOI No. 1766 Date- 21.07.2023

**The Managing Director
Odisha Tourism Development Corporation
OTDC Head Office, Panthanivas (Old Block), Lewis Road,
Bhubaneswar – 751014**

Website: <https://odishatourism.gov.in/content/tourism/en.html>

Email: info@odishatourism.gov.in

pmu@odishatourism.gov.in

DISCLAIMER

The information contained in this EOI 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 EOI and such other terms and conditions subject to which such information is provided.

This EOI is not an agreement or an offer by the Authority to the prospective Applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this EOI. This EOI includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Agency. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This EOI 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 EOI. The assumptions, assessments, statements and information contained in this EOI, 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 EOI and obtain independent advice from appropriate sources.

Information provided in this EOI 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 EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI.

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 EOI. 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 EOI.

The issue of this EOI 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 Agency and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever and cancel the entire EOI 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.

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Schedule of EOI Process

Odisha Tourism Development Corporation (OTDC) invites responses to the “**Expression of Interest for Empanelment of Destination Management Companies (DMCs) / Tour Agencies / Tour Operators for Odisha Tourism Development Corporation (OTDC), Govt. of Odisha**” in accordance with the conditions and manner prescribed in the EOI document.

Interested firms/ parties/ agencies are advised to study the EOI document carefully before submitting their expression of interest in this regard.

Important Dates and Information

Date of Issue	21.07.2023
Last date for submission of written / online queries for clarification	Queries shall be sent on info@odishatourism.gov.in pmu@odishatourism.gov.in by 29.07.2023 up to 05:00 PM
Date of Pre-proposal Meeting	02.08.2023 at 04:00 PM
Last date and time of submission of Proposal	05.08.2023 up to 3 PM
Opening of the Expression of Interest	05.08.2023 at 4 PM

1. Introduction

- 1.1. Odisha Tourism Development Corporation (OTDC), a Govt. of Odisha undertaking is a corporate arm of Dept. of Tourism (DoT) operating the largest chain of hotel popularly known as "Panthanivas" in the state of Odisha. It provides one stop travel solutions to the tourists visiting the state. It is operating 20 hotels inside the state. All its hotels are strategically located, well maintained and are moderately priced. Concerted efforts are being put in place by DoT and OTDC to position the state prominently in the domestic and international tourist source markets. **DoT in order to keep pace with the tourism fraternity across the world participates in various international as well as domestic tourism marts / expos / FAM trips / event / roadshows / exposure visits etc.**
- 1.2. In this background, OTDC intends to empanel agencies (the "Empaneled Agencies") who would assist OTDC in organizing the above-mentioned events/exposure visits of Govt. Delegates (like Dubai, Singapore, Bangkok etc. but not limited to) **for an initial period of 3 (three) years** (the "Services"). It would be mandatory for the selected empaneled agencies to participate in all of the tenders issued with respect to logistic arrangements at the above-mentioned cities. In case of any non-cooperation or non-participation, the empaneled agency will be liable for action which may include forfeiting their performance security and the agency along with its Director will be blacklisted by OTDC.
- 1.3. Pursuant to this, OTDC invites "Expression of Interest" (EOI) from reputed Travel / Tour Agencies / Tour Operators / Destination Management Companies (DMCs) (the "Applicant") having prior experience in logistics such as visa facilitation, immigration facilitation in the destination countries, hotel booking, transportation arrangements, day tours / sight-seeing, meals, provisioning of tourist guide/escort in international/domestic markets or projects of similar nature and fulfilling the eligibility criteria as specified in this EOI for the Services.
- 1.4. The EOI shall be the basis for drawing up a list of Empaneled Agencies of Travel / Tour Agencies / Tour Operators / Destination Management Companies (DMCs) based on the marks obtained by the Applicants after evaluation of Applicants' experience, credential etc. in terms of Clause 10 and Clause 11 of this Document.
- 1.5. The scope of services to be provided by the Empaneled Agencies shall include and not limited to the services provided at Clause 13 and shall also be governed by the provisions of the contract to be entered into between the selected Empaneled Agency and the OTDC (the "Contract") which sets forth the detailed terms and conditions for grant of the right to the selected Agency (the "Right").
- 1.6. OTDC shall upon evaluation of the submissions made by the interested Agencies and after considering all relevant factors, finalize and constitute an Empanelment of Agencies for participation in the next stage. However, OTDC reserves the right to increase the number of Empaneled Agencies by adding

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additional Agencies through a further process of empanelment from time to time on its own discretion.

- 1.7. The Agencies empaneled in accordance with this EOI will be subsequently invited to submit their quotations to undertake and perform the Services set forth in this EOI with respect to each of the tourism marts / expos / events / roadshows / exposure visits etc. proposed at International and National locations.

2. Submission of Application

- 2.1. All communications including the submission of Applications should be addressed to:

The Managing Director

Odisha Tourism Development Corporation
OTDC Head Office, Panthanivas (Old Block), Lewis Road,
Bhubaneswar - 751014

Email: info@odishatourism.gov.in
pmu@odishatourism.gov.in

All communications, including the envelopes, should contain the required information, to be marked at the top in bold letters: **“EOI for Empanelment of Travel / Tour Agencies / Tour Operators / Destination Management Companies (DMCs) for OTDC, Govt. of Odisha”**

The envelope containing the Applications shall be delivered by Hand/ Courier/ Registered Post/ Speed Post at Dept. of Tourism office before last date of submission as per the EOI. Applications received after the Application Due Date shall not be entertained. Applications submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

- 2.2. The issue of this EOI does not imply that the Authority is bound to select applicants and the Authority reserves the right to reject all or any of the applications without assigning any reasons whatsoever.
- 2.3. The Applicant shall submit each of the following documents in the specified format as provided in the EOI, on or before the Application Due Date. The documents accompanying the Application submission shall include the following:
 - a) Cover Letter-cum-Undertaking in the prescribed format at Form – A;
 - b) Details of Applicant in the prescribed format at Form – B along with supporting documentary proofs;
 - c) Similar experience of the Applicant in the prescribed format at Form – C, along with supporting documentary proofs;
 - d) Financial capacity of the Applicant in the prescribed format at Form – D, along with supporting documentary proofs;

- e) Power of Attorney (on stamp paper and duly notarized) for signing of Applications on behalf of the Applicant in the prescribed format at Form –E.
- 2.4. The Applicant should submit a Power of Attorney as per the format enclosed as Form- E, authorizing the signatory of the Application. The Application must be properly signed by the authorized representative (the “Authorized Representative”) as detailed below:
- a) In case the sole proprietor himself is signing the Proposals, the Power of Attorney is not required to be submitted. However, if the Proposals are signed by any other person other than the sole proprietor, the Power of Attorney is required to be submitted in the format at Form- E.
 - b) by a partner or a duly authorized person holding the Power of Attorney, in case of a partnership firm or a limited liability partnership firm; or
 - c) by a duly authorized person holding the Power of Attorney, in case of a Company.
- 2.5. Applications submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.
- 2.6. The OTDC reserves the right to seek original documents for verification of any of the documents or any other additional documents upon opening of the Applications.
- 2.7. The Application and all related correspondence and documents shall be written in English language. Supporting documents and printed literature furnished by the Applicants along with the Applications may be in any other language provided that they are accompanied by an appropriate translation in English language. Supporting materials that are not translated into English may not be considered. For the purpose of interpretation and evaluation of the application, the English language translation shall prevail.

3. Pre-Proposal Meeting:

- 3.1. To clarify and discuss issues with respect to the EOI, the Authority may hold Pre-Application Conference on the date and time indicated in Schedule of EOI.
- 3.2. Prior to the Pre-Proposal Meeting, the Applicants may submit a list of queries if any. Applicants must formulate their queries and forward the same to the Authority by the last date of receiving queries mentioned in Schedule of EOI, Schedule of Empanelment Process by e-mail as per Form-F.
- 3.3. The Applicants may note that the Authority will not entertain any deviations to the EOI at the time of submission of the Applications or thereafter.

4. Amendments to EOI:

- 4.1. At any time prior to the Application Due Date, as indicated in Schedule of EOI, Schedule of Empanelment Process, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, amend the Empanelment Document by the issuance of Addenda. Any Addenda issued would be published only in Department of Tourism Website and the same shall be binding on the Applicants.
- 4.2. In order to provide Applicants reasonable time to take the Addendum into account, or for any other reason, the Authority may, at its discretion, extend the Application Due Date. Information about extension of the Application Due Date will be published only in the Department of Tourism Website.

5. Late Application:

Applications received after Due Date shall not be entertained. Applications submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

6. Cost of Application:

The Applicants shall be responsible for all of the costs associated with the preparation of their Applications and their participation in the Empanelment Process including subsequent negotiation, visits to the Authority, etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Empanelment.

7. Right to Reject any or all Application:

- 7.1. Notwithstanding anything contained in this Document, the Authority reserves the right to accept or reject any Application and to annul the Empanelment Process and reject all Applications, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- 7.2. The Authority reserves the right to verify all statements, information and documents submitted by the Applicant in response to the EOI. Failure of the Authority to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of the Authority thereunder.

8. Short-Listing and Notification:

- 8.1. After the evaluation of Applications in terms of this Document, the Applicants scoring the highest score would be ranked in the descending order and the Authority would announce a list of short-listed Applicants who will be eligible for empanel with the Authority and participation in the next stage. The Authority will not entertain any query or clarification from Applicants who fail to be empaneled.

- 8.2. For the events proposed, the Empaneled Agencies may be asked to submit their quotation for providing the services in the next stage.
- 8.3. Post Empanelment, the selection of an Agency to organize a particular tourism marts / FAM Trips / expos / events / roadshows / exposure visits etc. inside and outside India will be through lowest Service Fee (L1) method. The Technical Evaluation Committee will be the final authority for selection of an Agency among the Empaneled Agencies.

9. Validity of Proposal:

The applications shall be valid for a period of not less than 180 days from the Application Due Date (“Application Validity Period”). The validity of application may be extended by mutual consent of the respective applicant and the Authority.

10. Eligibility Criteria:

The Applicants must read carefully the minimum conditions of eligibility provided herein. Application of only those applicants who satisfy the following conditions of Eligibility will be considered for evaluation.

10.1. General Eligibility Criteria:

- a) The applicant should be a single business entity. A single business entity shall mean a company incorporated under the Companies Act 1956 and/or 2013 or a sole proprietorship firm registered under the Proprietorship Act, 1908 or partnership firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership Firm registered under Limited Liability Partnership Act, 2008.

If the Applicant is:

- I. A company, it should furnish copy of the certificate of incorporation and memorandum of association as a proof of identity.
 - II. A sole proprietorship firm and a Limited Liability Partnership firm should furnish copy of the registration certificate, GST or IT returns for the last three financial years preceding the Application Due Date as a proof of identity.
 - III. A registered partnership firm should furnish a copy of the IT returns for the last three financial years preceding the Proposal Due Date, copy of the registration certificate under the registrar of firms and a copy of the partnership deed executed between the partners as a proof of identity.
- b) The Applicant should not be barred by OTDC/DoT or Central/State Govt. from participating in its projects and if such bar subsists as on the Application Due Date shall not be eligible to participate in this empanelment process.
 - c) The Applicant in the last 3 (three) years should have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant,

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nor been expelled from any project/provision of service or contract nor have had any contract terminated for breach by such Applicant.

- d) PAN, GST to be submitted.
- e) **Consortium not allowed.**

10.2. Technical Eligibility Criteria:

- a) The Applicant should demonstrate having experience of tourism marts / FAM Trips / expos / events / roadshows / exposure visits etc. wherein the sum total of **revenue from Travel Services, Forex and Hospitality logistic management should be at least INR 150 Crore in the last 3 (three) Financial years** preceding the Application Due Date (i.e., FY 2020-21, FY 2021-22, FY 2022-23). Any Applicant who does not meet the Qualification Criteria shall be disqualified.

Note: Copies of work order / contract agreement / completion certificate to have submitted / CA certificated payment details to be submitted.

10.3. Financial Eligibility Criteria:

The Applicant should have a minimum Average Annual Turnover of **at least INR 100 Crore** over a period of 3 (three) completed Financial years preceding the Application Due Date (i.e., FY 2020-21, 2021-22 and 2022-23).

Note: Audited Balance Sheet along with Financial Capacity of the Applicant in the format prescribed at Form D to be submitted.

11. Evaluation of Proposals:

11.1. Opening and Evaluation of Proposals:

- a) The Authority shall open the Applications on the date specified in Schedule of EOI, Schedule of Empanelment Process will be in the presence of the Applicants who choose to attend.
- b) The Authority will examine and evaluate the Applications in accordance with the provisions set out in Clause 10.
- c) To facilitate evaluation of Applications, the Authority may, at its sole discretion, seek clarifications in writing from any Applicants regarding its Applications.
- d) Any information contained in the Application shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding on the Applicant, if the Applicant is subsequently empaneled on the basis of such information.

11.2. Tests of Responsiveness:

Prior to evaluation of Proposals, the Authority will determine whether each Application is responsive to the requirements of the Empanelment Document. An Application shall be considered responsive only if:

- a) it is received by the Application Due Date including any extension thereof;
- b) is received through Courier/Registered Post/Speed Post/Hand delivery
- c) Performance security of **INR 25,00,000/- (Rupees Twenty Five Lakh)** is submitted along with the application.
- d) it contains the information and documents as requested in the Empanelment Document;
- e) it provides the information in reasonable detail. ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by the Authority without communication with the Applicant). The Authority reserves the right to determine whether the information has been provided in reasonable detail;

11.3. Evaluation of Experience of the Applicant:

All the Applicants whose Applications are found to be responsive and have fulfilled the Conditions of Eligibility as per Clause 10, shall be empaneled with OTDC.

12. Performance Security:

The Applicant shall for due performance and fulfillment of the terms of the Contract furnish to OTDC, an unconditional and irrevocable Bank Guarantee as Performance Security of **INR 25,00,000/- (Rupees Twenty-Five Lakh)**. The Bank Guarantee against Performance Security should be drawn from a nationalized bank in favour of "Director, Tourism, Government of Odisha", payable at Bhubaneswar. The Performance Security should be payable on demand and be valid for a period of 90 (Ninety) days from the date of signing the Contract with the Authority.

13. Scope of Work:

- a) The scope of services to be provided by the Agency as described below is general but is not exhaustive i.e., does not mention the entire incidental services required to be carried out. The services shall be provided all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred there from. The scope of services shall also be governed by the provisions of the contract (the "Contract") to be entered into between the Agency and OTDC which sets forth the detailed terms and conditions for grant of the right to the Agency (the "Right"). There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects.

The list given below is an indicative list (but not limited to) and shall include any other activity / location in association to those mentioned below:

- I. Assist OTDC in organizing international events/ exposure visits of Govt. Delegates.
- II. Provide end to end logistic support including immigration, visa assistance, hotel accommodations / bookings, day tours / sightseeing, fooding etc.
- III. Handle logistics such as ticketing, accommodation, visa, passes to the venue, transportation, venue for road shows as well as the cultural troop, if any etc. as directed by OTDC or any other activities required for successful implementation of the respective event.
- IV. Co-ordinate on behalf of OTDC with the concerned administrative authorities with regard to booking of stalls, stall units, badges, raw space, signing of agreement etc.
- V. Organize FAM trips (Familiarization trips) as directed by the OTDC from time to time.
- VI. Ensure that the staff and key personnel's is available to OTDC as and when required by OTDC and should be obliged to work closely with OTDC's staff, act within its own authority and abide by directives issued by OTDC. Manage the activities of its personnel and will hold itself responsible for any misdemeanor.
- VII. Be responsible for transportation of material outside India.
- VIII. Travel / Tour Agencies / Tour Operators / Destination Management Companies (DMCs) would need to plan and provide the National / International experience from the moment guests arrive at the airport till their departure starting from the airport to the hotel, planned excursions and other venues, both day and night as and when time permits, to create a sublime and ubiquitous Indian ambience during the entire stay. The experiences at each location should be unique and should reflect the local tradition, culture and historical significance of meeting venue. Towards achieving this goal every activity needs to be meticulously planned, supervised and executed by the selected Travel / Tour Agencies / Tour Operators / Destination Management Companies (DMCs) in a seamless and flawless manner.
- IX. Provisioning of tourist guide/escort in international/domestic markets

14. Other Terms & Conditions:

- I. For day to day coordination, the selected agency shall depute one (1) resource at OTDC's office at Bhubaneswar during the execution of project awarded to them.
- II. In the event that the first ranked Agency withdraws its Proposal or is not selected for any reason in the first instance, OTDC shall have the right to invite the second ranked Agency for negotiations at the rate quoted by the first ranked Agency.

- III. In the event that two or more Agencies quoting the same amount, (the “Tie Agencies”), the Authority shall identify the Selected Applicant by draw of lots, which shall be conducted, with prior notice, in the presence of the authorised representatives of Tie Agencies who choose to attend.
- IV. The Selected Agency and OTDC shall subsequently sign a separate Contract for each event. After signing of the Contract, no variation or modification of the terms of the Contract shall be made except by written amendment signed by both the parties. If the Selected Agency does not execute the Contract to the satisfaction of OTDC, then OTDC shall forfeit the Performance Security and such defaulting Agency shall be liable for action under Clause No. 1.2.
- V. OTDC may at its own discretion allocate work to more than one Agency at a time depending on the quantum, nature and criticality of work.
- VI. Mere empanelment with OTDC does not guarantee allocation of work. A separate work order will be issued to the Selected Agency for each assignment. The Selected Agency shall not assign its responsibilities to any other agencies, in whole or in part, to perform its obligation under the Contract.
- VII. Payment will be made to the Agency after completion of the event and ascertainment by OTDC that work was carried out satisfactorily and in accordance with the terms and conditions of the EOI.
- VIII. Financial quotation of the agency shall include all the deliverables. At no point of time any additional payment over and above the quoted amount shall be paid unless prior written consent is accorded by OTDC.
- IX. The total LOA/Work Order Price to be quoted by the Agency shall be exclusive of all taxes, duties, GST, as applicable.
- X. In case of delay in execution of the assigned work by the Selected Agency, OTDC may impose a penalty of 2% of the Contract Price per day or part thereof of delay (subject to maximum of 30% of the Contract Price). If the delay is beyond 1 week then OTDC may annul the assignment and shall be free to get it done from other agencies at the risk and costs of the appointed agencies. OTDC may debar and blacklist the Agencies for applying in its future empanelment also.
- XI. If any of the services performed by the Agencies fail to conform to the specifications of the assigned assignment or in the event of failure of the assignment due to indifferent (such as inadequate interaction with OTDC), negligent (such as quality of deliverable not up to the mark), non-supportive attitude (such as non-engagement of adequate resources in the prescribed time frame), of the Agencies and OTDC decides to terminate the Contract because of such failure, then a sum equal to **100 %** of the Contract Price shall be recovered from the Agencies. This shall be without prejudice to other remedies available under law and the Contract with OTDC.
- XII. Without prejudice to any other right or remedy it may have, OTDC may terminate the empanelment at any time by giving one-month advance notice in writing to the empaneled agency (s).

- XIII. All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Bhubaneswar only.
- XIV. OTDC reserves the right to accept or reject any or all the Applications and reserves the right to withhold and/or cancel the Empanelment Process without assigning any reason or otherwise.

Form A – Cover Letter

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

To

**The Managing Director
Odisha Tourism Development Corporation
OTDC Head Office, Panthanivas (Old Block), Lewis Road,
Bhubaneswar - 751014**

Subject: EOI for Empanelment of Travel / Tour Agencies / Tour Operators / Destination Management Companies (DMCs) for Odisha Tourism Development Corporation (OTDC), Govt. of Odisha

Sir,

- I. I have examined in detail and have understood the objective of this EOI issued by Odisha Tourism Development Corporation (OTDC). I hereby submit all the true information to the best of my knowledge. I understand that, this Expression of Interest is not an agreement or an offer by OTDC to any party and is non-binding.
- II. This statement is made for the express purpose of qualifying as an Applicant for the aforesaid Empanelment.
- III. I/We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the qualification statement.
- IV. I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award or blacklisting, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
- V. I/We understand that you may cancel the Empanelment Process at any time and that you are neither bound to accept any application that you may receive nor to invite the Applicants, without incurring any liability to the Applicants.
- VI. My/Our Application is consistent with all requirements of submission as stated in the Empanelment Document or in any of the subsequent communication issued by the Authority. I/We would be solely responsible for any errors or omissions in our Application.
- VII. I/We understand that the Authority reserves the right to accept or reject any or all the Applications and reserves the right to withhold and/or cancel the Empanelment Process without assigning any reason or otherwise.

Thanking you,

Yours faithfully,

EOI for Empanelment of Travel / Tour Agencies / Tour Operators / Destination Management Companies (DMCs) for Odisha Tourism Development Corporation (OTDC), Govt. of Odisha

Signature of Authorized Person and seal
Name and Designation
Name of the Entity/ Firm

Form B – Details of Applicant

(on Applicant's Letter head)

Sl.	Particulars	Details	Supporting Documents required to be submitted along with this Form
1.	Name of the Applicant		
2.	Status of the Applicant (Company, Sole Proprietorship, Partnership Firm, Limited Liability Partnership Firm)		As per Clause 10 of EOI
3.	Address of the Applicant:	Name, Designation, Mobile No., Email	
4.	Details of Offices	Address	Agreement copy/ address proof.
5.	Applicant Income Tax PAN No.		Attach copy of PAN
6.	Applicant GST		GST registration certificate
7.	Number of years of experience in event management		
8.	Manpower Details including number of event management personnel at each of the office		

Signature of Authorized Person and seal
Name and Designation
Name of the Entity/ Firm

Form C – Format for Experience of Applicant
(on Letter head of Applicant)

Name & Type of Event	
Country in which the Event was Organized	
Name of the Client	
Address of the Client and contact Details	
Professional Fee Received (in INR)	
Details of work undertaken while organising events International as well National	
Date of commencement	
Date of completion of	

Instructions:

- a) Experience of parent/subsidiary/associate Company (ies) of the Applicant would not be considered for evaluation.
- b) Separate Appendix – C is required to be submitted by the Applicant with respect to each assignment for which the Applicant is claiming its experience.
- c) The experience claimed by the Applicant with respect to each such assignment should be substantiated with a copy of completion certificate/contract agreement issued by the respective client for each assignment or satisfactory certificate.
- d) The evidence submitted in (c) above shall be considered collectively for purposes of evaluation.

Form D – Financial Capacity of Applicant

Name of the Bidder:

Sl.	Particulars	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>
1.	Turnover (In INR Crores)			
2.	Average Annual Turnover for last 3 years (In INR Crores)			

Note:

1. Attach certified copies of Annual Audited Balance Sheets, P & L statement, and IT Returns Certificate for last 3 (Three) years.
2. The above data must be submitted by Bidder, duly certified by either Statutory Auditor or Chartered Accountant.

Signature of CA / Statutory Auditors

(Name of the Authorized Signatory) (with seal & registration no.)

Place:

Date:

Form E – Power of Attorney for Signing of Proposal

Know all men by these presents, We.....(name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms (name),.....son / daughter / wife of.....and presently residing at....., who is (presently employed with us and holding the position of....., as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Application for the **“Empanelment of Travel / Tour Agencies / Tour Operators / Destination Management Companies (DMCs) for Odisha Tourism Development Corporation (OTDC), Govt. of Odisha”** proposed to be developed by the OTDC including but not limited to signing and submission of all Application / Proposals, bids and other documents and writings, participate in pre-bids / pre-proposal and other conferences and providing information / responses to OTDC, presenting us in all matters before OTDC, signing and execution of all contracts including the Agreement and undertakings, consequent to acceptance of our bid, and generally dealing with OTDC in all matters in connection with or relating to or arising out of our bid, for the said Project and/ or upon award thereof, to us and / or till the completion of the project.

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

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

For
.....

Accepted

(Name, Title and Address) of the Attorney

Note:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders’ resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

Form F – Pre-Proposal Query Format

Interested applicant shall submit their queries in the following format

Sl.	Clause No. as per EOI	Query/ Modifications sought	Suggestions (if any)

Note:

Bidders shall submit their query or modification in soft copy to pmu@odishatourism.gov.in / info@odishatourism.gov.in on or before the pre proposal query submission due date.