

**Terms and Reference  
Of  
Local Transportation Services**

**For**

**SISIR SARAS -2016**

*(1<sup>st</sup> January -13<sup>th</sup> January 2016)*



SIRD Campus, Unit – 8, Bhubaneswar, Odisha, Pin - 751012  
Phone No. [0674] 2565870, 2565871, [www.ormas.org](http://www.ormas.org)

**DETAILS ON TOR, EMD, BIDDER FOR PROVIDING LOCAL TRANSPORTATION SERVICES IN SISIR SARAS-2016**

Tender paper can be downloaded from the following websites: [www.ormas.org](http://www.ormas.org) or [www.odishapanchayat.gov.in](http://www.odishapanchayat.gov.in). Or can be obtained from the office of ORMAS at "SIRD Campus, Unit – 8, Bhubaneswar, Pin- 751012 during office hours.

A) E.M.D (Refundable) : **Rs. 5,000/-** (Rupees five thousand only) in shape of Demand Draft /Pay order in favour of ORMAS payable at Bhubaneswar.

**To be filled in by the bidder.**

**Demand Daft / Pay Order No. .... Dated ...../...../ 2015**  
*(DD/PO to be attached with the Tender Paper)*

B) NAME AND ADDRESS OR BIDDER:

**To be filled in by the bidder.**

*Bidder Name and Address:*

M/s .....

.....

Signature of the bidder

C) Last Date & Time for Receipt of Tender : **17<sup>th</sup> December, 2015 latest by 3 PM.**

D) Date & Time of Opening of Tenders : **17<sup>th</sup> December, 2015 at 3.30 PM at ORMAS Office.**

**E) ADDRESS FOR SUBMISSION OF Quotation**

**ORMAS (Odisha Rural Development & Marketing Society)**  
**SIRD Campus, Unit – 8, Bhubaneswar, Odisha, Pin - 751012**

**A) About the Event – SISIR SARAS**

Ministry of Rural Development, Government of India has sanctioned a **national level marketing event named as “SISIR SARAS” to be held from 1<sup>st</sup> to 13<sup>th</sup> January 2016** at the Exhibition Ground, Unit- III, Bhubaneswar. “SISIR SARAS” is being organised by ORMAS (Odisha Rural Development & Marketing Society), an autonomous body under Panchayati Raj Department in collaboration with Odisha Livelihoods Mission (OLM), H & CI, MVSN and NABARD with an objective to provide a platform to the rural producers to showcase their products. This interaction will help them in knowing the taste, preferences of urban consumers and also beneficial in long-term sales tie up.

The exhibition will be designed to create an indigenous village atmosphere where the rural producers/artisans/ entrepreneurs will display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses.

The overall objective of the mela is to popularize the ethnic and other rural products of Odisha and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

**B) Detail Specifications of Works**

1. Transportation of participants from Mela Ground to the place of accommodation at Yatri Nivas & SIRD Campus through bus on daily basis (Morning & Evening) during Mela (1<sup>st</sup> to 13<sup>th</sup> Jan '16).
2. Transporting participants along with luggage from Railway station to Mela Ground/Place of accommodation from **31<sup>st</sup> December, 2015 to 3<sup>rd</sup> January, 2016.**

**C) Terms and Conditions**

1. The work assigned to the firm should be done as per the above specification and should cover all aspects of the exhibition.
2. The work should be completed within the time frame.
3. Sanctions of any advance will not be considered.
4. The price offered by the firm should include all taxes. However the TDS will be deducted from the bill amount and deposited with the concerned authority.
5. The rate offered by the firm shall be including of all taxes and duties.
6. The tenderers are required to deposit an earnest money of **Rs.5,000/- (Rupees five thousand only)** in shape of demand draft/pay order in favour of ORMAS payable at Bhubaneswar. The E.M.D. amount of the successful tenderer will be refunded within a month on award of contract subject to receipt of Performance Security. Tender papers without E.M.D shall not be accepted.
7. The successful bidder will submit the Performance Security which is 5 % of the contract value and that will be retained with ORMAS, Bhubaneswar till the completion for a period of one year. In case of any unsatisfactory work and delay in execution of work etc. the Performance Security amount will be forfeited as per the decision of the authority.
8. The tenderers have to offer the price for all items as per format given else the tender paper will not be considered.
9. The rate offered by the firm should remain valid for the period of **SISIR SARAS-2016.**
10. Payment will be made on completion of the event and on production of bill.

**D) The Document to be submitted by the Bidders**

- a. EMD of Rs. 5,000/- (Rupees five thousand only) in favor of ORMAS in shape of Demand draft/pay order.
- b. Copy of work orders/ experience certificate for similar nature of works for last 3 years.
- c. Copy of the registration certificate of the firm and valid number in favor of the firm from Commercial Tax (VAT), Income Tax (PAN, TAN) and Service Tax (latest deposit Challan) for similar nature of work.
- d. The bidder has to submit the Audited Financial Statement of last three years duly attested by the Chartered Accountant.
- e. Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 10.00 Lakhs.

**DECLARATION**

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

**Signature of the Bidder (With Seal)**

**Place:**

**Date:**

*Accepted by the Bidder (Signature of bidder)*

**Quotation for Providing Local Transportation Services During SISIR SARAS - 2016**

*(Last date for Submission of Duly Filled in Tender Document is 17<sup>th</sup> December, 2015; 3.00 PM)*

To

**The Executive Director**  
ORMAS, Bhubaneswar

Sir,

I am submitting here the rates for providing transport service for SISIR SARAS 2015. The details are as follows:

SN	Type of Vehicle	Particulars	Rate /Amount
1	Bus (20-25 Seated-mini)	Mela Ground to Accommodation places at Yatri Niwas / SIRD Campus. (Morning 4 + Evening 4 = 8 trip approx.)	Rs. _____ per trip
2	Bus (50-55 seated-big)	Mela Ground to Accommodation places at Yatri Niwas / SIRD Campus. (Morning 2 + Evening 2 = 4 trip approx.)	Rs. _____ per trip
3	Truck -407	Carrying participant from Railway Station to Mela Ground- 2 full days & night -48 hours [31 <sup>st</sup> December, 2015(10 AM) to 3 <sup>rd</sup> (10 AM) January, 2016 ]	Rs. _____per day

Full Signature with Seal-----  
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Name of the Organization/agency-----  
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Address Details-----  
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Contact No-----