



# STATE INSTITUTE FOR DEVELOPMENT OF ARTS & CRAFTS

Handlooms, Textiles & Handicrafts Department, Government of Odisha

Ref. No.: 2666

Date: 23.11.21

## **EXPRESSION OF INTEREST FOR ALLOTMENT OF KIOSK AT EKAMRA HAAT, BHUBANESWAR**

No. 2666

Date: 23.11.21

Expression of Interest (EOI) in sealed cover in two bids i.e., "Technical Bid" with requisite documents and "Financial Bid" towards annual maintenance cost in two separate sealed covers are invited from interested commercial establishments for allotment of kiosk under different categories at EKAMRA HAAT, Bhubaneswar.

The Bid Document can be downloaded from the website: [www.sidacodisha.org.in](http://www.sidacodisha.org.in). The bidder has to submit the cost of document i.e., Rs.500/- in shape of DD favoring Member Secretary, SIDAC with the technical bid. The last date of receipt of the sealed offers in the office at SIDAC is up to 5pm on dt. 07.12.2021 by Speed Post/ Registered Post/ Courier only. The "Technical Bids" will be opened at 11 am on dt. 09.12.2021 in presence of the bidders or their authorized representatives. The "Financial Bids" of qualifying bidders will be opened on suitable date and time under intimation to the qualified bidders.

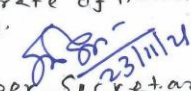
The bidders have to submit documents as specified along with technical bid in conformity with the detail terms & conditions in bid documents.

**The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.**

  
23/11/21  
Member Secretary

Memo No. 2667 Date. 23.11.21

Copy to the notice board of SIDAC/Directorate of Handicrafts/  
OSCHC Ltd. for information of all concerned.

  
23/11/21  
Member Secretary

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**EXPRESSION OF INTEREST  
FOR  
ALLOTMENT OF KIOSK  
AT  
EKAMRA HAAT, BHUBANESWAR**

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**State Institute for Development of Arts & Crafts (SIDAC)**

Handicrafts Complex, Gandamunda, Bhubaneswar-30

Tel: (0674) 2350318

E-mail: [sidacorissa@gmail.com](mailto:sidacorissa@gmail.com)

### **DATA SHEET**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Client	State Institute for Development of Arts & Crafts (SIDAC), Handlooms, Textiles & Handicrafts Deptt., Govt of Odisha
2	Method of Selection	Upper end cost selection
3	Date of Issue of EOI	23.11.2021
4	Deadline for receipt of Proposal	07.12.2021
5	Date of opening of Technical Proposal	09.12.2021
6	Date of opening of Financial Proposal	Will be intimated to the technically qualified bidders separately.
7	Expected date of commencement of assignment	15.12.2021
8	Bid document Fee (Non-Refundable)	Rs 500/- (Rupees Five Hundred) only in shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar.
9	Earnest Money Deposit (EMD)* per kiosk *Refundable subject to satisfactory performance & compliance to laid down conditions.	Rs. 10,000/- (Rupees Ten Thousand only) in shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar.
10	Contact Person	Sri Manas Ranjan Sethy, Handicrafts Promotion Officer (HPO), SIDAC Contact No: 0674-2350318 Email: sidacorissa@gmail.com
11	Postal Address for submission of Proposal	Member Secretary, State Institute for Development of Arts & Crafts, Handicrafts Complex, Gandamunda Khandagiri, Bhubaneswar Odisha-751030 Phone: 0674-2350318 Email: <a href="mailto:sidacorissa@gmail.com">sidacorissa@gmail.com</a>
12	Mode of Submission of proposal	Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No 11 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
13	Place of opening of proposal	Conference Hall, SIDAC, Bhubaneswar
14	Website to visit for download of bid document.	<a href="http://www.sidacodisha.org.in">www.sidacodisha.org.in</a>

# **EXPRESSION OF INTEREST FOR ALLOTMENT OF KIOSK AT EKAMRA HAAT, BHUBANESWAR**

## **TERMS OF REFERENCE**

### **1. Introduction- SIDAC**

- 1.1. “State Institute for Development of Arts & Crafts” (SIDAC) is an organization under Handlooms, Textiles & Handicrafts Department Government of Odisha, registered under societies registration Act XXI of 1860 bearing no 21959/137 of 2004-05 dated 15.10.2004 with its registered office at Handicrafts Complex, Gandamunda, Bhubaneswar.
- 1.2. It has been created to function as an autonomous agency for all round development of Handicraft sector of the state such as: survey and diagnostic study of crafts and craft clusters, capacity building of artisans/ entrepreneurs, cluster development programs, skill upgradation training, organizing design development program, facilitation for export marketing, participation in international level trade fairs, organization of national level exhibitions, enterprise development, revival of languishing craft, craft documentation, establishing common facility center, GI and IPR registration of crafts & artisan welfare.
- 1.3. SIDAC is responsible for the day-to-day management of three urban haats- Ekamra Haat- Bhubaneswar, Neelachal Urban Haat- Puri and Urban Haat- Konark. Urban haats were established to provide a single location for culture, craft and cuisine. Additionally, the haats provide marketing opportunities to the craftsmen and weavers of the state.

### **2. Introduction – Ekamra Haat, Bhubaneswar**

- 2.1. The Ekamra Haat was set up to provide tourists a central point to enjoy the handloom and handicraft products of Odisha, local food & delicacies and the rich culture of the state.
- 2.2. It has 83 stalls, one amphitheater, two green rooms, two toilet blocks & two dormitories.
- 2.3. It has beautifully carved idols along with small water body to attract tourists.
- 2.4. It has 5 Nos of KIOSKs.
- 2.5. As of now, three numbers KIOSKs are occupied.
- 2.6. KIOSK no. S2 & S3 are vacant now, for which the EoI is invited herein.

### **3. Objective**

- 3.1. The objective of allotment of Kiosk S2 at Ekamra Haat, Bhubaneswar is to provide space for commercial activities & Kiosk S3 for ATM/ commercial activities. This will help in attracting more visitors/ buyers, ease of shopping and promote sale of handicrafts and handloom products of Odisha.

### **4. Duration**

- 4.1. The validity of this tender is initially for a period of 1 year and may be extended as per requirement basing on performance.

### **5. Scope of Work**

- 5.1. There are two nos. of Kiosks namely Kiosk S2 & Kiosk S3 (Details of Kiosks in Annexure-VIII) situated adjacent outside of the outer boundary of Ekamra Haat, Unit-3, Bhubaneswar available for allotment. Kiosk S2 is meant for running commercial activities only & Kiosk S3 for commercial activities or ATM.

#### **Tendered Space & Utilities**

- 5.2. The selected bidder may use the tendered space for the activities as approved by SIDAC. SIDAC reserves the right to choose the commercial activities to be done at the tendered premise.
- 5.3. The Ekamra haat authority will provide a built-up space only. The selected bidder has to arrange equipments and other furniture etc. from own source for running the activity. The allottee has to restrict his activities within the allotted premises.

- 5.4. The selected bidder shall execute all work at their own cost as required for commercial development of the tendered area where only removable temporary structure shall be constructed/ developed.
- 5.5. Under no circumstances, any form of permanent structures shall be constructed or installed in the tendered kiosks for running commercial activity.
- 5.6. Additionally, in case of running ATM at Kiosk S2, the ATM, its cabin structure, air conditioning, electric cabling, communication cabling, communication and internet devices including antenna etc. i.e., all physical structure shall be provided by the Bank at its own cost and responsibility. SIDAC's responsibility pertains to providing the required land space only. The selected bidder shall install ATM at the station strictly as per the locations indicated in the drawing under guidance / supervision of officials of SIDAC.
- 5.7. Under no circumstances, the tendered space can be mortgaged, charged or otherwise put under any lien (including negative lien). No charge or encumbrance will be created or agreed to be created in favor of any person, including the Lenders/ Financial Institution (s)/ Banks etc.
- 5.8. The selected bidder shall also ensure that the proposed commercial development within tendered area is neither an impediment for smooth flow of traffic nor a safety hazard for any of the property of Ekamra Haat and public at large.
- 5.9. The selected bidder shall also ensure that all existing utilities and facilities (if any) falling within the said tendered space will be kept accessible and the selected bidder shall not interfere or tamper with those installations at any time.
- 5.10. The responsibility of security maintenance, cleanliness of the tendered premises shall rest with the selected bidder.
- 5.11. As the Ekamra haat area is a plastic free zone, the selected bidder has to use eco-friendly materials in the premises and shall not use the banned plastic materials (as notified by Govt. of Odisha) under any circumstances. Earthen Materials, Paper/ Bamboo Materials, and paper bags are permitted in Ekamra Haat premises.
- 5.12. The solid waste generated from the tendered premises must be disposed in the earmarked area/ container.
- 5.13. The timing of the opening of KIOSK for commercial activities will be from 10.00AM to 9.00 PM only which is not applicable in case of running of ATM. However, on special occasion (exhibitions/ festivals) it can be changed as per approval of the authority.
- 5.14. Extra decoration/signage/flex in the KIOSK area is prohibited. However, if required it may be done with the prior permission of the competent authority.
- 5.15. The selected bidder will operate, manage and maintain the entire offered space with adequately trained and experienced team responsibly.

#### Manpower Management

- 5.16. The selected bidder will have to make necessary arrangement to deploy sufficient number of staffs, equipment & drinking water to run the activity. The agency may issue identity cards to each of its staffs at his own cost for entry into the licensed premises.
- 5.17. Security staffs of Ekamra Haat shall be at liberty to exercise check on any of the allottees, staff / supervisor / manager while entering the premises, during the work and while leaving from the premises.
- 5.18. It is the responsibility of the selected agency to ensure that all persons deployed by it will be efficient, skilled, honest and conversant with nature of work for getting the work done and they must have a good character duly verified by the Police Authorities and shall produce such police verification on demand.
- 5.19. The details of the workers like name, father's name, address, mobile number and copy of Id Card issued by the agency shall have to be submitted to Ekamra Haat Authority before the end of every month.
- 5.20. The persons employed by the selected bidder shall be present at all times. For all purposes the selected bidder shall alone be liable and responsible for full payment of all kind of wages, salaries, remuneration and other benefits etc. as per the minimum wages or statutory wages/ rate fixed by the Govt of India, to them without claim or reimbursement from Ekamra Haat authority.
- 5.21. The selected bidder shall not engage anyone below the age of 18 years.

#### Permissions/ Licenses/ Clearances/ Sanctions

- 5.22. Procuring all the permissions/ licenses etc. required from the statutory/ regulatory/ civic authorities concerned from time to time, to be able to use the tendered space for desired commercial purposes / business, will be sole responsibility of the selected bidder.
- 5.23. Adequate number of fire extinguishers needs to be installed in the kiosks or as to be specified by the Fire Officer of Govt. of Odisha. The selected bidder shall be responsible for obtaining fire NOC for their licensed area/space from the competent authorities for utilities, firefighting, etc., at its own cost and comply with all statutory requirements in connection with this tender document.
- 5.24. The selected bidder shall at all times adhere to all rules, regulations and provisions of the Ekamra Haat and its amendments thereto and shall also comply with all notices and circulars issued by Ekamra Haat Authorities in this regard.
- 5.25. The selected bidder shall ensure that they follow and adhere to the Guidelines, Rules, Regulations and Acts defined by Bhubaneswar Municipal Corporation and its amendments time to time.
- 5.26. The selected bidder shall not assign any of its rights, or interest in respective agreement in favor of any company/person(s) at any time and for any reasons whatsoever.

#### **6. Eligibility Criteria**

- 6.1. The agency must be registered under the relevant acts/ having necessary permissions/ licenses/ clearances from the competent authorities concerned to run the commercial activity/ATM in the tendered premise.
- 6.2. Scheduled commercial Banks i.e., Public Sector Banks/ Private Sector Banks/ Small Financial Banks/ Payment Banks/ Foreign Banks operating in India, duly licensed by RBI & included in the RBI list of scheduled banks are eligible to participate in the tender for running ATM.
- 6.3. The agency should have adequate manpower to run the commercial activity/ ATM.
- 6.4. Preference will be given to the bidder having similar experience and having all necessary and relevant documents submitted as desired by the authority.

#### **7. Terms and condition for applying**

- 7.1. This Bid document will be received in sealed cover super scribed "**Expression of Interest for Allotment of Kiosk no.\_\_\_\_\_ at Ekamra Haat, Bhubaneswar for running \_\_\_\_\_**" (containing sealed technical bid and financial bids in separate sealed covers) by the office at State Institute for Development of Arts & Crafts (SIDAC), Gandamunda, Khandagiri, Bhubaneswar up to 5.00 PM on dt.07.12.2021.
- 7.2. The bidder has to clearly mention the name of the kiosk & the type of commercial activities going to be undertaken in the tender paper and also on the covering envelopes.
- 7.3. The agencies must submit their proposal by **Speed Post/ Registered Post/ Courier only** to the address as specified at **Sl. No. 11 of the DATA SHEET** during the office hour only on or before the last date and time for submission of proposal as specified at **Sl. No. 4 of the DATA SHEET**. Submission of proposal through any other mode and late bid will be rejected. SIDAC will not be responsible for postal delay/ any consequence in receiving of the proposals.
- 7.4. The agency shall deposit earnest money as prescribed in the EOI as a guarantee of good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement in schedule time, the same will be forfeited. If the offer of the agency is not accepted, the earnest money will be refunded without any interest.
- 7.5. The above deposit of agency shall remain as security for the due rendering of services. On successful completion of the event, the same will be refunded as per agreement.
- 7.6. The agency may travel to the site at Ekamra Haat, Unit-III, Bhubaneswar to obtain any information they may consider necessary before submission of the bid documents. This may be done on their own expenses.
- 7.7. In view of the Covid-19 pandemic and the uncertain situation caused by lockdowns and disruption, all communication would be through email and phone. Hence, the agencies are advised to provide at least 2 email addresses.

- 7.8. Communication by email from the authorized email address of SIDAC (sidacorissa@gmail.com) would be treated as full and final communication in all respect.

## **8. Selection of the agency**

- 8.1. The technical bid will be opened first by a designated committee on a pre-decided date and time.
- 8.2. The financial bid of the bidders qualified in the Technical bid only will be opened thereafter by a designated committee on a pre-decided date and time.
- 8.3. Highest Quoted offer of the qualified bidder in each category of stall (but not less than minimum annual maintenance cost of Rs. 1,50,000/- for kiosk S-2 and Rs. 1,20,000/- for kiosk S-3) shall be the criteria for selection.
- 8.4. The qualified bidders will be notified of the selection results via email.

## **9. Technical Bid**

- 9.1. The bidder has to submit the Technical Bid in the prescribed format i.e., Covering letter and other information as per the “Annexure-IV” along with following documents fulfilling the eligibility criteria.
- 9.1.1. Demand Draft of Rs. 500/- (Rupees five hundred) only in favor of Member Secretary, SIDAC, drawn in any scheduled commercial bank payable at Bhubaneswar towards bid document cost.
- 9.1.2. Earnest Money in form of a demand draft of Rs. 10,000/- (Rupees Ten Thousand) only in favor of Member Secretary, SIDAC, drawn in any scheduled commercial banks payable at Bhubaneswar.
- 9.1.3. Valid registration certificate of the bidder towards its constitution/ necessary licenses or permissions &/or clearances towards running the proposed activity from the competent authority. In case of franchise, the bidder should submit the franchisee details of the brand and certificate of franchise.
- 9.1.4. In case of ATMs, bidders shall submit a self-certified copy of the valid RBI license. All bidders are required to submit a certified copy of the audited balance sheet and profit & loss account of the bank/bidder for the last two financial year ending 31st March 2021.
- 9.1.5. GST Registration Certificate and up-to-date returns of the last two financial years (i.e., for general- 2019-20, 2020-21; startup organizations- since inception)
- 9.1.6. The agency shall also be required to attach copies of term deposit receipt or copies of up to date pass book of any bank account he holds in his favour to enable the accepting authority to assess his financial status.
- 9.1.7. Copy of PAN Card and up to date return copy of Income Tax for the last two assessment years (i.e., for general-2020-21, 2021-22; startup organizations- since inception)
- 9.1.8. All documents as required to show proof of the similar experience along with supporting documents.
- 9.1.9. Individual bidders will submit detail list of all existing outlets with address.
- 9.1.10. Detailed current profile of the bidder including the list of manpower to be associated with necessary documents as mentioned under pt. 5.17.
- 9.1.11. Power of Attorney in favor of the person signing the bid on behalf of the bidder.
- 9.1.12. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-I).
- 9.1.13. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Annexure-II).
- 9.1.14. Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-III).
- 9.1.15. The bid submission checklist (Annexure-VII).
- 9.1.16. In case, any or all of the provisions mentioned above are not applicable, the bidder should give a NIL statement/declaration to that effect. Non submission will not be considered as exemption.



- 9.2. Anyone found guilty of furnishing false information shall be blacklisted by the H.T.&H. Department, Govt. of Odisha and EMD or performance bank guarantee or both of such agencies shall be forfeited.

## **10. Evaluation of Technical Bids**

- 10.1. The technical bid will be evaluated on the basis of bid documents submitted by the bidders and considering all aspects of eligibility criteria and experience.
- 10.2. Bids of those, who will qualify the evaluation of technical bid by the designated committee, will be eligible for opening of the financial bid.

## **11. Financial Bid**

- 11.1. The **Financial Bid** shall be the lump-sum quote for the annual maintenance cost of each of the kiosks (excluding the electricity charges & including GST) for the scope of work mentioned in the EOI bid document and has to be submitted in the prescribed format (Annexure-VI) which is to be submitted with the prescribed covering letter as per the Annexure-V.
- 11.2. The minimum annual maintenance cost for Kiosk S-2 in Ekamra haat is Rs.1,50,000/- (Rupees One lakh fifty thousand only) per year.
- 11.3. The minimum annual maintenance cost for Kiosk S-3 in Ekamra haat is Rs.1,20,000/- (Rupees One lakh twenty thousand only) per year.
- 11.4. **Evaluation of Financial Bids**
- 11.4.1. The evaluation of the financial bid will be done basis the financial quote as mentioned in Annexure VI.

## **12. Terms & Conditions for selected bidder:**

- 12.1. Selected bidder has to abide by any conditions/ alterations as imposed by the authority time to time.
- 12.2. The selected bidder shall not assign any of its rights, or interest in respective agreement in favour of any company/person(s) at any time and for any reasons whatsoever.
- 12.3. The selected bidder will nominate a coordinator who shall be stationed at Bhubaneswar and shall be responsible for immediate interaction with the office as and when required.
- 12.4. No other business or providing any other services or any other activities or displays/ exhibition or any hoarding advertisement other than activity as approved by SIDAC will be allowed with in the premises.
- 12.5. Any damage to the tendered site or any other ancillary structures including supporting structures shall be the sole responsibility of the selected bidder, which shall be repaired by the selected bidder. If any loss or damage is caused the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
- 12.6. The selected firm has to deposit the annual maintenance cost before starting the business. The electricity charges will be collected on monthly basis as per the actual meter reading.
- 12.7. The annual maintenance cost will be charged for one year and may be revised from time to time basing upon the market rate as to be fixed by the authority.
- 12.8. Applicable income tax, shall be deducted at source from all accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.

### The Performance Bank Guarantee (PBG)

- 12.9. The selected bidder shall have to sign an agreement in Non-Judicial Stamp paper of appropriate value with deposit of **INR 75,000.00 (Rupees Seventy-five thousand only) per kiosk** in shape of DD towards performance security within 7 days from receipt of intimation from SIDAC.
- 12.10. The Performance Security includes the amount deposited at EMD with the EOI document.
- 12.11. Failure to comply with the conditions of the agreement shall constitute sufficient ground for the forfeiture of the PBG.



12.12. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the event.

12.13. In case of breach of any terms & conditions, the performance security deposit of the selected bidder shall be liable to be forfeited besides annulment of the agreement.

#### Contract Negotiation

12.14. If required will be held at a date, time and address under intimation to the selected bidder. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract.

### **13. Terms of Payment:**

13.1. The selected bidder needs to ensure regular and timely payments of all amounts due to Ekamra Haat Authorities and discharge all obligations as per provisions of this tender document.

13.2. Payment of all statutory taxes, GST, local levies, statutory dues, etc. as and when due and as applicable, should also be done.

### **14. Governing Law and Penalty Clause:**

14.1. The selected agency shall handover the vacant and peaceful possession of the licensed premises along with all the lands, building, fixtures and fittings to Ekamra Haat Authority on expiry, revocation/ termination of the license to be granted within 15 days of the expiry, revocation/ termination of the license. If he fails to handover the possession of the premises or on expiry of termination/ revocation of the license peacefully within 15 days, Ekamra Haat Authority has a right to charge damages for illegal use and occupation of the premises @ Rs. 2,000/- per day till such time the premises is vacated by the selected bidder. In addition, the Performance Bank Guarantee amount shall also be forfeited.

14.2. The authority reserves the right to reject any or all the offers without assigning any reason thereof.

#### Dispute Resolution

14.3. Any dispute arising out of the EOI, the decision of the Commissioner- cum- Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha shall be final & binding.

14.4. In case of a dispute, it will be governed by the laws of the court in Bhubaneswar.

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**UNDERTAKING**

*(On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offence)*

I, hereby undertake that there is no criminal case pending in any Court of Law against our agency or against the Proprietor/ Director/ Persons to be deployed by our agency.

I/ we further certify that Proprietor/ Director/ Persons to be deployed by our company have not been convicted of any offence in any Court of Law during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signature  
(in full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

**UNDERTAKING**

*(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)*

I, hereby undertake that, our agency has not been blacklisted/ debarred by any of the Central Government/ State Government Department/ Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature  
(in full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

**UNDERTAKING**

*(On the Bidder's Letter Head regarding trueness of the submitted information)*

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

Yours sincerely,

Authorized Signature  
(in full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

**TECHNICAL BID COVERING LETTER**  
*(ON BIDDER LETTER HEAD)*

[Location Date]

To

[Name and Designation of

Tender Inviting Authority]

(Office Address and Location]

Sub:- Tender for allotment of Kiosk No. \_\_\_\_ at Ekamra haat, Bhubaneswar for running \_\_\_\_\_(Technical Proposal).

Sir,

I, the undersigned, offer to participate in the tender process for allotment of kiosk \_\_\_\_ in Ekamra Haat, Bhubaneswar for running \_\_\_\_\_ in accordance with your EOI Notice No.:\_\_\_\_\_ Date\_\_\_\_\_. We are hereby submitting our proposal, which includes Technical Proposal sealed in an envelope.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this tender is found violated by our agency, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely. I remain,

Yours faithfully,

Authorized Signatory  
with Date and Seal

Name and Designation of the Signatory:

Name of the Bidder and Address:

Sl. No	Specification	Details
1	Name of the Bidder	
2	Details of Bid Document Cost (Demand Draft Details)	DD No:
		Date:
		Amount (Rs.)
		Drawn on Bank.
3	Details of EMD: (Demand Draft Details)	DD No:
		Date:
		Amount (Rs.)
		Drawn on Bank.
4	Name of the Director/ Proprietor	
5	Full Address of Registered Office if any	Postal Address:
		Telephone No.
		FAX No.
6	Name & telephone number of the authorized person signing the bid	E-Mail Address
7	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8	PAN No. (Attach self-attested copy)	
9	GSTIN (Attach self-attested copy)	
10	Acceptance to all the terms & conditions of the tender (Yes/ No)	
11	Power of Attorney/authorization letter for signing of the bid documents (submitted/ not submitted)	
12	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid. (submitted/ not submitted)	
13	Kindly mention the total number of pages in the tender document	
14	No. of Samples of Previous Work done	

15. Details of the similar type service provided by the bidder in last 5/3/2 years/ since inception as requested in the Technical Bid:

Period	Name of Authority with complete address & Phone No.	Type of services provided with details of manpower / machinery deployed	Contract Amount (in INR)	Duration	
				From	To

**16. Declaration**

I, Shri \_\_\_\_\_, Son/ Daughter/ Wife of  
Shri \_\_\_\_\_ Proprietor/ Director/ Authorized signatory of  
\_\_\_\_\_ (Name of the Service Provider),  
competent to sign this declaration and execute this tender. I have carefully read and understood  
all the terms and conditions of the tender and undertake to abide by them.

The information and documents furnished along with the tender are true and authentic to  
the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false  
information/ fabricated document would lead to rejection of our tender at any stage besides  
liabilities towards prosecution under appropriate law.

(Signature of Authorized Representative with seal)

Place: \_\_\_\_\_

Date \_\_\_\_\_

**Enclosures:**

- i. Bid processing Fee in the form of Demand Draft in original.
- ii. EMD in the form of Demand Draft in original.
- iii. Copy of tender document (each page must be signed and sealed)
- iv. Duly filled Technical Bid
- v. List of Documents as applicable.



**FINANCIAL BID COVERING LETTER**

**(ON BIDDER LETTER HEAD)**

[Location Date]

To  
[Name and Designation of  
Tender Inviting Authority]  
(Office Address and Location]

Sub: - Tender for allotment of Kiosk No. \_\_\_\_ at Ekamra haat, Bhubaneswar for running  
\_\_\_\_\_ (Financial Proposal)

Sir,

I, the undersigned, offer to participate in the tender process for the allotment of kiosk \_\_\_\_ for running (*insert title of the activity*) in accordance with your EOI No.: \_\_\_\_\_ Dated \_\_\_\_\_. Our attached financial price is *{insert amount(s) in words and figures} for the proposed allotment*. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive. I remain,

Yours faithfully,

Authorised Signatory  
(in full and initials)

Name and Designation of Signatory with Date and Seal:\_\_\_\_\_

Address of the Bidder:\_\_\_\_\_

**FORMAT FOR FINANCIAL PROPOSAL**

<b>Name of the Project</b>	<b>Financial Quote (in INR)</b> <i>Amount in Figure &amp; Word</i>
Annual maintenance cost towards running of Kiosk S-2 / Kiosk S-3 _____ in Ekamra Haat, Bhubaneswar	

*\*This is the only component that will be taken into consideration for the financial bid*

Authorised Signatory  
(in full and initials)

Name and Designation of Signatory with Date and Seal:\_\_\_\_\_

Address of the Bidder:\_\_\_\_\_

**BID SUBMISSION CHECK LIST**

SL.NO	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID (ORIGINAL)</b>			
1	Covering letter along with information in Bidders Letter Head		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Valid registration certificate of the bidder towards its constitution/ necessary licenses or permissions &/or clearances towards running the proposed activity from the competent authority.		
5	The franchisee details of the brand and certificate of franchise (In case of franchise)		
6	A self-certified copy of the valid RBI license (In case of ATMs)		
7	A certified copy of the audited balance sheet and profit & loss account of the bank/bidder for last 2 financial years till March 2021		
8	Copy of the GST Registration Certificate and return copy for last 2 years till March 2021 (for general- 2019-20, 2020-21; startup organizations- since inception)		
9	Copy of PAN Card and up to date return copy of Income Tax for the last two assessment years (for general- 2020-2021, 2021-22; startup organizations- since inception)		
10	Copies of term deposit receipt or copies of up to date pass book of any bank account (In case of commercial activity)		
11	All documents as required to show proof of the similar experience along with supporting documents.		
12	Individual bidders will submit detail list of all existing outlets with address.		
13	Power of Attorney in favour of the person signing the bid on bidder's behalf		
14	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past		
15	Undertaking for not having any judicial proceedings pending against the bidder in the court of law.		
16	Undertaking regarding trueness of information submitted.		
17	Detailed profile of the firm including the list of manpower & their qualification to be associated with the project.		
18	Declaration for any/all provisions not applicable for bidder		
<b>FINANCIAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

***It is to be ensured that:***

All information has been submitted as per the prescribed format only.

Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.

All pages of the proposal need to be sealed and signed by the authorised representative.

Authorised Signatory (in full and initials): \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**DETAILS OF KIOSKS IN EKAMRA HAAT, BHUBANESWAR**

The name, dimension and minimum annual maintenance cost of the Kiosks are as mentioned below:

Sl. No.	Kiosk Name	Activity to run	Dimensions	Rate (Rs)
1	Kiosk S2	Commercial activity only	13 ft X 10 ft	Rs. 1,50,0000/-
2	Kiosk S3	ATM/ Commercial activity	10 ft X 10 ft	Rs. 1,20,0000/-