



**EXPRESSION OF INTEREST
FOR
SELECTION OF DESIGN AGENCY
FOR
RESEARCH & DEVELOPMENT CENTRE
FOR
BAMBOO CRAFT AT SIDAC**

State Institute for Development of Arts & Crafts (SIDAC)

Handicrafts Complex, Gandamunda, Bhubaneswar-30

Tel: (0674) 2350318

E-mail: sidacorissa@gmail.com

**STATE INSTITUTE FOR DEVELOPMENT OF ARTS & CRAFTS (SIDAC),
HANDLOOMS, TEXTILES & HANDICRAFTS DEPARTMENT,
GOVT. OF ODISHA**

**EXPRESSION OF INTEREST FOR SELECTION OF DESIGN AGENCY FOR RESEARCH
AND DEVELOPMENT CENTRE FOR BAMBOO CRAFT AT SIDAC**

No. 1661

Date: 09.06.22

Expression of Interest (EOI) in sealed cover along with requisite documents are invited from interested agencies to be engaged as design agency for research and development centre for bamboo craft at SIDAC for the duration of 12 months.

The bid document can be downloaded from the website: 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 24.06.22** by **Speed Post/ Registered Post/ Courier** only. The "Technical Bids" will be opened at 11 am **on dt. 28.06.22** 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.

**-Sd-
Member Secretary**

DATA SHEET

Sl. No.	Particulars	Details
1	Name of the Client	State Institute for Development of Arts & Crafts (SIDAC), Handlooms, Textiles & Handicrafts Deptt., Govt of Odisha
2	Method of Selection	QCBS
3	Date of Issue of EOI	09.06.22
4	Deadline for receipt of Proposal	24.06.22
5	Date of opening of Technical Proposal	28.06.22
6	Date of opening of Financial Proposal	Will be intimated to the technically qualified bidders separately.
7	Expected date of commencement of assignment	
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)* *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	1. Sri Ashok Chinara Contact No: 9938520794 Email: sidacorissa@gmail.com 2. Sri Biswajit Patra Contact No: 9658091814 Email: sidacorissa@gmail.com
11	Postal Address for submission of Proposal	Member Secretary, State Institute for Development of Arts & Crafts, Handicrafts Complex, Gandamunda Pokhariput, Bhubaneswar Odisha-751030 Phone: 0674-2350318 Email: sidacorissa@gmail.com
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.	www.sidacodisha.org.in

EXPRESSION OF INTEREST FOR SELECTION OF DESIGN AGENCY FOR RESEARCH AND DEVELOPMENT CENTRE FOR BAMBOO CRAFT AT SIDAC

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 society’s 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 up gradation 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.

2. Introduction- Bamboo Research & Development Centre at SIDAC

- 2.1. “State Institute for Development of Arts & Crafts” (SIDAC) is setting up a research & development centre (R&D centre) for bamboo craft in collaboration with the “Odisha Bamboo Development Agency”(OBDA).
- 2.2. The R&D centre in SIDAC aims to work on the following aspects: i) Treatment of bamboo, ii) Product innovation & research & iii) Design development.
- 2.3. The design agency for the R&D centre will focus on product innovation, design research & development. The aim is to increase the productivity and income level of bamboo artisans of the state via such value chain interventions.
- 2.4. The main objective of product innovation and research is to develop new ranges of furniture/ fusion of alternate materials etc.
- 2.5. The main objective of design development programs is to increase the marketable product range of utility and decorative articles in different bamboo craft clusters.
- 2.6. The focus will be on a minimum of 5 districts as mentioned below:
 - 2.6.1. Dhenkanal (No. of block-1) – Baulapur, Odapada
 - 2.6.2. Mayurbhanj (No. of block-1) – Ichinda, Rairangpur
 - 2.6.3. Bargarh (No. of block -2) – Bargaon & Kantapali, Brahmanidhi, Padmapur
 - 2.6.4. Jajpur (No. of block -1) – Gopalpur, Rasulpur
 - 2.6.5. Subarnpur (No. of block -1) - Binika
- 2.7. The focus may be extended to other districts.

3. Objective

- 3.1. Selection of design agency for R&D centre for bamboo craft at SIDAC for the duration of 12 months at a reasonable cost and with good quality to:
 - 3.1.1. Execute material research & analysis to enhance design in bamboo.
 - 3.1.2. Execute trend forecast and analysis.
 - 3.1.3. Develop sustainable and innovative design applications using bamboo.
 - 3.1.4. Develop new products as per the forecasts and analysis.
 - 3.1.5. Improve the existing products in the cluster.
 - 3.1.6. Incorporate alternate materials.
 - 3.1.7. Develop & execute design skilling and sample development.
 - 3.1.8. Execute design preservation in audio/visual format.
 - 3.1.9. Develop catalogues for all products to be developed
- 3.2. All objectives as mentioned above are to be executed via designers at national/international levels.

4. Duration

- 4.1. 12 months from date of agreement
- 4.2. The agreement with the design agency may be extended annually on the basis of performance.
- 4.3. In view of the prevailing Covid-19 pandemic and uncertainty regarding various activities, the partnership with the design agency may be extended as per mutually agreed terms and conditions.

5. Scope of Work

- 5.1. The design agency would be required to provide end-to-end services for all aspects of the scope of work for duration of approximately 12 months. The detailed scope of work, which inter alia includes but is not limited to is the following:

The scope of work has been divided across 5 segments which need to be adhered to while working on-ground in the cluster:

- 5.1.1. On ground research and analysis
- 5.1.2. Design development
- 5.1.3. Skilling & sample development
- 5.1.4. Product innovation
- 5.1.5. Cataloguing

5.2. On ground research and analysis

5.2.1. Material research and analysis

- 5.2.1.1. In depth material research and analysis to understand the quality, durability, colour, etc. of bamboo products to enhance designs developed in bamboo
- 5.2.1.2. Research to find appropriate and sustainable design applications using bamboo as a primary material.
- 5.2.1.3. *Quantifiable deliverable*
 - 5.2.1.3.1. Material research report
 - 5.2.1.3.2. Listing of various sustainable design applications using bamboo

5.2.2. Market trend & future viability research and analysis

- 5.2.2.1. Forecast trends as per market need as mentioned in national/international forecast forums.
- 5.2.2.2. Analyse market trends and develop suitable products accordingly
- 5.2.2.3. Analyse market viability and potential USPs of designed bamboo products pre-sample development
- 5.2.2.4. *Quantifiable deliverable*
 - 5.2.2.4.1. Market trend and forecast report
 - 5.2.2.4.2. USP listing and marketability report of designs

5.2.3. Artisan Selection

- 5.2.3.1. Selection of artisans in cluster via skill tests.
- 5.2.3.2. Skill test is to be conducted in consultation with SIDAC & the Asst. Director (Handicrafts) of the respective District.
- 5.2.3.3. *Quantifiable deliverable*
 - 5.2.3.3.1. Conducting skill test and submission of 30 artisans per block

5.3. Design Development

5.3.1. Product categorization & enhancement of existing products

- 5.3.1.1. Segregate and streamline existing product categories.
- 5.3.1.2. Enhance existing products in the districts into comprehensive product categories as per industry requirements and standards.
- 5.3.1.3. Incorporate value addition at local level

5.3.2. Design Development

- 5.3.2.1. Develop new designs as per research under Pt. 5.2. and in consultation with SIDAC

- 5.3.2.2. Develop new product categories as per research under Pt. 5.2. and in consultation with SIDAC.
- 5.3.2.3. Develop new product design in consultation with SIDAC by fusing alternate raw materials such as:
 - 5.3.2.3.1. Craft materials from neighbouring clusters
 - 5.3.2.3.2. General materials such as wood, glass, metals, etc.
 - 5.3.2.3.3. Reused/recycled/ upcycled bamboo
- 5.3.2.4. Duration: Minimum 15 days; Designs to be developed prior to start of skilling.
- 5.3.2.5. Quantifiable deliverables
 - 5.3.2.5.1. Number of new product categories- Minimum 10
 - 5.3.2.5.2. Number of new product designs- Minimum 100 designs; 10 per category
- 5.3.2.6. Sampling of all designs will be executed as part of sample development as mentioned under Pt. 5.4.4.
- 5.3.3. Technology and innovation
 - 5.3.3.1. Provide technology-based suggestions for machine and custom tool incorporation to improve design possibilities, quality and production efficiency.
 - 5.3.3.2. Work with SIDAC to provide inputs for innovation in tools and techniques.
- 5.3.4. Manpower requirement
 - 5.3.4.1. Designers with national/international experience- 6 (six)
 - 5.3.4.1.1. Minimum 3-year work experience with handicrafts/bamboo/natural fibre
 - 5.3.4.1.2. Prior work experience with bamboo
 - 5.3.4.1.3. To be have undertaken assignments for reputed brands/retail houses.
 - 5.3.4.1.4. Would be required to visit the districts as per the agreement
- 5.4. **Skilling & Sample development**
 - 5.4.1. Develop a skilling module that has the following components:
 - 5.4.1.1. Design & Quality skilling
 - 5.4.1.2. Efficiency skilling
 - 5.4.1.3. Sample development
 - 5.4.2. Design & Quality Skilling
 - 5.4.2.1. How to design
 - 5.4.2.2. Basics of design
 - 5.4.2.3. Methodology of design
 - 5.4.2.4. How to increase quality as per market standards
 - 5.4.2.5. How to increase standardization as per market standards
 - 5.4.2.6. How to bring finesse and polish to a product
 - 5.4.2.7. Any other aspects felt necessary
 - 5.4.2.8. Duration: Theory to be taught for minimum 3 hours.
 - 5.4.3. Efficiency Skilling
 - 5.4.3.1. How to increase production efficiency
 - 5.4.3.2. How to reduce bamboo wastage
 - 5.4.3.3. How to incorporate basic tools to improve efficiency
 - 5.4.3.4. How to use existing machinery to improve efficiency
 - 5.4.3.5. Any other aspects felt necessary
 - 5.4.3.6. Duration: Theory to be taught for minimum 3 hours
 - 5.4.4. Sample development
 - 5.4.4.1. Develop samples for all designs developed under Pt. 5.3.
 - 5.4.4.2. Duration- 60 days
 - 5.4.4.3. In case the agency generates orders basis the samples developed; a commission-based payment format may be discussed for the order value.
 - 5.4.4.4. The commission will only be applicable if the agency oversees the entire production and fulfils the order under its guidance.

- 5.4.5. The design agency has to execute the skilling module in the clusters of the respective districts as mentioned under pt.2.6.
- 5.4.6. The module has to be approved by the H.T.&H. Department prior to execution.
- 5.4.7. The skilling module is to be executed by designers on boarded under pt. 5.3.4. in two phases i.e.,
 - 5.4.7.1. Phase-1 – Jajpur & Dhenkanal District (To start first)
 - 5.4.7.2. Phase-2 – Subarnapur, Bargarh & Mayurbhanj
- 5.4.8. *Quantifiable deliverables*
 - 5.4.8.1. Number of batches- Minimum 2 per block per district as mentioned under Pt. 2.6.
 - 5.4.8.2. Total number of batches- 12 minimum
 - 5.4.8.3. Number of artisans- 360 minimum
 - 5.4.8.4. Number of designers engaged- 6 minimum
 - 5.4.8.5. Duration: 60 working days
- 5.4.9. *Quantifiable deliverables for designers under skilling*
 - 5.4.9.1. Number of designs- Minimum 10 per batch
 - 5.4.9.2. Number of batches per designer- 2 batches
 - 5.4.9.3. Number of master craftsmen per designer- 2; 1 master craftsmen for each batch
 - 5.4.9.4. Number of samples to be developed- Minimum 2 samples per design; Minimum 20 samples per batch
 - 5.4.9.5. Number of days the designer has to be present on ground- Entire duration of the skilling & sample development.

5.5. **Product Innovation**

5.5.1. Design Development

- 5.5.1.1. Use research as per Pt. 5.2. to develop innovative, high- design and experimental products using bamboo as a primary material.
- 5.5.1.2. Incorporate technology, design and advance techniques on products.
- 5.5.1.3. Develop specific product categories in consultation with SIDAC
- 5.5.1.4. Innovate with specific species and forms of bamboo in consultation with SIDAC
- 5.5.1.5. Execute raw material experiments in consultation with SIDAC.

5.5.2. Sample Development

- 5.5.2.1. The samples are to be developed in the R&D centre at SIDAC in Bhubaneswar.
- 5.5.2.2. SIDAC is to be informed prior to sampling about the expected timelines.
- 5.5.2.3. Costing of the samples developed is to be done in collaboration with SIDAC.
- 5.5.2.4. In case the agency generates orders basis the samples developed; a commission-based payment format may be discussed for the order value.
- 5.5.2.5. The commission will only be applicable if the agency oversees the entire production and fulfils the order under its guidance.

5.5.3. Manpower requirement

- 5.5.3.1. Designers with national/international experience- 1 (one) minimum
 - 5.5.3.1.1. Minimum 3-year work experience with handicrafts/bamboo/natural fibre
 - 5.5.3.1.2. Prior work experience with bamboo
 - 5.5.3.1.3. To be have undertaken assignments for reputed brands/retail houses.
 - 5.5.3.1.4. Would be required to stay in Bhubaneswar and work in SIDAC as per project requirements.
- 5.5.3.2. Senior design consultant with national/international experience- 1 (one) minimum
 - 5.5.3.2.1. Minimum 10-year work experience with handicrafts/bamboo/natural fibre
 - 5.5.3.2.2. Minimum 5-year work experience with bamboo
 - 5.5.3.2.3. To be have undertaken assignments for reputed brands/retail houses.
 - 5.5.3.2.4. Would be required to guide designer working out of SIDAC and other designers as listed under Pt. 5.3.4. & 5.5.3

5.5.4. *Quantifiable deliverables*

- 5.5.4.1. Product manual with the detailed drawings and specifications of the designs developed.
- 5.5.4.2. New product categories- 2 minimum
- 5.5.4.3. Products under each category- 10 minimum

5.6. **Cataloguing**

5.6.1. Design Preservation

- 5.6.1.1. Creation of written documents of all designs to be developed
- 5.6.1.2. High resolution photography of all designs to be developed
- 5.6.1.3. Brief content with design specifics and brief description of each design to be developed
- 5.6.1.4. Short self-learning video of each design between 3 to 5 minutes each.

5.6.1.5. *Quantifiable deliverables*

- 5.6.1.5.1. Written documents- Minimum 100
- 5.6.1.5.2. Photography- Minimum of 4 pictures per design
- 5.6.1.5.3. Short self-learning video- Minimum 100
- 5.6.1.5.4. Uploading of content on govt. portals

5.6.2. Product Catalogue

- 5.6.2.1. Category based product catalogues
- 5.6.2.2. Contextual photography for catalogues
- 5.6.2.3. E-commerce friendly product descriptions and catalogues
- 5.6.2.4. *Quantifiable deliverables*

- 5.6.2.4.1. Digital catalogue- 1 per product category as decided by SIDAC
- 5.6.2.4.2. Physical catalogue design- 1 per product category

- 5.7. The selected bidder may be engaged for other projects under the H,T & H dept. on similar terms and conditions after mutual negotiation.

6. **Eligibility Criteria**

The design agency, registered under the relevant acts, has to fulfill the below mentioned eligibility criteria:

- 6.1. The design agency should be working in the field of design/ production/ skilling for at least 5 years.
- 6.2. The design agency should have prior experience in working with bamboo production/ research/ design in the last 3 years.
- 6.3. The design agency should have prior experience in working with handicrafts/ furniture/ architecture in the last 2 years.
- 6.4. The turnover of the design agency for each financial year 2018-19, 2019-20 should be at least INR 25 lakhs.
- 6.5. The design agency must have undertaken a minimum of 3 similar assignments under design/ quality efficiency/ production with Govt. or Non-Govt organizations in the past 5 years up to March'2021.
- 6.6. The design agency must have undertaken a minimum of 1 assignment with Govt. or Non-Govt organizations in Bamboo production/research/design in the past 3 years up to March'2021.
- 6.7. Preference would be given to an agency that has undertaken at least 1 similar assignment with Govt. or Non-Govt Organization with handicrafts/furniture/architecture in the last 3 years up to March 2021.
- 6.8. The design agency should have the adequate manpower such as designers listed under Pt. 5.3.4. & 5.5.3. to undertake the work and the capacity to finish it in the stipulated time.

7. **Terms and condition for applying**

- 7.1. This Bid document will be received in sealed cover super scribed "**Expression of Interest for selection of Design Agency for Research and Development Centre for Bamboo craft at SIDAC**" (containing sealed technical bid and financial bid 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 24.06.22.

- 7.2. The design agency 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.
- 7.3. The design 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 design agency is not accepted, the earnest money will be refunded without any interest.
- 7.4. The above deposit of design 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.
- 7.5. The design agency may travel to the districts (as mentioned in point no 2.6) to obtain any information they may be considered necessary before submission of the bid documents. This may be done on their own expenses.
- 7.6. In view of the Covid-19 pandemic and the uncertain situation caused by lockdowns and disruption, all communication would be through email and phone. No hard copies would be sent by post. Hence, the agencies are advised to provide at least 2 email addresses.
- 7.7. 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 Design Agency

- 8.1. The design agency will be selected on the basis of Quality cum Cost Based Selection (QCBS) mode with weightage ratio 70:30(Technical: Financial) assessed by the designated committee.
- 8.2. The technical bid will be opened first by a designated committee on a pre-decided date and time.
- 8.3. The bidders will be called for interaction with the Evaluation committee where they will present their credentials as a design agency to SIDAC.
- 8.4. The bidders will be required to present their submitted presentation in front of the Evaluation committee for evaluation.
- 8.5. The bidders will be notified of the technical bid results via email.
- 8.6. The financial bid of the qualified bidders only will be opened thereafter by a designated committee on a pre-decided date and time
- 8.7. 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 favour 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 favour 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
 - 9.1.4. GST Registration Certificate and up-to-date returns of the last two assessment years (i.e. 2019-20, 2018-19)
 - 9.1.5. CA certified Balance Sheet & Documents to be furnished regarding the turnover for the last two assessment years (i.e. 2019-20, 2018-19)
 - 9.1.6. Copy of PAN Card and up to date return copy of Income Tax for the last two assessment years (i.e. 2019-20, 2018-19)
 - 9.1.7. Power of Attorney in favour of the person signing the bid on behalf of the bidder.

- 9.1.8. All documents as required to show proof of work against points mentioned under Pt. 6.5, 6.6 and 6.7.
- 9.1.9. Detailed profile of the bidder including the list of manpower & their qualification, list of designers to be associated with the project.
- 9.1.10. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-I).
- 9.1.11. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Annexure-II).
- 9.1.12. Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-III).
- 9.1.13. The bid submission checklist (Annexure-VII).
- 9.2. All the bidders shall be required to make presentations of maximum twenty minutes to demonstrate their credentials and the relevant concepts for the scope of work listed under Pt. 5. The soft copy & hardcopy of the PPT to be submitted in the technical bid. The presentations shall broadly cover the following aspects.
 - 9.2.1. Methodology for research and analysis
 - 9.2.2. Brief skill plan
 - 9.2.3. Brief design development and product innovation plan
 - 9.2.4. Deliverables and time schedule
 - 9.2.5. Profile of manpower to be associated with the project as mentioned under Pt. 5.3.4. & 5.5.3.
 - 9.2.6. Example of previous assignments
- 9.3. 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 presentation before the committee considering all aspects of eligibility criteria and experience.
- 10.2. The technical bid scoring (TBs) of bidders shall be as per the mark scoring methodology of QCBS method. The committee members/ technical team shall assess the technical presentation and assign marks.
- 10.3. **Scoring Method:**

Description of components for marking	Scoring mode	Max. Marks
Avg. Turn Over	INR 25 lakhs- 10 marks INR 25 lakhs above- Additional 5 marks Maximum marks- 15	15
Details of manpower	Designers as listed under Pt. 5.3.4 & 5.5.3. - 10 marks	10
Past Work experience: Nos of similar projects undertaken	3 similar assignments under design/quality efficiency/production/ with Govt. or Non-Govt organizations in the past 5 years up to March'2021- 12 marks 4 to 6 assignments- Additional 4 marks More than 7 assignments- Additional 4 marks Maximum marks- 20	20
Past Work experience: Nos of	1 assignment with Govt. or Non-Govt organizations in	20

similar projects undertaken	Bamboo production/research/design in the past 3 years up to March'2021- 12 marks 2 to 4 assignments- Additional 4 marks More than 5 assignments- Additional 4 marks Maximum marks- 20	
Past Work experience: Nos of similar projects undertaken	1 similar project/assignment with Govt. or Non-Govt Organization with handicrafts/furniture/architecture in the last 3 years up to March'2021- 3 marks More than 1 assignment- Additional 2 marks Maximum marks- 5	5
Presentation	Presentation as mentioned under Pt. 9.2	30
Total		100

10.4. Bench Mark Score

- 10.4.1. The bidder is required to achieve a minimum score of 70 marks (Bench Mark Score).
- 10.4.2. The bidder securing less than the Bench Mark score will be rejected outright. Only those bidders that have achieved at least the Bench Mark Score in "Technical Bid" evaluation will qualify for opening of their Financial Bids.

10.5. Financial Bid

- 10.5.1. The **Financial Bid** shall be the lump-sum quote including GST for the scope of work mentioned in the EOI Bid Documents to be submitted in the prescribed format (Annexure-V) which is to be submitted with the prescribed Covering Letter as per the Annexure-VI)
- 10.5.2. The financial bid provided should be inclusive of all costs for execution of all services as mentioned under scope of work under Pt. 5.
- 10.5.3. In case the agency generates orders basis the samples developed under Pt. 5.4. & Pt.5.5., a commission-based payment format may be discussed for the order value.
- 10.5.4. The commission will only be applicable if the agency oversees the entire production and fulfils the order under its guidance.
- 10.5.5. The expected % of commission should be mentioned in the financial bid document. The commission % will not be considered for the evaluation of the financial bid.
- 10.5.6. The evaluation of the financial bid will be done on the overall financial amount as mentioned under Table 1 in Annexure VI and not the individual amounts per deliverable under Table 2 in Annexure VI.

10.6. Evaluation of Financial Bids

- 10.6.1. The Financial Bids in respect of the qualified bidder in achieving the bench mark score of **70 mark** in "Technical Bid" would be opened on the scheduled date and time.
- 10.6.2. The lowest financial bid will be given a **Financial Bid score (FBs)** of 100 Marks. The final score of other FBs will be computed as follows

$$FBsl = \frac{100 \times FBs}{F1}$$

(F1 = amount of financial bid of corresponding participant)

10.7. Combined and final Evaluation

- 10.7.1. The offers of the qualified bidders will be finally ranked according to their combined technical bid scores and financial bid score as follows:

$$CS = TBs \times Tw + FBs \times Fw$$

- 10.7.2. Where CS is the combined score and Tw & Fw are weightages assigned to Technical Bid and Financial Bid score that shall be 0.70 & 0.30 respectively i.e in the weightage ratio of 70:30. **Selection of the bidder shall be solely basing on the highest combined score (CS).**

11. Terms & Conditions for selected bidder:

- 11.1. Selected bidder has to abide by any conditions / alterations as imposed by the authority time to time.
- 11.2. 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.
- 11.3. SIDAC will provide bare minimum space and furniture subject to availability if the selected bidder decides to work in the office. However, the selected bidder is not restricted to working in the office and has the freedom to work in its own office.
- 11.4. If any loss or damage is caused the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
- 11.5. 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.
- 11.6. SIDAC would not be responsible for providing lodging and boarding either at Bhubaneswar or districts. Arrangements must be made by selected bidder.
- 11.7. Duration of stay for all designers must be followed strictly. Deviation will be liable to penalty.
- 11.8. The selected bidder may be engaged for other projects under the H,T & H dept. on similar terms and conditions after mutual negotiation.
- 11.9. In view of the covid19 pandemic and the uncertain situation caused by lockdowns and disruption, all communication would be through email and phone. No hard copies would be sent by post. Hence, the selected bidder is advised to provide at least 2 email addresses that they will access on a regular basis.
- 11.10. Communication by email from the authorized email address of SIDAC (sidacorissa@gmail.com) would be treated as full and final communication in all respect.

Performance Security Deposit:

- 11.11. The selected bidder shall have to sign an agreement in Non-Judicial Stamp paper of appropriate value with deposit of 10% of the contract value in shape of Performance Security deposit towards performance security within 3 days after acceptance of the EOI proposal.
- 11.12. The Performance Security includes the amount deposited at EMD with the EOI document.
- 11.13. Failure to comply with the conditions of the agreement shall constitute sufficient ground for the forfeiture of the Performance security deposit.
- 11.14. No interest shall be paid on the Performance security deposit. The Performance security deposit shall be refunded after successful completion of the event.
- 11.15. 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:

- 11.16. Contract Negotiation, 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.

12. Mode of Payment:

- 12.1. No advance will be paid to the agency for the work.
- 12.2. The contract value will be divided into phases- I & II
- 12.3. The terms for the release of payment are as follows:
 - 12.4. Phase I- 80 % of the contract value
 - 12.4.1. 15% of phase I shall be paid by SIDAC on completion, submission & approval of on ground research and analysis as mentioned in the scope of work.

- 12.4.2. 15% of phase I shall be paid by SIDAC on completion, submission & approval of the skilling module as mentioned in the scope of work.
- 12.4.3. 20% of phase I shall be paid by SIDAC on execution, & approval of the design development as mentioned in the scope of work.
- 12.4.4. 40% of phase I shall be paid by SIDAC on execution, & approval of the skilling and sample development as mentioned in the scope of work.
- 12.4.5. 10% of phase I shall be paid by SIDAC on completion, submission & approval of the cataloguing as mentioned in the scope of work.
- 12.5. Phase II- 20% of the contract value
 - 12.5.1. Phase II shall be paid after deduction of penalty if any within 45 days of approval of the final report.
- 12.6. Deduction of tax at source, if applicable, shall be made at the appropriate rate, as per the prevailing law at the time of payment.
- 12.7. All payments will be done against submission & approval of report and followed by submission of invoice.
- 12.8. In case of failure to achieve 100% of each deliverable, the payment will be paid in accordance to the percentage achieved. The details of which will be elaborated in the agreement.
- 12.9. In case the agency generates orders basis the samples developed under Pt. 5.4. & Pt.5.5., a commission-based payment format may be discussed for the order value.
- 12.10. The commission will only be applicable if the agency oversees the entire production and fulfils the order under its guidance.
- 12.11. The expected % of commission should be mentioned in the financial bid document. The commission % will not be considered for the evaluation of the financial bid.

13. Governing Law and Penalty Clause:

- 13.1. The schedule given for delivery is to be strictly adhered to in view of the strict time schedule.
- 13.2. Any unjustified and unacceptable delay in delivery shall render the selected bidder liable for cancellation of the contract for pending activities and complete the same from any other agency.
- 13.3. SIDAC may deduct such sum from any money from their hands due or become due to the selected bidder.
- 13.4. The payment or deduction of such sums shall not relieve the selected bidder from the obligations and liabilities under the contract of prevailing laws of Government of India/ Government of Odisha.
- 13.5. Failure on selected bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition, the Performance Bank Guarantee amount shall also be forfeited.
- 13.6. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the selected bidder shall be final. The authority reserves the right to reject any or all the offers without assigning any reason thereof.
Dispute Resolution
- 13.7. 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.
- 13.8. In the case of a dispute, it will be governed by the laws of the court in Bhubaneswar.

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 Selection of Design Agency for Research and Development centre for Bamboo Craft at SIDAC.

(Technical Proposal).

Sir,

I, the undersigned, offer to participate in the tender process to provide services 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. E-Mail Address
6	Name & telephone number of the authorized person signing the bid	
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 years as requested in the eligibility criteria:

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. Financial Turnover of the bidder for the last 2 financial years.

Financial Year	Turn over Amount (in INR)	Average Turnover (in INR)
FY2 (2019-20)		
FY3 (2019-18)		

17. **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 Selection of Design Agency for Research and Development centre for Bamboo Craft at SIDAC. (Financial Proposal)

Sir,

I, the undersigned, offer to provide the services for (*insert title of the Service*) in accordance with your EOI No.: _____ Dated_____. Our attached financial price is *{insert amount(s) in words and figures} for the proposed service}*. 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

Table 1	
Name of the Project	Financial Quote <i>Amount in Figure & Word (Inclusive of GST as applicable)</i>
Fees for the entire services as Design Agency for Research and Development centre for Bamboo Craft at SIDAC. <i>*This is the only component that will be taken into consideration for the financial bid</i>	
Commission % for orders basis the samples developed under Pt. 5.4. & Pt.5.5. <i>* The commission will only be applicable if the agency oversees the entire production and fulfils the order under its guidance.</i> <i>** The commission % will not be considered for the evaluation of the financial bid.</i>	

Financial Breakdown:

Material Breakdown

Table 2			
Sl. No.	Scope of Work	Deliverables	Quote
1.	On-ground Research and Analysis	Reports	
2.	Skilling and sample development	Skilling	
		Sample development	
3.	Design Development	Design development	
		Other deliverables	
		Manpower costs	
4.	Product Innovation	Design development	
		Sample development	
		Manpower costs	
5.	Cataloguing	Design Preservation	
		Product Catalogue	
TOTAL			
*This figure should be identical to the figure mentioned under fees for entire services above.			

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.
TECHNICAL BID (ORIGINAL)			
1	Covering letter along with information in Bidders Letter Head		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Copy of Incorporation/Registration Certificate		
5	Copy of the GST Registration Certificate and return copy for last 2 years till March 2020		
6	Copy of PAN Card and up to date return copy of Income Tax for the last two assessment years (i.e., 2019-20, 2018-19)		
7	Audited balance sheet of the firm for last two years (i.e., 2019-20, 2018-19)		
8	Official turnover of the firm for the last two years (i.e., 2019-20, 2018-19)		
9	The copy of completion certificates/ work orders in support of executing similar kind of projects/ assignments for past 5/3 years up to March'2021		
10	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
11	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past		
12	Undertaking for not having any judicial proceedings pending against the bidder in the court of law.		
13	Undertaking regarding trueness of information submitted.		
14	Detailed profile of the firm including the list of manpower & their qualification, list of designers to be associated with the project.		
15	Presentation Soft copy & Hard copy		
FINANCIAL BID (ORIGINAL)			
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:_____