

Expression of Interest

“Expression of Interest” in sealed cover is hereby invited from interested and experienced agencies to be engaged to undertake the **Diagnostic Study & Detailed Project Plan Creation** for **“Center of Excellence”** at SIDAC, Gandamunda, Bhubaneswar.

For details of EOI and Terms & Conditions please visit the website www.sidacodisha.org.in. **The last date for submission of EOI is upto 5.00 PM on 26-10-2021.** The details of EOI will be available in the website w.e.f. 02.10.2021.

-Sd-
Member Secretary



State Institute for Development of Arts & Crafts

Handlooms, Textiles & Handicrafts Department, Govt. of Odisha

Handicrafts Complex, Gandamunda, Bhubaneswar-750030

Tel. No.+91 (0) 674 2350318, E-mail: sidacorissa@gmail.com, www.sidacodisha.org.in

**EXPRESSION OF INTEREST
FOR
SELECTION OF AN AGENCY
FOR
DIAGNOSTIC STUDY & DETAILED PROJECT PLAN CREATION
FOR
CENTER OF EXCELLENCE 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 AN AGENCY FOR DIAGNOSTIC STUDY &
DETAILED PROJECT PLAN CREATION FOR CENTER OF EXCELLENCE AT SIDAC**

No. 2195

Date: 01.10.2021

State Institute for Development of Arts & Crafts (SIDAC) on behalf of Handlooms, Textiles & Handicrafts Department, Govt. of Odisha invites “Expression of Interest” (EOI) in sealed cover along with requisite documents from interested and experienced agencies to be engaged to undertake Diagnostic Study & Detailed Project Plan Creation for “Center of Excellence” at SIDAC.

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 26.10.2021** by **Speed Post/ Registered Post/ Courier** only. The "Technical Bids" will be opened **at 11.30 am on dt. 28.10.2021** 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.

-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 | Quality-cum-Cost Based Selection (QCBS) |
| 3 | Date of Issue of EOI | 01.10.2021 |
| 4 | Deadline for receipt of Proposal | 26.10.2021 (5.00PM) |
| 5 | Date of opening of Technical Proposal | 28.10.2021 (11.30AM) |
| 6 | Date of opening of Financial Proposal | Will be intimated to the technically qualified bidders separately. |
| 7 | Expected date of commencement of assignment | 15 th November 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)* *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 Biswajit Patra Project Coordinator Mobile 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 Khandagiri, 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 AN AGENCY FOR DIAGNOSTIC STUDY & DETAILED PROJECT PLAN CREATION FOR CENTER OF EXCELLENCE 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 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 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- CENTER OF EXCELLENCE

- 2.1. Center of Excellence (CoE) is a body that provides leadership, best practices, research, support, training of trainers, skill training etc. for a specific sector/s.
- 2.2. The literal meaning of Center of Excellence is “A place where the highest standards are maintained”.
- 2.3. Center of Excellence in skilling eco system is envisaged to be one stop resource center established/ working in partnership with industry to raise training standard, boost productivity, address emerging skill gaps and align training and research with industry needs.
- 2.4. Ministry of Skill Development and Entrepreneurship (MSDE), Govt of India is the authority to provide recognition of “Center of Excellence”.

3. Introduction –SIDAC as CENTER OF EXCELLENCE

- 3.1. State Institute for Development of Arts & Crafts (SIDAC) has been recognized as “Center of Excellence by Ministry of Skill Development and Entrepreneurship (MSDE), Govt of India on 10th December 2020.
- 3.2. SIDAC is the first institute in the country to be recognized as Center of Excellence in Govt. Sector in the field of imparting non-technical training.
- 3.3. The status of SIDAC as a CoE would be reviewed every 05 years.

4. Objective

- 4.1. The objective of this EoI is to select an agency to conduct a diagnostic study & create a detailed project plan for the CoE at SIDAC to achieve the following:
 - 4.1.1. Incorporate new activities to strengthen SIDAC as CoE
 - 4.1.2. Set a quality and standard benchmark to maintain SIDAC’s status as a CoE.
 - 4.1.3. Increase organizational and manpower efficiency
 - 4.1.4. Increase affiliations and associations between SIDAC and other institutions/organizations.
 - 4.1.5. Increase awareness about the activities of SIDAC as a CoE.
 - 4.1.6. Prepare plan for further strengthening of SIDAC’s activities.
 - 4.1.7. Fortify any other gaps found as per research
- 4.2. The current activities of SIDAC are as mentioned in Annexure IX
- 4.3. The current infrastructure setup of SIDAC is as mentioned in Annexure VIII
- 4.4. The plan must be created for a 12-month period

4.5. The execution plan must be created for every quarter. All per quarter execution plans for the entire year must be submitted together.

5. Duration

5.1. Time of completion of the assignment (Submission of all reports) will be 2 (two) months from the date of agreement.

6. Scope of Work

6.1. The scope of work has been divided into the following categories:

- 6.1.1. Research & reports
- 6.1.2. Detailed project plan
- 6.1.3. Document development

6.2. Research & reports

- 6.2.1. The selected agency has to study and analyze the “Center of Excellence” model, format, guidelines and requirements as per MSDE, GoI
- 6.2.2. Study the current scenario in SIDAC
- 6.2.3. Desk study on other CoE institutes/organizations in the country
- 6.2.4. Execute a gap analysis viz-a-viz current scenario, other CoE institutes/organizations and CoE certification.
- 6.2.5. Study and suggest potential institutes for partnerships
- 6.2.6. Study and suggest innovation such as new ideas/amenities/infrastructure requirements
- 6.2.7. Develop an overall strategy report for SIDAC as CoE as per research executed.
- 6.2.8. **(Quantifiable deliverables):**
 - 6.2.8.1. Current on-ground scenario report for SIDAC
 - 6.2.8.2. Gap analysis report
 - 6.2.8.3. Potential partnerships list
 - 6.2.8.4. Innovation report
 - 6.2.8.5. Strategy report for SIDAC as CoE.

6.3. Detailed Project Plan

- 6.3.1. Detailed project plan to include the following basis the strategy report:
 - 6.3.1.1. Activities and amenities plan
 - 6.3.1.2. Affiliations and partnership plan
 - 6.3.1.3. Infrastructure plan
 - 6.3.1.4. Marketing & PR plan
 - 6.3.1.5. Program structural and plan
 - 6.3.1.6. Organization & manpower plan
- 6.3.2. Execution strategy for implementation of all the aspects mentioned above under pt.6.3.1.
- 6.3.3. Tentative timeline to complete the implementation.
- 6.3.4. Detailed costing for all the aspects mentioned above under pt.6.3.1.
- 6.3.5. The execution plan and timeline should be quarterly.
- 6.3.6. **(Quantifiable deliverables):**
 - 6.3.6.1. Detailed project plan
 - 6.3.6.2. Quarterly execution and timeline plan- 4 (one per quarter)

6.4. Document development

- 6.4.1. The agency must formulate documents as needed for the execution of the detailed project plan.
- 6.4.2. The types of documents are as follows:
 - 6.4.2.1. Modules and courses
 - 6.4.2.2. Curriculums

- 6.4.2.3. Frameworks
- 6.4.2.4. SoPs
- 6.4.2.5. EoIs/RFPs
- 6.4.2.6. MoUs
- 6.4.3. Any other documents as needed
- 6.4.4. All documents have to be approved by the H.T.& H. Department to be considered complete.

7. Eligibility Criteria

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

- 7.1. The agency should be working in the field of conducting research & survey/diagnostic studies/gap analysis /marketing studies/planning/strategy/preparation of detailed project plans for at least 5 years.

General

- 7.2. The turnover of the agency for each of the financial year 2017-18, 2018-19& 2019-20 should be at least INR 25 Lakhs.
- 7.3. The agency must have undertaken a minimum of 3 assignments conducting research & survey/diagnostic studies/gap analysis/marketing studies with Govt. or Non-Govt organizations in the past 5 years up to March'2021.
- 7.4. The agency must have undertaken a minimum of 2 assignments creating a project plan/ strategy development/ creation of detailed project plan& documentation with Govt. or Non-Govt organizations in the past 5 years up to March'2021.
- 7.5. Preference would be given to an agency that has undertaken at least 1 similar assignment in handicrafts sector of the State/ Nation or relating to CoE in last five years.
- 7.6. The agency should have adequate manpower to undertake the work and the capacity to finish it in the stipulated time. The agency should have developer, researcher and strategy & planning individuals associated with the project.

Start-up agencies

- 7.7. The agency should have proper documentation for organization since registration. Registration should be under Government of India or government of Odisha. Only registered organizations will be considered for evaluation.
- 7.8. All documents related to turnover of the agency for all financial years should be submitted along with all necessary certificates. Preference will be given to organizations with more than cumulative INR 10 lakh turnover.
- 7.9. The agency must have undertaken a minimum of 2 similar assignments conducting research & survey/diagnostic studies/gap analysis/marketing studies with Govt. or Non-Govt organizations since inception.
- 7.10. The agency must have undertaken a minimum of 1 assignment creating project plan/ strategy development/ creation of detailed project plan& documentation with Govt. or Non-Govt organizations since inception.
- 7.11. Preference would be given to an agency that has undertaken at least 1 similar assignment in handicrafts sector of the State/ Nation or relating to CoE since inception.
- 7.12. The agency should have at least employees with the following credentials on its payroll as of March 2021:
 - 7.12.1. Strategy expert with an MBA with at least 3 years of experience- 1 minimum
 - 7.12.2. PG/MBA with strategy and planning experience with at least 3 years of experience- 3 minimum
 - 7.12.3. Researcher- 1 minimum
 - 7.12.4. Data Analysis- 1 minimum

8. Terms and condition for applying

- 8.1. This Bid document will be received in sealed cover super scribed "**Expression of Interest for selection of agency for diagnostic study and detailed project plan creation for CoE 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 26.10.2021**.

- 8.2. 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.
- 8.3. 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 by the successful bidder in scheduled time, the same will be forfeited. If the offer of the agency is not accepted, the earnest money will be refunded without any interest.
- 8.4. 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.
- 8.5. 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 agencies are advised to provide at least 2 email addresses& valid telephone number.
- 8.6. Communication by email from the authorized email address of SIDAC (sidacorissa@gmail.com) would be treated as full and final communication in all respect.

9. Selection of the agency

- 9.1. The 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.
- 9.2. The technical bid will be opened first by a designated committee on a pre-decided date and time.
- 9.3. The bidders will be called for interaction with the Evaluation committee where they will present their credentials.
- 9.4. The bidders will be required for a power point presentation in front of the committee for evaluation.
- 9.5. The bidders will be notified of the technical bid results via email.
- 9.6. The financial bid of the qualified bidders only will be opened thereafter by a designated committee on a pre-decided date and time
- 9.7. The qualified bidders will be notified of the selection results via email.

10. Technical Bid

- 10.1. 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.
 - 10.1.1. 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.
 - 10.1.2. 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.
 - 10.1.3. Valid registration certificate of the bidder towards its constitution
 - 10.1.4. GST Registration Certificate and up-to-date returns copy of the last three financial years (i.e., 2019-20, 2018-19, 2017-18/ since inception).
 - 10.1.5. CA certified Balance Sheet & Documents to be furnished regarding the turnover for the last three financial years (i.e., 2019-20, 2018-19, 2017-18/ since inception).
 - 10.1.6. Copy of PAN Card and up to date return copy of Income Tax for the last three financial years (i.e., 2019-20, 2018-19, 2017-18/ since inception).
 - 10.1.7. All documents as required to show proof of works executed as mentioned **under pt.7**.

- 10.1.8. Detailed profile of the bidder including the list of manpower & their qualification to be associated with the project.
- 10.1.9. Power of Attorney in favor of the person signing the bid on behalf of the bidder.
- 10.1.10. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-I).
- 10.1.11. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Annexure-II).
- 10.1.12. Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-III).
- 10.1.13. The bid submission checklist (Annexure-VII).
- 10.2. 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. 6. The soft copy & hardcopy of the PPT to be submitted in the technical bid. The presentations shall broadly cover the following aspects.
 - 10.2.1. Methodology for research and reports
 - 10.2.2. Brief project plan
 - 10.2.3. Deliverables and time schedule
 - 10.2.4. Profile of manpower to be associated with the project
 - 10.2.5. Example of previous assignments
- 10.3. 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.

11. Evaluation of Technical Bids

- 11.1. 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.
- 11.2. 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.

11.3. Scoring Method: General

| Description of components for marking | Scoring mode | Max. Marks |
|---|--|------------|
| Annual average Turnover of F.Y. 2017- 18, 2018-19 & 2019-20 | INR 25 lakhs- 10 marks For each additional 2 Lacs - 1 mark <i>*1 mark will be added to 10 marks</i> Maximum marks- 15 | 15 |
| Details of manpower | Manpower as listed under Pt. 7.6 - 10 marks | 10 |

| | | |
|--|---|------------|
| Past Work experience: Nos of similar projects undertaken | <p>3 assignments conducting research & survey/ diagnostic studies/ gap analysis/ marketing studies with Govt. or Non-Govt organizations in the past 5 years up to March'2021- 16 marks</p> <p>4 to 6 assignments- 2 marks *2 marks will be added to 16 marks</p> <p>7 assignments and more- 2 marks *2 marks will be added to 18 marks</p> <p>Maximum marks- 20</p> | 20 |
| Past Work experience: Nos of similar projects undertaken | <p>2 assignments creating a project plan/ strategy development/ creation of detailed project plan & documentation with Govt. or Non-Govt organizations in the past 5 years up to March'2021-16 marks</p> <p>3 to 5 assignments- 2 marks *2 marks will be added to 16 marks</p> <p>6 assignments and more- 2 marks *2 marks will be added to 18 marks</p> <p>Maximum marks- 20</p> | 20 |
| Past Work experience: Nos of similar projects undertaken | <p>1 similar assignment in handicrafts sector of the State/ Country or relating to COE whether for Govt. or non Govt organisation in last three years- 6 marks</p> <p>For each additional assignment - 2 marks</p> <p>Maximum marks- 10</p> | 10 |
| Presentation | Presentation as mentioned under Pt. 10.2 | 25 |
| Total | | 100 |

11.4. Scoring Method: Startup Agencies

| Description of components for marking | Scoring mode | Max. Marks |
|---------------------------------------|---|------------|
| Cumulative Turnover | <p>INR 10 lakhs- 10 marks</p> <p>For each additional 2 Lacs - 1 mark *1 mark will be added to 10 marks</p> <p>Maximum marks- 15</p> | 15 |
| Details of manpower | Manpower as listed under Pt. 7.12- 10 marks | 10 |

| | | |
|--|---|------------|
| Past Work experience: Nos of similar projects undertaken | <p>2 assignments conducting research & survey/ diagnostic studies/ gap analysis/ marketing studies with Govt. or Non-Govt organizations since inception- 16 marks</p> <p>3 to 5 assignments- 2 marks <i>*2 marks will be added to 16 marks</i></p> <p>6 assignments and more- 2 marks <i>*2 marks will be added to 18 marks</i></p> <p>Maximum marks- 20</p> | 20 |
| Past Work experience: Nos of similar projects undertaken | <p>1 assignment creating a project plan/ strategy development/ creation of detailed project plan & documentation with Govt. or Non-Govt organizations since inception-16 marks</p> <p>2 to 4 assignments- 2 marks <i>*2 marks will be added to 16 marks</i></p> <p>5 assignments and more- 2 marks <i>*2 marks will be added to 18 marks</i></p> <p>Maximum marks- 20</p> | 20 |
| Past Work experience: Nos of similar projects undertaken | <p>1 similar assignment in handicrafts sector of the State/ Country or relating to COE whether for Govt. or non Govt organisation since inception- 6 marks</p> <p>For each additional assignment - 2 marks</p> <p>Maximum marks- 10</p> | 10 |
| Presentation | Presentation as mentioned under Pt. 10.2 | 25 |
| Total | | 100 |

12. Bench Mark Score

- 12.1.1. The bidder is required to achieve a minimum score of 70 marks (Bench Mark Score).
- 12.1.2. 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.

13. Financial Bid

- 13.1. 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-VI) which is to be submitted with the prescribed covering letter as per the Annexure-V.
- 13.2. The financial bid provided should be inclusive of all costs for execution of all services as mentioned under scope of work under Pt.6. along with the break up for each deliverable.
- 13.3. 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.

14. Evaluation of Financial Bids

- 14.1.1. 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.
- 14.1.2. 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

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

(F1 = amount of financial bid of corresponding participant)

15. Combined and final Evaluation

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

$$\text{CS} = \text{TBs} \times \text{Tw} + \text{FBs} \times \text{Fw}$$

- 15.1.2. 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).**

16. Terms & Conditions for selected bidder:

- 16.1. Selected bidder has to abide by any conditions/ alterations as imposed by the authority time to time.
- 16.2. 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.
- 16.3. 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.
- 16.4. If any loss or damage is caused the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
- 16.5. 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.
- 16.6. SIDAC would not be responsible for providing lodging and boarding. Arrangements must be made by selected bidder.
- 16.7. The selected bidder may be engaged for other projects under the H.T.&H. dept. on similar terms and conditions after mutual negotiation.
- 16.8. 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.
- 16.9. Communication by email from the authorized email address of SIDAC (sidacorissa@gmail.com) would be treated as full and final communication in all respect.

The Performance Guarantee (PBG)

- 16.10. 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 Bank Guarantee towards performance security within 3 days after acceptance of the EOI proposal.
- 16.11. The Performance Security includes the amount deposited at EMD with the EOI document.
- 16.12. Failure to comply with the conditions of the agreement shall constitute sufficient ground for the forfeiture of the PBG.
- 16.13. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the project.
- 16.14. 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

- 16.15. 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.

17. Mode of Payment:

- 17.1. No advance will be paid to the agency for the work.
- 17.2. The contract value will be divided into phases- I & II.
- 17.3. Submission timeline for all deliverables will be pre-decided. All payment will take place against timely submission only.
- 17.4. The terms for the release of payment are as follows:
- 17.5. Phase I- 80 % of the contract value
- 17.5.1. 20% of phase I shall be paid by SIDAC on completion, submission & approval of research and reports as mentioned in the scope of work.
- 17.5.2. 50% of phase I shall be paid by SIDAC on completion, submission & approval of the detailed project plan as mentioned in the scope of work.
- 17.5.3. 30% of phase I shall be paid by SIDAC on completion, submission & approval of all documents needed as mentioned in the scope of work.
- 17.6. Phase II- 20% of the contract value
- 17.6.1. Phase II shall be paid after deduction of penalty if any within 45 days of approval of all deliverables.
- 17.7. Deduction of tax at source, if applicable, shall be made at the appropriate rate, as per the prevailing law at the time of payment.
- 17.8. All payments will be done against submission & approval of reports and followed by submission of invoice.

18. Governing Law and Penalty Clause:

- 18.1. The schedule given for delivery is to be strictly adhered to in view of the strict time schedule.
- 18.2. 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 by any other agency.
- 18.3. SIDAC may deduct such sum from any money from their hands due or become due to the selected bidder.
- 18.4. 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.
- 18.5. 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.
- 18.6. 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

- 18.7. 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.
- 18.8. In 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 agency for diagnostic study and detail project plan creation for CoE 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. 2195 Date 01.10.2021 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-attestedcopy) | |
| 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 similar previous work done | |

15. Details of the similar type service provided by the bidder in last 5 (five) years/ since inception 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 3 financial years/ since inception.

| Financial Year | Turn over Amount (in INR) | Average Turnover (in INR) |
|----------------|---------------------------|---------------------------|
| FY2 (2019-20) | | |
| FY3 (2018-19) | | |
| FY4 (2017-18) | | |

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 agency for diagnostic study and detail project plan creation for CoE 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.: 2195 Dated 01.10.2021 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</i> <i>(Inclusive of all taxes as applicable)</i> |
|---|---|
| Fees for the entire services for diagnostic study & detailed project plan creation for CoE at SIDAC <i>*This is the only component that will be taken into consideration for the financial bid</i> | |

Table 2

| Reports | Rate |
|--|-------------|
| Research | |
| Current on-ground scenario report- SIDAC | |
| Gap analysis report | |
| Potential partnerships list | |
| Innovation report | |
| Strategy report for SIDAC as CoE. | |
| Detailed Project Plan | |
| Modules and courses | |
| Curriculums | |
| Frameworks | |
| SoPs | |
| EoIs/RFPs | |
| MoUs | |

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 | GST Registration Certificate and up-to-date returns copy of the last three financial years (i.e., 2019-20, 2018-19, 2017-18/ since inception). | | |
| 6 | Copy of PAN Card and up to date return copy of Income Tax for the last three financial years (i.e., 2019-20, 2018-19, 2017-18/ since inception) | | |
| 7 | Audited balance sheet of the firm for last three financial years (i.e., 2019-20, 2018-19, 2017-18/ since inception) | | |
| 8 | Official turnover of the firm for the last three financial years (i.e., 2019-20, 2018-19, 2017-18/ since inception) | | |
| 9 | The copy of completion certificates/ work orders in support of executing similar kind of projects/ assignments for past 5 years up to March'2021 (As mentioned under point Pt. 7) | | |
| 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 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: _____

INFRASTRUCUTRE of SIDAC

Building:

- ❖ Two campuses - Gandamunda, & Khandagiri.
- ❖ Total Area = 19.70 Acre.
- ❖ Built up area = Approx.1,10,441 sq. ft (classrooms, design cell, administrative building, museum building, show house building, exhibition area, common facility centre, open air theatre, Hostel building, Canteen, dormitory and guest rooms, library, workshops, conference hall, Seminar hall etc.)

Equipment:

- ❖ Own transformer for electricity supply with full back up DG set.
- ❖ Hand tools and tackle for crafts training, equipment like sewing machines, grinders, polishers, angle grinders, drills, ball mill, filter press, kiln for firing, lathe machines, cutting machine etc.

- *The information is for reference only. The bidders may visit the office of SIDAC at Gandamunda, Khandagiri, Bhubaneswar for a clear cut idea on the available infrastructure on his own expenses.*

Activities of SIDAC

Broad Areas

- **Training**
- **Design Intervention & Marketing**
- **Preservation & showcasing Handicrafts**
- **Welfare / upliftment of craft persons**

Major Activities

- ❖ Institutional Training in State & District Level.
- ❖ Design Course at State and regional Level.
- ❖ Design Development & Market Linkage
- ❖ Development of new designs in craft clusters
- ❖ Partnership of artisans with designers & buyers.
- ❖ Management of Odisha Crafts Museum- Kala Bhoomi
- ❖ Management of Urban Haats at Bhubaneswar, Puri & Konark
- ❖ Workshops, Outreach Programmes, Corporate partnerships.
- ❖ Survey of Handicrafts Artisans
- ❖ Skill up gradation Training
- ❖ Organization/ Facilitation of participation in National/ International level trade fairs.
- ❖ Organization of National level Exhibitions.
- ❖ Digital Documentation of Crafts.
- ❖ Revival of Languishing Crafts.
- ❖ Cluster Development Programme.
- ❖ Common Facility Centre.
- ❖ Capacity building of artisans/ entrepreneurs

- *The information is for reference only. The bidders may visit the office of SIDAC at Gandamunda, Khandagiri, Bhubaneswar for a clear cut idea on the activities of SIDAC on his own expenses.*