

EXPRESSION OF INTEREST

No. 1006

Date: 17-06-2019

State Institute for Development of Arts & Crafts (SIDAC) on behalf of Handloom, Textile & Handicrafts Department, Govt. Of Odisha has been entrusted for engaging service provider for providing human resources for conducting Survey of the Artisans of the state. Expression of Interest (EoI) in sealed cover are invited from the interested Organizations/Agencies/ firms having required eligibility, past experience and expertise for providing services of professional manpower for survey of artisans of the state. Eligible agencies should apply in the prescribed formats towards technical bid and financial bids in separate envelopes along with the documents in support of their eligibility and EMD as per details mentioned in the bid document. The bid document can be purchased from the Office of SIDAC at Handicrafts complex, Gandamunda, Bhubaneswar 751030, Tel.No.0674-2350318 during Office Hours (10 am to 5 pm) in working days till 08-07-2019, on payment of Rs.1,000/- (Rupees One Thousand) only, nonrefundable, through Demand Draft favouring, Member Secretary, SIDAC, or can be downloaded from the website www.sidacodisha.org.in. The last date of submission of sealed offers in the office at SIDAC is up to 5.00PM on 08.07.2019. The "Technical bid" will be opened at 11.00AM on 09.07.2019 in presence of the bidder or their authorised representative at the Conference hall of SIDAC, Gandamunda, Bhubaneswar -30. The "Financial bid" of only technical qualified bidders will be opened on suitable date and time with intimation to the selected bidders. SIDAC reserves the right to reject the EoI or alter the date of opening of the bids without any reason whatsoever.

Sd/-

Manager (A&A)

**EXPRESSION OF INTEREST FOR ENGAGEMENT OF AGENCY FOR
PROVIDING SERVICES OF PROFESSIONAL MANPOWER FOR
SURVEY OF ARTISANS UNDER STATE INSTITUTE FOR
DEVELOPMENT OF ARTS & CRAFTS (SIDAC), BHUBANESWAR.**

1. Introduction:

State Institute for Development of Arts and Crafts (SIDAC) an organization under the administrative control of Handlooms, Textiles and Handicrafts Department, Govt. of Odisha, registered under Societies Registration act 1860 bearing no. 21959/137 of 2004-05 dated 15.10.2004. It is functioning at Gandamunda, Bhubaneswar. The major mandates of the organization being all-round development of Handicrafts Sector of the state. It is situated at Gandamunda, Bhubaneswar in an area of 5 acres comprising design cell building, show house building, training rooms, hostel, cafeteria, workshops etc.

SIDAC has been entrusted with the responsibility for engaging a service provider who can provide human resources for conducting Survey of the Artisans of the State, that aims towards growth of handicrafts sector by way of planning, implementing intervention required for its all-round development.

2. Objective:

The objective of the “Expression of Interest” is to engage an agency who will provide services in terms of manpower for the survey work of artisans. The basic objective is to make a door to door survey of the artisans / craft persons actually engaged in the specified crafts in the state.

The artisan survey work will be done throughout the state in phases. However, in the 1st phase the survey will be done in 5 districts such as Balesore, Bhadrak, Keonjhar, Subarnapur and Sambalpur. The rest of the districts will be surveyed in subsequent phases.

3. Duration:

The duration of the engagement of the agency will be for a period of 12 months from the issue of work order and may be extended beyond the duration depending on completion of the survey work and/or as per requirement with mutual consent on the terms and conditions.

4. Scope of the Work:

- a. To conduct this survey, Expression of Interest (EoI) is invited from professional agencies having proven experience in providing manpower. The role of the agency will be to provide human resource for the enumeration work. The work force will be mainly Enumerators, Supervisors, District coordinators, State Level Coordinator in the field level, district level and state level respectively for smooth implementation of enumeration work. The minimum eligibility criteria in terms of qualification, age, experience etc. for the required human resource along with requirement of manpower in the first phase of the survey work is given at annexure 1.
- b. The agency will have to provide human resources as indicated in the table at annexure 1. It should have adequate back up for substituting the human resource, whenever it is required like nonperformance and absence.
- c. The administrative expenses like house rent and other expenses for holding of office by district coordinator in the district headquarters will have to be arranged by the agency.
- d. The supervision of the work entrusted to the enumerator, supervisor, district and state level coordinator will be done by the officials at SIDAC/DICs/DH&CI as and when required. However, the agency will be responsible for proper functioning of the manpower in the field level.

5. Eligibility:

- a. Reputed Agencies registered under the Societies Registration Act/Companies Act etc., having at least 3 years' experience in providing professional manpower are eligible to apply.
- b. The annual turnover of the agency should be minimum Rs. 100.00 lakhs each for the last three consecutive years. Agency is required to submit the Audited accounts for the last three years along with the certificate of company's turnover duly signed by the Chartered Accountant and Authorized signatory of the company.

- c. The firm must have valid registration number towards its constitution, GST registration certification, PAN no., TAN no. etc.
- d. The firm must have up-to-date IT return.
- e. The firm must have up-to-date EPF and ESI registration.
- f. The firm must have valid Labour license.
- g. Agency having strong local presence will be preferred.
- h. Agency having experience of working in handicraft sector will be preferred.
- i. Agency having professionally qualified technical manpower shall be preferred. The Agency should submit the details manpower available with them at present.
- j. The agency shall be required to submit a certificate of authentication in respect of all information given in response to the eligibility.
- k. The agency should be capable to provide the service within stipulated time from the date of awarding the contract, subject to any force majeure conditions.

6. Application and Evaluation Criteria:

The Eligible Agency should apply in the prescribed formats towards technical bid and financial bids along with the documents in support of their eligibility and EMD as per details mentioned below. The bid document can be purchased from the Office of SIDAC at Handicrafts complex, Gandamunda, Bhubaneswar-30 on payment of Rs.1,000/- (Rupees One Thousand) Only, nonrefundable, through Demand Draft favouring, Member Secretary, SIDAC, Bhubaneswar during Office Hours (10 am to 5 pm) in working days till 08-07-2019 or can be downloaded from the website www.sidacodisha.org.in. In case downloading the form from the website, the bidder has to submit the cost of the tender document i.e. Rs. 1,000/- in shape of DD favouring Member Secretary, SIDAC, Bhubaneswar along with the technical bid.

- a. The formats of Technical and Financial bid are as at Annexure-2 and Annexure -3.
- b. The bidder is required to submit 02 (two) copies of bids for Technical offer (each of which will be treated as original) and one copy of financial offer, duly sealed in separate envelopes. Failure to do so will render them ineligible.

- c. The certificates and documents towards eligibility should be submitted in the technical bid envelop.
- d. The bidder shall furnish EMD of Rs.5000/-(Rupees Five Thousand) only in the form of Demand Draft / Bankers Cheque from a scheduled commercial bank, drawn in favor of “Member Secretary, State Institute for Development of Arts and Crafts .” Payable at Bhubaneswar.
- e. The agency shall be selected through a competitive bidding process. The bidding process shall be carried out in two stages i.e. Technical Bid and Financial Bid.
- f. Technical component will carry 70% weightage and financial component 30% weightage.
- g. The bids will be opened by a Tender Opening Committee and the eligible shortlisted agencies will be called for interaction with the Tender Evaluation Committee where the bidders will be required to make a presentation on their capability/qualification/ strategy.

7. Technical Bid Evaluation:

- a. The technical bid will be evaluated on the basis of the documents submitted by the agency towards eligibility and other criteria including presentation by the agency.
- b. The technical evaluation will be done as per the marking system detailed in the below table.

S.N.	Technical Parameters	Maximum Marks
1.	Annual Turnover	25
2.	Experience of the agency in the area of providing required services	25
3.	Experience in Handicraft Sector	10
4.	Presence of the firm in Local area	10
5.	No. of manpower available with the agency	20
6.	Presentation by the Agency on their capability and credentials	10
	Total mark	100

- c. The minimum qualifying marks in the Technical Evaluation is 50. Bidders securing less than 50 in the technical evaluation will be considered ineligible for the financial bidding.

- d. Agencies qualified in the technical evaluation shall be notified for financial bid.

8. Financial Bid Evaluation:

The financial bid will be the service charges towards providing the human resources and administrative charges for coordinating the activity including office expenses if any for the service provided as per the annexure. The agencies should quote the financial bid as per table in the annexure 3.

- a. The financial bid of the technically qualified bidders as per clause 7(c) shall be opened immediately after completion of evaluation of the technical bids. Representative of qualified bidders desirous of attending the financial bid opening may join the same at schedule place, date and time.
- b. Financial bids of only those bidders shall be opened whose technical bids shall be found responsive and accepted by the Tender Evaluation Committee.
- c. Unrealistic bids towards service charges and administrative charges will not be considered
- d. Only successful bidders (one or more agencies) would be communicated the award of the work.
- e. Decision of the Tender Evaluation Committee shall be final and binding on all the applicants

9. Payment Conditions:

- a. No advance will be given for any of the assigned work.
- b. Monthly bill towards remuneration of the services provided will be paid to the agency within 15 days from the date of production of bill. The bill should include the service charge along with other applicable charges.
- c. Administrative charges will be paid on monthly basis on submission of performance report from the supervising officers.

10. General Terms and Conditions:

- a. The selected agency has to submit a performance security deposit of Rs50,000/- (Rupees Fifty thousand) in the form of fixed deposit & receipt made in the name of agency but hypothecated to Member Secretary, SIDAC, Gandamunda, Bhubaneswar till completion of the contract period in exchange of the EMD.

- b. The agency shall not sublet the work to any other agency under any circumstances.
- c. Income tax, if applicable, 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.
- d. SIDAC reserves the right to amendment of the work.
- e. The dis-engagement of the agency can be made by either side giving one-month notice.
- f. The agreement is liable to be terminated in case of non-performance, deviation of terms & conditions of contracts.
- g. The agency shall nominate a coordinator who shall be responsible for immediate interaction with the Office.
- h. The agency will abide by all Govt. laws and rules in the performance of the duties.
- i. The agency will abide by the rules and regulations of the organization and execute an agreement as per the Finance Deptt., Govt of Odisha circular within seven days from the date of engagement.
- j. The name and designation of the contact person for seeking clarification on any matter relating to this is given below:
Member Secretary
State Institute for Development of Arts and Crafts
Gandamunda, Bhubaneswar. Telephone-0674-2350318
- k. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the Chairperson, SIDAC for decision and the same shall be binding on all parties.
- l. The right to reject any or all bids as well as the bidding process rest with SIDAC without assigning any reason thereof.

Table on details of Required Services

Annexure -1

Services required/ (Approximate no.)	Qualification / age	Other Eligibility	Responsibility	Proposed remuneration	Period of engagement
Enumerator (50 no.)	Bachelor degree in any discipline with Computer proficiency	Working experience in survey work. Knowledge of working through mobile app. They should have own mobile and vehicle.	Door to door Survey of all artisans in the given format and Digitization of the data. Mopping up of the left-over survey work	As per decided Govt. norms	3 months
Supervisor (One per two blocks)	Bachelor degree in any discipline preferably in statistics /economics with Computer proficiency	Working experience in survey work. Knowledge of working through mobile app. They should have own mobile and vehicle.	To supervise the work of the enumerators and submit report to District coordinator. Clarification of doubts of the enumerators. Test check of data	Rs. 15,000/- per month	6 months
District Coordinator (One per district)	MSc in statistics/ economics/social welfare etc. with Computer proficiency	Minimum 5 years of working experience in survey work. Knowledge of working through mobile app. Should have own laptop.	Overall monitoring of the enumeration work in the district. Preparation of survey report and submission to State level Coordinator.	Rs. 30,000/- per month	One year
State Coordinator (One)	MSc in statistics/ economics/social welfare etc. with Computer proficiency	✓ Minimum 8 years of working experience in survey work. ✓ Knowledge of working through mobile app. Should have own laptop.	Overall monitoring of the enumeration work in the state. Preparation of Final Survey Report and report to SIDAC/ DH&CI.	Rs. 40,000/- per month	One year

TECHNICAL BID

(Two copies of the proposal to be submitted in a separate sealed envelope superscribed as “Technical Bid”)

1. General Information
 - a) Name and address of the bidder/ Agency
 - b) Telephone number/ Fax number
 - c) Email id
 - d) Name of the authorized person
2. No. of adequately trained and experienced people available with the agency for providing the services required.
3. Valid registration number towards
 - a) Bye-law/ constitution of the organization.
 - b) Valid registration certificate,
 - c) PAN No
4. Details of IT return
5. EPF and ESI registration
6. Valid Labour license
7. Experience in executing similar work assignments.
8. Experience in Handicrafts/Similar Sector
9. Minimum financial turnover of Rs100.00 lakh per annum in the last three financial years.
10. Letter of authorization for 1(d) above

Signature of the bidder/ authorized person

(Self-attested copies of documents in support of above information should be submitted)

FINANCIAL BID

To be placed in a separate sealed envelope super scribed as “Financial Bid”

Amount of fee proposed for;

Components	Unit	Amount (In Rs) per unit
1. Service Charges of the organization	Per human resource per month	
2. Administrative charges	Per month	
TOTAL		

(The amount quoted is inclusive of statutory levies and taxes)

Signature of the bidder/ authorized person
