

## Expression of Interest

"Expression of Interest" in sealed cover is hereby invited from the agency / service provider for conducting baseline survey of artisans of Jajanga & Baro cluster of Kendrapara district under Sankalp National Project implemented by SIDAC.

For details of EOI, TOR etc please visit the website: [www.sidacodisha.org.in](http://www.sidacodisha.org.in). The last date for submission of EOI in the office of SIDAC, Handicrafts Complex, Gandamunda, Khandagiri, Bhubaneswar. Ph: 0674-2350318 is upto 5:00 pm. on 06-01-2021. The details of EOI will be available in the website w.e.f. 30-12-2020.

Member Secretary



**State Institute for Development of Arts & Crafts**

Handlooms, Textiles & Handicrafts Department, Govt. of Odisha

Handicrafts Complex, Gandamunda, Bhubaneswar-750030

SIDAC Tel. No. +91 (0) 674 2350318, E-mail: [sidacorissa@gmail.com](mailto:sidacorissa@gmail.com), [www.sidacodisha.org.in](http://www.sidacodisha.org.in)

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**EXPRESSION OF INTEREST FOR SELECTION OF AGENCY FOR BASELINE  
SURVEY  
For  
SANKALP KENDRAPARA PROJECT**

***Implemented By:***

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

Handicrafts Complex, Gandamunda,

Bhubaneswar-30 Tel: (0674) 2350318

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

**Duration of Contract:** 1<sup>st</sup> January'2021 to 28<sup>th</sup> February'2021

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

**EXPRESSION OF INTEREST FOR SELECTION OF AGENCY FOR BASELINE  
SURVEY**

**No. 2074**

**Date: 29.12.2020**

State Institute for Development of Arts & Crafts (SIDAC) on behalf of Handlooms, Textiles & Handicrafts Department, Govt. of Odisha is the implementing partner of the Sankalp Kendrapara Project executed from November'2020 to December'2022.

Expression of Interest (EOI) in sealed cover are invited from interested quantitative and qualitative survey agencies having required eligibility and expertise in relevant fields to provide end to end service for conducting, analyzing and quantifying a baseline survey as per project needs.

The EOI should be submitted in the prescribed format in two separate bids i.e. "Technical Bid" with requisite documents, Power Point Presentation of potential survey markers and method of research and survey & "Financial Bid" towards the fees for the services to be rendered. The selection will be made strictly on the basis of **Quality cum Cost Based Selection (QCBS)** mode. The **EMD of Rs.5000/-** is to be deposited in shape of DD in favour of **Member Secretary, SIDAC**, payable at Bhubaneswar.

The Bid Document can be downloaded from the website: [www.sidacodisha.org.in](http://www.sidacodisha.org.in). The bidder has to submit the cost of document i.e. Rs.500/- in shape of DD favoring Member Secretary, SIDAC with the technical bid. The last date of receipt of the sealed offers in the office at SIDAC is up to 5 PM **on dt 07. 01. 2021** by **Speed Post/ Registered Post/ Courier** only. The "Technical Bids" will be opened at 11:30 AM **on dt. 08.01.2021** in presence of the tenderers or their authorized representatives. The "Financial Bids" of qualifying baseline survey agencies will be opened on suitable date and time with intimation to the qualified bidders.

The agencies have to submit their GST Registration Certificate and up to-date return copies 2019-20 (till March 2020), Copy of PAN Card & copy of Income Tax clearance certificate (Last three assessment year), audited balance sheet of last three years of their firm and other documents as specified along with technical bid in conformity with the detail terms & conditions in bid documents.

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

**-Sd-  
Member Secretary**

**DATA SHEET**

<b>SI No</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Client	State Institute for Development of Arts & Crafts (SIDAC) Handlooms, Textiles & Handicrafts Deptt. Govt of Odisha
2	Method of Selection & Proposal validity	QCBS 60 days
3	Date of Issue of EOI	29.12.2020
4	Pre proposal Meeting	01.01.2021 at 11:30 am at conference hall, SIDAC
5	Deadline for receipt of EOI Proposal	07.01.2021 by 5 PM
6	Date of opening of Technical Proposal	08. 01.2021 at 11:30 am
7	Date of opening of Financial Proposal	Will be intimated later
8	Expected date of commencement of Assignment	15. 01. 2021
9	Bid processing 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.
10	Earnest Money Deposit (EMD) (Refundable)	Rs. 5000/- (Rupees Five Thousand only) in shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar.
11	Contact Person	1. Ramakant Khatoi - 9937489814 - sidacorissa@gmail.com 2. Saneeya Singh - 9819756276 - sankalp.kendrapara@gmail.com
12	Postal Address for submission of proposal	Member Secretary, State Institute for Development of Arts & Crafts Handicrafts Complex, Gandamunda Khandagiri, Bhubaneswar Odisha, 751030 Ph: 0674 2350318 E mail: <a href="mailto:sidacorissa@gmail.com">sidacorissa@gmail.com</a>
13	Mode of Submission of proposal	Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No 12 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
14	Place of opening of proposal	Conference hall, SIDAC, Bhubaneswar.
15	Websites to visit for download of bid document.	<a href="http://www.sidacodisha.org.in">www.sidacodisha.org.in</a>

## GENERAL TERMS AND CONDITIONS

### 1. Submission of Proposal

- 1.1. The bidder must submit their proposal by Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No 12 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 5 of the DATA SHEET.
- 1.2. Submission of proposal through any other mode and late bid will be rejected. The client will not be responsible for postal delay/ any consequence in receiving of the proposals.

### 2. Project breakdown

- 2.1. The Skills Acquisition and Knowledge Awareness for Livelihood Promotion (SANKALP) project implements the mandate of the National Skill Development Mission (NSDM), which was launched by Ministry of Skill Development & Entrepreneurship (MSDE), through its core sub-missions. The project is implemented in mission mode through World Bank support and is aligned with the overall objectives of the NSDM.
- 2.2. The Sankalp Kendrapara project is a pilot project under the tri-party execution format. The project focuses on the execution of comprehensive interventions across a natural fiber craft, Golden Grass in Kendrapara district, Odisha. The predicted/expected impact numbers are 3000 artisans across 13 villages over a span of 2 years.
- 2.3. The Project Director of the Sankalp Project Management Unit will be the point of contact for the agency
- 2.4. The major interventions and broad action points are as mentioned below:

Sl. No.	Type of Intervention	Specification	Need for intervention	Action
1	Crafts Skilling	Basic, Intermediate, Advance	Upgrade skills available in the cluster in-line with the overall plan for the cluster	Training modules as per requirement
2	Design & Quality Skilling	Product development	The market is currently limited to local exhibitions/ outlets. There is a need to tap avenues for sales in the domestic and international market. This needs a keen understanding of market requirements and designs.	Creation of a product range by international/ reputed designers

3	<b>Entrepreneurship Skilling</b>	Alternate materials	A small change in material can have a large impact on the output. Creation of new types of products with an edge over other clusters via the use of locally available alternate materials and other crafts .	Fusing of local crafts to create alternate products. Use of local raw material and develop new product ranges. Exposure to neighbouring craft clusters
4		E-commerce and Retail	A lack of understanding of different modes of selling restricts the craftsmen from tapping new avenues. Bringing them up to speed to all scalable forms of sale	Introduction to alternate forms of sale. Understanding of processes, functioning, etc. Connection with industry experts
5		Financial understanding	Craftsmen are not economically sound and lack understanding of what they are eligible for. Low understanding of GST, and taxing	Training of financial systems, local banks, rule.
6		Surface enhancement	In a world that depends on visual gratification, the swipe of a finger decides a sale. Accurate and updated visual aid for products will help brand, design and other aspects of production	Training in using phone cameras, DSLRs on a community level Increase overall finishing of the product
7	<b>Soft Skilling</b>	Brand feedback and interaction	Craftsmen interaction is limited to govt. officials and middlemen. Isolating them from the retailers and order source. Leading to isolated results and lack of connection	Interaction with market experts and existing brands.

8		Internal Community Building/ Social Mobilization	Crafts clusters work as decentralized silos. Communication and efficiency are problem areas due to linguistic barriers and low levels of exposure and education of the artisans. This causes problems in marketing and sales.	Cluster level campaigns to increase awareness about all activities being undertaken for specific craft in the district. Increased feeling of community and understanding especially for marginalized sections
9		Conscious Production	Focus on rapid increase in production capacity has most often the opposite effect in terms of inferior quality and low conservation of the environment.	Training for a clear understanding of environmental impact, raw material preservation, etc.
10	<b>Marketing Intervention</b>	External communication	Craftsmen are not aware or comfortable with use of technology for crafts promotion and different modes of communication. Restricting them to only verbal contact	Introducing the use of internet- emails and social media, etc.  Introducing basic communication routes such as visiting cards, WhatsApp, etc.
11		Brand & GI	Even though clusters create similar products they don't leverage an umbrella brand. Instead they restrict themselves to individual identities. Thus, giving up on common integrity and quality.	Creation of a brand identity for the cluster. Introduction to the impact of a collective image, steps to maintain brand, future, etc.

12	Exposure Visits	Industry exposure	Craftsmen have a low understanding of market standards and competition of products and brands. A sense of the market will help them comparatively analyze their products on measures such as finishing, quality, price, workmanship, etc.	Introduction to the retail space, products, competition helps understand the larger picture. Systematically introducing competitive products to study quality in other markets
13		National and International	Restricted knowledge and exposure leads to limited creation. Introduction to clusters at a global and national level in a systematic focused format to understand methods, design, process will open the minds of craftsmen	Exposure visits to both international and national clusters with similar raw material
14	Infrastructure (Hard Intervention)	Common Facility Centre- CFC	Dependence on basic tools to execute orders as well as low financials to invest in larger equipment reduces quality and output	Community infrastructure to provide required equipment at scale
15		Raw Material Hub	Seasonality of raw material causes orders to slow down and make the craft seasonal job vs an annual one.	Centralized raw material hubs to ensure round the year availability
16		Equipment	Upgraded technology used for giving products the complete finish, expedite extraction of materials, etc., are the make or break between orders. Dependence on basic tools for all steps of the process act as a draw back for clusters	Community based equipment as per need of the craft Individual artisanal equipment for improved output Executed via Technology partner who will identify, create or procure machinery for the craft



### **3. Objective of Survey**

- 3.1. The objective of the survey is to identify and define markers against which the project will be evaluated.
- 3.2. The markers need to be a realistic representation of the current on ground scenario marked across parameters
- 3.3. The details will act as a foundation for the detailed project plan against which the project will be executed.
- 3.4. The baseline survey markers will be used for the assessment of impact of the interventions.
- 3.5. The baseline survey markers will be used to estimate mid and final project markers that will be used as a framework to chart the project execution across the timeline of the project.
- 3.6. The baseline survey will be conducted using both quantitative and qualitative research
- 3.7. The markers are to be assessed across economic and socio-economic aspects.
- 3.8. The markers are to cover all aspects of the interventions mentioned under Pt. 2.4
- 3.9. The survey is to be conducted across the entire artisan base of 3000 artisans listed out in Kendrapara block. List of artisans would be shared by SIDAC.

### **4. Scope of Work**

- 4.1. The selected agencies would be required to provide end to end services for all aspects of the baseline survey and research. The detailed scope of services, which inter alia includes but not limited to are as follows :-
  - 4.1.1. Identify in detail all aspects of the project against which markers can be developed
  - 4.1.2. Develop markers across all aspects of the interventions mentioned in pt. 2.4
  - 4.1.3. Develop overall markers under economic and socioeconomic parameters
  - 4.1.4. Develop markers to better understand micro and macro on ground scenario
  - 4.1.5. Present and finalize markers with the Project Director of the PMU.
  - 4.1.6. Identify and finalize tools and methodology for survey
  - 4.1.7. Conduct survey as per decided markers
  - 4.1.8. Conduct quantitative markers across 3000 artisans spread across 13 to 15 villages in Kendrapara block. List of artisans to be shared.
  - 4.1.9. Work with 6 core focus groups of 50 artisans each for qualitative survey
  - 4.1.10. Qualitative survey should be conducted with a minimum of 300 artisans or 10% of total artisan base
  - 4.1.11. Identification of focus groups to be done by Sankalp team
  - 4.1.12. Analyze the gathered data and draw out a detailed report
  - 4.1.13. Report to cover aspects of every intervention mentioned in pt. 2.4
  - 4.1.14. Report to be mapped across every intervention mentioned in pt. 2.4
  - 4.1.15. Mid and final markers to be marked across every intervention mentioned in pt. 2.4

### **5. Duration**

- 5.1.1. Identification and finalization of markers- within 5 working days of Work Order
- 5.1.2. Survey- 15 days from finalization of markers
- 5.1.3. Report submission- 5 working days from completion of the survey

## **6. Terms and Conditions**

- 6.1. The Bid document will be received in sealed cover super scribed "EOI for Selection of Baseline Survey Agency for Sankalp Kendrapara Project" (containing sealed technical bid and financial bid in separate sealed covers) by the office i.e State Institute for Development of Arts & Crafts, (SIDAC), Gandmaunda, Khandagiri, Bhubaneswar up to 5pm on dt 7<sup>th</sup> January, 2021.
- 6.2. The agencies shall deposit earnest money as prescribed in the EOI Call Notice as a guarantee in good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement and non-submission of required documents in schedule time, the same will be forfeited. If the offer of the bidder is not accepted the earnest money will be refunded without any interest.
- 6.3. The above deposit of the selected agency shall remain as security for due rendering of services for the event and on successful completion of the event; the same will be refunded as per agreement.
- 6.4. The agency may travel to Kendrapara and the cluster villages to obtain any information they may considered necessary before submission of the bid documents. This may be done on their own expenses.
- 6.5. All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the authorized representative.
- 6.6. The date and time of opening of Financial bids shall be intimated to the agency after evaluation of the Technical Bids which shall be based on project specific concept presentation and a mark scoring methodology i.e. Quality cum Cost Based Selection (QCBS) mode in the weightage ratio of 60:40.

## **7. Eligibility Criteria**

- 7.1. The agency should have the following minimum requisite qualifications and experience and will have to submit the following documents in the Technical Bid along with the firm profile.
- 7.2. Technical Criteria
  - 7.2.1. It should be a Company/ Partnership/ Proprietorship/Educational Institute registered under relevant Acts.
  - 7.2.2. At least one of the Partners/ Directors/ Professors of the agency must have undertaken a similar assignment and have a background in research and survey.
  - 7.2.3. The agency should have minimum five years of experience in a field of research/qualitative and quantitative survey and analysis/ Handicrafts research.
  - 7.2.4. The agency should have the adequate manpower to undertake the survey and the capacity to finish it in the stipulated time.
  - 7.2.5. The agency should have one senior personnel with in-depth experience in any of the areas mentioned in 7.2.3 to lead the team.
- 7.3. Documents Required
  - 7.3.1. EMD of Rs 5000/- in shape of DD in favour of Member Secretary, State Institute for Development of Arts & Crafts payable at Bhubaneswar.
  - 7.3.2. Bid document cost of Rs. 500/- in shape of DD in favour of Member Secretary, State Institute for Development of Arts & Crafts payable at Bhubaneswar.
  - 7.3.3. Copy of the Regd. Certificates/ Profile copy of the agency.
  - 7.3.4. Copy of the GST Registration Certificate and return copy 2019-20 (till March 2020)

- 7.3.5. Copy of PAN Card and up to date return copy of Income Tax for the last three assessment year (2016-17, 2017-18, 2018-19).
- 7.3.6. Audited balance sheet of the firm for last three assessment years (2016-17, 2017-18, 2018-19)
- 7.3.7. Official turnover of the firm for the last five years
- 7.3.8. The copy of completion certificates/ work orders in support of executing similar kind of projects / events for past 5 years up to March'2020 should be submitted for consideration in Technical bid evaluation.
- 7.3.9. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-I)
- 7.3.10. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Annexure-II)
- 7.3.11. Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-III)
- 7.4. Preference shall be given to agencies having experience in executing similar kind of projects in the Handicrafts and Handlooms sector in last five years.

## **8. Technical Bid**

- 8.1. The agencies have to submit the Technical Bid in the prescribed format i.e. Covering letter and other information as per the Annexure-V
- 8.2. In the "Technical bid" the agencies have to submit preliminary markers as well as research methodology and route in a soft copy in PDF format along with required documents fulfilling the eligibility Criteria as mentioned in 7.
- 8.3. All the agencies shall be required to make presentations of twenty minutes to demonstrate their credentials and research and survey concepts. The Presentations shall broadly cover the following aspects.
  - 8.3.1. Baseline markers
  - 8.3.2. Methodology format
  - 8.3.3. Deliverable and time schedule
  - 8.3.4. Example of previous baseline survey

## **9. Selection of the Baseline Survey Agencies**

- 9.1. The agency will be selected on the basis of Quality cum Cost Based Selection (QCBS) mode with weightage ratio 60:40 assessed by the designated committee.

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

- 10.1. In the first stage, the technical bid will be evaluated on the basis of Technical Bid submitted by the agency and presentation as per scope of service before the Committee for showing capability to handle the similar type of projects considering all aspects of eligibility criteria and experience.
- 10.2. The Technical Bid scoring (TBs) of baseline survey agencies shall be as per the mark scoring methodology on the basis of QCBS method. The Committee members/ Technical Team shall assess the technical presentation of the concept designs and assign marks.
- 10.3. **Scoring Method:**

<b>Description of components for marking</b>	<b>Scoring mode</b>	<b>Max. Marks</b>
Past Work experience: Nos of Similar Projects undertaken	5 Marks for each similar project undertaken subject to maximum marks of 15.	<b>15</b>
Turn Over	Rs 5 Lakhs to Rs 50 Lakhs: 5 Marks For Additional 50 Lakhs: 5 Marks Subject to maximum of 10 marks	<b>10</b>
Past Work experience: Nos of Projects in the Handicrafts and Handlooms sector	5 Marks for each similar project undertaken subject to maximum marks of 15.	<b>15</b>
Profile and professional expertise of the agency	Detail profile of the firm. To be evaluated on basis of their past experience, manpower qualifications and quality of work done through the designated Committee.	<b>20</b>
Presentation	Presentation of the proposed methodology and markers	<b>40</b>
<b>Total</b>		<b>100</b>

#### 10.4. Bench Mark Score

10.4.1. The agency is required to achieve a minimum score of 60 marks (Bench Mark Score).

10.4.2. The agency securing less than the Bench Mark score will be rejected outright. The agency that have achieved at least the Bench Mark Score in "Technical Bid" evaluation will be qualified for opening of their Financial Bids.

10.5. The Financial Bid shall be the lump-sum quote including GST for the scope of services mentioned in the EOI Bid Documents to be submitted in the prescribed format (Annexure-VII) which is to be submitted with the prescribed Covering Letter as per the Annexure-VI)

#### 11. Evaluation of Financial Bids

11.1. The Financial Bids in respect of the selected agency in achieving the bench mark score of **60 mark** in "Technical Bid" would be opened on the scheduled date and time.

11.2. 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)**

#### 12. Combined and final Evaluation

12.1. The offers of the agencies will be finally ranked according to their combined Technical Bid Scores and financial Bid Score as follows:

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

12.2. Where CS is the combined score and Tw & Fw are weightages assigned to Technical Bid and Financial Bid score that shall be 0.60 & 0.40 respectively i.e in the weightage ratio of 60:40. Selection of Baseline Survey Agency shall be solely basing on the highest combined score (CS).

#### 13. Performance Bank Guarantee

13.1. The qualified 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 Bank Guarantee towards performance security within 3 days after acceptance of the EOI proposal.

- 13.2. The Performance Security includes the amount deposited as EMD with the EOI document. Failure to comply with the requirement shall constitute sufficient ground for the forfeiture of the EMD.
- 13.3. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the event.

#### **14. Contract Negotiation:**

- 14.1. Contract Negotiation, if required will be held at a date, time and address as intimated to the selected bidder.
- 14.2. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract.
- 14.3. Negotiation will be performed covering technical and financial aspect, if any and availability of proposed professionals etc.

#### **15. Mode of Payment**

- 15.1. 10% on submission and approval of markers by SIDAC
- 15.2. 50% on completion and submission of survey report
- 15.3. 20% on approval of report
- 15.4. 20 % on actioning of survey and post creation of detailed project plan (internal task)
- 15.5. All payments will be made against submitted invoices
- 15.6. Terms are negotiable

#### **16. Governing Law and Penalty Clause**

- 16.1. The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in deliver shall render the bidder liable for liquidate damages and thereafter the client holds the opinion for cancellation of the contract for pending activities and complete the same from any other agency.
- 16.2. The client may deduct such sum from any money from their hands due or become due to bidder.
- 16.3. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the prevailing contract laws of Government of India/ Government of Odisha. Failure on 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.
- 16.4. In addition the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.
- 16.5. The authority reserves the right to reject any or all the offers without assigning any reason thereof.
- 16.6. 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.

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**UNDERTAKING**

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

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

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

Yours Sincerely,

Authorised 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 organisation has not been blacklisted/debarred by any of the Central/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorised 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,

Authorised Signature  
( in full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:



**BID SUBMISSION CHECK LIST**

SL.NO	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID (ORIGINAL)</b>			
1	Covering letter along with information in Bidders Letter Head.		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Copy of Incorporation/Registration Certificate/ profile Copy		
5	Copy of PAN		
6	Copy of the GST Registration Certificate and return copy 2019-20 (till March 2020)		
7	Copy of PAN Card and up to date return copy of Income Tax for the last three assessment year (2016-17, 2017-18, 2018-19)		
8	Audited balance sheet of the firm for last three years (2016-17, 2017-18, 2018-19)		
9	Official turnover of the firm for the last five years		
10	The copy of completion certificates/ work orders in support of executing similar kind of projects / events for past 5 years up to March'2020		
11	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
12	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past		
13	Undertaking for not having any police case pending against the bidder.		
14	Undertaking regarding trueness of information submitted.		
15	Hard Copy of the presentation documents		
16	Soft Copy of the presentation documents		
<b>FINANCIAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

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

All information have 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 needs to be sealed and signed by the authorised representative.

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

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

**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 Baseline Survey Agency for Sankalp Kendrapara Project (Technical Proposal)

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for (*insert Name of the Service*) in accordance with your EOI No.:\_\_\_\_\_ Dated\_\_\_\_\_. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

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. Our proposal will be valid for acceptance up to 60 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

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, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorised Signatory  
(with Date and Seal)

Name and Designation:\_\_\_\_\_

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

1	Name of the Bidder	
2	Details of Bid Processing 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	Postal Address:
		Telephone No.
		FAX No.
		E-Mail Address
6	Name & telephone number of the authorised person signing the bid	
7	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8	PAN No. (Attach staff attested copy)	
9	GSTIN (Attach self attested copy)	
10	Acceptance to all the terms & conditions of the tender(Yes/No)	
11	Power of Attorney/authorisation 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. Financial Turnover of the bidder for the last 5 financial years.**

Financial Year	Turn over Amount( in INR)	Average Turnover ( in INR)
FY1		
FY2		
FY3		
FY4		
FY5		

15. Details of the similar type service provided by the bidder in last 5 years:

Sl. No	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
1						
2						
3						
4						
5						

**16. Declaration**

I, Shri \_\_\_\_\_ Son/ Daughter/ Wife of Shri \_\_\_\_\_, Proprietor/Director/Authorised 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 Authorised 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 and Financial 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 Baseline Survey Agency for Sankalp Kendrapara Project (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 exclusive 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, up to expiration of the validity period of the proposal of 60 days I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

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

I remain,

Yours faithfully,

Authorised Signatory  
(in full and initials)

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

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

**FORMAT FOR FINANCIAL PROPOSAL**

<b>Name of the Project</b>	<b>Financial Quote</b> <i>Amount in Figure &amp; Word</i> <i>(Inclusive of GST as applicable)</i>
Fees for the entire services to be rendered for the Baseline Survey of the Sankalp Kendrapra Project	

Authorised Signatory  
(in full and initials)

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

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