

Expression of Interest

“Expression of Interest” in sealed cover are hereby invited from interested individuals/ organizations for ‘**selection of decoration and event organizing agency**’ and for ‘**selection of food and refreshments catering agency**’ towards the Certification program under the Sankalp Kendrapara Project implemented by SIDAC.

For Details of EOI, TOR etc please visit the website <http://www.sidacodisha.org.in> . The last date for submission of EOI’s in the office of SIDAC, Handicraft Complex, Gandamunda, Khandagiri, Bhubaneswar. Ph: 0674-2350318 is upto 1:00 pm on 3rd March, 2022. The details of EOI’s are available in the website w.e.f. 22nd February, 2022.

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, www.sidacodisha.org.in

[Handwritten signature]



**EXPRESSION OF INTEREST
FOR
SELECTION OF FOOD & REFRESHMENTS CATERING AGENCY
FOR CERTIFICATION PROGRAM UNDER
SANKALP KENDRAPARA PROJECT**

Dates: 8th March to 10th March

Location of program: Odisha Crafts Museum- Kala Bhoomi



State Institute for Development of Arts & Crafts (SIDAC)

Handicrafts Complex, Gandamunda, Bhubaneswar-30

Tel: (0674) 2350318

E-mail: sidacorissa@gmail.com, sankalp.kendrapara@gmail.com



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

**EXPRESSION OF INTEREST FOR SELECTION OF FOOD & REFRESHMENTS
CATERING AGENCY FOR CERTIFICATION PROGRAM UNDER SANKALP
KENDRAPARA PROJECT**

No. 541

Date: 21.02.2022

State Institute for Development of Arts & Crafts (SIDAC) on behalf of Handlooms, Textiles & Handicrafts Department, Govt. of Odisha is the implementing partner of Sankalp Kendrapara Project for development of Golden Grass craft clusters in Kendrapara, Odisha.

Expression of Interest (EOI) in sealed cover along with requisite documents are invited from interested agencies to be engaged as food & refreshments catering agency for Certification Program under Sankalp Kendrapara Project from 8th to 10th March'2022.

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 1pm **on dt. 03.03.2022** by **Speed Post/ Registered Post/ Courier** only. The "Technical Bids" will be opened at 4 pm **on dt. 03.03.2022** 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	Least Cost Selection Process / 30 days
3	Date of Issue of EOI	21.02.2022
4	Deadline for receipt of Proposal	03.03.2022
5	Date of opening of Technical Proposal	03.03.2022
6	Date of opening of Financial Proposal	Will be intimated to the technically qualified bidders separately.
7	Expected date of commencement of assignment	07.03.2022
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. 15,000/- (Rupees Fifteen Thousand only) in shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar.
10	Contact Person	1. Sri Biswajit Patra Contact No: 9658091814 Email: sidacorissa@gmail.com 2. Saneeya Singh Contact No: 9819756276 Email: sankalp.kendrapara@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	Hand drop at Drop Box/ 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

*The tenderers should visit the work site & ensure about the existing condition of the site, nature of the site, the means of access to the site, the accommodation they may require & in general shall themselves obtain all necessary information as to risks, contingencies & other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The bidder shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents.



EXPRESSION OF INTEREST FOR SELECTION OF FOOD & REFRESHMENTS CATERING AGENCY FOR CERTIFICATION PROGRAM UNDER SANKALP KENDRAPARA PROJECT

TERMS OF REFERENCE

1. Introduction- SIDAC

- 1.1. “State Institute for Development of Arts & Crafts” (SIDAC) is an organization under Handlooms, Textiles & Handicrafts Department Government of Odisha, registered under societies registration Act XXI of 1860 bearing no 21959/137 of 2004-05 dated 15.10.2004 with its registered office at Handicrafts Complex, Gandamunda, Bhubaneswar.
- 1.2. It has been created to function as an autonomous agency for all round development of Handicraft sector of the state such as: survey and diagnostic study of crafts and craft clusters, capacity building of artisans/ entrepreneurs, cluster development programs, skill upgradation training, organizing design development program, facilitation for export marketing, participation in international level trade fairs, organization of national level exhibitions, enterprise development, revival of languishing craft, craft documentation, establishing common facility center, GI and IPR registration of crafts & artisan welfare.
- 1.3. SIDAC is the implementing partner for the Sankalp Kendrapara Project on behalf of the Handlooms, Textiles and Handicrafts Department, Government of Odisha

2. Introduction - Sankalp Kendrapara Project

- 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 being implemented in different locations in Kendrapara district in Odisha. The project focuses on the execution of comprehensive interventions across a natural fibre craft, Golden Grass in Kendrapara district, Odisha. The predicted/expected impact numbers are 3128 artisans across 35 villages over a span of 2 years.

3. Objective

- 3.1. SIDAC intends to select and engage an agency for food and refreshment catering for the following:
 - 3.1.1. A certification program to be held for artisans skilled under the Sankalp Kendrapara Project
 - 3.1.2. 1000 artisans will be travelling from Kendrapara to Bhubaneswar to attend the event across 3 days. Each day will have between 300 to 400 artisans
 - 3.1.3. Food & Refreshments have to be provided for the event.
 - 3.1.4. The event will take place in the Outdoor Amphitheatre of Odisha Crafts Museum- Kala Bhoomi, canteen area and demonstration area.
 - 3.1.5. Buffet High Tea on 08.03.2022 has to be served in the canteen for the dignitaries
 - 3.1.6. Buffet Lunch is to be served on all three days in the workshop & demonstration area
 - 3.1.7. Evening tiffin is to be served on all three days in Ekamra Haat, Bhubaneswar
 - 3.1.8. Water bottles and tea are to be provided to all 1000 artisans on arrival at Odisha Crafts Museum- Kala Bhoomi



4. Duration

- 4.1. 30 days from date of agreement
- 4.2. In view of the prevailing Covid19 pandemic and uncertainty regarding various activities, the agreement may be extended

5. Scope of Work

- 5.1. The food & refreshments catering agency would be required to provide end-to-end services for all aspects of the scope of work. The detailed scope of work, which inter alia includes but is not limited to the following:
The scope of work has been divided across 3 segments which need to be adhered to while working on-ground in the cluster:
 - 5.1.1. High Tea & refreshments
 - 5.1.2. Lunch
 - 5.1.3. Evening Tiffin
- 5.2. The details of the scope of work are placed at Annexure VI

6. Terms and condition for applying

- 6.1. This Bid document will be received in sealed cover super scribed "**Expression of Interest for selection of food & refreshments catering agency for certification program under Sankalp Kendrapara Project**" (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 1 PM on dt 03.03.2022.
- 6.2. The agencies must submit their proposal by **hand drop at drop box/ 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. The client will not be responsible for postal delay/ any consequence in receiving of the proposals.
- 6.3. 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 in schedule time, the same will be forfeited. If the offer of the agency is not accepted, the earnest money will be refunded without any interest.
- 6.4. 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.
- 6.5. The agency has to visit Odisha Crafts Museum- Kala Bhoomi to obtain any information they may consider necessary before submission of the bid documents. This may be done on their own expenses.
- 6.6. 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.
- 6.7. Communication by email from the authorized email address of SIDAC (sidacorissa@gmail.com) would be treated as full and final communication in all respect.
- 6.8. **The bidders shall have to quote their rates for hiring charges only inclusive of erection, transportation and dismantling, but exclusive of GST.**



7. Selection of the food & refreshments catering agency

- 7.1. The agency will be selected on the basis of Least Cost Based selection mode assessed by the designated committee.
- 7.2. The technical bid will be opened first by a designated committee on a pre-decided date and time.
- 7.3. The technically qualified bidders will be notified about the financial bid opening date and time via email/on the spot.
- 7.4. The financial bid of the qualified bidders only will be opened by a designated committee with intimation to the bidders.

8. Technical Bid

- 8.1. 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.
 - 8.1.1. Demand Draft of Rs. 500/- (Rupees five hundred) only in favour of Member Secretary, SIDAC, drawn in any scheduled commercial bank payable at Bhubaneswar towards bid document cost.
 - 8.1.2. Earnest Money in form of a demand draft of Rs. 15,000/- (Rupees Fifteen Thousand) only in favour of Member Secretary, SIDAC, drawn in any scheduled commercial banks payable at Bhubaneswar.
 - 8.1.3. Valid food license.
 - 8.1.4. GST Registration Certificate and up-to-date returns.
 - 8.1.5. CA certified Balance Sheet & Documents to be furnished for the last two financial years (i. e. 2019-20, 2018-19)
 - 8.1.6. Copy of PAN Card and up to date return copy of Income Tax
 - 8.1.7. Self-attested photocopy of minimum 3 similar work orders/ completion certificate.
 - 8.1.8. Minimum 1 self-attested work order/ completion certificate of similar assignment with govt./ PSU/ Govt. undertaking.
 - 8.1.9. Detailed profile of the bidder
 - 8.1.10. Power of Attorney in favour of the person signing the bid on behalf of the bidder.
 - 8.1.11. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-I).
 - 8.1.12. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Annexure-II).
 - 8.1.13. Affidavit regarding trueness and correctness of the information submitted by the firm (Annexure-III).
 - 8.1.14. The bid submission checklist (Annexure-VII).
- 8.2. Anyone found guilty of furnishing false information shall be blacklisted by the H.T.&H. Department, Govt. of Odisha and EMD or performance bank guarantee or both of such agencies shall be forfeited.

9. Evaluation of Technical Bids

- 9.1. The technical bid will be evaluated on the basis of bid documents submitted by the bidders to the committee considering all aspects of eligibility criteria and experience.

10. Financial Bid

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



11. Evaluation of Financial Bids

- 11.1. The Financial Bids in respect of the qualified bidder in "Technical Bid" would be opened on the scheduled date and time.
- 11.2. The lowest financial bid will be given L1 according to the Lowest Cost Selection Method.
- 11.3. The total cost quoted in Annexure VI will be evaluated by the committee. Individual costs will have not be evaluated.

12. Terms & Conditions for selected bidder:

- 12.1. Selected bidder has to abide by any conditions / alterations as imposed by the authority time to time.
- 12.2. The selected bidder will nominate a coordinator for the certification program and will be in charge of the execution of the event.
- 12.3. If any loss or damage is caused the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
- 12.4. 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.
- 12.5. The selected bidder may be engaged for other projects under the H,T & H dept. on similar terms and conditions after mutual negotiation.
- 12.6. 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.
- 12.7. Communication by email from the authorized email address of SIDAC (sidacorissa@gmail.com) would be treated as full and final communication in all respect.
- 12.8. The selected bidder while executing the work will have to strictly follow all the covid-19 guidelines issued by Govt. of India, Govt. of Odisha & Bhubaneswar Municipal Corporation.
- 12.9. The duration of the program shall be 3 days (Three) days.
- 12.10. On completion of the program, the selected bidder shall have to take away all the materials within 2 (two) days and shall have to vacate the site.
- 12.11. The program premises shall be formally made available to the selected bidder from 7th March 2022. Any setup must start immediately at site on the same day and be completed and handed over to the SIDAC formally by 5 pm on dated 7th March, 2022 positively.
- 12.12. In case any portion of work is not completed as per laid down specifications and handed over to the SIDAC on the due date, penalty up to 5% on the total value of work allotted/awarded will be imposed per day by SIDAC till completion of the job.
- 12.13. The volume and number of works may vary at discretion of SIDAC up to 40% of the contracted work either way, & final payment to the selected bidder shall be regulated on the basis of actual work executed and on the rate(s) initially approved. For extra works (if any), the selected bidder will be paid separately on the basis of Mutually agreed/comparative market price/lowest tender price quoted, whichever is less duly finalised by SIDAC.
- 12.14. The selected bidder will be responsible for up keep and maintenance of the entire work done by him till the closing of the program, for which, no extra payments shall be made. He shall therefore, have to ensure adequate number of carpenters/helpers to the satisfaction of SIDAC. Breakages and damages in any work shall immediately be settled and no extra payment will be made for any damage, breakage or loss on account of any reason or natural calamities.
- 12.15. No part of the contract will be sub-let.
- 12.16. The selected bidder shall execute the work confirming to the requirements of fire safety guidelines of NBC/Local fire authority and shall obtain the required clearance certificate from the fire authority for the infrastructure erected for the program. (If applicable)



- 12.17. In regards to cleaning up after the program the selected bidder shall clean the used area and hand over to SIDAC authorities in perfect condition.
- 12.18. The selected bidder shall not use any materials other than those specified in tender without the prior permission of SIDAC.
- 12.19. However, if any changes to the layout plan, cancellation to any or whole part of the work needs to be done, the selected bidder will have to agree without seeking any financial claim.
The Performance Guarantee (PBG)
- 12.20. 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 2 days after acceptance of the EOI proposal.
- 12.21. The Performance Security includes the amount deposited at EMD with the EOI document.
- 12.22. The selected agency will deposit PBG.
- 12.23. Failure to comply with the conditions of the agreement shall constitute sufficient ground for the forfeiture of the PBG.
- 12.24. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the event.
- 12.25. 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.
- 12.26. Contract Negotiation, if required will be held at a date, time and address under intimation to the selected bidder. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract.
- 12.27. As the museum campus is a plastic free zone, the selected bidder has to use eco friendly materials in the canteen for serving food and shall not use banned plastic materials (as notified by Govt. of Odisha) under any circumstances.
- 12.28. The selected bidder shall lift the solid waste generated from the food area and deposit the same in the earmarked area/ container.
- 12.29. The selected bidder shall maintain hygienic condition of the dining area.
- 12.30. The selected bidder shall provide hygienic food items and beverages as per the approved rate, quantity and menu.
- 12.31. The selected bidder shall have to maintain the quality of the food and beverages.
- 12.32. The selected bidder shall be solely responsible for all liabilities for running the food area at the program.

13. Mode of Payment:

- 13.1. No advance will be paid to the agency for the work.
- 13.2. The contract value will be paid after the completion of the program.
- 13.3. Deduction of tax at source, if applicable, shall be made at the appropriate rate, as per the prevailing law at the time of payment.
- 13.4. All payments will be done against submission & approval of invoice.
- 13.5. In case of failure to achieve 100% of each deliverable, the payment will be paid in accordance to the percentage achieved. The details of which will be elaborated in the agreement.

14. Governing Law and Penalty Clause:

- 14.1. The schedule given for delivery is to be strictly adhered to in view of the strict time schedule.
- 14.2. Any unjustified and unacceptable delay in delivery shall render the selected bidder liable for cancellation of the contract for pending activities and complete the same from any other agency.
- 14.3. SIDAC may deduct such sum from any money from their hands due or become due to the selected bidder.
- 14.4. 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.



14.5. 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

14.6. 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 to all

14.7. 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:



Annexure-II

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

(Affidavit 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:



Annexure-IV

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 food & refreshments catering agency for certification program under Sankalp Kendrapara Project (Technical Proposal).

Sir,

I, the undersigned, offer to participate in the tender process to provide services in accordance with your EOI Notice No.: _____ Date _____. We are hereby submitting our proposal, which includes Technical Proposal sealed in an envelope.

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

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

I remain,

Yours faithfully,

Authorized Signatory
with Date and Seal

Name and Designation of the Signatory:

Name of the Bidder and Address:



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



16. **Declaration**

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

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

(Signature of Authorized Representative with seal)

Place: _____

Date _____

Enclosures:

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



Annexure-V

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 food & refreshments catering agency for certification program under 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. 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

BOQ for certification program under Sankalp Kendrapara Project					
Sl. No.	Item with Specification	Quantity	Unit cost	Rate/Unit (In words)	Amount (In INR) Column 3 * 4
1	2	3	4		5
1.	Refreshments for artisans on arrival in Bhubaneswar Venue: Outdoor Amphitheatre, Odisha Crafts Museum, Kala Bhoomi All 3 days Provision for 1 person: <ul style="list-style-type: none">- Water bottle- 200 ml- Tea- Biscuits- 2 pieces per person- Tissue Paper <p>*Please provide the per person cost for all items above as unit cost.</p>	No. of persons- 1200, (300 to 400 per day)			
2	High Tea for dignitaries Venue: Canteen Area, Odisha Crafts Museum, Kala Bhoomi On 08.03.2022 only Provision for 1 person: <ul style="list-style-type: none">- Tea / Coffee- Sandwiches (veg/non veg)- Fresh Tender Coconut Water- Water- Biscuits- Sweets <p>*Please provide the per person cost for all items above as unit cost.</p>	No. of persons: 30			
3a	Lunch for artisans/ officials Venue: Workshop & Demonstration zone, Odisha Crafts Museum, Kala Bhoomi All 3 days Water dispenser with glasses	No. of persons- 1250, (300 to 400 per day)			



	<p>Provision for 1 person:</p> <p>Veg Thali (price per thali to be provided)</p> <ul style="list-style-type: none">- Rice- Dal- Vegetable sabzi 1- Vegetable sabzi 2- Papad, salad- Indian dessert				
3b	<p>Lunch for artisans/ officials Venue: Workshop & Demonstration zone, Odisha Crafts Museum, Kala Bhoomi No. of persons- 1250, 300 to 400 per day All 3 days</p> <p>Water dispenser with glasses</p> <p>Provision for 1 person:</p> <p>Non veg Thali (price per thali to be provided)</p> <ul style="list-style-type: none">- Rice- Dal- Vegetable sabzi 1- Chicken curry/Fish curry- Papad, salad- Indian dessert				
4	<p>Evening Tiffin Venue: Ekamra Haat, Bhubaneswar All 3 days</p> <p>Provision for 1 person (Packed box to carry):</p> <ul style="list-style-type: none">- Samosa- 1- Aloo Chop-1- Vada-1- Indian Sweets- 1 <p>*Please provide the per person cost for all items above as unit cost.</p>	<p>No. of persons- 1200, (300 to 400 per day)</p>			



Financial Quote (Total of Column No. 5)

Amount in Figure & Word

(exclusive of GST as applicable)

Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____



Annexure-VII

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 the GST Registration Certificate and return copy		
5	Copy of PAN Card and up to date return copy of Income Tax		
6	Audited balance sheet of the firm for last two years		
8	The copy of completion certificates/ work orders in support of executing similar kind of projects/ assignments		
9	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
10	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past		
11	Undertaking for not having any judicial proceedings pending against the bidder in the court of law.		
12	Affidavit regarding trueness of information submitted.		
13	Detailed profile of the firm		
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: _____