

Expression of Interest

“Expression of Interest” in sealed cover is hereby invited from interested agency including startups to be engaged for **diagnostic study & detailed project plan creation** for Urban haats in Puri & Konark implemented by SIDAC.

For details of Eol, ToR, etc. please visit the website: **www.sidacodisha.org.in**. The last date for submission of Eol at the office of SIDAC, Handicrafts Complex, Gandamunda, Khandagiri, Bhubaneswar, Ph: 0674-2350318 is upto 5:00 pm. on **26-08-2021**. The details of Eol will be available on the website w.e.f. **11.08.2021**.

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 AGENCY
FOR
DIAGNOSTIC STUDY & DETAILED PROJECT PLAN CREATION
FOR
URBAN HAATS IN PURI & KONARK**

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 AGENCY FOR DIAGNOSTIC
STUDY & DETAILED PROJECT PLAN CREATION FOR URBAN HAATS IN PURI &
KONARK**

No. 1700

Date: 10-08-2021

State Institute for Development of Arts & Crafts (SIDAC) on behalf of Handlooms, Textiles & Handicrafts Department, Govt. of Odisha is responsible for day-to-day management of three haats at Bhubaneswar, Puri and Konark.

Expression of Interest (EOI) in sealed cover along with requisite documents are invited from interested agencies to be engaged for diagnostic study & Detailed project plan creation for Urban Haats in Puri & Konark with in a duration of 4 months.

The Bid Document can be downloaded from the website: **www.sidacodisha.org.in**. The bidder has to submit the cost of document i.e., Rs.500/- in shape of DD favoring Member Secretary, SIDAC with the technical bid. The last date of receipt of the sealed offers in the office at SIDAC is up to 5pm **on dt. 26.08.2021** by **Speed Post/ Registered Post/ Courier** only. The "Technical Bids" will be opened at 11 am **on dt. 01.09.2021** 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	QCBS
3	Date of Issue of EOI	11.08.2021
4	Deadline for receipt of Proposal	26.08.2021
5	Date of opening of Technical Proposal	01.09.2021
6	Date of opening of Financial Proposal	Will be intimated to the technically qualified bidders separately.
7	Expected date of commencement of assignment	06.09.2021
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 Manas Ranjan Sethy Contact No: 0674-2350318 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 AGENCY FOR DIAGNOSTIC STUDY & DETAILED PROJECT PLAN CREATION FOR URBAN HAATS IN PURI & KONARK

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 responsible for the day-to-day management of three haats- Ekamra Haat- Bhubaneswar, Urban Haat- Puri and Urban Haat- Konark. Urban haats were established to provide a single location for culture, craft and cuisine. Additionally, the haats provide marketing opportunities to the craftsmen and weavers of the state.

2. Introduction – Neelachal Urban Haat Puri

- 2.1. The Neelachal Urban Haat was set up to provide tourists a central point to enjoy the handloom and handicraft products of Odisha, local food & delicacies and the rich culture of the state.
- 2.2. The haat is spread across an area of 6.83 acres.
- 2.3. It has 36 stalls, 1 amphitheater, 2 green rooms, 1 toilet block & 2 dormitories.
- 2.4. It has 6 beautifully carved idols along with a musical fountain to attract tourists.
- 2.5. As of now, 4 numbers of stalls are occupied by Amlan, Sambalpur Bastralaya, Boyanika and Krushi Bikash Parishad.

3. Introduction –Urban Haat Konark

- 3.1. The Neelachal Urban Haat was set up to provide tourists a central point to enjoy the handloom and handicraft products of Odisha, local food & delicacies and the rich culture of the state.
- 3.2. The haat is spread across an area of 4.15 acres.
- 3.3. It has 40 stalls, 4 exhibition halls, 1 amphitheater, 2 green rooms, 1 utility building, 1 toilet block & 1 dormitory.
- 3.4. It has 15 beautifully carved idols.
- 3.5. As of now, 3 numbers of stalls are occupied by SIDAC and the utility building has been rented out to UCO bank.

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 Urban Haats at Puri & Konark at a reasonable cost and with good quality with below objectives:
 - 4.1.1. Study the current on-ground scenario
 - 4.1.2. Study the market viability & execute a need- gap analysis for tourism, craft, culture, food, etc for both haats.
 - 4.1.3. Suggest innovative ideas and necessary amenities to be included in the haats.
 - 4.1.4. Develop metrics reports for expected target audience, expected footfall, expected sales, any other aspects as felt necessary
 - 4.1.5. Prepare two detailed project plans- Neelachal Urban Haat Puri & Urban Haat, Konark
 - 4.1.6. Any other aspects as felt necessary

5. Duration

- 5.1. Time of completion of the assignment (Submission of all reports) will be 4 (four) months from the date of agreement.

6. Scope of Work

- 6.1. The scope of work has been divided into the following categories for both Urban Haats i.e. at Puri & Konark.
- 6.1.1. Research and analysis
- 6.1.2. Diagnostic reports
- 6.1.3. Detailed project plan creation
- 6.2. **Research & Analysis:**
- 6.2.1. Study the current on ground scenario of the urban haats in Puri and Konark.
- 6.2.2. Study similar haats nationally and internationally to understand best practices and formats.
- 6.2.3. Study market gaps and needs in Puri town and Konark town.
- 6.2.4. **(Quantifiable deliverables):**
- 6.2.4.1. Current On-ground Scenario Report (1 for Urban Haat at Puri & 1 for Urban Haat at Konark)
- 6.3. **Diagnostic Report:**
- 6.3.1. Undertake a market viability and need- gap analysis. The analysis should include all the potential aspects that might be revenue generating from the aspects of tourism, craft, culture, food, etc.
- 6.3.2. Collate innovative ideas and amenities as per a study of international and national haats. The ideas and amenities that may be included in the haats should be as per best practices seen in other similar setups.
- 6.3.3. Develop new ideas as per research and studies undertaken.
- 6.3.4. Develop metrics focused on the following: expected target audience, expected footfall, expected sales any other aspects as felt necessary.
- 6.3.5. **(Quantifiable deliverables):**
- 6.3.5.1. Market viability & need- gap report- 2 (1 for Urban Haat at Puri & 1 for Urban Haat at Konark)
- 6.3.5.2. Ideas & amenities report – 2 (1 for Urban Haat at Puri & 1 for Urban Haat at Konark)
- 6.3.5.3. Metrics Report- 2 (1 for Urban Haat at Puri & 1 for Urban Haat at Konark)
- 6.4. **Detailed Project Plan:**
- 6.4.1. Detailed project plan to include the following:
- 6.4.1.1. Tentative layout
- 6.4.1.2. Infrastructure requirements
- 6.4.1.3. Activities plan
- 6.4.1.4. Marketing & PR plan
- 6.4.1.5. Amenities plan
- 6.4.1.6. Organization & manpower plan
- 6.4.1.7. Day to day functioning plan
- 6.4.1.8. SoPs for amenities
- 6.4.1.9. Ticketing and sales SoPs
- 6.4.1.10. Security and safety SoPs
- 6.4.2. Detailed costing for all the aspects mentioned above under pt.6.4.1.
- 6.4.3. Execution strategy for implementation of all the aspects mentioned above under pt.6.4.1.
- 6.4.4. Tentative timeline to complete the implementation.
- 6.4.5. **(Quantifiable deliverables):**

6.4.5.1. Detailed project plan- 2 (1 for Urban Haat at Puri & 1 for Urban Haat at Konark)

7. Eligibility Criteria

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

7.1. The agency must have past in the field of conducting research & survey/diagnostic studies/gap studies/marketing studies/planning/strategy/preparation of detailed project plans with govt. /non-govt. organizations.

For General

7.2. The turnover of the agency for each financial year 2017-18, 2018-19, 2019-20 should be at least INR 15 lakhs.

7.3. The agency must have undertaken a minimum of 3 assignments conducting research & survey/diagnostic studies/gap studies/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 with Govt. or Non-Govt organizations in planning/strategy/preparation of detailed project plans making 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 with Govt. or Non-Govt organizations in development of a tourism centre/ haat making in the past 5 years up to March'2021.

7.6. The agency should have adequate expert manpower on its payroll as of March 2021 to undertake the work & the capacity to finish it in the stipulated time. The agency should have as developer, researcher and strategy & planning individuals associated with the project.

For 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 10 lakh turnover.

7.9. The agency must have undertaken a minimum of 2 assignments conducting research & survey/diagnostic studies/gap studies/marketing studies with since inception.

7.10. The agency must have undertaken a minimum of 1 assignment in planning/strategy/preparation of detailed project plans making with since inception.

7.11. Preference will be given to an agency that has undertaken a minimum of 1 similar assignment with Govt. or Non-Govt organizations in development of a tourism centre/ haat making since inception.

7.12. The agency should have adequate expert manpower on its payroll as of March'2021 to undertake the work & the capacity to finish it in the stipulated time. The agency should have as developer, researcher and strategy & planning individuals associated with the project.

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 & Detailed project plan creation for Urban Haats in Puri & Konark**" (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.26.08.2021.

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. The client 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 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.

- 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. The agency may travel to Puri & Konark to obtain any information they may consider necessary before submission of the bid documents. This may be done on their own expenses.
- 8.6. In view of the Covid-19 pandemic and the uncertain situation caused by lockdowns and disruption, all communication would be through email and phone. No hard copies would be sent by post. Hence, the agencies are advised to provide at least 2 email addresses.
- 8.7. Communication by email from the authorized email address of SIDAC (sidacorissa@gmail.com) would be treated as full and final communication in all respect.

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 to SIDAC.
- 9.4. The bidders will be required to present their submitted presentation in front of the Evaluation 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 of the last two financial years (i.e., general- 2019-20, 2018-19, 2017-18; startup organizations- since inception)
 - 10.1.5. CA certified Balance Sheet & Documents to be furnished regarding the turnover for the last two financial years (i.e. general- 2019-20, 2018-19, 2017-18; startup organizations- since inception)
 - 10.1.6. Copy of PAN Card and up to date return copy of Income Tax for the last two financial years (i.e. general- 2019-20, 2018-19, 2017-18; startup organizations- since inception)
 - 10.1.7. All documents as required to show proof of work against points 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 as mentioned under Pt. 7.
 - 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 analysis
 - 10.2.2. Brief diagnostic study plan
 - 10.2.3. Brief project plan
 - 10.2.4. Deliverables and time schedule
 - 10.2.5. Profile of manpower to be associated with the project
 - 10.2.6. 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
Turn Over	INR 15 lakhs- 10 marks INR 15 lakhs above- 5 marks 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	Minimum of 3 assignments conducting research & survey/diagnostic studies/gap studies/marketing studies with Govt. or Non-Govt organizations in the past 5 years up to March' 2021-15 marks More than 3 assignments- 5 marks Maximum marks- 20	20
Past Work experience: Nos of similar projects undertaken	Minimum of 2 assignments with Govt. or Non-Govt organizations in planning/strategy/preparation of detailed project plans making in the past 5 years up to March'2021- 15 marks More than 2 assignment- 5 marks Maximum marks- 20	20
Past Work experience: Nos of similar projects undertaken	1 similar assignment with Govt. or Non-Govt organizations in development of a tourism centre/haat making in the past 3 years up to March'2021- 5 marks	5
Presentation	Presentation as mentioned under Pt. 10.2	30
Total		100

11.4. Scoring Method- startup agencies:

Description of components for marking	Scoring mode	Max. Marks
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Documents Submission	All documents - 10 marks	10
Cumulative turn over	Cumulative INR 10 Lakhs above- 5 marks	5
Details of manpower	Manpower as listed under Pt.7.12- 10 marks	10
Past Work experience: Nos of similar projects undertaken	Minimum of 2 assignments conducting research & survey/diagnostic studies/gap studies/marketing studies with since inception -15 marks More than 2 assignments- 5 marks Maximum marks- 20	20
Past Work experience: Nos of similar projects undertaken	Minimum of 1 assignment in planning/strategy/preparation of detailed project plans making with since inception - 15 marks More than 1 assignment- 5 marks Maximum marks- 20	20
Past Work experience: Nos of similar projects undertaken	1 similar assignment with Govt. or Non-Govt organizations in development of a tourism centre/ haat making since inception - 5 marks	5
Presentation	Presentation as mentioned under Pt. 8.2	30
Total		100

12. Bench Mark Score

- 12.1. The bidder is required to achieve a minimum score of 70 marks (Bench Mark Score).
- 12.2. 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-V) which is to be submitted with the prescribed covering letter as per the Annexure-VI.
- 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.

13.4. Evaluation of Financial Bids

- 13.4.1. 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.
- 13.4.2. 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)

13.5. Combined and final Evaluation

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

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

- 13.5.2. 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).**

14. Terms & Conditions for selected bidder:

- 14.1. Selected bidder has to abide by any conditions/ alterations as imposed by the authority time to time.
- 14.2. 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.
- 14.3. SIDAC will provide bare minimum space and furniture subject to availability if the selected bidder decides to work in the office. SIDAC will provide seating for coordinator only. However, the selected bidder is not restricted to working in the office and has the freedom to work in its own office.
- 14.4. If any loss or damage is caused the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
- 14.5. 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.
- 14.6. SIDAC would not be responsible for providing lodging and boarding either at Bhubaneswar or Puri or Konark. Arrangements must be made by selected bidder.
- 14.7. The selected bidder may be engaged for other projects under the H.T.& H. dept. on similar terms and conditions after mutual negotiation.
- 14.8. 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.
- 14.9. 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 Bank Guarantee (PBG)

- 14.10. 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.
- 14.11. The Performance Security includes the amount deposited at EMD with the EOI document.
- 14.12. Failure to comply with the conditions of the agreement shall constitute sufficient ground for the forfeiture of the PBG.
- 14.13. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the event.
- 14.14. 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

- 14.15. 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.

15. Mode of Payment:

- 15.1. No advance will be paid to the agency for the work.
- 15.2. The contract value will be divided into phases- I & II.
- 15.3. Submission timeline for all deliverables will be pre-decided. All payment will take place against timely submission only.
- 15.4. The terms for the release of payment are as follows:
- 15.5. Phase I- 80 % of the contract value
 - 15.5.1. 20% of phase I shall be paid by SIDAC on completion, submission & approval of current on ground scenario report as mentioned in the scope of work.
 - 15.5.2. 30% of phase I shall be paid by SIDAC on completion, submission & approval of the market viability & need reports, ideas & amenities reports and metric reports as mentioned in the scope of work.

15.5.3. 50% of phase I shall be paid by SIDAC on completion, submission & approval of the detailed project plans as mentioned in the scope of work.

15.6. Phase II- 20% of the contract value

15.6.1. Phase II shall be paid after deduction of penalty if any within 45 days of approval of all deliverables.

15.7. Deduction of tax at source, if applicable, shall be made at the appropriate rate, as per the prevailing law at the time of payment.

15.8. All payments will be done against submission & approval of reports and followed by submission of invoice.

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.

16.2. 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.

16.3. SIDAC may deduct such sum from any money from their hands due or become due to the selected bidder.

16.4. 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.

16.5. 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.

16.6. 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

16.7. 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.

16.8. 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 & detailed project plan creation for urban haats in Puri & Konark (Technical Proposal).

Sir,

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

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

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

Yours faithfully,

Authorized Signatory
with Date and Seal

Name and Designation of the Signatory:

Name of the Bidder and Address:

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

15. Details of the similar type service provided by the bidder in last 5/3/2 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 & detailed project plan creation for urban haats in Puri & Konark (Financial Proposal)

Sir,

I, the undersigned, offer to provide the services for (*insert title of the Service*) in accordance with your EOI No.:_____ Dated_____. Our attached financial price is *{insert amount(s) in words and figures} for the proposed service}*. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

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

I remain,

Yours faithfully,

Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal:_____

Address of the Bidder:_____

FORMAT FOR FINANCIAL PROPOSAL**Table 1**

Name of the Project	Financial Quote <i>Amount in Figure & Word</i> <i>(Inclusive of GST as applicable)</i>
Fees for the entire services as the agency for diagnostic study & detailed project plan creation for urban haats in Puri & Konark <i>*This is the only component that will be taken into consideration for the financial bid</i>	

Table 2

**Individual deliverable costs are for reference only. They will not be evaluated as part of the financial bid.*

Report	Rate per Unit	No of Units	Total Rate (Rate per Unit X No of Units)
Current On-ground scenario report		2	
Market viability & need- gap report		2	
Ideas & amenities report		2	
Metric Report		2	
Detailed Project Plan		2	
Total <i>*This figure should be identical to the figure mentioned under fees for entire services above.</i>			

Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal:_____

Address of the Bidder:_____

BID SUBMISSION CHECK LIST

SL.NO	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter along with information in Bidders Letter Head		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Copy of Incorporation/ Registration Certificate		
5	Copy of the GST Registration Certificate and return copy for last 3 years till March 2020 (general- 2019-20, 2018-19, 2017-18; startup organizations- since inception)		
6	Copy of PAN Card and up to date return copy of Income Tax for the last three assessment years (general- 2019-20, 2018-19, 2017-18; startup organizations- since inception)		
7	Audited balance sheet of the firm for last three years (general- 2019-20, 2018-19, 2017-18; startup organizations- since inception)		
8	Official turnover of the firm for the last three years (general- 2019-20, 2018-19, 2017-18; startup organizations- since inception)		
9	The copy of completion certificates/ work orders in support of executing similar kind of projects/ assignments for past 5/3/2 years / since inception up to March'2021		
10	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
11	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past		
12	Undertaking for not having any judicial proceedings pending against the bidder in the court of law.		
13	Undertaking regarding trueness of information submitted.		
14	Detailed profile of the firm including the list of manpower & their qualification 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: _____