



GOVERNMENT OF ODISHA
HANDLOOMS, TEXTILES & HANDICRAFTS DEPARTMENT

No.HTH-FE-VTEX-0017-2025/ 67 /HT & H, Dt. 03rd Jan, 2026

REQUEST FOR PROPOSAL NOTICE

Sealed proposals are invited from experienced **Designers / Artists / Agencies** for **designing, fabrication and presentation of a Tableau** for the **State-Level Republic Day Parade-2026** at Bhubaneswar on the theme **“RESHAM ODISHA (Silk Odisha)”**.

- **Last Date for Submission of Bids: 11.01.2026 up to 5:00 PM**
- **Opening of Technical Bids & Concept Presentation: 12.01.2026 at 11:30 AM** (or on a date fixed by the committee)
- **EMD: Rs. 15,000/- (Bank Draft/Demand Draft)**

The **RFP document** containing detailed scope of work, eligibility criteria, selection methodology and other terms & conditions can be downloaded from the following websites:

- <https://handloom.odisha.gov.in> ,
- <https://textiles.odisha.gov.in> ,
- <https://sidacodisha.org.in/>,
- <https://crafts.odisha.gov.in>

retd. 21/1/2026
Additional Secretary to Government

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Memo No. 68 /HT&H, Bhubaneswar dated the 03rd Jan, 2026
Copy forwarded to the Director, I&PR Department for kind information and necessary action with a request to publish the tender notice in one (01) national English daily and one Odia (01) daily for wide publicity.

retd. Amul 31/1/2026
Additional Secretary to Government
Memo No. 69 /HT&H, Bhubaneswar dated the 03rd Jan, 2026

Copy forwarded to Director of Textiles and Handlooms, Odisha/ Director of Handicrafts, Odisha/ Member Secretary, SIDAC for information and necessary action with a request to upload the tender document in their respective websites for wide circulation and publicity.

retd. Amul 31/1/2026
Additional Secretary to Government
Memo No. 70 /HT&H, Bhubaneswar dated the 03rd Jan, 2026

Copy forwarded to Miscellaneous Section, HT&H Department for information and necessary action with a request to upload the tender document in the Department Website for wide circulation and publicity.

retd. Amul 31/1/2026
Additional Secretary to Government

BID DOCUMENT
For
DISPLAYING TABLEAU in
STATE LEVEL REPUBLIC DAY PARADE
On 26th January, 2026
BHUBANESWAR

LAST DATE OF RECEIPT OF QUOTATION : 11.01.2026 AT 5:00 PM
OPENING OF QUOTATION : 12.01.2026 AT 11:30 AM

RFP No. 67 dated 03rd Jan, 2026

Published by
HANDLOOMS, TEXTILES AND HANDICRAFTS DEPARTMENT
GOVERNMENT OF ODISHA

NOTICE FOR EXPRESSION OF INTEREST

Proposal Invited:

Proposals accompanied with coloured sketches/ designs and concept notes for the preparation of a tableau to be presented at the State-Level Republic Day Parade-2026, based on the theme "**RESHAM ODISHA**" are invited from experienced Designers, Artists & Agencies.

Deadlines of submission of documents & Tableau:

1. The bid papers containing schedule of work, specification, terms and conditions availed in the official website for download and use. The cost for the tender paper is Rs. 500/- (inclusive GST). An amount of Rs.500/- in shape of Demand draft in favour of "**Under Secretary to Government, Handlooms, Textiles and Handicrafts Department**" in any Nationalized / Scheduled Bank payable at Bhubaneswar should be submitted with the bid.
2. The last date for submission of the quotations is 11.01.2026 (up to 5:00 PM).
3. The quotations will be opened in presence of the Artists/ Designers/ Firms or their authorized representatives who will explain the concept before the Selection Committee on 12.01.2026 at 11:30 AM or suitable date fixed by the tender opening committee.
4. The successful bidder will deliver the selected Tableau on 24.01.2026 at 4:00 PM which would be available for mock drill before 7:00 AM on 25.01.2026.

Specification and Requirements:

1. Theme: RESHAM ODISHA (Silk Odisha). The theme should be display around the following points.
 - a. Four (04) types of Silk farming such as Eri, Tasar, Muga & Mulberry with their host plant and cocoon.
 - b. Pilot Processing Centre
 - c. Bhagamunda Tasar Silk Park
 - d. Resham Odisha Showroom
 - e. CRUELTY FREE NON VIOLENT SILK or KARUNA SILK/ Amlan Karuna Bastralaya
 - f. Basunga Pata production at Nuapatna
 - g. RESHA -The Mascot
 - h. Odisha State Sericulture Research & Training Institute (OSSR&TI), Bhubaneswar.
 - i. Display of Best State Award in Sericulture by the Central Silk Board.
 - j. Mukhyamantri Resham Vikas Yojana.
2. The standard size of the Tableau : Length -20 ft, Width- 8ft, height from ground level-16 ft. for Republic Day Parade.
3. The agency will provide models beforehand as per requirement as decided by competent authority.

4. The vehicle is to be seamlessly designed with Flex and other suitable medium, like; Plaster of Paris, foam, fiber glass etc. depicting the concept as per requirement of theme with provision of live demonstration to be visible from outside clearly.
5. Voice recording about the theme is to be provided. The arrangement and layout is to be designed so as to portray the theme in an appropriate manner.

Eligibility Criteria:

1. Experience: The Artist/ Designer/ Firm should have a minimum, two years of experience in preparing tableau for the National/ State level tableau design.
2. Must possess valid PAN and GST registration certificate.
3. Tax compliance: The Artists/ Designer/ Firm must submit IT returns FY 2023-24, 2024-25 and the latest GST filing copy.
4. Not blacklisted by any Government Agency.

Terms and Conditions:

1. Proposals should be submitted in two-bid format.
 - Technical Bid: includes sketches, concept notes, and eligibility documents & soft copy of the presentation.
 - Financial Bid: Includes detailed cost estimates.
2. All submissions must be sealed in separate envelopes marked as "TECHNICAL BID" and "FINANCIAL BID", then placed in a larger sealed envelope labeled "STATE REPUBLIC DAY TABLEAU-2026".
3. The bidder must submit the price bid with detailed rate for each item or component. The financial offer must be submitted in the following format.

Project Deliverables	Amount (inclusive of all taxes)
Republic Day Parade Tableau-2026 at Bhubaneswar <ul style="list-style-type: none"> • The cost should include all components such as Designs/ Sketches/ 3D Models/ Fabrication/ background Voice recording/ All ancillaries to be spelt in Financial Bid by the bidder in detail (item-wise) 	Rs.

NB: The agencies are required to understand the work thoroughly before quoting the rates. Rate quoted should be fairly reasonable. The rate by the bidder shall be rationalized and negotiated by the experts of evaluation committee and the rates agreed upon shall be paid to the executant.

4. The rates quoted by the bidder shall include GST. The GST should be indicated separately.

5. All Tenderers should fill up the rate tendered in figure as well as in words. The tender form may be filled in English and all entries made by hand in black ink. Overwriting of rates is not permitted. All corrections should be attested by the Tenderer himself with his/her initial/signature. The rates indicated in words be the final in case of any discrepancy arises with the rates indicated in figure.
6. Tender completed in all respect may be submitted to the **Additional Secretary to Government, Handlooms, Textiles & Handicrafts Department, Loka Seva Bhawan, South Block, Bhubaneswar-751001** through Courier/ Speed Post/ Hand- Delivery only such that they are delivered to the address mentioned in the Data Sheet on or before the time and date mentioned above. Any bid received after the closing date/ time for submission of bids shall be returned unopened. **Submission of Tenders by fax/ mail will not be entertained.**
7. The firm should deposit Earnest Money (EMD) of Rs. 15,000/- (Rupees Fifteen Thousand Only) in shape of Bank Draft/ Demand Draft drawn in favour of "**Under Secretary to Government, Handlooms, Textiles and Handicrafts Department**" in any Nationalized / Scheduled Bank payable at Bhubaneswar Bids without the specified EMD will be summarily rejected.
8. The model of the Tableau will be approved by the Committee constituted by Handlooms, Textiles and Handicrafts Department/ Director of Textiles & Handlooms, Odisha.
9. All the materials used in the erection work should be covered under insurance at the own cost of the firm/ agency.
10. No part of the contact will be sub-let.
11. The progress of the work shall be checked and supervised by the inspecting / authorized officers from time to time to ensure that the work is done as per the specifications & time schedule the executant be available to the inspecting / authorized officers till the tableau takes the final shape and for its shifting to the venue.
12. The firm/ agency will have to submit the Bills after completion of the event. The payment will be made after the execution of work on submission of bills. The EMD amount will be kept as performance security till completion of work.

After the Republic Day Parade, the tableaux may be displayed at nearby prominent public places, tourist places or offices for public viewing to create awareness about the developmental initiatives of the Government. A colourful brochure containing a brief write-up on the theme of tableau shall be printed and distributed among the public on the occasion.

13. TDS under IT & GST will be deducted as per law at the time of payment and the mode of payment will be done online.
14. In case of any dispute/ ambiguity arising in the process of selection/ evaluation, decision of handlooms, Textiles and Handicrafts department shall be final and binding.
15. HT&H Department will not be responsible for any loss, damage, injury caused at any time of execution of the contract. The Firm/ Designer shall own the whole responsibility.
16. All the disputes shall be subject to the jurisdiction of Civil Courts at Bhubaneswar.

17. The decision of the tender Committee will be final and no claims or objections on any ground shall be entertained whatsoever.
18. The authority reserves the right to select or reject any or all proposals without assigning any reason thereof.

Evaluation and Selection process:

1. The evaluation will occur in three stages :
 - Stage 1- Scrutiny of Documents
 - Stage 2 - Concept presentation
 - Stage 3 – Financial Bid Evaluation (Rationalized and negotiated rates)
2. The tender/ bid will be opened in presence of the bidder or their duly authorized representative (with valid written authorization).
3. Agencies satisfying the Stage-1 evaluation process shall be required to make a suitable technical/ Power Point Presentation
4. The 'Financial Bid' of the technically qualified bidders shall only be opened.
5. Quality & Cost Based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified Artists/ Designers/ Firm shall be ranked in accordance with the marks obtained at the stage of technical evaluation. There shall be 80% weightage to technical score and 20% weightage to financial score.

Scoring Method:

1. Weightage-based Selection (Quality and Cost Based Selection-QCBS) :
 - a. Technical Evaluation (80% Weightage)
 - The highest -scoring technical proposal will be awarded 100 points.
 - Other proposals will be scored proportionally to their technical score in comparison to the highest -scoring proposals.
 - b. Financial Evaluation (20% Weightage)
 - The lowest financial bid will be awarded 100 points.
 - Other bids will be scored inversely proportional to their cost in comparison to the lowest bid.
2. Combined Score Calculation :
 - Total score is calculated by combining technical and financial scores, weighted as follows;
$$\text{Technical Score (80\%)} + \text{Financial Score (20\%)}$$
3. The bidder securing highest combined marks and ranked H-1 will be selected for issue of work order to present the Tableaux design and to present Tableaux at the Republic Day Parade at Bhubaneswar.

Scoring Pattern:

Sl No.	Description	Marks
1	Past Experience in Tableau Design (National level)	15
2	Past Experienced in Tableau Design (Other States/ UTs)	05
3	Past Experienced in Tableau Design (Odisha State)	15
4	Awards for Design at National Level	15
5	Awards for Design at State Level	10
6	Design coverage with given Theme	10
7	Design in Context of the State	10
8	Aesthetic & presentation of the theme	10
9	Overall Design Look	10
	TOTAL	100

Documents required:

1. Demand draft of Rs.500/- towards purchase of tender paper.
2. EMD of Rs. 15,000/- in shape of Bank draft.
3. Copy of PAN and valid GST registration certificate.
4. Self-attested certificate on non-blacklisting of the organization/ agency.
5. IT return FY 2023-24, 2024-25 and latest GST filing copy.
6. Self-attested copy of Contract/ Agreement / Award Letter/ Work Order(s) from Ministries/ any Government Departments/ PSUs in India/ Odisha State Government conducting similar type of work i.e Tableaux.
7. Completion Certificates for similar projects.

Contract details:

All proposals must be addressed to:

***Additional secretary to Government,
Handlooms, Textiles and Handicrafts Department,
Loka Seva Bhawan, South Block, Bhubaneswar-751001,
Email :- hthdepartment@gmail.com***

Additional Secretary to Government

QUALITY & COST BASED SELECTION (QCBS)

- Quality & Cost based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technical qualified Artists/ Designers/ Firm shall be ranked in accordance with the marks obtained at the stage of technical evaluation. There shall be 80% weightage to technical score and 20% weightage to financial score.
- The highest-scoring technical proposal is awarded 100 points.
- Other proposals are scored proportionally to their technical score in comparison to the highest scoring proposal.

EXAMPLE SCENARIO:

There are 3 bidders for a project.

Technical Scores (Out of 100)	Financial Quotes :
<ul style="list-style-type: none">• Bidder A : 90• Bidder B : 80• Bidder C : 70	<ul style="list-style-type: none">• Bidder A : Rs. 5,00,000/-• Bidder B : Rs. 4,50,000/-• Bidder C : Rs. 4,00,000/-

Step 1: Technical Score Calculation (Weightage: 80%)

The proposal with the highest technical score is awarded 100 points. Others are scored proportionally.

Technical Score of Bidder = (Bidders Technical Mark/ Highest Technical Mark) x 100

- Bidder A : $(90/90) \times 100 = 100$
- Bidder B : $(80/90) \times 100 = 88.89$
- Bidder C : $(70/90) \times 100 = 77.78$

Weighted technical score (80%)= Technical Score x 0.80

- Bidder A : $100 \times 0.80 = 80$
- Bidder B : $88.89 \times 0.80 = 71.11$
- Bidder C : $77.78 \times 0.80 = 62.22$

Step 2: Financial Score Calculation (Weightage: 20%)

The proposal with the lowest financial quote is awaited 100 points. Others are scored inversely proportional to their quotes.

Financial Score of Bidder = (Lowest Quote/ Bidder's quote) x 100

- Bidder A : $(4,00,000/5,00,000) \times 100 = 80$
- Bidder B : $(4,00,000/4,50,000) \times 100 = 88.89$
- Bidder C : $(4,00,000/4,00,000) \times 100 = 100$

Weighted Financial Score (20%) = Financial Score x 0.20

- Bidder A : $80 \times 0.20 = 16$
- Bidder B : $88.89 \times 0.20 = 17.78$
- Bidder C : $100 \times 0.20 = 20$

Step: 3 Total Score Calculation

Total score = Weightage Technical Score + Weightage Financial Score

- Bidder A : $80 + 16 = 96$
- Bidder B : $71.11 + 17.78 = 88.89$
- Bidder C : $62.22 + 20 = 82.22$

Final Ranking:

1. Bidder A : $80 + 16 = 96$ (Winner)
2. Bidder B : $71.11 + 17.78 = 88.89$
3. Bidder C : $62.22 + 20 = 82.22$
