

Expression of Interest

“Expression of Interest” in sealed cover is hereby invited from interested agencies to be engaged as Product Digitization Partner for 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 in the office of SIDAC, Handicrafts Complex, Gandamunda, Khandagiri, Bhubaneswar. Ph: 0674-2350318 is up to 5:00 pm on 20th January, 2023. The details of EOI will be available in the website w.e.f. 6th January, 2023.

Authority reserves the right to reject any or all bids without assigning any reason thereof.

Sd/-

Member Secretary

State Institute for Development of Arts & Crafts

Handlooms, Textiles & Handicrafts Department, Govt. of Odisha

Handicrafts Complex, Gandamunda, Bhubaneswar-751030

Tel. No. +91 (0) 674 2350318, E-mail: sidacorissa@gmail.com, www.sidacodisha.org.in



SIDAC



**EXPRESSION OF INTEREST
FOR
SELECTION OF A
PRODUCT DIGITIZATION PARTNER
UNDER
SANKALP KENDRAPARA PROJECT**



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 A PRODUCT DIGITIZATION PARTNER
UNDER SANKALP KENDRAPARA PROJECT**

No. 35

Date: 04.01.2023

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 a Product Digitization Partner under Sankalp Kendrapara Project.

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 5 pm dt. **20th January 2023** by **Speed Post/ Registered Post/ Courier** only. The "Technical Bids" will be opened at 11 am **on dt. 21st January 2023** 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 | 04.01.2023 |
| 4 | Deadline for receipt of Proposal | 20.01.2023 (5.00p.m) |
| 5 | Date of opening of Technical Proposal | 21.01.2023 (11.00 a.m) |
| 6 | Date of opening of Financial Proposal | Will be intimated to the technically qualified bidders separately. |
| 7 | Expected date of commencement of assignment | As per signing of agreement |
| 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 | 1. Sri Ramakant Khatoi Contact No: 9937489814 Email: sidacorissa@gmail.com 2. Sri Omm Gyanaprakash Contact No: 8018467980 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 | 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 OF A PRODUCT DIGITIZATION PARTNER 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 fiber 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 a partner to execute product digitization of products developed under the project. The objectives of the partnership are as follows:
 - 3.1.1. To create digital versions of the products developed under the Intermediate crafts skill level of the project
 - 3.1.2. To create isometric specification sheets for easy understanding by artisans
 - 3.1.3. To create short format 3D modelling videos showcasing the product from all angles
 - 3.1.4. To create zoom in sections as per need to showcase weave detailing

4. Duration

- 4.1. Duration: 2 months or till 28th February 2023 whatever comes earlier
- 4.2. In view of the prevailing Covid19 pandemic and uncertainty regarding various activities, the partnership with the Product Digitization Partner may be extended as per the Sankalp project timelines on mutually agreed terms and conditions.

5. Scope of Work

- 5.1. The Product Digitization Partner will be required to provide end-to-end services for all aspects of the scope of work for the duration of the project. The detailed scope of work, which inter alia includes but is not limited to the following:



The scope of work has been divided across 2 segments which need to be adhered to while working:

5.1.1. Video Development (3D Modelling Video Development)

5.1.2. Static Development (Isometric Static Specification Sheet)

5.2. 3D Modelling Video Development

5.2.1. Create detailed and realistic colour 3D modelling videos of each product

5.2.2. Video to have detailed view (Zoom) to showcase zoom and important points in construction of product

5.2.3. Video should not be more than 30 seconds per product

5.2.4. Specifications to be written in Odia and English.

5.2.5. Mobile and desktop friendly versions of video for each product to be created

5.2.6. *Quantifiable deliverable*

5.2.6.1. Submit 1 desktop version video of 1 design as a sample for approval prior to development of rest of videos.

5.2.6.2. Submit 1 mobile version video of 1 design as a sample for approval prior to development of rest of videos.

5.2.6.3. 1 desktop version video per design: Total number of designs 218

5.2.6.4. 1 mobile version video per design: Total number of designs 218

5.3. Isometric Static Specification Sheet

5.3.1. Sheet is to be created in black and white and colour versions

5.3.2. Static colour sheet is to be part of the video

5.3.3. Specifications to be written in Odia and English.

5.3.4. Sheet to showcase multi-angle views of the product (Minimum 3)

5.3.5. Sheet to be submitted in PDF form

5.3.6. Sheet to have detailed view sections (Zoom) to showcase zoom and important points in construction of product

5.3.7. *Quantifiable deliverables*

5.3.7.1. Submit 1 black and white PDF of 1 design as a sample for approval prior to development of rest of PDFs.

5.3.7.2. Submit 1 colour PDF of 1 design as a sample for approval prior to development of rest of PDFs.

5.3.7.3. 1 black and white PDF per design: Total number of designs 218

5.3.7.4. 1 colour PDF per design: Total number of designs 218

6. Eligibility Criteria

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

6.1. It should be a graphic design agency registered under relevant Acts.

6.2. The agency must have past experience in executing product development using relevant softwares such as CAD, CAM, CAE, etc at a local/national/international level with govt./non-govt. organizations.

6.3. The agency should have undertaken a similar assignment and have a background in graphic design development.

6.4. The turnover of the agency for each financial year 2020-21, 2021-22, should be at least INR 2 lakhs.

6.5. The agency must have undertaken a minimum of 2 numbers of 3D modelling and isometric view projects at a local/national/international level with govt./non-govt. organizations in the past 5 years up to March 2022.

6.6. Preference will be given to an agency that has undertaken a minimum of 1 3D modelling and isometric view projects at a local/national/international level in Handicrafts & Handlooms sector with govt./non-govt. organizations in the past 5 years up to March 2022.



6.7. The agency should have at least 3 employees on its payroll as of March 2022 that look after product development/ 3D modelling/ Isometric view for Govt./Non-govt organizations. The agency must have expertise in writing in Odia and English.

7. Terms and condition for applying

- 7.1. This Bid document will be received in sealed cover super scribed "**Expression of Interest for selection of a Product Digitization Partner 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 5.00 PM on dt 20th January 2023.
- 7.2. 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.
- 7.3. 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.
- 7.4. 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.
- 7.5. The agency may travel to Kendrapara to obtain any information they may consider necessary before submission of the bid documents. This may be done on their own expenses.
- 7.6. 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.
- 7.7. Communication by email from the authorized email address of SIDAC (sidacorissa@gmail.com) would be treated as full and final communication in all respect.

8. Selection of the Product Digitization Partner

- 8.1. 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.
- 8.2. The technical bid will be opened first by a designated committee on a pre-decided date and time.
- 8.3. The bidders will be called for interaction with the Evaluation committee where they will present their credentials as the Product Digitization Partner for Sankalp Kendrapara Project.
- 8.4. The bidders will be required to present their submitted presentation in front of the Evaluation committee for evaluation.
- 8.5. The technically qualified bidders will be notified about the financial bid opening date and time via email.
- 8.6. The financial bid of the qualified bidders only will be opened by a designated committee on the pre-decided date and time.
- 8.7. The qualified bidders will be notified of the selection results via email.

9. Technical Bid

- 9.1. 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.
 - 9.1.1. 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.



- 9.1.2. Earnest Money in form of a demand draft of Rs. 10,000/- (Rupees Ten Thousand) only in favour of Member Secretary, SIDAC, drawn in any scheduled commercial banks payable at Bhubaneswar.
 - 9.1.3. Valid registration certificate of the bidder towards its constitution
 - 9.1.4. GST Registration Certificate and up-to-date returns of the last two financial years (i.e., 2020-21, 2021-22)
 - 9.1.5. Copy of PAN Card and up to date return copy of Income Tax for the last two assessment years (i.e., 2021-22, 2022-23)
 - 9.1.6. Chartered accountant certified turnover of the firm for the previous two years (i.e., 2020-21, 2021-22)
 - 9.1.7. All documents as required to show proof of work against points mentioned under Pt. 6.
 - 9.1.8. Detailed profile of the bidder including the list of manpower to be associated & their qualifications as per point 6.7.
 - 9.1.9. Power of Attorney in favour of the person signing the bid on behalf of the bidder.
 - 9.1.10. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-I).
 - 9.1.11. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Annexure-II).
 - 9.1.12. Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-III).
 - 9.1.13. The bid submission checklist (Annexure-VII).
- 9.2. 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. 5. The soft copy & hardcopy of the PPT to be submitted in the technical bid. The presentations shall broadly cover the following aspects.
- 9.2.1. Softwares used by the agency
 - 9.2.2. Demonstration of a 3D modelling video
 - 9.2.3. Demonstration of a bi-lingual Isometric specification sheet
 - 9.2.4. Deliverables and time schedule
 - 9.2.5. Profile of manpower to be associated with the project
 - 9.2.6. Example of previous assignments and specific achievements if any.
- 9.3. 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.

10. Evaluation of Technical Bids

- 10.1. 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.
- 10.2. 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.
- 10.3. **Scoring Method:**

| Description of components for marking | Scoring mode | Max. Marks |
|---------------------------------------|--|------------|
| Avg. Annual Turn Over | INR 2 Lakhs- 15 marks More than INR 2 Lakhs & up-to INR 5 Lakhs- Additional 2 marks | 20 |



| | | |
|---|--|------------|
| | More than 5 Lakhs- Additional 5 marks Maximum marks- 20 | |
| Details of manpower | Minimum 3 employees on its payroll as of March 2022 that look after product development/ 3D modelling/ Isometric view for Govt./Non-govt organizations. The agency must have expertise in writing in Odia and English.- 15 marks Between 4 employees to 8 employees- Additional 2 marks More than 8 employees- Additional 5 marks Maximum marks- 20 | 20 |
| Past Work experience: Nos of similar projects undertaken | Minimum of 2 3D modelling and isometric view projects at a local/national/international level with govt./non-govt. organizations in the past 5 years up to March 2022.- 15 marks Between 3 assignments & 5 assignments- Additional 2 marks More than 5 assignments- Additional 5 marks Maximum marks- 20 | 20 |
| Past Work experience: Nos of similar projects undertaken (Preference) | Minimum of 1 3D modelling and isometric view projects at a local/national/international level in Handicrafts & Handlooms sector with govt./non-govt. organizations in the past 5 years up to March 2022.- 5 marks More than 1 assignment- Additional 5 marks Maximum marks- 10 | 10 |
| Presentation | Presentation as mentioned under Pt. 9.2 | 30 |
| Total | | 100 |

1.1. Bench Mark Score

- 1.1.1. The bidder is required to achieve a minimum score of 70 marks (Bench Mark Score).
- 1.1.2. 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.

1.2. Financial Bid

- 1.2.1. 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-VI) which is to be submitted with the prescribed Covering Letter as per the Annexure-V).
- 1.2.2. The financial bid provided should be inclusive of all costs but exclusive of taxes for execution of all services as mentioned under scope of work under Pt. 5.
- 1.2.3. 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.

1.3. Evaluation of Financial Bids



1.3.1. 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.

1.3.2. 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

$$\text{FBsl} = \frac{100 \times \text{FBs}}{\text{F1}}$$

(F1 = amount of financial bid of corresponding participant)

1.4. Combined and final Evaluation

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

$$\text{CS} = \text{TBs} \times \text{Tw} + \text{FBs} \times \text{Fw}$$

1.4.2. 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).**

2. Terms & Conditions for selected bidder:

- 2.1. Selected bidder has to abide by any conditions / alterations as imposed by the authority time to time.
 - 2.2. The selected bidder will nominate a Point of Contact (POC) who shall be stationed at Bhubaneswar and shall be responsible for immediate interaction with the office as and when required.
 - 2.3. SIDAC will provide bare minimum space and furniture subject to availability if the selected bidder decides to work in the office. However, the selected bidder is not restricted to work in the office and has the freedom to work in its own office.
 - 2.4. If any loss or damage is caused by the bidder the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
 - 2.5. 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.
 - 2.6. SIDAC would not be responsible for providing travel, lodging and boarding at Bhubaneswar. Arrangements must be made by selected bidder.
 - 2.7. The selected bidder may be engaged for other projects under the H,T. & H. dept. on similar terms and conditions after mutual negotiation.
- The Performance Security Deposit
- 2.8. 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 DD towards performance security within 3 days after acceptance of the EOI proposal.
 - 2.9. The Performance Security includes the amount deposited at EMD with the EOI document.
 - 2.10. The selected agency will deposit performance security in shape of DD.
 - 2.11. Failure to comply with the conditions of the agreement shall constitute sufficient ground for the forfeiture of the performance security.
 - 2.12. No interest shall be paid on the performance security. The performance security shall be refunded after successful completion of the event.
 - 2.13. 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.
 - 2.14. 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.

3. Mode of Payment:

- 3.1. No advance will be paid to the agency for the work.



- 3.2. The contract value will be divided into phases- I, II & III
- 3.3. The terms for the release of payment are as follows:
- 3.4. Phase I- 40 % of the contract value
 - 3.4.1. 100% of phase-I shall be paid by SIDAC on completion, submission & approval of samples of videos and PDFs as mentioned under Pt. 5.2.6. & 5.3.7.
- 3.5. Phase II- 45% of the contract value
 - 3.5.1. 100% of Phase II contract value will be paid by SIDAC on completion, submission & approval of remaining qualifiable deliverables as mentioned under Pt. 5.2.6. & 5.3.7.
- 3.6. Phase III- 15% of the contract value
 - 3.6.1. Phase III shall be paid after deduction of penalty if any within 45 days of approval of the final report.
- 3.7. Deduction of tax at source, if applicable, shall be made at the appropriate rate, as per the prevailing law at the time of payment.
- 3.8. All payments will be done against submission & approval of report and followed by submission of invoice.
- 3.9. 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.

4. Governing Law and Penalty Clause:

- 4.1. The schedule given for delivery is to be strictly adhered to in view of the strict time schedule.
- 4.2. 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.
- 4.3. SIDAC may deduct such sum from any money from their hands due or become due to the selected bidder.
- 4.4. 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.
- 4.5. 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.
- 4.6. 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
- 4.7. 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 to all.
- 4.8. In case of a dispute, it will be governed by the laws of the court in Bhubaneswar.



Annexure-I

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:



Annexure-III

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:



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 a product digitization partner for 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.: _____ Dt. _____. 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 years 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 previous 2 financial years.

| Financial Year | Turn over Amount (in INR) | Average Turnover (in INR) |
|-----------------------|----------------------------------|----------------------------------|
| FY2 (2020-21) | | |
| FY3 (2021-22) | | |

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.



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 a product digitization partner 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. _____ Dt. _____. 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

Table -1

| Name of the Project | Financial Quote <i>Amount in Figure & Word (Excluding of GST as applicable)</i> |
|---|---|
| Fees for the entire services as a product digitization partner for SANKALP Kendrapara Project | |

Table -2

| Sl. No. | Deliverables | Rate |
|----------------|--|-------------|
| 1 | 3D Modelling Development (For 1 design) | |
| 2 | Isometric Sheet development- Colour & Black and White (For 1 design) | |

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 2 financial years till March 2021 (2020-21, 2021-2022) | | |
| 6 | Copy of PAN Card and up to date return copy of Income Tax for the last two assessment years (2021-22, 2022-23) | | |
| 7 | Audited balance sheet of the firm for previous two years (2020-21, 2021-22) | | |
| 8 | Official turnover of the firm for the previous two years (2020-21, 2021-22) | | |
| 9 | The copy of completion certificates/ work orders in support of executing similar kind of projects/ assignments for past 5 yrs up to March'2022 | | |
| 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: _____