

**Handlooms, Textiles & Handicrafts Deptt.  
Govt. of Odisha**

**Expression of Interest**

“Expression of Interest” in sealed cover is hereby invited from organisations for the following activities of up-coming 17th Toshali National Crafts Mela to be held from 10th to 28th January 2023 at Janata Maidan, Bhubaneswar.

- 1. For Operating Play Zone.**
- 2. For Providing Security Service.**
- 3. For Providing Canteen Service.**
- 4. Participants for Food Court.**

For details of EOI, TOR etc please visit the website: [www.sidacodisha.org.in](http://www.sidacodisha.org.in), [www.crafts.odisha.gov.in](http://www.crafts.odisha.gov.in), [www.odisha.gov.in/textiles](http://www.odisha.gov.in/textiles). The last date for submission of EOI in the office of SIDAC, Handicrafts Complex, Gandamunda, Khandagiri, Bhubaneswar. Ph: 0674-2350318 is upto 5:00 pm. on 24-11-2022 . The details of EOI will be available in the website w.e.f. 04.11.2022.

**EXPRESSION OF INTEREST FOR PROVIDING CHILDREN  
FUNFAIR PLAY ITEMS TO PLAY ZONE  
OF  
17<sup>th</sup> TOSHALI NATIONAL CRAFTS MELA**

***Organized By:***

**Handlooms, Textiles & Handicrafts Department  
Govt. of Odisha**

***Implemented By:***

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

Handicrafts Complex, Gandamunda,

Bhubaneswar-30 Tel: (0674) 2350318

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

**Event Period:** 10<sup>th</sup> to 28<sup>th</sup> January 2023

**Location:** Janata Maidan, Bhubaneswar

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

**EXPRESSION OF INTEREST FOR PROVIDING FUN FAIR PLAY ITEMS TO THE  
PLAY ZONE OF 17<sup>TH</sup> TOSHALI NATIONAL CRAFTS MELA**

**No. 3485**

**Date: 03.11.2022**

State Institute for Development of Arts & Crafts (SIDAC) on behalf of Handlooms, Textiles & Handicrafts Department, Govt. of Odisha is going to organize The **17<sup>th</sup> Toshali National Crafts Mela** scheduled to be held from **10<sup>th</sup> to 28<sup>th</sup> January 2023** at **Janata Maidan, Bhubaneswar**.

**“Expression of Interest”** in two separate bids i.e “Technical Bid” and “Financial Bid” in two separate sealed covers are invited from experienced and reputed agencies for providing selected children funfair play items to play zone of 17<sup>th</sup> Toshali National Crafts Mela . The organizer will provide space for running of the items. The agency having brand new play items with experience may apply in prescribed format with attested photocopy of the required documents. The technical bid containing requisite documents for eligibility in the EOI process and financial bid towards the quotation of rates to be charged for funfair play items per ride/ per child (Maximum 10 minute) in sealed cover should reach on or before **5.00 PM** on Dt **24.11.2022** in office of SIDAC, Handicrafts Complex, Gandamunda, Khandagiri, Bhubaneswar, 751030, Ph: 0674-2350318. The interested firms are to inspect the ground "Janata Maidan" and collect required information regarding its location, size and available amenities to cater the requirement of the event. The **EMD of Rs.10,000/-** (Rupees Ten Thousand only) is to be deposited in shape of DD in favour of **Member Secretary, SIDAC**, payable at Bhubaneswar. The Bid Document can be downloaded from the website:, [www.sidacodisha.org.in](http://www.sidacodisha.org.in), [www.crafts.odisha.gov.in/](http://www.crafts.odisha.gov.in/), [www.odisha.gov.in/textiles](http://www.odisha.gov.in/textiles) . The bidder has to submit the cost of document i.e Rs. 500/- (Rupees Five Hundred only) in shape of DD in favour of **Member Secretary, SIDAC**, payable at Bhubaneswar with the Technical Bid. The last date of receipt of the sealed offer in the office at SIDAC is up to **5.00 P.M. on dt, 24.11.2022**. The "Technical Bids" will be opened at **12.00 PM on dt 25.11.2022**. in presence of the tenderers or their authorized representatives. The "Financial Bids" of only qualifying firms will be opened on suitable date and time with intimation to the selected bidders.

**The authority reserves the right to 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 & Proposal validity	Least Cost Selection Process 60 days
3	Date of Issue of EOI	03.11.2022
4	Pre proposal Meeting	10.11.2022
5	Deadline for receipt of EOI Proposal	24.11.2022 (upto 5.00PM)
6	Date of opening of Technical Proposal	25.11.2022 (12.00PM)
7	Date of opening of Financial Proposal	Will be intimated later
8	Expected date of commencement of Assignment	09.01.2023
9	Pre Proposal Meeting	A pre proposal meeting will be held on 10.11.2022 at 11.30 AM in the conference hall of SIDAC, Bhubaneswar. <b><i>The Nodal Officer for the purpose.</i></b> Name: Sri B.K.Pradhan Designation: Executive Engineer, SERIFED Ph: 9438016792
10	Bid processing Fee (Non Refundable)	Rs 500 (Rupees Five Hundred only) in shape of DD favoring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar.
11	Earnest Money Deposit (EMD) Refundable	Rs. 10,000/- (Rupees Ten Thousand only) In shape of DD favoring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar
12	Contact Person	<ul style="list-style-type: none"><li>➤ Sri B.K.Pradhan Executive Engineer, SERIFED Mob: 9438016792</li> <li>➤ Sri Biswajit Patra, Project Coordinator, SIDAC Mob: 9658091814</li></ul>

13	Postal Address for submission of proposal	Member Secretary, State Institute for Development of Arts & Crafts Handicrafts Complex, Gandamunda Khandagiri, Bhubaneswar Odisha, 751030 Ph: 0674 2350318 E mail: <a href="mailto:sidacorissa@gmail.com">sidacorissa@gmail.com</a>
14	Mode of Submission of proposal	Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No 13 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
15	Place of opening of proposal	Conference hall, SIDAC, Bhubaneswar.
16	Website to visit for download of bid document.	<a href="http://www.sidacodisha.org.in">www.sidacodisha.org.in</a> <a href="http://www.crafts.odisha.gov.in">www.crafts.odisha.gov.in</a> <a href="http://www.odisha.gov.in/textiles">www.odisha.gov.in/textiles</a>

## Terms of Reference (ToR)

### 1. Introduction:

“State Institute for Development of Arts & Crafts” (SIDAC) is an organization under Handloom, 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. 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 programmes, Skill up gradation training, Organizing Design development programme, 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 centre, GI and IPR registration of crafts & Artisan Welfare.

The organization has been recognized as a “Centre of Excellence” in the field of non formal technical training by the ministry of Skill Development and Entrepreneurship, Govt of India.

### 2. Objective:

Selection of an experienced agency to provide selected fun fair play items to the play zone of 17<sup>th</sup> Toshali National Crafts Mela from 10<sup>th</sup> to 28<sup>th</sup> January 2023 at Janata Maidan, Chandrasekharpur, Bhubaneswar.

### 3. General Terms & Conditions:

- i. The date of organizing the event i.e from 10<sup>th</sup> to 28<sup>th</sup> January 2023 may change as per availability of Janata Maidan or any other un-avoidable circumstances or decision of the mela authority.*
- ii. This Bid document will be received in sealed cover super scribed "**EOI for Selection of agency for providing fun fair play items to the play zone of 17<sup>th</sup> Toshali National Crafts Mela**" (containing sealed technical bid and financial bid in separate sealed covers) by the fair office at State Institute for Development of Arts & Crafts, (SIDAC), Gandamunda, Khandagiri, Bhubaneswar **up to 5.00 PM on dt 24.11.2022.**
- iii. The bidder must submit their proposal by **Speed Post/ Registered Post/ Courier only** to the address as specified at **Sl. No 13 of the DATA SHEET** during the office hour only on or before the last date and time for submission of proposal as specified at **Sl. No 5 of the DATA SHEET**. 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.

- iv. The Agency shall deposit earnest money as prescribed in the EOI call Notice as a guarantee in good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement in schedule time, the same will be forfeited. If the offer of the bidder is not accepted the earnest money will be refunded without any interest.
- v. The above deposit of the Agency shall remain as security for the due rendering of services for the event and on successful completion of the event, the same will be refunded as per agreement
- vi. **Contract Negotiation:**  
Contract Negotiation, if required will be held at a date, time and address as intimated to the selected bidder. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspect, if any and availability of proposed professionals etc.
- vii. The Agency must obtain for himself on his own responsibility and at his own expense all the information after visiting the site "Janata Maidan" and ascertaining for themselves the site condition, location surroundings, climate, access to site, applicable laws and regulations or any other matter considered relevant for submission of the offer.
- viii. The Agency has to provide the services only for 17<sup>th</sup> Toshali National Crafts Mela.
- ix. No modification to the bid documents shall be allowed once it is received by the authority.
- x. **Governing Law and Penalty Clause**  
The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in deliver shall render the bidder liable for liquidate damages and thereafter the client holds the opinion for cancellation of the contract for pending activities and complete the same from any other agency. The client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract prevailing laws of Government of India/ Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.
- xi. All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the authorized representative.
- xii. **The selected agency will have to deposit a nominal charge of Rs. 50,000/- (Rupees Fifty Thousands) only in shape of Demand Draft favouring Member Secretary, SIDAC towards cost of electricity and other maintenance charges which is non-refundable.**

- xiii. The agency will have to make necessary arrangement for safe running of the play items as per safety norms/ guidelines associated of NBC/ Local Fire Authority/ Police.
- xiv. Minimum one no fire extinguisher needs to be installed at each item for fire safety measure or as per the requirement of fire authority.
- xv. Fire retardant solution to be sprayed in all fabric/ flex material used for the play items in any form at the cost of the agency.
- xvi. All electric connections need to be safe, duly black taped insulated/ covered and to be done through expert electrician.
- xvii. The agency will be held responsible for any accident caused due to electricity or other reasons with the equipments and shall have to compensate the losses if any.
- xviii. An undertaking as per requirement of the Mela authority needs to be submitted prior to issue of work order.
- xix. The Agency should not have been involved or convicted by any court of law. No adverse orders should have been passed against the agency by any Government authorities. No investigation by any authority as stated above should be pending against the agency.
- xx. The agency will nominate a coordinator who shall be responsible for immediate interaction with the Fair Office/ Infrastructure Committee as and when required.
- xxi. The agreement is liable to be terminated in case of any dislocations and deviation of terms & conditions of contracts. If any loss or damage is caused the same shall be recovered or adjusted from the EMD deposit.
- xxii. In case of breach of any terms & conditions, the EMD of the Agency shall be liable to be forfeited besides annulment of the agreement.
- xxiii. The agency shall not sublet the work to any other agency under any circumstances.
- xxiv. The selected agency will have to install the selected nos of fun fair items at the locations of Janata Maidan as per the instruction of Infrastructure Committee, 17<sup>th</sup> Toshali National Crafts Mela.

#### **4. Technical Bid**

The agency have to submit the Technical Bid in the prescribed format i.e Covering letter and other information as per the “Annexure-IV” along with required documents fulfilling the eligibility criteria as follows.

- i. Demand Draft of Rs. 500/- in favour of Member Secretary, SIDAC payable at Bhubaneswar towards bid document cost.
- ii. Demand Draft of Rs 10,000/- (Rupees Ten Thousand only) in shape of DD favouring “Member Secretary, SIDAC towards EMD.
- iii. GST Registration Certificate



- iv. Valid licence/ affidavit in support of providing funfair items with profile of the firm/ agency.
- v. TAN/ PAN
- vi. Identity proof (Aadhar/ Voter ID/ DL etc).
- vii. Work order or satisfactory performance certificates related to past experience of minimum 5 events in last 5 years.
- viii. Authenticity of the items purchased.
- ix. Fitness Certificates of the funfair play items/Affidavit in support of fitness of play items.
- x. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-I)
- xi. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Annexure-II)
- xii. Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-III)

**5. Financial Bids**

The financial bid will be the quotation of rates to be charged for funfair play items per ride/ per child (Maximum 10 minute) which is to be submitted vide the prescribed covering letter as at “Annexure-V” along with the format as per the “annexure-VI”.

**6. Selection of agency for providing fun fair play items to the play zone:**

The final selection of agency for providing fun fair play items to the play zone will be made strictly on technical criteria and lowest financial quote which is based on the Least Cost Selection Process.

7. Any dispute on the matter, the decision of the Principal Secretary to Govt, Handlooms, Textiles & Handicrafts Deptt. Govt of Odisha shall be final & binding.

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

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**UNDERTAKING**

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

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

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

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, here by undertake that, our organization has not been blacklisted/ debarred by any of the Central/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

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  
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.

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:- EOI for Selection of Agency to provide fun fair play items to the play zone of 17<sup>th</sup> Toshali National Crafts Mela to be organized from 10<sup>th</sup> to 28<sup>th</sup> January 2023 at Janata Maidan, Bhubaneswar (Technical Proposal)

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for ***(fun fair play items to the play zone of 17<sup>th</sup> Toshali National Crafts Mela)*** in accordance with your EOI Notice No.: 3485 Dated 03.11.2022 We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 60 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

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

I remain,

Yours faithfully,

Authorized Signatory  
with Date and Seal

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

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

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/ TAN. (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.	

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

Sl. No	Period	Name of Authority with complete address & Phone No.	Type of services	Duration	
				From	To

**16. Declaration**

I, Shri .....Son/Daughter/Wife of Shri \_\_\_\_\_  
Proprietor/Director/ Authorised signatory of \_\_\_\_\_(Name of the Service  
Provider), competent to sign this declaration and execute this tender.

I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them.

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

(Signature of Authorized Representative with seal)

Place: \_\_\_\_\_  
Date \_\_\_\_\_

**Enclosures:**

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

**FINANCIAL BID COVERING LETTER**

*(ON BIDDER LETTER HEAD)*

[Location Date]

To

[Name and Designation of  
Tender Inviting Authority]  
[Office Address and Location]

Sub:- EOI for Selection of Agency to provide fun fair play items to the play zone of 17<sup>th</sup> Toshali National Crafts Mela to be organized from 10<sup>th</sup> to 28<sup>th</sup> January 2023 at Janata Maidan, Bhubaneswar [Financial Proposal]

Sir,

I, the undersigned, offer to provide the services for ***(fun fair play items to the play zone of 17<sup>th</sup> Toshali National Crafts Mela)*** in accordance with your EOI No: 3485 Dated 03.11.2022 . Our attached financial quote as indicated *in* words and figures for the proposed service is inclusive of the taxes applicable. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 60 days I have carefully read and understood the terms and conditions of the EOI 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:\_\_\_\_\_



**Annexure-VI**

**FORMAT FOR FINANCIAL PROPOSAL**

FORMAT FOR QUOTING OF RATE (inclusive of tax)  
(to be charged)

<b>Sl No</b>	<b>Items</b>	<b>Rate in figure/ in words Per ride/ per child</b>
1	Big Micky Mouse (Bouncy)	
2	Small Micky Mouse (Bouncy)	
3	Big Jumping Pad	
4	Small Jumping Pad	
5	Big Trampoline	
6	Small Trampoline	
7	Scorpion Merry-go-round	
8	Travera Merry-go-round	
9	Hanging Boat (Hand operated)	
10	Toy Train	
11	Big size water boating	

Authorized 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.
<b>TECHNICAL BID (ORIGINAL)</b>			
1	Covering letter along with information in Bidders Letter Head.		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Identity proof (Aadhar/ Voter ID/ DL etc)		
5	Valid license/ affidavit in support of providing funfair items with profile of the firm/ agency.		
6	Authenticity of the items purchased.		
7	Fitness Certificates of the funfair play items/Affidavit in support of fitness of play items.		
8	Copy of PAN/ TAN		
9	Copy of GSTIN Registration Certificate		
10	Work order or satisfactory certificates related to past experience.		
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 police case pending against the bidder.		
13	Undertaking regarding trueness of information submitted.		
<b>FINANCIAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

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

- i. All information has been submitted as per the prescribed format only.
- ii. All pages of the proposal needs to be serially numbered, sealed and signed by the authorized representative.

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

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