



**TENDER FOR SELECTION OF AN AGENCY
FOR
SUPPLY OF MUSICAL INSTRUMENTS TO
ODISHA CRAFTS MUSEUM - KALABHOOMI**

State Institute for Development of Arts & Crafts (SIDAC)

Handicrafts Complex, Gandamunda

Bhubaneswar-30, Tel: (0674) 2350318

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

TENDER FOR SELECTION OF AN AGENCY FOR FOR SUPPLY OF MUSICAL
INSTRUMENTS TO "ODISHA CRAFTS MUSEUM- KALA BHOOMI"

No. 1039

Date: 23.04.25

State Institute for Development of Arts & Crafts (SIDAC) on behalf of Handlooms, Textiles & Handicrafts Department, Govt. of Odisha is the implementing partner of Odisha Crafts Museum- Kalabhoomi.

Tenders in sealed cover along with requisite documents are invited from interested agencies having required eligibility and expertise in relevant field to supply musical instruments to Odisha Crafts Museum- Kalabhoomi.

The Bid Document can be downloaded from the website: www.odishacraftsmuseum.odisha.gov.in & www.sidacorissa.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 01 p.m dt. **03.05.2025** by **Speed Post/ Registered Post/ Courier** only. The Bids will be opened at 4 p.m on dt. **03.05.2025** in presence of the bidders or their authorized representatives.

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.

Chief Executive Officer

Odisha Crafts Museum - Kalabhoomi

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	Lower end Cost Selection (LCS)
3	Date of Issue of Tender	23.04.2025
4	Deadline for receipt of Proposal	03.05.2025
5	Date of opening of Technical Proposal	03.05.2025
6	Date of opening of Financial Proposal	03.05.2025
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. 5,000/- (Rupees five Thousand only) in shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar.
10	Contact Person	Miss Sukanti Behera Assistant Curator, OCM Contact No: 8895760986 Email: info@odishacraftsmuseum.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.odishacraftsmuseum.odisha.gov.in www.sidacodisha.org.in

EXPRESSION OF INTEREST ON SELECTION OF AGENCY FOR DESIGNING, PRINTING & SUPPLY OF COFFEE TABLE BOOK ON “KALA BHOOMI- ODISHA CRAFTS MUSEUM”

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 up gradation 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 of Kalabhoomi- Odisha Crafts Museum.

2. Introduction - Odisha Craft Museum (OCM) – Kalabhoomi

- 2.1. Kalabhoomi is one kind of Crafts Hub created to display all the Handicrafts and Handlooms of the state in one place. The journey to create this museum started almost 9 years ago when the Handicrafts and Handlooms department set out to look for a piece of land in the capital.
- 2.2. Inaugurated by the Chief Minister on the 22nd of March 2018, the museum has been attracting people organically ever since. The Handicrafts and Handlooms department has taken constructive steps to increase awareness and breach the gap between the consumer and maker.
- 2.3. Spanning across 12.68 acres at Pokhariput, Kalabhoomi was developed as the one stop destination for Odisha Handicrafts and Handlooms. Featuring 10 galleries 9 of which are open, the campus also has an impressive set of other amenities. The galleries cover Terracotta, Traditional Paintings, Stone and Wood carving, Metal crafts, Natural Material Crafts, Pre-weaving techniques, Tribal Crafts, Crafts of Shree Jagannath Culture & Handlooms.
- 2.4. Other than that, there is an outdoor Amphitheatre, special workshop area, children’s play area, an outdoor canteen and a souvenir shop. A unique feature of the museum is the outdoor display sections in the form of courtyards. Courtyards dedicated to Tribal living and Temple architecture are part of the museum complex while the entry courtyard which leads up to the museum has a special large container display section as well as a Kuldevi temple.

3. Objective

- 3.1. SIDAC intends to select an agency for supply of Musical Instruments to “Odisha Crafts Museum- Kalabhoomi” as stated at **annexure- I** of the tender.

4. Duration

- 4.1. The tender received will remain valid for 90 (Ninety) days from the last date of receipt of tenders and the validity of tenders can also be extended if agreed to by the agencies and the Chief Executive Officer – Odisha Crafts Museum - Kalabhoomi.
- 4.2. The period of supply of instrument to Odisha Crafts Museum- Kalabhoomi is 15 (Fifteen) days.
- 4.3. In view of uncertainty regarding various activities, the dead line for completion of the work may be extended on mutually agreed terms and conditions.

5. Terms and condition for applying

- 5.1. This Bid document will be received in sealed cover super scribed "**Supply of Musical Instruments to Odisha Crafts Museum - Kala Bhoomi, Bhubaneswar**" (containing sealed technical bid and financial bid in separate sealed covers) by the office at State Institute for Development of Arts & Crafts (SIDAC), Gandamunda, Khandagiri, Bhubaneswar up to **1.00 p.m** on **dt 03.05.2025**.
- 5.2. The agency 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.
- 5.3. The agency shall deposit earnest money as prescribed in the tender 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 security deposit will be forfeited. If the offer of the agency is not accepted, the earnest money will be refunded without any interest.
- 5.4. The above deposit of agency shall remain as security for the due rendering of services. On successful completion, the same will be refunded as per agreement.
- 5.5. The agency may visit the premises at OCM - Kalabhoomi to obtain any information they may consider necessary before submission of the bid documents. This may be done on their own expenses.

6. Selection of the agency

- 6.1. The agency will be selected on the basis of Lower end Cost Selection mode assessed by the designated committee.
- 6.2. The offer will be opened first by a designated committee on a pre-decided date and time in the presence of bidders.

- 6.3. The technical bid will be evaluated on the basis of bid documents submitted by the bidders.
- 6.4. Any discrepancies if observed on the activities, the designated committee may decide for disqualification of the bidder for opening of the financial bid.
- 6.5. The bidders will be called for an interaction with the Evaluation committee where they will present their credentials in respect of operating the Souvenir Shop.
- 6.6. A Committee of Officials from SIDAC and OCM (Odisha Crafts Museum-Kalabhoomi) may visit the location, where the agency is providing its services to evaluate the quality and verify the claims stated in the technical bid document.
- 6.7. The technically qualified bidders will be notified about the financial bid opening date and time via email.
- 6.8. The financial bid of the technically qualified bidders only will be opened by a designated committee on the pre-decided date and time.

7. Technical Bid

- 7.1. The bidder has to submit the Technical Bid in the prescribed format i.e. Covering letter and other information as per the “Annexure-II” along with following documents fulfilling the eligibility criteria.
 - 7.1.1. 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.
 - 7.1.2. Earnest Money in form of a demand draft of Rs. 5,000/- (Rupees Five Thousand) only in favor of Member Secretary, SIDAC, drawn in any scheduled commercial banks payable at Bhubaneswar.
 - 7.1.3. Valid registration/ incorporation certificate of the bidder towards its constitution from the designated authorities of relevant department/ establishment of State/ Central Govt.
 - 7.1.4. GST Registration Certificate and up-to-date GSTR3BRGSTR-1 returns of the last two financial years (i.e., 2023-24, 2024-25); For startup organizations- since inception
 - 7.1.5. Copy of PAN Card and up to date return copy of Income Tax for the last two financial years (i.e., 2023-24, 2024-25); For startup organizations- since inception
 - 7.1.6. Annual turnover of the firm not less than 20 lakhs for the last two years (general- 2023-24, 2024-25; startup organizations- since inception). The certified copy of the turnover must be submitted.
 - 7.1.7. All documents as required to show proof of work against points mentioned under Pt. 6.
 - 7.1.8. Detailed profile of the bidder including the list of manpower to be associated & their details like Name, Father's name, permanent address, correspondence address, current contact number, qualification etc.
 - 7.1.9. Power of Attorney in favour of the person signing the bid on behalf of the bidder.
 - 7.1.10. The bid submission checklist (Annexure-VI).

- 7.2. Anyone found guilty of furnishing false information shall be blacklisted by the H.T.&H. Department, Govt. of Odisha and EMD or performance bank guarantee or both of such agencies shall be forfeited.

8. Financial Bid

- 8.1. The **Financial Bid** shall be the lump-sum quote excluding GST for the scope of work under Pt.5 mentioned in the tender Bid Documents to be submitted in the prescribed format (**Annexure-V**) which is to be enclosed with the prescribed Covering Letter as per the **Annexure-IV**.
- 8.2. The evaluation of the financial bid will be done basis the financial quote as mentioned in **Annexure V**.

9. Terms & Conditions for selected bidder:

- 9.1. Selected bidder has to abide by any conditions / alterations as imposed by the authority time to time.
- 9.2. Bidder should mention the detailed specifications such as- material, colour, measurement, warranty and guaranty, of each musical instrument.

10. DELIVERY:

Delivery of the musical instruments shall be made by the Supplier in accordance with the terms specified by the Purchaser in its supply order and the goods shall remain at the risk of the Supplier until inspection and goods are taken over by the Purchaser. The delivery of the goods shall be to the ultimate consignee as given in the purchase order and should be completed strictly **within 15 (fifteen) days** of receipt of supply order. After delivery of the goods the supplier should notify the Purchaser in writing requesting for inspection of the goods.

11. WARRANTY:

The warranty shall be valid for 24 months from the date of receiving of instruments. The details are given in **Annexure-VII**.

12. Contract Negotiation

- 12.1. 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.

13. Term of Payment:

- 13.1. The entire license fees for the year will be deposited by the selected bidder on the execution of the agreement.

- 13.2. The selected bidder needs to ensure regular and timely payments of all amounts due to SIDAC authorities and discharge all obligations as per provisions of this tender document.
- 13.3. Payment of all statutory taxes, GST, local levies, statutory dues, etc. as and when due and as applicable.

14. Governing Law and Penalty Clause:

- 14.1. Any dispute arising out of the tender, the decision of the Commissioner-cum-Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha shall be final & binding to all.
- 14.2. In case of a dispute, it will be governed by the laws of the court in Bhubaneswar.

List of Musical Instruments for Dance Costume Gallery, OCM- KB

Sl. No.	Musical Instruments	Specification	Quantity
1	Mardal	Wood, 18–20-inch Length, Agga (Front) 8 inch Pichha (Back)9 inch	1 item
2	RanihatiMridanga	Earthen, 22-23 inch Length, Agga (Front) 4 inch Pichha (Back) 8.5 – 9.5 inch	1 item
3	Sitar	50-inch single, 7 string	1 item
4	Veena	length 60-72 inch	1 item
5	Flute	2 ft length with 1 inch diameter	1 item
6	Dulduli	12-inch diameter	1 item
7	Mahuri	14-inch length	1 item
8	Madal	24-inch length Agga (Front) 8 inch Pichha (Back)9 inch	1 item
9	Nisan	14-inch diameter	1 item
10	Gini	2.5- 3-inch diameter	1 item
11	Ektara	Normal	1 item
12	Jhanja	Brass, 7 inch diameter	1 item
13	Changu	12–14-inch diameter	1 item
14	Tasa	Iron body, 14 inches	1 item
15	Dhol	Wood, Sambalpuri, 22-inch Length, Agga 8.5-10-inch Pichha 8 inch)	1 item
16	Turi	25-inch Length	1 item
17	Singa	Bada Singa/ Big size	1 item
18	Jodi Mahuri	14-inch length	1 item
19	Ghungura	50/50 piece	1 item
20	Sarangi	2 ft Length	1 item
21	Dhuduki	8 inch diameter	1 item
22	Dhumsa	22 inch Diameter	1 item
23	Kendera	8-12 inch Length	1 item

Annexure-II

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 an agency for **Supply of Musical instruments to Odisha Crafts Museum - Kalabhoomi, Bhubaneswar**(Technical Proposal).

Sir,

I, the undersigned, offer to participate in the tender process to provide services in accordance with your tender 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 tender 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.

Yours faithfully,

Authorized Signatory
with Date and Seal

Name and Designation of the Signatory:

Name of the Bidder and Address:

Annexure-III**SELF-DECLARATION SHEET**

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)	
14	No. of Supplies previously done	

15. Details of the similar type service provided by the bidder in last 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 product	Contract Amount (in INR)	Duration	
				From	To

16. Financial Turnover of the bidder for the last 2 financial years/ since inception.

Financial Year	Turn over Amount (in INR)	Average Turnover (in INR)
FY2 (2023-24)		
FY3 (2024-25)		

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-IV

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 **Supply of Musical instruments to Odisha Crafts Museum - Kala Bhoomi, Bhubaneswar** (Financial Proposal)

Sir,

I, the undersigned, offer to provide the services for (*insert title of the Service*) in accordance with your tender No.:_____.
Dated_____. Our attached financial price is *{insert amount(s) in words and figures} for the proposed service}*. This amount is excluding 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:_____

Annexure- V

FORMAT FOR FINANCIAL PROPOSAL

(Should be submitted in a separate sealed envelope) along-with Annexure-IV)

Name of the Project	Financial Quote <i>Amount in Figure & Word</i>
Fees for the entire services for Supply of Musical instruments to Odisha Crafts Museum - Kalabhoomi, Bhubaneswar	

Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal:_____

Address of the Bidder:_____

BID SUBMISSION CHECK LIST

S. N.	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.	Declarations (Annexure-III)		
5.	Valid registration/ incorporation certificate of the bidder towards its constitution from the designated authorities of relevant department/ establishment of State/ Central Govt.		
6.	Copy of the GST Registration Certificate and return copy for last 2 years (general- 2023-24, 2024-25; startup organizations- since inception)		
7.	Copy of PAN Card and up to date return copy of Income Tax for the last two assessment years (general- 2023-24, 2024-25; startup organizations- since inception)		
8.	Official turnover of the firm for the last two years (general- 2023-24, 2024-25; startup organizations- since inception)		
9.	The copy of completion certificates/ work orders in support of executing similar kind of projects/ assignments for past 2 years/since inception.		
10.	Dully filled up Financial Bid in separate envelop (Annexure – IV & V).		

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:_____

CERTIFICATE OF GUARANTEE/WARRANTY

I/We certify that the guarantee/warranty shall be for a period of 12 months (as applicable) starting from the date of supply and handing over of the musical instruments conducted therewith covered under the Supply order in working order. During the guarantee/warranty period, I/we shall provide free “after sale service” and the replacement of any part(s) of the equipment or rectification of defects of work of the equipment will be free of cost. Replacement under warranty clause shall be made by the supplier free of all charges at site including freight, insurance and other incidental charges.

The supplier shall warrant that the stores to be supplied shall be new and free from all defects and faults in materials used, workmanship and manufacture and shall be of the highest grade and consistent with the established and generally accepted standards for materials of the type ordered and shall perform in full conformity with the specifications. The supplier shall be responsible for any defect that may develop under the conditions provided by the contract and under proper use, arising from faulty material, design or workmanship such as corrosion of the equipment, inadequate quantity of material to meet equipment requirements, inadequate contact protection, deficiencies in design and/or otherwise and shall remedy such defects as his own cost when called upon to do so by the Purchaser who shall state in writing in what respect the goods are faulty.

We guarantee that in case we fail to carry out the maintenance within the stipulated period, TIA reserves the right to get the maintenance work carried out at our risk, cost and responsibility after informing us. All the expenses including excess payment for repairs/maintenance shall be adjusted against the Performance Bank Guarantee. In case the expenses exceed the amount of Performance Bank Guarantee, the same shall be recoverable from us with/without interest in accordance with the circumstances.

We undertake to perform calibration after every major repair/ breakdown/ taking the equipment for repair out of TIA premises.

We guarantee that we will supply spare parts if and when required on agreed basis for an agreed price. The agreed basis could be an agreed discount on the published catalogue price.

We guarantee to the effect that before going out of production of spare parts, we will give adequate advance notice to you so that you may undertake to procure the balance of the life time requirements of spare parts.

We guarantee the entire unit against defects of manufacture, workmanship and poor quality of components.

Signature of Bidder with Seal