

**REQUEST FOR PROPOSAL FOR EMPANELMENT  
OF  
CONSULTANTS FOR RFPs/ EoIs CREATION  
FOR  
SANKALP KENDRAPARA PROJECT**

***Implemented By:***

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

Handicrafts Complex, Gandamunda, Bhubaneswar-30

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**Duration of Contract:** 15<sup>th</sup> January'2021 to 1<sup>st</sup> November'2022

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

**REQUEST FOR PROPOSAL FOR EMPANELMENT OF CONSULTANTS FOR RFPs/ EoIs  
CREATION FOR SANKALP KENDRAPARA PROJECT**

**No. 2075**

**Date: 29.12.2020**

State Institute for Development of Arts & Crafts (SIDAC) on behalf of Handlooms, Textiles & Handicrafts Department, Govt. of Odisha is the implementation partner of The Sankalp Kendrapara Project executed from November'2020 to December'2022.

Request for Proposal in one bid i.e. "Technical Bid" with requisite documents in one sealed cover are invited from interested individuals/ organizations for creation of RFPs/ EoIs for the Sankalp Kendrapara Project from 15<sup>th</sup> January'2021 to 1<sup>st</sup> November'2022 .

The interested individuals/ organizations are to gain an understanding of the requirements of the project and develop an RFP/ EoI accordingly. The refundable **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** . The bidder has to deposit 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 along with the Technical Bid. The last date of receipt of the sealed offer in the office at SIDAC is up to **5.00pm on dt. 8<sup>th</sup> January, 2021**. The "Technical Bids" will be opened at **11.30am on dt. 11<sup>th</sup> January, 2021** in presence of the bidders or their authorized representatives.

**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 Empanelment	Technical Bid and Least Cost Selection Process
3	Date of Issue of RFP	29 <sup>th</sup> December'2020
4	Pre-proposal Meeting	4 <sup>th</sup> January'2021 at 11.30am at Conference Hall, SIDAC
5	Deadline for receipt of Proposal	8 <sup>th</sup> January'2021 by 5pm
6	Date of opening of Technical Proposal	11 <sup>th</sup> January'2021 at 11.30am
7	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.
8	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.
9	Contact Person	1. Sri Ramakant Khatoi Contact No: 9937489814 Email: sidacorissa@gmail.com 2. Saneeya Singh Contact No: 9819756276 Email: sankalp.kendrapara@gmail.com
10	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
11	Mode of Submission of proposal	Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No 10 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
12	Place of opening of proposal	Conference Hall, SIDAC, Bhubaneswar
13	Website to visit for download of bid document.	www.sidacodisha.org.in

# REQUEST FOR PROPOSAL FOR EMPANELMENT OF CONSULTANTS FOR RFPs/ EoIs CREATION FOR 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.

### 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 under the tri-party execution format. The project focuses on the execution of comprehensive interventions across a natural fibre craft, Golden Grass in Kendrapara district, Odisha. The predicted/expected impact numbers are 3000 artisans across 13 villages over a span of 2 years.

### 3. Objective

- 3.1. Empanelment of individuals/ organizations for creation of RFPs/ EoIs in a consultant format for the Sankalp Kendrapara Project from 15<sup>th</sup> January'2021 to 1<sup>st</sup> November'2022 at a reasonable cost and with good quality.

### 4. Scope of Work

- 4.1. Develop RFPs/ EoIs as per the requirement of the Sankalp Kendrapara Project.
- 4.2. Understand the requirements listed for RFPs/ EoIs in-depth and with complete clarity.
- 4.3. Have an understanding of national and international norms to ensure accurate clauses in RFPs/ EoIs.
- 4.4. Have an understanding of national and international legalities to ensure accurate clauses in RFPs/ EoIs.
- 4.5. Adhere to pre-decided timelines.
- 4.6. Be available for meetings at all times.
- 4.7. Be available to start a new RFP/ EoI basis a notice of 3 working days.
- 4.8. Develop adequate number of iterations and drafts until the Sankalp project management team is satisfied with the output.

### 5. Empanelment of consultants for RFPs/ EoIs creation for Sankalp Kendrapara Project

- 5.1. The empanelment of consultants for RFPs/ EoIs creation for Sankalp Kendrapara Project will be made on the basis of eligibility criteria as mentioned in Point 6 under Terms of Reference w.e.f. 15<sup>th</sup> January 2021 to 1<sup>st</sup> November' 2022.
- 5.2. On the basis of the technical bid, the bidders will be shortlisted for empanelment.

- 5.3. Empanelled consultants will be listed down in an order of priority after assessment of technical bid.
- 5.4. The authority reserves the right to reject any or all the offers without assigning any reason thereof.
- 5.5. 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.

## **6. Eligibility Criteria**

- 6.1. Minimum 1 RFP/ EoI created for an International Assignment.
- 6.2. Minimum 1 RFP/ EoI created for a National Assignment.
- 6.3. Minimum 2 RFPs/ EoIs created for Local Assignments.
- 6.4. In case of agency/organization, a minimum of 3 years of experience.
- 6.5. In case of individual, a minimum of 2 years of experience.
- 6.6. At least 1 RFP/EoI created for a government organization.

## **7. Selection of consultant from empanelled consultants**

- 7.1. Empanelled consultants will be given equal access to all work briefs.
- 7.2. Empanelled consultants will be requested to submit a financial bid for the specific work brief in a sealed envelope.
- 7.3. Empanelled consultants with the least cost will be awarded the work order for the particular work brief.
- 7.4. If any two empanelled consultants have the same financial figures then the empanelled consultant higher on the priority list will be awarded the work order.
- 7.5. Generally no consultant can take on more than 2 RFPs/ EoIs at one time. However, the same may be allowed on the discretion of the competent authority.
- 7.6. 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.

## **8. Technical Bid**

- 8.1. The firm have 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.
  - 8.1.1. 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.
  - 8.1.2. Earnest Money in form of a demand draft of Rs. 10,000/- (Rupees Ten Thousand) Only in the favour of Member Secretary, SIDAC, drawn from any scheduled commercial payable at Bhubaneswar.
  - 8.1.3. In case of organization, valid registration certificate for organization.
  - 8.1.4. GST Registration Certificate and up-to-date return 2019-20 (up-to February 2020).
  - 8.1.5. PAN and up-to date return of income tax 2019-20.
  - 8.1.6. Power of Attorney in favour of the person signing the bid on behalf of the bidder.
  - 8.1.7. All documents as required to show proof of work for points mentioned under Pt. 6.
  - 8.1.8. Samples of Previous RFP/ EoI done in International, National & Local Assignments.
  - 8.1.9. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-I).
  - 8.1.10. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Annexure-II).
  - 8.1.11. Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-III).

8.1.12. The technical bid submission checklist (Annexure-V).

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

## 9. Financial Bid

9.1. The Financial Bid shall be the cost of the services rendered for the particular work brief extended to the empanelled consultants during the Sankalp Kendrapara Project'2020-2022.

9.2. To be submitted with the prescribed Covering Letter at Annexure-VI.

9.3. The financial quote must be including the GST as applicable.

9.4. The bid submission checklist (Annexure-VII).

## 10. Terms & Conditions:

10.1. This Bid document will be received in a sealed cover superscribed "Request for Proposal for empanelment of consultants for RFPs/ EoIs creation for Sankalp Kendrapara Project" by the office at State Institute for Development of Arts & Crafts, (SIDAC), Gandamunda, Khandagiri, Bhubaneswar up to 5pm on dt. 8<sup>th</sup> January, 2021.

10.2. The bidder must submit their proposal by Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No. 10 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.

10.3. The individual/ organization shall deposit earnest money as prescribed in the RFP 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 scheduled time, the same will be forfeited. If the offer of the bidder is not accepted the earnest money will be refunded without any interest.

10.4. The above deposit of the individual/ organization 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.

10.5. All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the authorized representative.

10.6. No modification to the bid documents shall be allowed once it is received by the authority.

10.7. The firm should not have been indicated or convicted by any court of law. No adverse orders should have been passed against the firm by any Government authorities. No investigation by any authority as stated above should be pending against the firm.

10.8. The organization will nominate a coordinator who shall be responsible for immediate interaction with the Sankalp Kendrapara Project team/ SIDAC officials as and when required.

10.9. The agreement is liable to be terminated in case of non-performance, deviation of terms & conditions of contracts. If any loss or damage is caused the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.

10.10. In case of breach of any terms & conditions, the performance security deposit of the individual/organization shall be liable to be forfeited besides annulment of the agreement.

10.11. Income tax, if applicable, 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.

10.12. The individual/organization shall not sublet the work to any other agency under any circumstances.

10.13. As many bidders will be selected as considered suitable as per the empanelment criteria.

10.14. SIDAC will provide 1 desk and 1 chair in the Sankalp Kendrapara Project office if need be and the individual/organization decides to work in the office. The individual/organization is not restricted to working in the office and has the freedom to work in its own office.

10.15. The empanelled individuals/ organizations will have to make necessary arrangement to deploy sufficient resources to execute the scope of work as mentioned in Point 4 under Terms of Reference w.e.f. 15<sup>th</sup> January 2021 to 1<sup>st</sup> November' 2022.

**11. Performance Bank Guarantee (PBG):**

- 11.1. The qualified bidders shall have to sign an agreement in Non Judicial Stamp paper of appropriate value with deposit Rs. 20,000/- in shape of Bank Guarantee towards performance security within 3 days after acceptance of the proposal.
- 11.2. The Performance Security includes the amount deposited at EMD with the RFP document.
- 11.3. Failure to comply with the requirement shall constitute sufficient ground for the forfeiture of the PBG.
- 11.4. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the project.

**12. Mode of Payment:**

- 12.1. No advance will be paid to the individual/ organization for the work.
- 12.2. The individual/ organization has to submit the final bills within 15 days of completion, submission and approval of created document.
- 12.3. On certification of successful completion of work, the payment may be released.

**13. Governing Law and Penalty Clause:**

- 13.1. The schedule given for delivery is to be strictly adhered to in view of the strict time schedule.
- 13.2. Any unjustified and unacceptable delay in delivery shall render the bidder liable for cancellation of the contract for pending activities and complete the same from any other agency.
- 13.3. The client may deduct such sum from any money from their hands due or become due to bidder.
- 13.4. 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.
- 13.5. 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 amount will be deducted from the subsequent payment.
- 13.6. In addition, the Performance Bank Guarantee amount shall also be forfeited.
- 13.7. 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.

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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 have not been convicted of any offence in any Court of Law in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signature  
(in full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:



**UNDERTAKING**

*(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)*

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

Yours sincerely,

Authorized Signature  
(in full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

**UNDERTAKING**

*(On the Bidder's Letter Head regarding trueness of the submitted information)*

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

Yours sincerely,

Authorized Signature  
(in full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

**TECHNICAL BID COVERING LETTER**  
*(ON BIDDER LETTER HEAD)*

[Location Date]

To

[Name and Designation of

Tender Inviting Authority]

(Office Address and Location]

Sub:- Tender empanelment of an individual/ organization for creation of RFPs/ EoIs in a consultant format for the Sankalp Kendrapara Project from 15<sup>th</sup> January'2021 to 1<sup>st</sup> November'2022.

(Technical Proposal)

Sir,

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

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

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this tender 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 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 RFP/ EoI done in International, National & Local Assignments	

14. Details of the similar type service provided by the bidder in last 3/ 2 years:

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

## 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.

**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	In case of organization, valid registration certificate for organization		
5	GST Registration Certificate and up-to-date return 2019-20 .(February 2020)		
6	PAN and up-to date return of income tax 2019-20.		
7	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
8	All documents as required to show proof of work for points mentioned in eligibility criteria.		
9	Samples of Previous RFP/ EoI done in International, National & Local Assignments		
10	Undertaking for not have been black-listed by any Central Government/ State Government/ any Autonomous bodies during the recent past		
11	Undertaking for not having any police case pending against the bidder.		
12	Undertaking regarding trueness of information submitted.		

***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 page numbered along with Index Page.

All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory (in full and initials):

Name and Designation with Date:

**FINANCIAL BID COVERING LETTER**  
(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of

Tender Inviting Authority]

(Office Address and Location]

Sub:- Financial bid for work brief \_\_\_\_\_ extended to empanelled consultants for creation of RFPs/ EoIs for the Sankalp Kendrapara Project from 15<sup>th</sup> January'2021 to 1<sup>st</sup> November'2022.

Sir,

I, the undersigned, offer to provide the services in accordance with your RFP No.: \_\_\_\_\_ Dated \_\_\_\_\_ and work brief dated \_\_\_\_\_, our financial price is *{insert amount(s) in words and figures} per RFP/ EoI*. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document. **Please find enclosed specifications of our financial proposal.**

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

I remain,

Yours faithfully,

Authorized Signatory  
(in full and initials)

Name and Designation of Signatory with Date and Seal:

Name & address of the Bidder:

**Financial Bid format**

<b>RFP/ EoI Type</b>	<b>Number of days</b>	<b>Cost</b>
For International Bidders		
For National Bidders		
For Local Bidders		



**BID SUBMISSION CHECK LIST**

<b>SL.NO.</b>	<b>Description</b>	<b>Submitted (Yes/No)</b>	<b>Page No.</b>
<b>FINANCIAL BID (ORIGINAL)</b>			
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 page numbered along with Index Page.

All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory (in full and initials):

Name and Designation with Date: