

Expression of Interest

"Expression of Interest" in sealed cover is invited from reputed agencies for **Designing, Printing & Supply of Coffee Table Book on "Kalabhoomi-Odisha Crafts Museum"**.

For details of EOI, TOR etc please visit the website: 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 upto 5: 00 P.M. on 15.05.2023. The details of EOI will be available in the website **w.e.f. 25.04.2023.**

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 2350138, E-mail: sidacorissa@gmail.com, www.sidacodisha.org.in



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

State Institute for Development of Arts & Crafts (SIDAC)

Handicrafts Complex, Gandamunda,
Bhubaneswar-30, Tel: (0674) 2350318

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

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

No. 1335

Date: 24.04.23

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

Expression of Interest (EoI) in sealed cover along with requisite documents are invited from interested and experienced agencies having required eligibility and expertise in relevant field to provide end to end service for designing, printing and supply of coffee table book on "Kalabhoomi-Odisha Crafts Museum.

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. **15.05.2023** by **Speed Post/ Registered Post/ Courier** only. The "Technical Bids" will be opened at 11 am on dt. **16.05.2023** 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.


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	Quality cum Cost Based Selection (QCBS)
3	Date of Issue of EOI	24.04.2023
4	Deadline for receipt of Proposal	15.05.2023
5	Date of opening of Technical Proposal	16.05.2023
6	Date of opening of Financial Proposal	Will be intimated to the technically qualified bidders by appropriate means
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	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.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 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 of Kalabhoomi-Odisha Crafts Museum.

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

- 2.1. Kalabhoomi is a one-of-a-kind 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 bridge the gap between the consumer and maker.
- 2.3. Spanning across 12.68 acres at Pokhariput, Kala Bhoomi was developed as the one stop 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 Crafts, Tribal Crafts, Pre-weaving techniques and Cocoons, Handlooms & Crafts of Shree Jagannath Culture.
- 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 a professional agency for designing, printing and supply of coffee table book on "Kalabhoomi-Odisha Crafts Museum".

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 Member Secretary of SIDAC.
- 4.2. The period of completion of the work is 03 (Three calendar months).
- 4.3. In view of the prevailing Covid19 pandemic and uncertainty regarding various activities, the dead line for completion of the work may be extended on mutually agreed terms and conditions.

5. Scope of Work

- 5.1. The selected agency will be required to provide end-to-end services for all aspects of the scope of work for the duration of the assignment.
- 5.2. The detailed scope of work for Designing & Printing of Coffee Table Book on "Kalabhoomi-Odisha Crafts Museum" are stated at **Annexure-VI of the EoI**.

6. Eligibility Criteria

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

S.N.	Criteria	Required Documents
6.1.	<p>Technical Criteria</p> <ol style="list-style-type: none"> 1. The Bidder must have experience of having successfully executed similar work during the last 5 (five) years and also having experience in designing the layout of the book, which shall be either of the following: <ol style="list-style-type: none"> i. Three similar completed Services of value not less than INR 5 Lakh each OR ii. Two similar completed Services of value not less than INR 6 Lakh each 2. The Bidder must have experience of having successfully executed similar work of content creation, writing, editing and designing of Coffee Table Book (CTB) on museum sector during the last 3 years in India. <p>Note:</p> <ol style="list-style-type: none"> a. "Similar completed Services" shall mean the Bidder should have successfully executed the work involving content creation, writing, photography & photograph editing and design of CTBs or books. b. Applicable 5 (five) years shall be preceding five financial years excluding the financial year or floating of the Tender (i.e. FY 2017-18, FY 2018-19, FY 2019-20, FY 2020-21 & FY 2021-22) 	<p>Self-attested copies of</p> <ol style="list-style-type: none"> a. Relevant contracts or work orders or agreements containing the scope of services the value of the contract or work order or agreement; and b. Completion certificate from their clients /employers, regarding successful completion of the services. c. In case value of the contract is not mentioned in the contract or work order or agreement, then the value must be mentioned in the completion certificate issued by the client/ employers. d. Proof of document in the context of designing the books.
6.2.	<p>Financial Criteria</p> <ol style="list-style-type: none"> i. Average financial turnover of the Bidder during the last 3 financial years should be at least INR 75 Lakh <p>Note:</p> <ol style="list-style-type: none"> a. Applicable 3 (three) years- FY 2019-20, FY 2020-21 & FY 2021-22 	<ol style="list-style-type: none"> a. Copies of audited financial statements. In case the audited financial statements of the last financial year is not yet ready, the Bidder shall submit unaudited financial statements, certified its statutory auditor.
6.3.	<p>Other Criteria</p> <p>The Bidder can be either</p> <ol style="list-style-type: none"> i) A Company (Private or Public, or ii) A registered partnership firm, or iii) An LLP firm 	<p>Copies of</p> <ol style="list-style-type: none"> a. Company (Private or Public) <ul style="list-style-type: none"> • Certificate of Incorporation • Memorandum of Association <p>Articles of Association</p> <ol style="list-style-type: none"> b. Registered partnership firm <ul style="list-style-type: none"> • Registration Certificate • Deed of Partnership c. LLP firm <ul style="list-style-type: none"> • Certificate of Incorporation • Deed of Partnership

6.3.1.	The agency should have at least 3 employees on its payroll as of March 2022 that look after printing/ designing/ layout development. The agency must have expertise in writing in Odia and English	Detailed profile of the firm including the list of manpower & their qualification to be associated with the project.
6.3.1.	The Bidder should not have been banned/ blacklisted/ in any department in Odisha/ PSU/ in any State/ SIDAC due to any reasons as on date of submission of Bid	Affidavit to this effect as per the format given in Annexure-II.
6.3.2	The Bidder whose Contract/ Agreement with SIDAC had been terminated / failed to perform will not be eligible to participate in the bidding.	Decision of the Principal Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha and Chairperson, SIDAC in this regard is final & binding on all such entities.

7. Terms and condition for applying

- 7.1 This Bid document will be received in sealed cover super scribed "**Expression of Interest on selection of agency for designing, printing and supply of coffee table book on Kalabhoomi-Odisha Crafts Museum**" (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 _____.
- 7.2 The sealed tender duly filled in properly must be signed by the agency in each & every page as a token of acceptance of terms, conditions, specifications as laid down in the tender
- 7.3 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.
- 7.4 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.
- 7.5 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.
- 7.6 The agency may visit the office of SIDAC, BBSR to obtain any information they may consider necessary before submission of the bid documents. This may be done on their own expenses.

8. Selection of the agency

- 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 in respect of designing, printing and supply of the coffee table book on Kalabhoomi-Odisha Crafts Museum.
- 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 file till 28.02.2023.
 - 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 6.3.1.
 - 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. Understanding & coverage of scope of the work, its planning, outline schedule, methodology and work plan.
 - 9.2.2. Creative conceptualization the project:
 - 9.2.3. Communication and Branding designs:
 - 9.2.4. Organization Ability + Key Personnel
 - 9.2.5. Softwares used by the agency
 - 9.2.6. Pictures of digital layouts, along with physical copies
 - 9.2.7. Pictures of odia digital layout, along with physical copies
 - 9.2.8. 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:

Sl. No.	Description of components for marking	Max. Marks	Scoring mode	Documents to the submitted
1.	Organizational Capability	40		
10.3.1.	Average financial turnover during last 3 FYs (FY 2019-20, FY 2020-21, FY 2021-22)	20	<p>INR 75 Lakhs- 10 marks</p> <p>More than INR 75 Lakhs & up-to INR 1 Crore - Additional 5 marks</p> <p>More than 1 Crore- Additional 5 marks</p> <p>Maximum marks- 20</p>	Turnover certificate from Chartered Accountant.
10.3.2	Details of manpower	20	<p>Minimum 3 employees on its payroll as of March 2022 that look after printing / designing/ layout development. The agency must have expertise in writing in Odia and English. - 10 marks</p> <p>Between 4 employees to 8 employees- Additional 5 marks</p> <p>More than 8 employees- Additional 5 marks</p> <p>Maximum marks - 20</p>	Profile of manpower to be associated with the project & submission of salary statement as proof with self-certification.
2.	Technical Capability	30		
	Past Work experience: No. of similar projects on work of content creation, writing, editing and designing of Coffee Table Book (CTB) or book or magazine, during the last 5 years in India (FY 2017-18, FY 2018-19, FY 2019-20, FY 2020-21 & FY 2021-22)	20	<p>Minimum of 2 CTBs / books / magazines development and printing projects at a local / national / international level with Govt. / Non-Govt. organizations in the past 5 years up to March 2022. -10 marks</p> <p>Between 3 assignments & 5 assignments-Additional 5 marks</p> <p>More than 5 assignments-Additional 5 marks</p> <p>Maximum marks- 20</p>	<ul style="list-style-type: none"> • Relevant contracts or work orders or agreements containing the scope of services, the value of the contract or work order or agreement; and • Completion certificate from their clients, regarding successful completion of the services. • In case the Bidder fails to avail the Completion Certificate from their Client, the proof of Completion duly certified by its Statutory Auditor shall be submitted.
	Past Work experience (Preference): No. of similar projects on work of content creation, writing, editing and designing of Coffee Table Book (CTB) on museum sector during the last 3 years in India.	10	<p>Minimum 1 CBT on museum sector designing, printing and supply project at a local / national / international level with govt./non-govt. organizations in the past 3 years up to March 2023.- 5 marks</p> <p>More than 1 assignment- Additional 5 marks</p> <p>Maximum marks- 10</p>	

3.	Approach and Methodology (A&M)	30		
	Quality of the presentation & Physical Copies both soft and hard	30	Presentation & Physical Copies as mentioned under Pt. 9.2	Only those Bidders who fulfill the requirements of the eligibility criteria would be asked to give a presentation on their approach & methodology. The venue of the presentation shall be intimated to the eligible Bidders.
Technical Marks		100		

11. Bench Mark Score

- 11.1. The bidder is required to achieve a minimum score of 70 marks (Bench Mark Score) or higher out of 100 shall be considered to be technically qualified bids.
- 11.2. 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.

12. Financial Bid

- 12.1. 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).
- 12.2. 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.
- 12.3. The evaluation of the financial bid will be done on the overall financial amount as mentioned in Annexure VI.

13. Evaluation of Financial Bids

- 13.1. 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.
- 13.2. 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

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

(F1 = amount of financial bid of corresponding participant)

13.3. Combined and final Evaluation

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

$$CS = TBs \times Tw + FBs \times Fw$$

- 13.3.2. 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).**

14. Terms & Conditions for selected bidder:

- 14.1. Selected bidder has to abide by any conditions / alterations as imposed by the authority time to time.
- 14.2. The agency/quotationer has to quote his rate considering the specifications of the Coffee Table Books (CTBs) as mentioned in the annexure-VI.
- 14.3. The Selected L-1 quotationer has to execute the assignment within stipulated period i.e. 03 (Three) months from the date of issue of work order.
- 14.4. The agency has to deliver the items to the tender inviting authority duly complied with the specifications and quality as mentioned in the EoI.
- 14.5. The L-1 agency has to bear all the expenses related to lodging, boarding and transportation required for completion of the assignments in scheduled time.
- 14.6. No extra payment shall be made to the agency beyond the quoted/ negotiated rates for execution of the above assignment.
- 14.7. The Coffee Table Book (CTB) along with the photographs and articles contained therein (soft copy & hard copy) shall be the sole property of Odisha Crafts Museum, Bhubaneswar and in no case, copy right shall be violated by the vendor/ agency/ quotationer.
- 14.8. Prior to printing /preparation of required quantity of Coffee Table Book (CTB), the agency has to submit a draft/ proof copy for necessary approval of the same from the Superintendent, Odisha State Museum, Bhubaneswar for which no extra payment shall be made to the agency.
- 14.9. Intending Bidders can visit the office of SIDAC on any working day, from 10.00 A.M. to 5.30.P.M. except for Sundays to get familiarized with the objects for CTBs.
- 14.10. In no case, the specifications and quality of the Coffee Table Book (CTB) shall be compromised.
- 14.11. 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.
- 14.12. 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

- 14.13. 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.
- 14.14. The Performance Security includes the amount deposited at EMD with the EoI document.
- 14.15. The selected agency will deposit performance security in shape of DD.
- 14.16. Failure to comply with the conditions of the agreement shall constitute sufficient ground for the forfeiture of the performance security.
- 14.17. No interest shall be paid on the performance security. The performance security shall be refunded after successful completion of the event.
- 14.18. 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.
- 14.19. 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.

15. Mode of Payment:

- 15.1. No advance will be paid to the agency for the work.
- 15.2. All payments will be done against submission of deliverables and invoice.
- 15.3. Payment will be released after due recommendation of In-charge of Odisha Crafts Museum- Kalabhoomi on successful completion of the assignment by the agency.
- 15.4. Deduction of tax at source, if applicable, shall be made at the appropriate rate, as per the prevailing law at the time of payment.
- 15.5. 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.

16. Governing Law and Penalty Clause:

- 16.1. The schedule given for delivery is to be strictly adhered to in view of the strict time schedule.
- 16.2. 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.
- 16.3. SIDAC may deduct such sum from any money from their hands due or become due to the selected bidder.
- 16.4. 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 / GoO.
- 16.5. 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.
- 16.6. 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
- 16.7. Any dispute arising out of the EoI, the decision of the Principal Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha and Chairperson, SIDAC shall be final & binding to all.
- 16.8. In case of a dispute, it will be governed by the laws of the court in Bhubaneswar.

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:

UNDERTAKING

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

I / We
have gone through carefully all the Bid conditions and solemnly declare that, I / we will abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by the SIDA, Bhubaneswar against us, if it's found that the statements, documents, certificates produced by us are false /fabricated.

I / we hereby declare that, I / We have not banned/ blacklisted/ in any department in Odisha/ PSU/ in any State/ SIDAC due to any reasons as on date of submission of Bid.

I/we hereby declare that the Technical bid and financial bid are without any deviations and are strictly in conformity with the documents issued by the Client.

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 for Selection of an agency for designing and printing of coffee table book on
"Kalabhoomi-Odisha Crafts Museum" (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:

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)	
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 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.

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 an agency for designing and printing of coffee table book on
"Kalabhoomi-Odisha Crafts Museum" (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)

S. N.	Description of the work	Qty.	Financial Quote <i>Amount in Figure & Word (Excluding of GST as applicable)</i>
I.	Designing, Page layout, Printing & Supply of Coffee Table Book (HARD COVER) on "Kalabhoomi - Odisha Crafts Museum".		
	1. Design & Page layout Coffee Table Book Design in comprehensive page layout with images retouching & enhancing in high module graphics Size : 22cm (H) x 23.6cm (W), Pages: 176 inner (approx)	Lump Sum (LS)	
	2. Printing of Book Size : 22 cm (H) x 23.6 cm (W) Pages : 176 inner (approx.) Paper : Inner 130 gsm & Pustani 160 gsm Cordenous Montblanc Extra White PLC 170 gsm matt paper Printing : Multicolour all through with Aqueous Silk Varnish coating Fabrication: Raised Spot UV on front cover & Foil on Cover with Embossing. Binding : Scratch proof matt lamination on cover & Section sewing with perfect binding on 1500 gsm binding Hard Board.	For 500 nos. For 1000 nos.	

FORMAT FOR FINANCIAL PROPOSAL (Table -2)

S. N.	Description of the work	Qty.	Financial Quote <i>Amount in Figure & Word (Excluding of GST as applicable)</i>
I.	Designing, Page layout & Supply of Coffee Table Book BACK) on "Kalabhoomi - Odisha Crafts Museum".	(PAPER)	
	1. Design & Page layout Coffee Table Book Design in comprehensive page layout with images retouching & enhancing in high module graphics Size : 22cm (H) x 23.6cm (W), Pages: 176 inner (approx) + cover	Lump Sum (LS)	
	2. Printing of Book Size : 22 cm (H) x 23.6 cm (W) Pages : 176 inner (approx.) + End + Cover Paper : Inner 130 gsm & Pustani 160 gsm Cordenous Montblanc Extra White, cover 350 gsm matt paper Printing : Multicolour all through with Aqueous Silk Varnish coating Fabrication: Raised Spot UV on front cover & Foil on Cover with Embossing. Binding : Scratch proof matt lamination on cover & Section sewing with perfect binding.	For 500 nos. For 1000 nos.	

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	GST Registration Certificate and up-to-date returns file till 28.02.2023.		
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: _____