



# STATE INSTITUTE FOR DEVELOPMENT OF ARTS & CRAFTS

Handlooms, Textiles & Handicrafts Department, Government of Odisha

(A centre of excellence recognized by Ministry of SD&E, Govt. of India)

Ref. No. 2016.....

Date 12.06.23

To

The Deputy Director, Advertisement,  
I & PR Deptt., Bhubaneswar.

Sub.: Release of advertisement.

Sir/Madam,

In enclosing a copy of the advertisement, I am to request you to release the advertisement (copy enclosed) on 14.06.2023 in two leading Odia dailies within a size of 08 c.m x 08 c.m in black and white.

Payment will be released on submission of bills by the advertisers in duplicate along with copies of newspapers containing advertisement.

Encl.-: As above.

Yours faithfully,

  
Member Secretary

Memo No. 2017 Date 13.06.23

Copy along with enclosures submitted to M/s Addsoft Technology Pvt. Ltd., Bhubaneswar with a request to upload the advertisement on 14.06.2023 with a heading **EOI for Selection of agency for Operating Souvenir shop in the premises of Odisha Crafts Museum-Kalabhoomi, Bhubaneswar** with EOI document in the SIDAC website.

  
Member Secretary

## Expression of Interest

**"Expression of Interest"** in sealed cover is invited from reputed agency for **Operating Souvenir Shop in the Premises of Odisha Crafts Museum - Kalabhoomi Bhubaneswar.**

For details of EOI, TOR etc please visit the website: **[www.sidacodisha.org.in](http://www.sidacodisha.org.in)**. The last date for submission of EOI in the office of SIDAC, Handicrafts Complex, Gandamunda, Khandagiri, Bhubaneswar Ph: 0674-2350318 is upto **5:00 P.M. on 05.07.2023**. The details of EOI will be available in the website **w.e.f. 14.06.2023.**

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](mailto:sidacorissa@gmail.com), [www.sidacodisha.org.in](http://www.sidacodisha.org.in)



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**EXPRESSION OF INTEREST FOR SELECTION OF AGENCY  
FOR  
OPERATING SOUVENIR SHOP IN THE PREMISES OF  
ODISHA CRAFTS MUSEUM - KALABHOOMI  
BHUBANESWAR**

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**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)  
E-mail: [info@odishacraftsmuseum.com](mailto:info@odishacraftsmuseum.com)

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

**EXPRESSION OF INTEREST FOR SELECTION OF AGENCY FOR OPERATING  
SOUVENIR SHOP IN THE PREMISES OF ODISHA CRAFTS MUSEUM-  
KALABHOOMI, BHUBANESWAR**

**EoI No. 2015**

**Date: 13.06.2023**

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.

Expression of Interest (EoI) in sealed cover along with requisite documents are invited from interested & experienced agency/organization having required eligibility and expertise in relevant field to provide end to end service for operating Souvenir shop in the premises of Odisha Crafts Museum - Kalabhoomi, Pokhariput, Bhubaneswar.

The Bid Document can be downloaded from the website: **[www.sidacodisha.org.in](http://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 on dt. 05.07.2023** by **Speed Post/ Registered Post/ Courier** only. The "Technical Bids" will be opened at **11 AM on dt. 11.07.2023** in presence of the bidders or their authorized representatives. The "Financial Bids" of qualifying bidders will be opened on suitable date and time under intimation to the qualified bidders.

The bidders have to submit documents as specified along with technical bid in conformity with the detail terms & conditions in bid documents.

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

**-Sd/-  
Member Secretary**

### **DATA SHEET**

| <b>S. N.</b> | <b>Particulars</b>  | <b>Details</b>   |
|--------------|---|--|
| 1            | Name of the Client  | State Institute for Development of Arts & Crafts (SIDAC),<br>Handlooms, Textiles & Handicrafts<br>Deptt., Govt. of Odisha  |
| 2            | Method of Selection   | Upper-end Cost Selection Process   |
| 3            | Date of Issue of EOI  | <b>13.06.2023</b>  |
| 4            | Deadline for receipt of Proposal  | <b>05.07.2023</b>  |
| 5            | Date of opening of Technical Proposal   | <b>11.07.2023</b>  |
| 6            | Date of opening of Financial Proposal   | Will be intimated to the technically<br>qualified bidders separately.  |
| 7            | Expected date of commencement of<br>assignment  | As per signing of agreement  |
| 8            | Bid document Fee<br>(Non-Refundable)  | Rs 500/- (Rupees Five Hundred) only in<br>shape of DD favouring Member<br>Secretary, SIDAC drawn in any<br>scheduled commercial bank payable at<br>Bhubaneswar.  |
| 9            | Earnest Money Deposit (EMD)*<br>*Refundable subject to satisfactory<br>performance & compliance to laid down<br>conditions. | Rs. 5,000/- (Rupees Five Thousand<br>only) in shape of DD favouring Member<br>Secretary, SIDAC drawn in any<br>scheduled commercial bank payable at<br>Bhubaneswar.  |
| 10           | Contact Person  | Sri Subhendu Kumar Bhukta,<br>Assistant Manager(Education &<br>Extension), Kalabhoomi<br>Ph: 7978033725  |
| 11           | Postal Address for submission of Proposal   | Member Secretary,<br>State Institute for Development of Arts<br>& Crafts, Handicrafts Complex,<br>Gandamunda,<br>Khandagiri, Bhubaneswar<br>Odisha-751030<br>Phone: 0674-2350318<br>Email: sidacorissa@gmail.com |
| 12           | Mode of Submission of proposal  | Speed Post / Registered Post/ Courier<br>only to the address as specified at Sl. No<br>11 during the office hour only.<br>Submission of bid through any other<br>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<br>document.   | <a href="http://www.sidacodisha.org.in">www.sidacodisha.org.in</a>   |

# **EXPRESSION OF INTEREST FOR SELECTION OF AGENCY FOR OPERATING SOUVENIR SHOP IN THE PREMISES OF ODISHA CRAFTS MUSEUM- KALABHOOMI, BHUBANESWAR**

## **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 Odisha Crafts Museum-Kalabhoomi.

### **2. Introduction - Odisha Craft Museum (OCM) - Kalabhoomi**

- 2.1. Kala Bhoomi 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 8 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 22<sup>nd</sup> 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, Kalabhoomi 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, Crafts of Shree Jagannath Culture Gallery and lastly Handlooms.
- 2.4. Other than that, there is an Outdoor Amphitheatre, special workshop area, children’s play area, an outdoor café and canteen. 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.
- 2.5. Apart from these, a readily built-up Souvenir shop having 500 Sqft. area is available in the premises of Odisha Crafts Museum-Kalabhoomi.

### **3. Objective**

3.1. The objective of the EoI is to select a professional agency/organization to operate the Souvenir shop in the premise of Odisha Crafts Museum-Kalabhoomi for providing handicrafts and handloom product facilities to the visitors/tourists/buyers on working days of the museum at a reasonable price. This will help in attracting more visitors / buyers, ease of shopping and promote sale of handicrafts and handloom products of Odisha.

### **4. Duration**

4.1. One year from the date of agreement. The duration may be extended subject to satisfactory performance as decided by OCM-Kalabhoomi SIDAC authority.

### **5. Scope of Work**

5.1. The selected bidder would be required to provide end-to-end services for all aspects of the scope of work for a duration of 1 year. The scope of work which need to be adhered to while operating the Souvenir shop in the premises of Odisha Crafts Museum-Kalabhoomi is as follows.

- 5.1.1. The agency / organization shall manage the Souvenir shop and also operate and maintain the shop.
- 5.1.2. To maintain and promote complete range of Govt. of Odisha approved Handicraft and Handloom products and sell them at a reasonable price.
- 5.1.3. The price of each product should be marked & displayed for visitors.
- 5.1.4. The selected bidder shall procure genuine handicraft & handloom products at their own cost.
- 5.1.5. The products of alumni of SIDAC may be given preference in the process of selection of products for the Souvenir shop.
- 5.1.6. The Odisha Crafts Museum/SIDAC authority will not be held responsible for any loss/damage to the products at the souvenir shop.
- 5.1.7. To operate, manage and maintain the entire offered space with adequately trained and experienced team responsibly.
- 5.1.8. The selected bidder may use the tendered space for the activities at Odisha Crafts Museum.
- 5.1.9. The selected bidder shall be required to execute all work at their own cost as required for commercial development of the tendered area where only temporary structure shall be constructed / developed.
- 5.1.10. The opening time of the shop is limited to the opening time of the Odisha Crafts Museum-Kalabhoomi i.e. from 10 am to 5.30 pm. It will be remain closed on the holidays of Odisha Crafts Museum-Kalabhoomi. However, on special occasion (exhibitions / festivals) it can be changed as per approval of the authority.
- 5.1.11. To ensure that, all existing utilities and facilities (if any) falling within the said tendered space will be kept accessible and the selected bidder shall not interfere or tamper with those installations at any time.
- 5.1.12. The selected bidder shall ensure to open the shop at the time of visit of VIPs/VVIPs.

- 5.1.13. The selected bidder must undertake the sales of the products of Souvenir shop through e-marketing platform.
- 5.1.14. The selected bidder must attend to the orders generated through the website of Odisha Crafts Museum-Kalabhoomi.
- 5.1.15. The selected bidder shall submit monthly business report to the Odisha Crafts Museum-Kalabhoomi/SIDAC office.

## 6. Eligibility Criteria

The agency has to fulfill the below mentioned eligibility criteria:

- 6.1. The agency should be having office or such set up in Bhubaneswar.
- 6.2. The agency may be a sole proprietary concern or partnership firm or a company or a startup and should be in existence at least for 2 years.
- 6.3. Agencies having experience of undertaking similar nature of work of its own or for Central / State Government offices / Public Sector Undertakings/ Public Sector Banks / Autonomous Bodies/ Large Private Sectors / Reputed Housing Societies etc. during the last 2 years may be given preference.
- 6.4. The agency shall comply with all the laws and regulations & produce the necessary registrations, licenses and permissions from respective authorities under various Central and State enactments in agency's own name and at agency's own expenses.

## 7. Terms and condition for applying

- 7.1. This Bid document will be received in sealed cover super scribed "**Expression of Interest for operating Souvenir Shop in the Premises of 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 **5.00 PM on dt 05.07.2023**.
- 7.2. 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.
- 7.3. The agency shall deposit earnest money as prescribed in the EoI as a guarantee of good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement in schedule time, the security deposit will be forfeited. If the offer of the agency is not accepted, the earnest money will be refunded without any interest.
- 7.4. The above deposit of agency shall remain as security for the due rendering of services. On successful completion, the same will be refunded as per agreement.
- 7.5. The agency may visit the premises at OCM – Kalabhoomi/SIDAC 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 Upper end Cost Selection mode assessed by the designated committee.
- 8.2. The offer will be opened first by a designated committee on a pre-decided date and time in the presence of bidders.
- 8.3. The technical bid will be evaluated on the basis of bid documents submitted by the bidders.
- 8.4. Any discrepancies if observed on the activities, the designated committee may decide for disqualification of the bidder for opening of the financial bid.
- 8.5. 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.
- 8.6. A Committee of Officials from SIDAC 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.
- 8.7. The technically qualified bidders will be notified about the financial bid opening date and time via email.
- 8.8. The financial bid of the technically qualified bidders only will be opened by a designated committee on the pre-decided date and time.

## **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-II” 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. 5,000/- (Rupees Five Thousand) only in favor of Member Secretary, SIDAC, drawn in any scheduled commercial banks payable at Bhubaneswar.
  - 9.1.3. Valid registration/ incorporation certificate of the bidder towards its constitution from the designated authorities of relevant department/ establishment of State/ Central Govt.
  - 9.1.4. GST Registration Certificate and up-to-date returns of the last two financial years (i.e., 2022-23, 2021-22); For startup organizations- since inception
  - 9.1.5. Copy of PAN Card and up to date return copy of Income Tax for the last two financial years (i.e., 2022-23, 2021-22); For startup organizations- since inception
  - 9.1.6. Annual turnover of the firm not less than 20lakhs for the last two years (general- 2022-23, 2021-22) for startup organizations- since inception. The certified copy of the turnover must be submitted.
  - 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 details like Name, Father's name, permanent address, correspondence address, current contact number, qualification etc.
- 9.1.9. Power of Attorney in favour of the person signing the bid on behalf of the bidder.
- 9.1.10. An affidavit covering the following matters as stated below:
- To use eco-friendly materials (as notified by Govt. of Odisha) under any circumstances in the premises.
  - To maintain hygienic condition of the Souvenir shop and shall be solely responsible for all liabilities for running the Souvenir Shop in the premises of Kalabhoomi.
  - No criminal case is pending with the police at the time of submission of bid.
  - Not have been blacklisted by any Central/ State Govt./ any autonomous bodies during the recent past.
  - Trueness and correctness of the information submitted by the firm.
- 9.1.11. The bid submission checklist (Annexure-VI).
- 9.2. 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.

## **10. Financial Bid**

- 10.1. The Minimum annual maintenance cost for souvenir shop is INR 2,00,000/- (Rupees Two Lakh) only per year.
- 10.2. The **Financial Bid** shall be the lump-sum quote excluding GST for the scope of work under Pt.5 mentioned in the EoI 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.
- 10.3. The financial bid will be the annual maintenance cost of running the souvenir shop which is excluding the electricity charges.
- 10.4. The evaluation of the financial bid will be done basis the financial quote as mentioned in Annexure V.
- 10.5. The annual maintenance cost is non-refundable in nature and will be deposited by the selected bidder before execution of the agreement.

## **11. Terms & Conditions for selected bidder:**

- 11.1. Selected bidder has to abide by any conditions / alterations as imposed by the authority time to time.
- 11.2. The selected bidder will have to make necessary arrangement to deploy sufficient manpower i.e. manager, sales person etc. and other equipment to run the Souvenir shop. The manager will be stationed at Bhubaneswar and shall be responsible for immediate interaction with office of OCM-Kalabhoomi as and when required.

- 11.3. The selected bidder will not engage anyone below the age of 18 years.
- 11.4. For all purposes the selected bidder shall alone be liable and responsible for full payment of all kind of wages, salaries, remuneration and other benefits etc. as per the minimum wages or statutory wages/ rate fixed by the Govt. of India / Govt. of Odisha.
- 11.5. The selected bidder shall make arrangement to issue identity cards & uniforms to each of its staffs & manager for entry into the licensed premises. The identity cards & uniforms shall be issued by the bidder at its own cost. Security staff of OCM-Kalabhoomi shall be at liberty to exercise check on any of its staffs & manager while entering the premises, during the work and while leaving from the premises.
- 11.6. The details of the workers like name, father's name, address, mobile number and copy of ID card issued by the selected bidder shall have to be submitted to SIDAC.
- 11.7. The selected bidder has to restrict his activities within the allotted premises.
- 11.8. No business or providing services or any activities or any hoarding advertisement other than activity as approved by OCM-Kalabhoomi/SIDAC will be allowed within the premises.
- 11.9. No permanent or temporary construction or any other business will be allowed within the premises given for Souvenir shop.
- 11.10. Extra Decoration / Signage / Flex, if necessary, may be done with prior permission from OCM-Kalabhoomi/SIDAC.
- 11.11. The selected bidder will take necessary steps for selection of Govt. of Odisha approved Handicrafts and Handloom products only for the Souvenir shop.
- 11.12. The selected bidder will take necessary steps for proper cleaning of the Souvenir shop and products of the shop.
- 11.13. Adequate number of fire extinguishers (as to be specified by the Fire Officer of Govt. of Odisha) needs to be installed in the area of Souvenir shop.
- 11.14. Fire retardant solution may be sprayed in all flex/decorated materials used inside / outside the Souvenir shop.
- 11.15. As the OCM-Kalabhoomi is a plastic free zone, the selected bidder has to use eco-friendly materials.
- 11.16. If any loss or damage is caused to Kalabhoomi due to the mismanagement of the bidder the same shall be recovered from the unpaid bills or adjusted from the performance security deposit made as before by the selected bidder.
- 11.17. The selected bidder shall keep OCM-Kalabhoomi/SIDAC authority totally indemnified and harmless against all claims, damages, dues, payments, fines, penalties, demands, compensations, liabilities and other losses etc. which may incur on account of non-compliance or violation of any statutory provisions or on account of accident, injury, loss or damages etc. to life of the visitors/ official guests/ employees of OCM-Kalabhoomi/SIDAC & any manpower of the agency on any account.
- 11.18. Any damage to the tendered site or any other ancillary structures including supporting structures shall be the sole responsibility of the selected bidder, which shall be repaired by the selected bidder.

- 11.19. The annual maintenance cost will be charged for one year and may be revised from time to time basing upon the market rate as to be fixed by the authority.
- 11.20. The electricity charges will be collected on monthly basis as per the sub meter reading.
- 11.21. The responsibility of security maintenance, cleanliness of the tendered premises shall rest with the selected bidder.
- 11.22. Procuring all the permissions / licenses etc. required from the statutory / regulatory / civic authorities concerned from time to time, to be able to use the tendered space for desired commercial purposes / business, will be sole responsibility of the selected bidder.
- 11.23. All such clearances are to be obtained by the selected bidder from time to time at its own cost such as to obtain all clearances and sanctions as required from the competent authorities for utilities, fire-fighting, etc.
- 11.24. OCM-Kalabhoomi/SIDAC Authority shall continue to have all rights and control over the licensed premises as its licensor & will provide a built-up space, water supply, electricity.
- 11.25. The selected bidder shall not assign any of its rights, or interest in respective agreement in favor of any company/person(s) at any time and for any reasons whatsoever.
- 11.26. OCM-Kalabhoomi/SIDAC authority will not be responsible for any decline in the revenue for running Souvenir shop for any reason whatsoever. Any claim for remission on the basis of harm to business interest on extraneous / unforeseen conditions / reasons whatsoever shall be summarily rejected by OCM-Kalabhoomi/SIDAC authority without any kind of response to the selected bidder.
- 11.27. The selected bidder should obtain permission from the competent statutory authority, if required, and comply with all the requirements of law in force at the given time and also taxes if any, including service tax.
- 11.28. The selected bidder may be engaged for other projects under the H.T. & H. Deptt. on similar terms and conditions after mutual negotiation.
- 11.29. Communication by email from the authorized email address of SIDAC (sidacorissa@gmail.com) & OCM-Kalabhoomi ([info@odishacraftsmuseum.com](mailto:info@odishacraftsmuseum.com)) would be treated as full and final communication in all respect.
- 11.30. The selected bidder shall not sublet the Souvenir shop to any third party or else the agreement will be cancelled and Performance Bank Guarantee(PBG) will be forfeited.

**The Performance Bank Guarantee (PBG)**

- 11.31. The selected bidder shall have to sign an agreement in Non-Judicial Stamp paper of appropriate value with deposit of INR 50,000/-(Rupees Fifty Thousand) only for performance security within 3 days after acceptance of the EoI proposal in shape of DD only in favor of Member Secretary, SIDAC, drawn in any scheduled commercial banks payable at Bhubaneswar

- 11.32. The Performance Security includes the amount deposited at EMD with the EoI document.
- 11.33. Failure to comply with the conditions of the agreement shall constitute sufficient ground for the forfeiture of the PBG.
- 11.34. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the event.
- 11.35. 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.

#### Contract Negotiation

- 11.36. 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.

### **12. Term of Payment:**

- 12.1. The entire license fees for the year will be deposited by the selected bidder on the execution of the agreement.
- 12.2. The selected bidder needs to ensure regular and timely payments of all amounts due to OCM-Kalabhoomi/SIDAC authorities and discharge all obligations as per provisions of this tender document.
- 12.3. Payment of all statutory taxes, GST, local levies, statutory dues, etc. as and when due and as applicable.

### **Governing Law and Penalty Clause:**

- 12.4. The selected bidder shall handover the vacant and peaceful possession of the licensed premises along with all the lands, building, fixtures and fittings to OCM-Kalabhoomi/SIDAC on expiry, revocation / termination of the license to be granted. If he/she fails to handover the possession of the premises or on expiry of termination revocation of the license peacefully, OCM-Kalabhoomi/SIDAC has a right to charge damages for illegal use and occupation of the premises @ Rs. 2,000/- per day till such time the premises is vacated by the successful bidder.

#### Dispute Resolution

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

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**AFFIDAVIT / UNDERTAKING**

*(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding the following matters)*

1. I, hereby declare that, to use eco-friendly materials for operating the Souvenir Shop and shall not use banned plastic materials (as notified by Govt. of Odisha) under any circumstances in the premises.
2. I, hereby declare that, to maintain hygienic condition of the Souvenir Shop premises and sell Govt. approved Odishan handicrafts and handloom hygienic products and shall be solely responsible for all liabilities for operating the Souvenir Shop in the premises of Odisha Crafts Museum-Kalabhoomi.
3. 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.
4. I, hereby undertake that, our agency has not been blacklisted/ debarred by any of the Central Government/ State Government Department / Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.
5. 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 operating Souvenir Shop in the premises of 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 EoI Notice No.: 2015 Date:13.06.2023. 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<br>(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 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 manpower/ machinery deployed | 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 (2022-23)  |                           |                           |
| 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:

- Bid processing Fee in the form of Demand Draft in original.
- EMD in the form of Demand Draft in original.
- Copy of tender document (each page must be signed and sealed)
- Duly filled Technical Bid
- 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 agency for operating Souvenir Shop in the premises of 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 EoI No.: 2015 Dated 13.06.2023. 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: \_\_\_\_\_

**FORMAT FOR FINANCIAL PROPOSAL**

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

| <b>Name of the Project</b>   | <b>Financial Quote</b><br><i>Amount in Figure &amp; Word</i> |
|--|--|
| Fees for the entire services for operating Souvenir Shop in the premises of 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**

| <b>S. N.</b>                    | <b>Description</b>   | <b>Submitted (Yes/No)</b> | <b>Page No.</b> |
|---------------------------------|--|---------------------------|-----------------|
| <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.                              | 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- 2022-23, 2021-22; 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- 2022-23, 2021-22; startup organizations- since inception)  |                           |                 |
| 8.                              | Official turnover of the firm for the last two years (general- 2022-23, 2021-22; 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.                             | Power of Attorney in favour of the person signing the bid on behalf of the bidder.   |                           |                 |
| 11.                             | An affidavit containing to use eco-friendly materials (as notified by Govt. of Odisha) under any circumstances in the premises, to maintain hygienic condition of the Souvenir shop and shall be solely responsible for all liabilities for running the Souvenir Shop in the premises of Kalabhoomi, for not have been black-listed by any Central / State Govt. / any Autonomous bodies during the recent past, for not having any judicial proceedings pending against the bidder in the court of law and regarding trueness & correctness of the information submitted. |                           |                 |
| 12.                             | 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.   |                           |                 |
| 13.                             | 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: \_\_\_\_\_