



## STATE INSTITUTE FOR DEVELOPMENT OF ARTS & CRAFTS (SIDAC)

Handlooms, Textiles & Handicrafts Department, Government of Odisha

No. 1655

Date: 17.08.2019

### **EXPRESSION OF INTEREST**

Expression of Interest (EOI) in sealed cover are invited from interested architect / architectural firms having required eligibility and expertise in relevant field to provide end to end service for organizing **14th Toshali National Crafts Mela** to be held from **15th to 27th December 2019** at **Janata Maidan, Bhubaneswar**. The last date of submission of sealed offers in the office of SIDAC, Handicrafts Complex, Gandamunda, Khandagiri, Bhubaneswar-751 030. Ph: 0674-2350318 is up-to **1:00 PM on 07.09.2019**. The Technical Bids will be opened at **3:00 PM on 07.09.2019**. For detail of EOI documents, plz. visit the websites [www.sidacodisha.org.in](http://www.sidacodisha.org.in) and [www.odisha.gov.in/textiles](http://www.odisha.gov.in/textiles). The bid document will be available w.e.f **19.08.2019**. The authority reserves the right to reject any or all the offer without assigning any reason thereof.

Sd/-

**Member Secretary**

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**EXPRESSION OF INTEREST FOR SELECTION OF ARCHITECT**  
For  
**14<sup>th</sup> TOSHALI NATIONAL CRAFTS MELA-2019**

***Organized By:***

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

+

***Implemented By:***

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

Handicrafts Complex, Gandamunda,

Bhubaneswar-30 Tel: (0674) 2350318

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

**Event Period:** 15<sup>th</sup> to 27<sup>th</sup> December, 2019

**Location:** Janata Maidan, Bhubaneswar

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

EXPRESSION OF INTEREST CALL NOTICE FOR SELECTION OF ARCHITECT

No 1655

Date 17.08.2019

State Institute for Development of Arts & Crafts (SIDAC) on behalf of Handlooms, Textiles & Handicrafts Department, Govt. of Odisha is going to organize The **14<sup>th</sup> Toshali National Crafts Mela-2019** scheduled to be held from **15<sup>th</sup> to 27<sup>th</sup> December, 2019** at **Janata Maidan, Bhubaneswar**.

Expression of Interest (EOI) in sealed cover are invited from interested architect/ architectural firms having required eligibility and expertise in relevant field to provide end to end service for organizing such type of mega events. The interested Architects/ Architectural Firms are to inspect the ground "Janata Maidan" and collect required information regarding its location, size and available amenities to cater the requirement of the event. The EOI should be submitted in the prescribed format in two separate bids i.e. "Technical Bid" with requisite documents, Power Point Presentation of concept drawings with layouts and other related structures & "Financial Bid" towards the fees for the services to be rendered. The selection will be made strictly on the basis of **Quality cum Cost Based Selection (QCBS)** mode. The **EMD of Rs.5000/-** is to be deposited in shape of DD in favour of **Member Secretary, SIDAC**, payable at Bhubaneswar. The Bid Document can be downloaded from the website: [www.sidacodisha.org.in](http://www.sidacodisha.org.in) and [www.odisha.gov.in/textiles](http://www.odisha.gov.in/textiles). The bidder has to submit the cost of document i.e. Rs.590/- (Rs 500/- + GST 18% i.e Rs. 90/-) 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 **1.00 PM on dt 07.09.2019** by **Speed Post/ Registered Post/ Courier** only. The "Technical Bids" will be opened at **3.00 PM on dt.07.09.2019** in presence of the tenderers or their authorized representatives. The "Financial Bids" of qualifying architects/architectural firms will be opened on suitable date and time with intimation to the qualified bidders.

The Architects/Architectural Firms have to submit valid License / Registration Certificate registered with the Council of Architecture, GST Registration Certificate and upto-date return copies 2018-19 (till March 2019), Copy of PAN Card & copy of Income Tax clearance certificate (Last three assessment year), audited balance sheet of last three years of their firm and other document as specified along with technical bid in conformity with the detail terms & conditions in bid documents.

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

-Sd-

Member Secretary

## DATA SHEET

Sl No	Particulars	Details
1	Name of the Client	State Institute for Development of Arts & Crafts (SIDAC) Handlooms, Textiles & Handicrafts Deptt. Govt of Odisha
2	Method of Selection & Proposal validity	QCBS 90 days
3	Date of Issue of EOI	17.08.2019
4	Deadline for submission of pre-proposal Query	21.08.2019 (5.00PM)
5	Pre proposal Meeting	22.08.2019 (11.30 AM)
6	Issue of pre proposal clarifications	22.08.2019 (3.00 PM)
7	Deadline for receipt of EOI Proposal	07.09.2019 (upto 1.00PM)
8	Date of opening of Technical Proposal	07.09.2019 (3.00 PM)
9	Date of opening of Financial Proposal	Will be intimated latter
10	Expected date of commencement of Assignment	20.09.2019
11	Pre Proposal Meeting	A pre proposal meeting will be held on 22.08.2019 at 11.30 AM in the conference hall of SIDAC, Bhubaneswar. All queries (only MS Word format) should be received on or before 5.00PM on 21.08.2019 via email i.e. <a href="mailto:toshalifair@gmail.com">toshalifair@gmail.com</a> . <b>The Nodal Officer for the purpose.</b> Name: Sri Binanda Pradhan Executive Engineer, SERIFED Phone No: 9438016792 E mail ID: binanda1000@gmail.com
12	Bid processing Fee (Non Refundable)	Rs 590 (Rupees Five Hundred Ninety only) (Rs 500/- + GST 18% i.e. Rs. 90/-) in shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar.
13	Earnest Money Deposit (EMD) Refundable	Rs. 5000/- (Rupees Five Thousand only) In shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar

14	Contact Person	Sri Sitikanta Sarangi Member Secretary, SIDAC Ph: 9437014724
15	Postal Address for submission of proposal	Member Secretary, State Institute for Development of Arts & Crafts Handicrafts Complex, Gandamunda Khandagiri, Bhubaneswar Odisha, 751030 Ph: 0674 2350318 E mail: <a href="mailto:sidacorissa@gmail.com">sidacorissa@gmail.com</a>
16	Mode of Submission of proposal	Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No 15 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
17	Place of opening of proposal	Conference hall, SIDAC, Bhubaneswar.
18	Websites to visit for download of bid document.	<a href="http://www.sidacodisha.org.in">www.sidacodisha.org.in</a> <a href="http://www.odisha.gov.in/textiles">www.odisha.gov.in/textiles</a>

**GENERAL TERMS AND CONDITIONS**

1. The Bid document will be received in sealed cover super scribed "EOI for Selection of Architect for 14<sup>th</sup> Toshali National Crafts Mela-2019" (containing sealed technical bid and financial bid in separate sealed covers) by the fair office i.e State Institute for Development of Arts & Crafts, (SIDAC), Gandmaunda, Khandagiri, Bhubaneswar **up to 1.00 PM on dt 07.09.2019.**
2. The Architects/ Architectural Firms shall deposit earnest money as prescribed in the EOI Call Notice as a guarantee in good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement and non submission of required designs and drawings etc in schedule time, the same will be forfeited. If the offer of the bidder is not accepted the earnest money will be refunded without any interest.
3. The above deposit of the Architects/ Architectural Firms 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.

**4. Submission of Proposal**

The bidder must submit their proposal by **Speed Post/ Registered Post/ Courier only** to the address as specified at **Sl. No 15 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 7 of the DATA SHEET**. Submission of proposal through any other mode and late bid will be rejected. The client will not be responsible for postal delay/ any consequence in receiving of the proposals.

**5. Components of the event:**

The tentative components of the event "14<sup>th</sup> Toshali National Crafts Mela-2019" to be held at Janata Maidan, Bhubaneswar during December 2019 are as follows. All the components shall be carefully taken into consideration for preparation of **concept design in the form of site layout plan, design of required items of the event and indicative cost estimate. The theme of the 14<sup>th</sup> Toshali National Crafts Mela 2019 is on Handlooms of Odisha.**

S.N.	Items of the event	Quantity
<b>(A)</b>	<b>Logistic supports</b>	
1	Stall for police, Fire, First Aid, Ambulance, Bank ATMs (2), Service provider, Registration counter (2), Traffic size (15'x10')	10 Nos
2	Control Room, Fair Office & Chairman chamber (60' x 30') with 3 Nos. of attached Toilets	1 Nos
3	Conference Hall (40' x 30') with toilet to take up activities like buyers sellers meet, VIP and press lounge	1 Nos
4	VIP lounge with toilet near stage (24'x20')	1 No
<b>(B)</b>	<b>Educational and Informatics supports</b>	
1	Educational / Institute stalls (10' x 10')	5 Nos
2	Tourism Stall (15' x10') (ITDC & OTDC)	2 Nos
3	Stall for GOI organization(Textile committee / NHDC etc) (10'x10')	5 Nos
4	Stall for HT & H Department. (25' x 25')	1 No
<b>(C)</b>	<b>Handicrafts and Handloom Stalls</b>	

1	Handicraft Stall (10'x 10')	250 Nos.
2	SIDAC (40'x20')	1 No
3	Utkalika Stall (40'x 20')	1 No
4	Demonstration kiosks for students of SIDAC to showcase craft activities 10'x10' or as required for design as per space	4 Nos
5	Handicrafts Demo (300 Sqft)	1 No
6	Stall for Designer's collection (Handicrafts- 600 sqft)	1 No
7	Handloom Stall (12' x 10')	130 Nos.
8	Boyanika Stall (60' x 20')	1 No
9	Sambalpuri Bastralaya Stall (40' x 20')	1 No
10	Amlan Stall (40' x 20')	1 No
11	stall for Fab India, Bhagamunda TRCS, Jail & Specially abled-Size (12' x 10')	4 Nos
12	Handloom Demo - - 300 Sqft.	1 Nos
13	Exclusive stall for Men's wear- (50' x 20') with trial room	1 No
14	Central silk Board Exclusives (600 sqft) 60' x10'	1 No
<b>(D) Food and Refreshment</b>		
1	Food stall (11'x12') with Kitchen (11'x12')	30 Nos.
2	Water kiosk (8'x8')	2 Nos
3	Tea & Juice stall (10'x10')	2 Nos
4	Dining hall with Kitchen (800 Sqft) to accommodate 50 persons at a time	1 No
5	Open Cooking space for 100 participants (Approx. 1000 sqft with signage)	1 No.
<b>(E) Theme Pavilion* 2500 sqft.</b>		
<b>(F) Vending Zone</b> (to be earmarked separately with separate passage, serially numbered) to accommodate 40 nos of open stalls		
<b>(G) Gates and Barricades :</b>		
	i. Main gate: 1 No	7 Nos
	ii. Road side gates : 2 Nos	
	iii. Swosti premium side gate : 1 No	
	iv. Decoration of existing gate: 1 No	
	v. Exit gates: 2 nos	
	vi. Barricades	
<b>(H) Selfie Points</b>		
<b>(I) Cultural supports</b>		
1	Main stage (60' x 40' x 4') with raiser for the musicians on both side of the stage, seating capacity of 2000 audiences.	1 No
2	Green room (20'x 15') with drawing room(20'x15') with attached Toilets	3 Nos.
<b>(J) PH and Sanitation</b>		
1	Toilet block for participants separately for gents and ladies to accommodate 70 persons at a time.	2 Nos. of blocks
2	Toilet block for visitors separately for gents and ladies (10 nos. for gents, 10 nos. for ladies, 1 no. of toilet for differently abled)	4 Nos. of blocks
3	Sanitary, Water Supply and waste management system	
<b>(K) Parking</b>		
1	Design of parking area for two/four wheelers	

2	Parking and traffic regulatory management.	
(L)	<b>Illumination and sound system</b>	
1	Proper sound system and sufficient light Arrangement for proper illumination of the Mela area, parking area, services area etc. with position of Sound Systems & Light posts etc.	
2	General Ambience creation decoration of Mela ground	
3	Design for light towers	
(M)	<b>Designs of the fascia, banners, posters, hoardings, publicity materials</b>	
(N)	<b>Children play Zone.</b>	
(O)	<b>Design of signage with location plan</b>	
(P)	<b>Separate stage for deity</b>	

\* The Theme Pavilion is to be specially designed to showcase the Handlooms of Odisha

#### 6. SCOPE OF SERVICES:

The selected architect/ architectural firm would be required to provide end to end services for successful organization of the event. The detailed scope of services, which inter alia includes but not limited to are as follows.

- i. Submission of detail concepts and working layout plans as per ground measurement accommodating all components of the event.
  - ii. The specification of items of works shall fulfill **statutory requirement of Fire, Police & Structural stability certification from Competent Authorities.**
  - iii. Submission of detailed design, specification of each component of event, detail schedule of quantity, working drawing, detailed estimate and tender document to carry out tender for tent work.
  - iv. Carry out modification in conceptual designs considering the design suggestions of the Mela Authority/Statutory Authorities.
  - v. Carry out required due diligence for ensuring compliances of all statutory standards and legislations as applicable for infrastructural components/ tent works.
  - vi. Submission of soft copy and hard copy of the drawing and designs as per requirement during execution of the work.
  - vii. Ensure proper layout and execution of stalls, stage; theme pavilion, sanitary and plumbing, water supply and waste disposal management system conforming to approved drawing.
  - viii. Close supervision of work to ensure quality and timely completion.
  - ix. Submission of required design for leaflets, standees, hoarding, signatory boards, posters etc. required for the event.
7. The Architects/ Architectural Firms must obtain for himself on his own responsibility and at his own expense all the information after visiting the site "Janata Maidan" and ascertaining for themselves the site condition, location surroundings, climate, access to site, applicable laws and regulations or any other matter considered relevant for submission of the offer.
8. All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the authorized representative.
9. The date and time of opening of Financial bids shall be intimated to the Architect/ Architectural Firms after evaluation of the Technical Bids which shall be based on project specific concept presentation and a mark scoring methodology i.e. **Quality cum Cost Based Selection (QCBS) mode in the weightage ratio of 70:30.**

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## 10. Eligibility Criteria

The architect/architectural firm should have the following minimum requisite qualifications and experience and will have to submit the following documents in the Technical Bid along with the firm profile.

### A. Technical Criteria

#### *For Architects:*

- i. He/she must be an architect registered with the Council of Architecture.
- ii. He/she should have minimum five years of Experience in the relevant field.

#### *For Architectural Firms:*

- i. It should be a Company/ Partnership/ Proprietorship firm registered under relevant Acts.
- ii. At least one of the Partners/ Directors of the Firm must be an Architect registered with Council of Architecture.
- iii. The Firm should have minimum five years of Experience in the relevant field.

### B. Documents Required

- i. EMD of Rs 5000/- in shape of DD in favour of Member Secretary, State Institute for Development of Arts & Crafts payable at Bhubaneswar.
- ii. DD in favour of Member Secretary, State Institute for Development of Arts & Crafts payable at Bhubaneswar towards bid document cost.
- iii. Copy of the Incorporation/ Regd. Certificates/ Profile copy of the architect/ architectural firm.
- iv. Copy of the GST Registration Certificate and return copy 2018-19 (till March 2019)
- v. Copy of PAN Card and up to date return copy of Income Tax for the last three assessment year (2016-17, 2017-18, 2018-19).
- vi. Audited balance sheet of the firm for last three consecutive years (2016-17, 2017-18 & 2018-19 with minimum annual turn-over of Rs 50.00 Lakh & above
- vii. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-I)
- viii. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Annexure-II)
- ix. Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-III)

11. Preference shall be given to the Architects / Architectural Firms having experience in executing Similar kind of projects / events i.e experience in providing consultancy Services / designing of Tourism / Handicrafts / Handloom related exhibitions / events in last five years, individual event cost not less than Rs. 20.00 Lakhs.

The copy of completion certificates / work orders in support of executing of similar kind of projects / events should be submitted for consideration in Technical bid evaluation.

## 12. Technical Bid

The Architects/ Architectural Firms have to submit the Technical Bid in the prescribed format i.e. Covering letter and other information as per the Annexure-V.

In the "Technical bid" the Architects/ Architectural Firms have to submit the concept design related to the different component of the event (2D & 3D format)

in hard copy on A3 Size sheets and one soft copy in PDF format along with required documents fulfilling the eligibility Criteria as mentioned in 10. A & B.

**All the Architects/ Architectural Firms shall be required to make presentations of twenty minutes to demonstrate their credentials and concept design for the event. The Presentations shall broadly cover the following aspects.**

- ❖ **Concept Design with layout drawing**
- ❖ **Creative Approach and Methodology**
- ❖ **Deliverable and time schedule**
- ❖ **Description of each component of the event.**

13. Concept designs in **multiple options** are acceptable. In case of multiple options, the best one selected by the committee shall be consider for marking in **QCBS** method.

14. In no case, financial quote in financial bid shall be in multiple options. **Financial quote in financial bid in multiple options shall be rejected.**

15. **Selection of the Architects/Architectural Firms for the event**

The Architects/ Architectural Firms for the event will be selected on the basis of **Quality cum Cost Based Selection (QCBS)** mode with **weightage ratio 70:30** assessed by the designated committee.

16. **Evaluation of Technical Bids**

In the first stage, the technical Bid will be evaluated on the basis of Technical Bid submitted by the Architect/ Architectural Firms and presentation of the concept design as per scope of service before the **Committee** for showing capability to handle the similar type of projects considering all aspects of eligibility criteria and experience.

The **Technical Bid scoring (TBs)** of Architects/ Architectural Firms shall be as per the mark scoring methodology on the basis of QCBS method. The Committee members/ Technical Team shall access the technical presentation of the concept designs and assign marks.

**i. Scoring Method:**

<b>Description of components for marking</b>	<b>Scoring mode</b>	<b>Max. Marks</b>
Past Work experience: Nos of Similar Projects undertaken of the value not less than 20.00 Lakhs.	10 Marks of each similar projects undertaken subject to maximum marks of 20.	<b>20</b>
Turn Over	Rs 50.00 Lakhs to Rs 1.00 Crores: 10 Marks For Additional Rs 1.00 Crore: 5 Marks Subject to maximum of 20 marks	<b>20</b>
Profile and professional expertise of the architect/ architectural firm	Detail profile of the firm. To be evaluated on basis of their past experience and quality of work done through the designated Committee.	<b>10</b>
Presentation of the proposed design, Project concept, conceptual layout & design of components	Innovation in planning, design and concepts	<b>50</b>
<b>Total</b>		<b>100</b>

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**ii. Bench Mark Score**

The Architects/ Architectural Firm is required to achieve a **minimum score of 70 marks (Bench Mark Score)**. The Architects/ Architectural Firms securing less than the Bench Mark score will be rejected outright. The Architects/ Architectural Firms that have achieved at least the Bench Mark Score in "Technical Bid" evaluation will be qualified for opening of their Financial Bids.

17. **The Financial Bid** shall be the lump-sum quote excluding GST for the scope of services mentioned in the EOI Bid Documents to be submitted in the prescribed format (**Annexure-VII**) which is to be submitted with the prescribed Covering Letter as per the **annexure-VI**.

18. **Evaluation of Financial Bids**

The Financial Bids in respect of the selected architect in achieving the bench mark score of **70 mark** in "Technical Bid" would be opened on the scheduled date and time. 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)

19. **Combined and final Evaluation**

The offers of the Architect/ Architectural firms will be finally ranked according to their combined Technical Bid Scores and financial Bid Score as follows:

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

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 Architect/ Architectural firm shall be solely basing on the highest combined score (CS).**

21. **Performance Bank Guarantee**

The qualified 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 Bank Guarantee towards performance security within 3 days after acceptance of the EOI proposal. The Performance Security includes the amount deposited at EMD with the EOI document. Failure to comply with the requirement shall constitute sufficient ground for the forfeiture of the PBG. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the event.

22. **Contract Negotiation:**

Contract Negotiation, if required will be held at a date, time and address as intimated to the selected bidder. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspect, if any and availability of proposed professionals etc.

23. The selected architects/ Architectural firm is to submit the detail lay out plan, design specification etc related to the event as per the **Scope of Services** within 7 (Seven) days from the date of issue of work order.

24. **Mode of Payment**

- i. 30% on submission of finalized drawings.
- ii. 20% on completion of Tender Process
- iii. Balance 50% on completion of the event.

25. **Governing Law and Penalty Clause**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in deliver shall render the bidder liable for liquidate damages and thereafter the client holds the opinion for cancellation of the contract for pending activities and complete the same from any other agency. The client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract prevailing laws of Government of India/ Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition the PBG amount shall also be forfeited. 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.

26. The authority reserves the right to reject any or all the offers without assigning any reason thereof.
27. **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.**
28. **The Mela Authority shall mean and include the "Commissioner- cum- Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha and Chairperson, Toshali National Crafts Mela-2019".**

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## UNDERTAKING

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

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

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

Authorised 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 organisation has not been blacklisted/debarred by any of the Central/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorised 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.

Authorised Signature  
( in full and initials)

Name and Designation of the Signatory  
Name of the Bidder and Address:

**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	Copy of Incorporation/Registration Certificate/ profile Copy		
5	Copy of PAN		
6	Copy of GSTIN & up-to date return copy 2018-19 (till March 2019)		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years. (2016-17, 2017-18, 2018-19).		
8	Financial details of the bidder along with all the supportive documents such as copies of Income/Expenditure Statement and Balance Sheet for the last 3 years. (2016-17, 2017-18, 2018-19).		
9	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
10	List of completed/on-going assignments of similar nature (Past Experience Details) along with the copies of work orders/ completion Certificate for the respective assignments from the authorities.		
11	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past		
12	Undertaking for not having any police case pending against the bidder.		
13	Undertaking regarding trueness of information submitted.		
14	Hard Copy of the Designs		
15	Soft Copy of the Designs		
<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 the three parts are page numbered along with Index Page.

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

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

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

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

To

[Location Date]

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

Sub:- Tender for Selection of Architect/ Architectural firm for 14<sup>th</sup> Toshali National Crafts Mela 2019 to be organised from 15<sup>th</sup> to 27<sup>th</sup> December 2019 at Janata Maidan, Bhubaneswar (Technical Proposal)

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for (*insert Name of the Service*) in accordance with your Tender Notice No.:----- Dated----- . We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

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

I remain,

Yours faithfully,

Authorised Signatory  
with Date and Seal

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

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

1	Name of the Bidder	
2	Details of Bid Processing 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	Postal Address:
		Telephone No.
		FAX No.
		E-Mail Address
6	Name & telephone number of the authorised person signing the bid	
7	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8	PAN No. (Attach staff attested copy)	
9	GSTIN (Attach self attested copy)	
10	Acceptance to all the terms & conditions of the tender(Yes/No)	
11	Power of Attorney/authorisation 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. Financial Turnover of the bidder for the last 5 financial years.**

Financial Year	Turn over Amount( in INR)	Average Turnover ( in INR)
FY1		
FY2		
FY3		
FY4		
FY5		

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

Sl. No	Period	Name of Authority with complete address & Phone No.	Type of services provided with details of manpower/machinery deployed	Contract Amount ( in INR)	Duration	
					From	To
1						
2						
3						
4						
5						

16. Declaration

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

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

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

(Signature of Authorised 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 and Financial Bid
- v. List of Documents as applicable.

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**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 Architect/ Architectural firm for 14<sup>th</sup> Toshali National Crafts Mela 2019 to be organised from 15<sup>th</sup> to 27<sup>th</sup> December 2019 at Janata Maidan, Bhubaneswar [Financial Proposal]

Sir,

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

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 90 days 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**

<b>Name of the Project</b>	<b>Financial Quote</b> <i>Amount in Figure &amp; Word</i> <i>(Inclusive of GST as applicable)</i>
Fees for the entire services to be rendered for the 14 <sup>th</sup> Toshali National Crafts Mela- 2019 to be held from 15 <sup>th</sup> to 27 <sup>th</sup> December 2019 at Janata Maidan Bhubaneswar, Odisha.	

Authorised Signatory  
(in full and initials)

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

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