**BID DOCUMENT**

**FOR**

**SELECTION OF AGENCIES FOR**

**DESIGNING, FABRICATION AND ERECTION OF STALLS WITH ALLIED ACTIVITIES FOR ORGANISING HANDICRAFTS & HANDLOOMS EXHIBITIONS IN & OUT SIDE THE STATE DURING THE YEAR 2020-21 & 2021-22**

**(Up to 30.06.2021)**

**Date of Publication- 19.06.2020**

**PUBLISHED BY**

***ODISHA STATE CO-OPERATIVE HANDICRAFTS CORPORATION LTD., BHUBANESWAR, ODISHA***

**Telephone No:- 06742975390**

**Website:- www.utkalikaodisha.in**

**Email ID:- oschcutkalika@gmail.com**

**Last date and time of receipt of tender:- 4 P.M on Dt.04.07.2020**

**DISCLAIMER**

The information contained in this Bid Document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of Odisha State Co-operative Handicrafts Corporation Ltd., Bhubaneswar, odisha or any of its employees, is provided to Applicants on the terms and conditions set out in this Bid Document and such other terms and conditions subject to which such information is provided.

This Bid Document is not an agreement and is neither an offer nor invitation by Odisha State Co-operative Handicrafts Corporation Ltd., Bhubaneswar, odisha to the prospective Applicants or any other person. The purpose of this Bid Document is to provide interested parties with information that may be useful to them in the formulation of their Bids pursuant to this Bid Document. This Bid Document includes statements, which reflect various assumptions and assessments arrived at by Odisha State Co-operative Handicrafts Corporation Ltd., Bhubaneswar, odisha in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This Bid Document may not be appropriate for all persons, and it is not possible for the Authority, its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this Bid Document. The assumptions, assessments, statements and information contained in this Bid Document, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this Bid Document and obtain independent advice from appropriate sources.

Information provided in this Bid Document to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Odisha State Co-operative Handicrafts Corporation Ltd., Bhubaneswar, odisha accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

Odisha State Co-operative Handicrafts Corporation Ltd., Bhubaneswar, odisha, its employees make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid Document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Bid Document and any assessment, assumption, statement or information contained therein or deemed to form part of this Bid Document or arising in any way in this Selection Process.

Odisha State Co-operative Handicrafts Corporation Ltd., Bhubaneswar, odisha also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this Bid Document.

Odisha State Co-operative Handicrafts Corporation Ltd., Bhubaneswar, odisha may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this Bid Document.

The issue of this Bid Document does not imply that Odisha State Co-operative Handicrafts Corporation Ltd., Bhubaneswar, odisha is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the assignment and Odisha State Co-operative Handicrafts Corporation Ltd., Bhubaneswar, odisha reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Odisha State Co-operative Handicrafts Corporation Ltd., Bhubaneswar, odisha or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Bid, regardless of the conduct or outcome of the Selection Process.

# INTRODUCTION

Sealed Tenders are invited from reputed Decorators/Contractors for construction of exhibition Pavilion/Stalls/Front Gate and Electrification Work for the proposed Handloom & Handicraft Exhibition to be held at different places. The rates to be finalized in this tender process will be valid for one year i.e. up to 30.06.2021 or till finalization of fresh tender during the financial year 2021-22 whichever is earlier, for such other events of Utkalika both inside & outside the State.

# DATA SHEET

|  |  |
| --- | --- |
| **Activity** | **Description** |
| Assignment Name | Selection of Agencies for designing, fabrication and erection of stalls with allied activities for organizing handicraft exhibitions inside the State during 2019-20 |
| Name of the Client | Odisha State Co-operative Handicrafts Corporation Ltd., Bhubaneswar, odisha, Govt. of Odisha |
| Nodal Officer Contact details | Managing Director of OSCHC Ltd. (Utkalika), Bhubaneswar Odisha  e-mail: oschcutkalika@gmail.com  Phone: 0674-2975390 |
| Address | Managing Director of OSCHC Ltd. (Utkalika), Bhubaneswar Odisha  Jayadev Vatika Square, Ghatikia, Khandagiri, Bhubaneswar-751030. Ph: 0674-2975390  e-mail: oschcutkalika@gmail.com  Phone: 0674-2975390 |
| Selection Method | By a Committee to be constituted for the purpose |
| **Preparation of Bid** | |
| Date of publication of Bid Document | Dt. 19.06.2020 |
| Clarification | Clarifications may be requested within 4 days from date of publication in writing by email only. The contact information for requesting clarifications is: oschcutkalika@gmail.com |
| Last date for  Submission of  Tender | Dt. 04.07.2020 |
| Issue of Corrigendum |  |
| Language | Bids shall be submitted in English language.  All correspondence for the assignment shall be in English language. |
| Technical Bid | **The Bid shall comprise the following**:  **1st Inner Envelope with the Technical Bid:**   1. SCHEDULE – A: Technical Bid Submission Form 2. SCHEDULE – B: Letter of Bid/Declaration 3. SCHEDULE – C: Power of attorney for signing of Bid 4. SCHEDULE – D: Details of Bidder 5. SCHEDULE - E: Description of Experience of Bidder 6. SCHEDULE - F: Income Tax, PAN and GST Registration Documents 7. SCHEDULE – G: Bank Details i.e Account No., Type of account, Bank Name, Branch Name, Branch Address, IFS Code. 8. SCHEDULE – H: Annual Turn Over in Last Three Financial Years (**2016-2017**, **2017-18 & 2018-19**) from design and erection of stalls/pavilions. (Copy of the C.A certified to be submitted) |
| Financial Bid | **2nd Inner Envelope with the Financial Bid:**  Schedule – I (Refer Annexure-I for detailed specification) |
| Earnest Money  Deposit (EMD) | The firm should deposit EMD of Rs.60,000/- in shape of Bank draft drawn in favour of O/o- Managing Director, OSCHC Ltd. (Utkalika), Odisha, Bhubaneswar, payable at Bhubaneswar. Bids without the specified EMD will be summarily rejected. |
| Eligibility criteria | 1. Agency must have work experience of design and erection of stalls/pavilions for PSUs/Central govt. /State govt. /Private companies during the period (**2016-17, 2017-18 & 2018-19**): Minimum 10 such assignment is required for meeting the minimum eligibility criteria. 2. The agency must also have executed 2 (two) no. of assignment for design and erection of stalls/pavilions worth Rs. 15 lakhs each (Rupees fifteen lakhs only) or above for PSUs/Central govt. /State govt. during the financial year (**2016-17, 2017-18 & 2018-19**).   Note: (Self certified copy of work orders clearly indicating the value of the assignment must be submitted along with the technical bid). Any work order copy submitted without indicating the values/date of assignment/without self certification shall not be considered for evaluation.   1. The agency must have minimum average annual revenue of Rs.15 lakhs (Rupees fifteen lakhs only) each year from design and erection of stalls during the period (**2016-17, 2017-18 & 2018-19**).   Note: The average annual turnover and net worth mentioned above should be certified by the statutory auditor of the firm.   1. It must have valid electrical license or authorization from any registered electrical contractor for execution of electrical work 2. It must have valid PAN no with copy of up to date IT return 3. The firm must have valid GST registration certificate |
| **Submission of bids** | **The Firm must submit:**  (a) **Technical Bid:** one (1) original, (1) copy  (b) **Financial Bid:** one (1) original  The Firms shall not have the option of submitting their bids electronically. |
| Bid Due Date | **By 04:00 PM on 04.07.2020** |
| Technical Bid opening | **at 11:15 AM on 06.07.2020** at Odisha State Co-operative Handicrafts Corporation Ltd., Bhubaneswar, odisha, Bhubaneswar |
| Opening of Financial bids of applicants who qualify in technical bid | To be intimated to selected organization |
| Time period for the assignment | 12 months. However, work order initially will be issued for 1 year and on satisfactory performance the same shall be renewed for another 1 year. |
| Letter of Award | To be intimated to selected organization |
| Start Date | To be intimated to selected organization |

Note:

1. Managing Director of OSCHC Ltd. (Utkalika), Bhubaneswar Odisha reserves the right to change any schedule.
2. Bids must be received within the time, date mentioned in the Fact Sheet. Bids that are received after the deadline will not be considered.
3. **GENERAL TERMS & CONDITIONS**
4. **Eligibility:-**

A. The firm must have executed 2 (two) no of assignment for design and erection of stalls/pavilions worth Rs. 15 lakhs each (Rupees fifteen lakhs only) or above for PSUs/Central govt. /State govt. in each year during the financial year (**2016-17, 2017-18 & 2018-19**).

B. It must have valid PAN no with copy of up to date IT return.

C. The firm must have valid GST registration certificate.

D. It must have valid electrical license or authorization from any registered electrical contractor for execution of electrical work.

The relevant self attested copy of documents in support of the above claim should be furnished.

1. **Cost of Tender Paper:-** Cost of Tender Paper for Rs. 6,000/- only in shape of Bank draft drawn on any Nationalised Bank in favour of **Odisha State Co-operative Handicrafts Corporation Ltd.**. Payable at Bhubaneswar. In case of purchase of tender documents, original money receipt to be enclosed.
2. **E.M.D.:-**The firm should deposit EMD of Rs.60,000/- in shape of Bank draft drawn in favour of **Odisha State Co-operative Handicrafts Corporation Ltd.**, Odisha, Bhubaneswar, payable at Bhubaneswar. Bids without the specified EMD will be summarily rejected. The EMD amount of Rs.60,000/- will be retained after completion of an exhibition / fair and the amount will spill over to the next succeeding event as EMD. It is to mention here that multiple exhibitions will be held at different locations in the State during the current financial year. The EMD will be converted to security deposit for the events in sequential order & returned after successful completion of all the events.
3. **Bidding Process:**-
   * + 1. Agencies shall submit the sealed bids in two sealed envelopes as detailed below. The name and address of the agency should be mentioned on each envelope. The language of the Bids as well as the supporting documents shall be in English.
       2. **Sealed Envelope I:** The cover of the envelope should clearly mention as “Envelope-I –Technical Bid for Selection of Agencies for designing, fabrication and erection of stalls with allied activities for organizing handicraft exhibitions inside the State during 2020-21 & 2021-22. It will contain the Technical Bid as per specified format (Schedule A, B, C, D, E, F, G and H) and any other relevant documents, duly signed by authorized representative of agency with company seal, EMD and Non-refundable Bid Processing Fee towards the cost of BID document
       3. **Sealed envelope –II:** The cover of the envelope should clearly mention as “Envelope-II – Financial Bid for Selection of Agencies for designing, fabrication and erection of stalls with allied activities for organizing handicraft exhibitions inside the State during 2020-21 & 2021-22. It should contain Financial Bid (Schedule I) duly signed by authorized representative of **agency** with company seal. The financial bid should contain the quoted rates of all items of the schedule-I exclusive of the GST. The GST should be indicated separately. The rates quoted shall be valid for all events to be organized by this Managing Directorate during the financial year 2020-21 and 2021-22 (if considered for renewal of work order) inside the state. The no. of events may be changed as per the decision of the competent authority and at any where inside the state.
       4. **Sealed envelope – III:** The cover of the envelope should clearly mention as “Bid for Selection of Agencies for designing, fabrication and erection of stalls with allied activities for organizing handicraft/handloom exhibitions inside the State during 2020-21 & 2021-22 and This **outer** envelope will include the Sealed envelope – I and Sealed envelope- II.
       5. Tender complete in all respects may be submitted to Managing Director of **Odisha State Co-operative Handicrafts Corporation Ltd.,** Bhubaneswar Odisha through courier/ speed post/hand-delivery only such that they are delivered to the address mentioned in the Data Sheet on or before the time and date mentioned in the Data Sheet. Any bid received after the closing time for submission of bids shall be returned unopened. Tenders received by fax/mail will not be entertained.
4. **Documents to be submitted:**-
5. Original money receipt towards purchase of tender paper.
6. EMD of Rs.60,000/- in shape of bank draft.
7. Copy of work order including its completion certificate in respect of execution of 2 (two) no of assignment for design and erection of stalls/pavilions worth Rs. 15 lakhs each (Rupees fifteen lakhs only) during the financial year (**2016-17, 2017-18 & 2018-19**).
8. Copy of PAN and up to date IT return for the year 2017-18 & 2018-19.
9. Copy of valid GST registration certificate.
10. Audited statement of accounts for the year 2017-18 & 2018-19.
11. Copy of electrical license / authorization from registered electrical contractor for execution of electrical work.
12. Copy of license / authorization from licensed agencies towards housekeeping service.
13. Copy of license / authorization from security service agencies for engagement of security personnel.
14. **Selection process:**- The financial bid of the bidder who are found eligible in the Technical bid will be opened for scrutiny for selection. A committee constituted for the purpose shall examine the unit price quoted by the eligible bidders and a detail work order will be issued to the bidder selected by the competent authority.
15. **Filling the Tender rates:-** All the Tenderer should fill up the rate tendered in figure as well as in words. The tender form may be filled in English and all entries made by hand in black ink. Over writing of rates are not permitted. All corrections should be attested by the Tenderer. The rate indicated in words would be the final in case of any discrepancy arises with the rate indicated in figure.
16. The duration of Exhibition shall be 16 (Sixteen) days. However, in case it is extended up to 7 (Seven) days, no extra payment shall be made to the Contractors. In case the fair extended for more than seven days extra payment for each extended days(s) beyond 23 days shall be made at the rate not exceeding proportionate cost for 23 days. In any case, exhibition is extended for more than one month payment will be made at the cost for 23 days for first one month, 50% of the cost for 23 days for second month, 25% of the cost for 23 days for third month & onwards. On completion of the Exhibition, the Contractor shall have to take away all the materials within 3 (three) days and shall have to vacate the site. He shall have to pay 10,000/- (Rupees Ten thousand) only per day for the days he occupies for vacating the site beyond the period allowed therefore. It is the responsibilities of the Contractor to obtain clearance certificate from the Complex Authorities regarding clearance of the complex.
17. It is the responsibility of the Contractor/Decorator to obtain   
    clearance certificate from the Competent Authorities for clearance of the ground.
18. The progress of the work shall be checked and supervised by authorized officers to ensure that the work is done as per the specifications & time schedule. All the materials used in the erection work should be covered under insurance at the own cost of the Decorator.
19. The works listed in the schedule may be modified with addition or deletion of items at short notice in the interest of the event. Extra modified items of work will be executed at mutually agreed rates / comparative market price / lowest tendered price quoted whichever is less duly finalized by the committee. The Contractor/Decorator will be responsible for upkeep & maintenance of the entire work done by him till the closing of the Fair, for which, no extra payments shall be made. Breakages & damages in any work shall immediately be settled & no extra payment will be made for any damage, breakage or loss on account of any reason or natural calamities. Advance/Part Payment may be considered to the Contractor with progress of the work and on mutual agreed upon between the contractor and Exhibition Authority. Final payments will be made only after completion of the Exhibition and handing over the complex to the Complex Authorities.
20. No part of the contract of work will be sub-let.
21. It shall be the responsibility of the successful tenders/contractor to obtain requisite permission for water, electricity power, coverage and other essential connection at the Exhibition Ground for the duration of the Exhibition i.e. from the date the ground is handed over to the contractor for construction to the date the ground is handed over back to the Local Authority from whom it has been taken on rent. It shall also be responsibility of the contractor to liaise with the concerned authorities and arrange all the civil, electrical connection and other amenities that may be required for running of the Exhibition. However, security deposits, if required, shall be made by the Exhibition Authority. Letters to the concerned authorities shall also be addressed by the Exhibition Authority. Security deposits, installation charges and consumption charges for all civil and electrical connections for the duration of the exhibition while shall be paid by the Exhibition Authority, the contractor will however, have to pay all security deposits, installation & consumption charges, both civil and electrical for the duration he takes over the ground to the time he formally hands over the complete work of the Exhibition to the Exhibition Authority.
22. As regards electrical works, the Contractor/Decorator will have to engage qualified licensed Electrician/ Contractor entitled to erect, handle and maintain high tension supply line and its upkeep & maintenance in consultation with authorized technical person.
23. As regards sweeping and cleaning service etc. the Contractor/Decorator will have to engage experienced and licensed agencies to provide such service during the event period.
24. The Contractor/Decorator will not use any materials other than those specified in the tender without the prior permission of the Managing Director.
25. The extra energy/ electric supply to meet the requirement is to be provided through running generator and the same is to be provided by the Contractor/Decorator as per requirement without any extra cost of fuel.
26. The Contractor/Decorator will ensure the security agency to be engaged possess all statutory criteria laid down by Govt.
27. The Contractor/Decorator will have to submit the bill after completion of the event. The verification of construction work with arrangements with respect to work order will be done by authorized officers of the Corporation in presence of the Contractor/Decorator or his representative. Basing on report of the verifying officer, a committee would evaluate the execution of the work with respect to the work order and in case of any lapse, proportionate amount, as decided by the committee would be deducted from the bill. The verification report must be signed by the Decorator and verifying officer.
28. Adequate no of Fire Extinguishers as approved by Fire Authority shall have to be installed both for common and electrical fire. Similarly, adequate no of buckets (Specially designed for firefighting) containing water and sand to be installed. They should be installed at places as directed by the Fire Authority. The Contractor/Decorator will have to obtain the fire safety certificate from the concerned fire authority. Electrical light and fan fittings to be approved with necessary wiring on main line separately for (a) fan (b) light (c) night lamp, distribution and point wiring including switch, main switch etc., using ISI standard wire and light fittings & approved by the local electrical authority. All fittings should be properly focused to enable enough / proper lighting at the stall / Demo / Office.
29. Notwithstanding anything contained in the aforesaid clauses and in the accompanying schedules, the Managing Director is competent to effect change of the venue and the schedule accordingly or even cancel the Fair before the work is formally awarded and the Contractor/Decorator will not have any claim against the Managing Director for the preliminary work(s) or any other expenses incurred in connection with this tendering for the work and further proceedings thereon until such alternation or cancellation.
30. All the disputes are under Bhubaneswar jurisdiction.
31. The Managing Director reserves the right to reject any or all tenders without assigning any reason or to accept any portion of the tender and award the remaining work to any other Contractor/Decorator.

# SCHEDULE – A

**TECHNICAL BID SUBMISSION FORM**

**(**On bidders’ letter head**)**

To

[Location*, Date*]

**The Managing Director of OSCHC Ltd. (Utkalika), Bhubaneswar Odisha**

Jayadev Vatika Square, Ghatikia, Khandagiri,

Bhubaneswar-751030

**Subject**: Selection of Agencies for designing, fabrication and erection of stalls with allied activities for organizing handicraft/handloom exhibitions inside the State during 2020-21 & 2021-22.

Dear Sir,

We, the undersigned, offer to provide services for the captioned assignment in accordance with your Bid Document and our Bid. We are hereby submitting our Technical Bid.

We hereby declare that all the information and statements made in this Bid are true and accept that any misrepresentation contained in it may lead to our disqualification.

If negotiations on any particular assignment are held during the period of validity of the assignment, our Bid is binding upon us subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Bid you receive.

Yours sincerely,

Signature of the Authorized Signatory

Name of the Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­\_\_\_\_\_\_\_\_\_

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal of the Bidder

# SCHEDULE – B

**DECLARATION**

(On bidders letter head)

Location*, Date*

To,

**The Managing Director of OSCHC Ltd. (Utkalika), Bhubaneswar Odisha**

Jayadev Vatika Square, Ghatikia, Khandagiri, Bhubaneswar-751030

**Subject**: Selection of Agencies for designing, fabrication and erection of stalls with allied activities for organizing handicraft/handloom exhibitions inside the State during 2020-21 & 2021-22.

Sir,

1. With reference to the Bid Document for Selection of Agencies for designing, fabrication and erection of stalls with allied activities for organizing handicraft exhibitions inside the State during 2020-21 & 2021-22s, I/we, having examined the Bid Document and understood their contents, hereby submit my/our Bid for the captioned assignment. The Bid is unconditional and unqualified.
2. All information provided in the Bid and in the Appendices is true and correct.
3. This statement is made for the purpose of qualifying as a bidder for undertaking the captioned assignment.
4. I/ We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Bid.
5. I/ We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
7. We certify that we have not been barred by Government of Odisha (GoO), or any other state government in India (SG) or Government of India (GoI), or any of the agencies of GoO/SG/GoI from participating in their projects.
8. I/ We have examined and have no reservations to the Bid Document, including any Addendum issued by the Authority.
9. I/ We do not have any conflict of interest in accordance the Bid document;
10. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the Bid document, in respect of any tender issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
11. I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the Bid Document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
12. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive for the captioned assignment, without incurring any liability to the bidders, in accordance with the Bid Document.
13. I/ We certify that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the captioned assignment.
14. I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
15. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
16. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the bidder, or in connection with the Bidding Process itself, in respect of the captioned assignment and the terms and implementation thereof.
17. I/We have studied the Bid Document carefully and also understood the scope of the assignment. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the bidding process including the award of assignment.
18. The Fee has been quoted by me/us after taking into consideration all the terms and conditions stated in the Bid Document.
19. I/We agree and undertake to abide by all the terms and conditions of the Bid Document. In witness thereof, I/we submit this Bid under and in accordance with the terms of the Bid Document.

Yours sincerely,

Signature of the Authorized Signatory

Name of the Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­\_\_\_\_\_\_\_\_\_

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal of the Bidder

# SCHEDULE – C

**POWER OF ATTORNEY FOR SIGNING OF BID**

Know all men by these presents, we, (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms (Name), son/daughter/wife of and presently residing at, who is [presently employed with us/ and holding the position of ], as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid against the Bid Document for Selection of Agencies for designing, fabrication and erection of stalls with allied activities for organizing handicraft exhibitions inside the State during 2020-21 & 2021-22 by Odisha State Co-operative Handicrafts Corporation Ltd., Bhubaneswar, odisha (the “Authority”) including but not limited to signing and submission of all applications, Bid and other documents and writings, participate in bidders' and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Service Agreement and undertakings consequent to acceptance of our Bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Bid for the said assignment and/or upon award thereof to us and/or till the entering into of the Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, , THE ABOVE NAMED PRINCIPAL HAS EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2020.

Yours sincerely,

Signature of the Authorized Signatory

Name of the Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­\_\_\_\_\_\_\_\_\_

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal of the Bidder

# SCHEDULE – D

**DETAILS OF BIDDER**

*(*On bidders’ letter head*)*

(a) Name of Bidder

(b) Address of the office(s)

(c) Date of incorporation and/or commencement of business (Please attach certified copy of registration of Firm)

Details of individual(s) who will serve as the point of contact / on behalf of the bidder.

(a) Name

(b) Designation

(c) Company/Firm

(d) Address along with Pin code

(e) Telephone number

(f) E-mail address

(g) Fax number

(h) Mobile number

# SCHEDULE- E

Description of Experience of Bidder. The bidders are advised to submit the work order of similar kind of assignment

# SCHEDULE- F

INCOME TAX, PAN and GST REGISTRATION DOCUMENTS

# SCHEDULE – G:

Bank Details i.e Account No., Type of account, Bank Name, Branch Name, Branch Address, IFS Code.

# SCHEDULE - H

ANNUAL TURNOVER IN LAST THREE FINANCIAL YEARS FROM similar works with supporting documentation including Balance Sheets and Profit and Loss Statements (certified by statutory auditor of the firm)

**SCHEDULE-I**

**Standard Schedule of Works and specification for tentage work**

**Details of arrangements to be made for holding handicraft/handloom exhibition**

[ Period of exhibition- Approx. for 10 days ]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No.** | **Items** | **Specification** | | | **Unit** | **Approx. quantity** | **Rate per unit (in Rs)** |
| 1. a. | i. Display Stall (bamboo Structure) -12’ x 12’ | As per approved design & specification at Annexure-I. | | | Per stall | 80 stalls |  |
|  | ii. Display Stall (Iron Structure) -12’ x 12’ | As per approved design & specification at Annexure-I. | | | Per stall | 80 stalls |  |
|  | iii. Display stalls (bamboo Structure)-10’x10’ | -do- | | | Per stall | 80 stalls |  |
|  | iv. Display stalls (Iron Structure)-10’x10’ | -do- | | | Per stall | 80 stalls |  |
|  | v. Food stall (bamboo Structure)- 10’x10’ | -do- | | | Per stall | 5 stalls |  |
|  | vi. Food stall (Iron Structure)- 10’x10’ | -do- | | | Per stall | 5 stalls |  |
| b. | i. Demonstration stall (bamboo Structure) (20’x20’) | -do- | | | -do- | 1 no. |  |
|  | ii. Demonstration stall (Iron Structure) (20’x20’) | -do- | | | -do- | 1 no. |  |
| c. | Conference hall-cum- office (bamboo Structure) (30’ x 20’) | -do- | | | Per each | 1 no. |  |
|  | Conference hall-cum- office (Iron Structure) (30’ x 20’) | -do- | | | Per each | 1 no. |  |
| d. | 3-tier rack (wooden Structure) | As per approved specification at Annexure-I. | | | Per each | 80 no. |  |
|  | 3-tier rack (Iron Structure) | As per approved specification at Annexure-I. | | | Per each | 80 no. |  |
| e. | Counter table | -do- | | | Per each | 80 no. |  |
| 2 | Welcome gate (Box type){3D set design with ply setting with thermo cool, POP & terracotta colour} | As per approved 3D design & specification at Annexure-I | | | Per unit | 2 nos. |  |
| 3 | Inner gate (Box type) | -do- | | | -do- | 2 nos. |  |
| 4 | Boundary walling (8’ height tin walling suited to the event). | As per requirement | | | Per running foot | 700 r.ft. |  |
| 5.  (a) | Carpeting of path way leading up-to inauguration place & stage | -do- | | | Per Sq. ft. | 2000 sq.ft |  |
| (b) | Covering the ground with green mat | -do- | | | Per sq.ft. | 45000 sq.ft |  |
| 6. | **Electrical arrangement** | 1. Electrical cabling as per requirement along with obtaining clearance from Electrical Inspector | | | L.S. | L.S. |  |
| 1. LED/CFL Bulb- 85 watt | | | Rate per each per day | 300 nos. |  |
| 1. Spot Light | | | -do- | 140 nos. |  |
| 1. Highmax metal halogen- 450 watt   (including construction of fabricated tower required if any) | | | -do- | 60 nos. |  |
| 1. Halogen lights- 500 watt | | | -do- | 20 nos. |  |
| 1. Ceiling fan | | | -do- | 100 nos. |  |
| 1. Pedestal fan | | | -do- | 4 nos. |  |
| 1. Decorative Applique hanging lamp | | | -do- | 75 nos. |  |
| 1. Tuni Light- 1 unit of 1000 bulbs | | | per unit Per day | 10 units |  |
| 1. Stick light | | | Per each per day | 100 nos. |  |
| 1. Generator -80 KW   Stand by including fuel | | | Per set per day | 1 set |  |
| 7. a. | Public address system for office | As per requirement and the necessity to create the right ambience. | | | Per day | 1 set |  |
| b. | Public address system for stage. | -do- | | | -do- | 1 set |  |
| 8. | General decoration | The area should be properly decorated with motifs, lighting, flowers etc. and regular cleaning of the exhibition premises. Provision of relatively large size dust bin. | | | L.S | L.S. |  |
| 9. | (a) Fire extinguisher | As per requirement | | | Per each per day | 10 nos. |  |
|  | (b)spraying fire retardant solution |  | | | Sq. ft. | As per actual |  |
| 10 | Security arrangement | 6 persons in A shift  6 persons in B shift  6 persons in C shift  For the entire Exbn. Period. | | | Per person/ shift | 126 persons |  |
| 11 | Water supply | One drinking water tanker should be provided round the clock | | | Per day | 1 no. |  |
| 12 | Cleaning & sweeping of exhibition ground | 4 nos. of sweeper from the authorized service provider be engaged for the entire period of the event | | | Per day per each | 28 nos. |  |
| 13 | Plastic moulded Chairs | Big size with arm, free to seat | | | Per chair per day | 330 nos. |  |
| 14 | Sofa Set with Tea Poi | Good quality, covered with new cloth | | | Per Sofa Set Per day | 2 sets |  |
| 15 | VIP Chair | Good quality | | | Per each per day | 50 nos. |  |
| 16 | Inauguration arrangement along with flower decorations and bouquets. | As per requirement & as per approved specification at Annexure-I. | | | L.S. | L.S. |  |
| 17 | Supplying sand and spreading it in the exhibition ground to level it. | | | | Full trip tractor load | 10 trips |  |
| 18 | Printing & fixing of Signage of size 4’x2’6’’ as per approved design | | | | Per each | 100 nos. |  |
| 19 | Printing of district names with in a size of 2’x 6’’for display in the stalls | | | | Per each | 80 nos. |  |
| 20 | Distribution of 10000 nos. of leaflets within 7 days in the different news papers | | | | L.S. | L.S. |  |
| 21 | Printing, framing and fixing of hoarding, 20’x10’ in the office at exhibition premises. | | 20’ x10’ size- Printing materials will be provided by the Managing Directorate. | | Per each | 2 nos. |  |
| 22 | Printing, framing & fixing of hoarding on 2 nos. of electrical towers | | 3’ x 10’ size- Printing materials will be provided by the Managing Directorate. | | Per each | 12 nos. |  |
| 23 | Video Recording & Photography of the event (Inaugural day, closing day & 05 days in between inaugural & closing day) | | | | Per day | 07 days |  |
| 24 | Plasma LED TV (size-52”) for display of documentary film on Terracotta | | | | Per day | 2 nos. |  |
| 25 | Temporary lavatory for the entire exhibition period | | | As per approved specification at Annexure-I. | Per each per day | 5 nos. |  |
| 26 | Erection of Stage-16’x12’x4’ for cultural programme | | | As per approved design & specification at Annexure-I | Per day | 7 days |  |
| 27 | (i) Fire Office (bamboo structure) (30’x16’x18’) | | |  | Per each | 1 no. |  |
|  | (ii) Fire Office (iron structure) (30’x16’x18’) | | |  | Per each | 1 no. |  |
| 28 | Tower AC of 4 TON capacity | | |  | Per day | 1 no. |  |

**Annexure-I**

**SPECIFICATIONS**

|  |  |  |
| --- | --- | --- |
| 1. (a) | (i) Construction of display stall (bamboo structure) | The stalls should be structures of good quality bamboo covered with water proof ceiling. The side walls & top should be covered with tarpaulin with new cloth lining inside. The stalls should have a 6” high rigid bottom platform covered with good quality ply wood and carpet. Flex mounted fascia as per design will be provided in stalls. Cotton drops will be provided during the night. |
|  | (ii) Construction of display stall (iron structure) | The stalls should be structures of good quality iron covered with water proof ceiling. The side walls & top should be covered with tarpaulin with new cloth lining inside. The stalls should have a 6” high rigid bottom platform covered with good quality ply wood and carpet. Flex mounted fascia as per design will be provided in stalls. Cotton drops will be provided during the night. |
| b) | (i) Control Room –cum- office (bamboo structure) | The hall should be structures of good quality bamboo with water proof ceiling at the top and side walls covered with flex as per the approved design. There will be a 6” height rigid bottom platform covered by good quality plywood boards and coir mating. Decorative flex mounted motifs will be provided on the outside walls keeping in turn with the event. Flex mounted fascia as per design will be provided in control room. |
|  | (ii) Control Room –cum- office (iron structure) | The hall should be structures of good quality iron with water proof ceiling at the top and side walls covered with flex as per the approved design. There will be a 6” height rigid bottom platform covered by good quality plywood boards and coir mating. Decorative flex mounted motifs will be provided on the outside walls keeping in turn with the event. Flex mounted fascia as per design will be provided in control room. |
| c) | Counter table | Counter table of size 8’x2’x2.5’ covering with new white cloth. |
| d) | (i) 3-tier Rack (wooden structure) | 3 tier wooden rack of 10’ long and 1’3” width for each step. Height of 1st step- 2’6”, 2nd step-1’3” & 3rd step-1’3”. Structure should be of good quality & strong wooden frames covering with white cloth (new). |
|  | (ii) 3-tier Rack (iron structure) | 3 tier Iron rack of 10’ long and 1’3” width for each step. Height of 1st step- 2’6”, 2nd step-1’3” & 3rd step-1’3”. Structure should be of good quality & strong Iron frames covering with white cloth (new). |
| e) | (i) Demonstration Stall (bamboo structure) | The stalls should be structures of goods quality bamboo covered with water proof ceiling. The stalls should have a 6” high rigid bottom platform covered with good quality ply wood and carpet. Flex mounted fascia as per design will be provided in stalls. |
|  | (ii) Demonstration Stall (iron structure) | The stalls should be structures of goods quality iron covered with water proof ceiling. The stalls should have a 6” high rigid bottom platform covered with good quality ply wood and carpet. Flex mounted fascia as per design will be provided in stalls. |
| 2 | Erection of Tent | The tent should be of sufficient height with water tight cover on the top and new cotton clothing on the inner side with sufficient bracing to withstand wind pressure. |
| 3 | Welcome gate & inner gate | The welcome / inner gate should be strong bamboo structures with plywood, thermo cool and pop setting as per 3D design. |
| 4 | Boundary walling | The boundary walling should be tin walling with 8 feet height. |
| 5 | Green matting | Green Carpeting the entire ground and red carpeting the pathway as per requirement with new material. |
| 6 | Electrical cabling | All the electrical cables should be of ISI mark to withstand required load on the cable. No wire connections/joints will be kept open. Certificate from electrical Inspector should be obtained in this regard. |
| 7 | Light Tower | Highmax metal light tower should be fabricated with Iron angles/ well-seasoned timber ballas. |
| 8 | Generator | Standby Electrical Generator set including fuel to address any power failure during the exhibition period. |
| 9 | Security arrangement | Engagement of security staffs from authorized registered agencies to possess all statutory criteria laid down by Govt. |
| 10 | Water Supply | Water supply for all the days of exhibition as per requirement. |
| 11 | Fire extinguisher | Branded & should be within expiry limit |
| 12 | Sitting arrangement | New Plastic molded chairs with arms preferably of one colour.  Sofa set with tea pot : 2 nos. for office |
| 13 | Inaugural arrangement | A podium of size 8'x8'x2' covered with good quality carpet with flower & Terracotta decoration and arrangement of lighting etc. Besides ribbon cutting arrangement at the entrance gate should be made. |
| Snacks packets in proper packaging Rate to be consisting one samosa (singada), quoted per one vada (Bara), one vegetable chop, one rasagola and one gulabjamun. |
| Minaral water-   1. 1 ltr bottle Rate per 1 bottle 2. 20 ltr bottle |
| 14 | Plasma LED TV | 2 nos.- 52” size of Plasma LED TV for display of documentary film on Terracotta |
| 15 | Temporary lavatory for artisans | 8’ height, four side boundary wall with door facilities. |
| 16 | Erection of stage | The stage should be iron structure with wooden plank and ply wood. The backside of stage is to be covered as per the approved design. |
| 17 | (i) Fire Office (bamboo structure) | The shed should be made of bamboo structure with tarpullin covering and cloth walling & bottom platform (30’x16’x18’) |
|  | (ii) Fire Office (iron structure) | The shed should be made of iron structure with tarpullin covering and cloth walling & bottom platform (30’x16’x18’) |
| 18 | (i) Food Stall (bamboo structure) | The stalls should be structures of good quality bamboo covered with water proof ceiling. The side walls & top should be covered with tarpaulin with cloth lining inside. The stalls should have a 6” high rigid bottom platform covered with good quality ply wood and carpet. Flex mounted fascia as per design will be provided in stalls. Cotton drops will be provided during the night. Counter table of size 8’x2’x2.5’ made of good quality ply wood covering with new white cloth. |
|  | (ii) Food Stall (iron structure) | The stalls should be structures of good quality iron covered with water proof ceiling. The side walls & top should be covered with tarpaulin with cloth lining inside. The stalls should have a 6” high rigid bottom platform covered with good quality ply wood and carpet. Flex mounted fascia as per design will be provided in stalls. Cotton drops will be provided during the night. Counter table of size 8’x2’x2.5’ made of good quality ply wood covering with new white cloth. |

**Any tender not accompanied by requisite documents mentioned herein above is liable to be invalid.**

* + - 1. The Managing Director, Odisha State Co-operative Handicraft Corporation Ltd. Bhubaneswar / Exhibition Authority is not bound to accept the lowest tender and reserves the right to reject any or all tenders without assigning any reasons. Conditional tender in any form whatsoever will not be qualified/consider and will be liable for outright rejection.
      2. The successful tenders shall immediately and not later than the next day of intimation of acceptance of tender, sign and agreement on Non-judicial stamp paper of appropriate value. Failure to do so shall give the Managing Director, Odisha State Co-operative Handicraft Corporation Ltd. Bhubaneswar/Exhibition Authority the right to revoke the acceptance of the tender without further notice to the tenders, forfeit the earnest money deposits and award the work to any other contractor.
      3. The successful Tenderer shall have to take up the Sanitary and Water Supply work on first day to Avoid Unhygienic condition inside the Exhibition ground.
      4. The earnest Money of successful tenderers will be retained for successful completion of the contract and shall be returned only after Exhibition is over.
      5. The tenderers shall have ti quote their rates for hiring charges only inclusive of erection, Transportation and dismantling, but exclusive of statutory Taxes. The tenderers shall have to specify clearly the statutory Taxes if any or otherwise quoted rates will be treated as inclusive all Taxes.
      6. The cultural programme shall be conducted by running generator and the same is to be provided by the Contractor/Decorator as per requirement without any extra cost.
      7. The Contractor/Decorator shall ensure the security agency engage by him/them posses all statutory criteria laid down by Govt.
      8. The Contractor/Decorator shall have to obtain all the necessary permission from local administration and statutory bodies for holding the Exhibition.
      9. The selected Contractor/Decorator shall have to provide designer to finalize the design of flex, printing materials & other designs required for the purpose.
      10. All the items of work shall be executed as per the direction of the Engineer In Charge appointed by the Exhibition Authority and the decision of the Engineer In Charge as regards to all the items of work is final and binding on the contractor/Decorator.
      11. The Managing Director/Exhibition Authority will read and include Managing Director, Odisha State Co-operative Handicraft Corporation Ltd., Bhubaneswar who is organizing the Exhibition.

Sd/

Managing Director

Odisha State Co-operative

Handicraft Corporation Ltd.