

SHORT TENDER NOTICE

No. 01

Date: 01/01/2026

Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), under Handlooms, Textiles & Handicrafts Department, Govt. of Odisha, invites sealed tenders from eligible and experienced agencies for supplying wedding gift packages containing saree, suitcase, utensils and makeup items etc to Utkalika.

Sealed tenders, in two-bid system (Technical Bid and Financial Bid in separate sealed covers inside a single outer cover), are invited from agencies having required eligibility and experience in supply of quality gift hampers .

The Bid Document can be downloaded from the website: www.utkalikaodisha.in . The bidder shall submit the cost of bid document, i.e. Rs.2000/- (Rupees Two thousand only) in shape of Demand Draft drawn in favour of "Odisha State Co-operative Handicrafts Corporation Ltd.", payable at Bhubaneswar, along with the Technical Bid.

The last date and time for receipt of sealed bids in the office of the Managing Director, Utkalika, is up to 5.00 PM on dt. 08.01.2026 by Speed Post / Registered Post / Courier only. Bids received by any other mode or after the scheduled time shall be rejected.

The Technical Bids will be opened at 11.30 AM on dt. 09.01.2026 and the Financial Bids of technically qualified bidders will be opened at 3.00 PM on dt. 09.01.2026 in the office of Utkalika in the presence of the bidders or their authorised representatives. The bidders shall submit documents as specified in the Bid Document in conformity with the detailed terms and conditions.

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


1.1.2025
Managing Director



**SHORT TENDER
FOR
SELECTION OF AN AGENCY FOR SUPPLY OF WEDDING
GIFT PACKAGES TO ODISHA STATE CO-OPERATIVE
HANDICRAFTS CORPORATION LTD. (UTKALIKA)**

Published by :

Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika),
D 2/3 & 4, Rasulgarh Industrial Estate, Industrial Area Estate, Rasulgarh,
Bhubaneswar, Odisha-751010, E-mail: oschcutkalika@gmail.com,
Phone Office: 0674-2975390

Data Sheet

Sl. No.	Particulars	Details
1	Name of the Client	Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika)
2	Method of Selection	Lowest Cost Selection (LCS)
3	Date of issue of Tender	01.01.2026
4	Deadline for receipt of Proposal	08.01.2026 up to 5.00 PM
5	Date of opening of Technical Proposal	09.01.2026 at 11.00 AM
6	Date of opening of Financial Proposal	09.01.2026 at 3.00 PM
7	Expected date of commencement of supply	As per signing of agreement / supply order
8	Bid Document Fee (Non-refundable)	Rs. 2000/- in shape of DD in favour of “Odisha State Co-operative Handicrafts Corporation Ltd.” payable at Bhubaneswar
9	Earnest Money Deposit (EMD)	Rs. 50000/- in shape of DD in favour of “Odisha State Co-operative Handicrafts Corporation Ltd.” payable at Bhubaneswar (refundable as per terms)
10	Contact Person	Smt. Santa Nibedita Sahoo, Designation: Handicraft promotion Officer, Phone: 0674-2975390 , E-mail: oschcutkalika@gmail.com
11	Postal Address for submission of Proposal	Managing Director Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), D 2/3 & 4, Rasulgarh Industrial Estate, Industrial Area Estate, Rasulgarh, Bhubaneswar, Odisha - 751010.
12	Mode of submission of Proposal	Speed Post / Registered Post / Courier only; bids submitted by hand / e-mail will not be accepted
13	Place of opening of Proposal	Office of the Managing Director, Utkalika, Bhubaneswar
14	Website to download Bid Document	www.utkalikaodisha.in

SHORT TENDER FOR SELECTION OF AN AGENCY FOR SUPPLY OF WEDDING GIFT PACKAGES TO ODISHA STATE CO-OPERATIVE HANDICRAFTS CORPORATION LTD. (UTKALIKA)

TERMS OF REFERENCE

1. Introduction – Utkalika

- 1.1. Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika) is a apex cooperative society working under Handlooms, Textiles & Handicrafts Department, engaged in marketing, promotion and development of handicrafts and handloom products of the State.
- 1.2. Utkalika undertakes procurement and supply of handicraft and handloom articles to various Government Departments, PSUs, corporate bodies and institutions, as well as operates its own sales outlets in Odisha and outside.

2. Objective

Utkalika intends to select an agency for supply of wedding gift packages consisting of items (as per **Annexure-I**) to meet the requirements of Government Departments placing orders through Utkalika.

3 Duration

- 3.1. The tender received will remain valid for 90 (Ninety) days from the last date of receipt of tenders and the validity of tenders can also be extended if agreed to by the agencies and the Managing Director, Utkalika
- 3.2. The period of supply of items to Utkalika is 07 (Seven) days.
- 3.3. In view of uncertainty regarding various activities, the dead line for completion of the work may be extended on mutually agreed terms and conditions.

4. Terms and conditions for applying

- 4.1. Bids shall be submitted in sealed cover super scribed: **“Tender for Selection of an Agency for Supply of Wedding Gift Packages to Utkalika”**(containing sealed technical bid and financial bid in separate sealed covers)
- 4.2. Bids must reach the office of Utkalika by Speed Post / Registered Post / Courier only, on or before the deadline indicated in **Sl.No. 04 of the DATA SHEET**. Late bids and bids submitted through any other mode will be rejected. The client will not be responsible for postal delay/ any consequence in receiving of the proposals.
- 4.3. The agency shall deposit earnest money as prescribed in the tender 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.
- 4.4. 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.

- 4.5. The agency may visit Head office Utkalika to obtain any information they may consider necessary before submission of the bid documents. This may be done on their own expenses.

5. Selection of Agency

- 5.1. The agency will be selected on the basis of Lower end Cost Selection mode assessed by the designated committee.
- 5.2. The offer will be opened first by a designated committee on a pre-decided date and time in the presence of bidders.
- 5.3. The technical bid will be evaluated on the basis of bid documents submitted by the bidders.
- 5.4. Any discrepancies if observed on the activities, the designated committee may decide for disqualification of the bidder for opening of the financial bid.
- 5.5. Only technically qualified bidders will be informed and their Financial Bids will be opened on the scheduled date.
- 5.6. Utkalika may inspect the bidder's existing work / samples, if felt necessary, before final selection.

6. Technical Bid – Documents required

- 6.1. Bidders shall submit the Technical Bid in prescribed format i.e covering letter & other information as per the “**Annexure – II & Annexure – III**”.
- 6.2. Bid document fee (DD).
- 6.3. EMD (DD).
- 6.4. Valid registration / incorporation certificate.
- 6.5. GST registration and latest GST return copies (e.g., 2023-24 & 2024-25 or since inception for start-ups).
- 6.6. PAN and latest two years' IT returns.
- 6.7. Proof of average annual turnover not less than Rs.20 lakhs during the last two financial years (CA - certified).
- 6.8. Copies of at least two work orders / completion certificates for supply of gift hampers / promotional gift items to any Government Department / PSU / reputed organisation during last 3 years.
- 6.9. Profile of the bidder with details of key personnel.
- 6.10. Power of Attorney / Authorisation in favour of signatory.
- 6.11. Bid submission checklist (**Annexure -VI**).

Any suppression / misrepresentation of facts may lead to rejection of bid and blacklisting as per rules.

7. Financial Bid

- 7.1. Financial Bid shall be submitted in the prescribed format at “**Annexure-V**” quoting the rate per Wedding Gift Package excluding GST, which is to be enclosed with the prescribed covering letter as per “**Annexure – IV**”.
- 7.2. The bidder quoting the **Lowest evaluated price (L1)** among technically qualified bidders shall be selected.

8. Scope of Work & Specification

- 8.1. Supply of fully finished wedding gift packages, each containing items as detailed in “**Annexure - I**”.
- 8.2. Inner packing and cushioning suitable for safe transportation.
- 8.3. Quality standards as prescribed by Utkalika.

9. Delivery

- 9.1. Delivery shall be made to Utkalika within 15 days from the date of order, unless otherwise specified.
- 9.2. Goods shall remain at the risk of the supplier until receipt and acceptance by Utkalika.
- 9.3. On delivery, the supplier shall intimate Utkalika in writing, requesting inspection and acceptance.

10. Quality & Warranty

- 10.1. All items supplied shall be new, of approved design and free from defects in materials and workmanship.
- 10.2. The supplier shall replace, at its own cost, any item found defective or damaged in transit or during packing within the specified period from delivery.

11. Contract Negotiation

- 11.1. 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. Payment Terms

- 12.1. Payment will be made by Utkalika after successful delivery of the ordered quantity, acceptance of goods by the consignee, and submission of pre-receipted bills along with delivery challans and inspection reports.
- 12.2. Payment will normally be released within 30 days subject to availability of funds and fulfilment of all conditions.
- 12.3. All applicable taxes, GST, duties, levies etc. shall be borne as per prevailing rules.

13. Other Conditions

- The selected bidder shall comply with all statutory requirements (Labour laws, GST, Income Tax, etc.).
- No advance payment will ordinarily be made.
- Utkalika reserves the right to increase or decrease the quantity at the time of placing order.
- In case of failure to supply within the stipulated period, Utkalika may impose penalty / forfeit security deposit / cancel the order and procure from alternate source at the risk and cost of the supplier.

14. Dispute & Jurisdiction

Any dispute arising out of this tender / contract shall be subject to jurisdiction of appropriate courts at Bhubaneswar, Odisha.

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Annexure – I

(Indicative – to be customised)

List of items for Wedding Gift Package

Sl. No.	Item Description	Specifications	Qty.
1	Suitcase (VIP/Sky bag/ Safari/ Wild craft/Aristocrat) Colour – Red, Maroon, Blue	Cabin trolley fibre Suitcase (17x13x9)cm.	1 pc
3	<u>Steel Utensils</u>		
	1. Plate	Weight – 500 gm. each Diameter – 12.5" Height – 1.6"	2 pcs.
	2. Quarter Plate	Weight – 70 gm. each Diameter – 6.4"	2 pcs.
	3. Katori	Weight – 70 gm. each Diameter – 4.4"	4 pcs.
	4. Glass	Weight – 120 gm. each Diameter – 3.2" Length – 4.4"	2 pcs.
	5. T. Spoon	Length – 7.5" to 7.9"	2 pcs.
	6. T. Fork	Length – 7.5" to 7.9"	
4	Saree (Red)	Silk blend, Georgette saree	1 pc
5	Red Bindi	Traditional Red Bindis (Packet of 20)	1 pc
	Red Bangels (12 pcs.)	Glass bangle (2x4)	1 set
	Red Sankha (4 pcs.)	Sankha (2x4)	1 set
	Red Eyetex Pallavi Sindoor	Long-lasting wedding Sindoor	1 pc
	Red / Maroon Lakme Lipstick	Bridal shade, long wear formula	1 pc
	Eyetex Kajol		1 pc
	Red Eyetex Pallavi Kumkum		1 pc
	Red Alata		1 pc

N.B. – 1) Guarantee & Warranty Card must be attached in each suit case.

2) Expiry date of Make up/ Cosmetic items should be six month.

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 supply of Wedding gift Package instruments to Utkalika**(Technical Proposal).

Sir,

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

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

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the tender 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.

Yours faithfully,

Authorized Signatory
with Date and Seal

Name and Designation of the Signatory:

Name of the Bidder and Address:

Annexure-III**SELF-DECLARATION SHEET**

Sl. No	Specification	Details
1	Name of the Bidder	
2	Details of Bid Document Cost (Demand Draft Details)	DD No: Date: Amount(Rs.) Drawn on Bank.
3	Details of EMD: (Demand Draft Details)	DD No: Date: Amount(Rs.) Drawn on Bank.
4	Name of the Director/Proprietor	
5	Full Address of Registered Office if any	Postal Address: Telephone No. FAX No. E-Mail Address
6	Name & telephone number of the authorized person signing the bid	
7	Bank Name	Account Number: Bank and Branch Name: IFSC Code
8	PAN No.(Attach self attested copy)	
9	GSTIN (Attach self attested copy)	
10	Acceptance to all the terms & conditions of the tender(Yes/No)	
11	Power of Attorney/authorization letter for signing of the bid documents (submitted/ not submitted)	
12	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid. (submitted/ not submitted)	
14	No. of Supplies previously 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 product	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)
2023-24		
2024-25		

17. **Declaration**

I, Shri _____, on/Daughter/ Wife of Shri _____ Proprietor/Director/ Authorized signatory of _____ (Name of the Service Provider), competent to sign this declaration and execute this tender. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

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

(Signature of Authorized Representative with seal)

Place: _____

Date _____

Enclosures:

- i. Bid processing Fee in the form of Demand Draft in original.
- ii. EMD in the form of Demand Draft in original.
- iii. Copy of tender document (each page must be signed and sealed)
- iv. Duly filled Technical Bid
- v. List of Documents as applicable.

FINANCIAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

[Location Date]

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

Sub.: Tender for Selection of Agency for Supply of Wedding Gift Packages to
Utkalika(**Financial Proposal**)

Sir,

I, the undersigned, offer to provide the services for **“Supply of Wedding Gift Packages to Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika)”** in accordance with your Tender No. _____ dated _____.

Our quoted Financial Price is ₹ _____ (in figures) /
Rupees _____ **only** (in words)
per Wedding Gift Package, excluding GST.

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**)*

Name of the Project	Financial Quote <i>Amount in Figure & Word</i>
Selection of Agency for Supply of Wedding Gift Packages to Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika)	Rate per Wedding Gift Package (Excluding GST)

Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____

BID SUBMISSION CHECK LIST

S. N.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1.	Covering letter along with information in Bidders Letter Head		
2.	Bid Processing Fee (Demand Draft)		
3.	EMD (Demand Draft)		
4.	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- 2023-24, 2024-25; 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- 2023-24, 2024-25; startup organizations- since inception)		
8.	Official turnover of the firm for the last two years (general- 2023-24, 2024-25; 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.	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:_____

List of Items

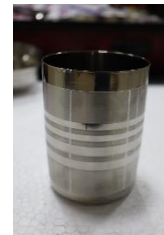
1. Steel Plate-



2. Steel Bowl-



3. Steel Glass-



4. Steel Spoons-



5. Steel Forks-



6. Saree-



7. Stationary Item-



8. Suit Case-

