



Utkalika

TENDER DOCUMENT

Selection of Agency for Supply of "Non-woven and Paper Carry bags"

Issued By:

Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika)

D-2/3 & 4, Industrial Estate, Rasulgarh

Bhubaneswar – 751010

Tender No: 1746

Date of Issue: 02/06/2026



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Selection of Agency for Supply of “Non-woven and Paper Carry bags”

Issued By:

Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika)

D-2/3 & 4, Industrial Estate, Rasulgarh

Bhubaneswar – 751010

Tender No: _____

Date of Issue: _____

Tender

Request for Proposal (RFP) for empanelment of Professional Agencies for “**Supply of non-woven and paper carry bags of different sizes**” to Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), Bhubaneswar.

Notice No-

Date-

TENDER SCHEDULE

SL No.	Particulars	Details
1	Name of the Work	Request for Proposal (RFP) for empanelment of Professional Agencies for “ Supply of non-woven and paper carry bags of different sizes ”
2	Financial Year	2026-27 and 2027-28
3	Date of Issue of tender document	02.06.2026
4	Last Date/Time for Submission of Bid	23.06.2026
5	Place of Submission	Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), D-2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-751010
6	Mode of Submission	In a Sealed cover mentioning the service to provide on the outside cover through Registered Post/ Speed Post/Courier only
7	Date/Time for Opening of Technical Bid	24.06.2026
8	Tender Fee	Rs.2,000/- (Non-refundable) in shape of Demand Draft in favour of “ Odisha State Co-operative Handicrafts Corporation Ltd., Bhubaneswar ”, payable at Bhubaneswar
9	EMD	Rs.10,000/- in shape of Demand Draft
10	Validity of the contract	2 Year from the date of execution of agreement (Extendable subject to Performance)

The Corporation reserves the right to accept or reject any or all proposals without assigning any reason thereof.

1. INTRODUCTION

Odisha State Co-operative Handicrafts Corporation Ltd. functioning under the administrative control of Handlooms, Textiles & Handicrafts Department, Government of Odisha having its registered office at D-2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-751010 (henceforth may be referred as **Utkalika**) invites sealed proposals from reputed and experienced professional agencies having expertise in **manufacturing and printing of non-woven and paper carry-bags** for empanelment with Utkalika for a period of two (02) years.

2. SCOPE OF WORK

The scope of procurement shall include all the following items but the list is not exhaustive itself.

The materials as mentioned below in the table are required for OSCHC Ltd. for its day to day operational transactions for dispatching of handicrafts/handlooms articles to the intended customers visiting Utkalika sales outlets.

It is therefore requested that the interested suppliers shall submit their bidding documents for empanelment under OSCHC Ltd.

Sl. No.	Particulars	Size(WxLxD)	GSM	Price per KG/Piece
1	D-Cut Non-Woven Carry bags with multi-colour printing both side as per approved sample	10"x14"	90 GSM	
2	D-Cut Non-Woven Carry bags with multi-colour printing both side as per approved sample	12"x16"	90 GSM	
3	D-Cut Non-Woven Carry bags with multi-colour printing both side as per approved sample	14"x20"	90 GSM	
4	D-Cut Non-Woven Carry bags with multi-colour printing both side as per approved sample	18"x26"	150 GSM	
5	Box type Non-woven shopping handle bag with multi-colour printing on both sides as per approved sample	14"x20"x4"	120 GSM	
6	Paper bag with multi-colour printing both side as per approved design	7"x8"x2"	220 GSM	
7	Paper bag with multi-colour printing both side as per approved design	12"x8"x3"	250 GSM	
8	Paper bag with multi-colour printing both side as per approved design	15"x12"x4"	300 GSM	

3. ELIGIBILITY CRITERIA

3.1. Pre-qualification criteria

Each bidders shall be evaluated against the following pre-qualification criteria prior to technical evaluation. Only those bidders who fulfill the prescribed eligibility criteria shall be considered for technical evaluation.

The bidders shall submit copies of all requisite supporting documents and information as part of its technical proposal. Failure to furnish complete and valid documentary evidence in support of the eligibility may render the proposal liable for rejection.

The Corporation reserves the right to seek clarifications or additional information if required, to verify the eligibility of the bidder.

SL. No.	Criteria	Document Required
PQ-1	Incorporation: The bidder should be a company incorporated under Companies Act, 1956/2013 or a partnership firm registered under LLP Act, 2008 and must be in manufacturing and printing of carry bags and operational for at least 03 (three) years as on the date of submission of the bid.	1. Certificate of Incorporation/Registration/Partnership Deed 2. PAN 3. GST registration certificate and return filing copy of last quarter of 2025-26. 4. Income Tax return copy of last 3 financial years
PQ-2	Turnover: The average turnover/revenue (towards supply of different type of carry bags and packaging) of the applicant for last three financial years ending 31st March 2025; shall be minimum Rs.35 Lakhs.	1. Audited financial statements (Profit & Loss and Balance Sheet of 3 financial years) 2. Annexure: B (Certified by statutory Auditor/ Chartered Accountant)
PQ-3	Experience: The bidder should have experience in supply of carry bags to any marketing agency related to the Government Organizations/PSU/ULB/Reputed private marketing organizations.	1. Work Order/Contract Agreement 2. Completion certificate / Client Certificate
PQ-4	Self-declaration by bidder for not being blacklisted. False declaration will lead to termination and forfeiture of security money.	Self-Declaration on letterhead
PQ-5	Tender Fee of Rs.2000/- and EMD of Rs.10,000/- in shape of DD drawn in any National/scheduled Bank.	Demand Draft to be submitted in favor of Odisha State Co-operative Handicrafts Corporation Ltd.

3.2. Shortlisting Process:

The proposals shall be evaluated in accordance with the criteria and rate chart to be furnished which is specified in this tender document. The rate chart obtained from the bidders shall be arranged in ascending order of price.

Only those bidders who have submitted all the requisite documents shall be considered technically qualified and eligible for empanelment.

3.2.1. Selection Process for empanelment of agencies.

- **Empanelment of Lowest Bidders:** The lowest responsive bidder(s) (L1)

for each category of bags shall be considered for empanelment subject to a maximum of three (3) agencies overall. In the event that different bidders quote the lowest price for different types of bags, they shall be empaneled specifically for the respective categories where they are ranked L1 bidder.

- **Price Matching for Multi-Agency Empanelment:** In the instances, where a single bidder emerges as the L1 for all categories, the procuring entity reserves the right to invite the second-lowest bidder (L2) to match the L1 price. If the L2 bidder provides written consent to match the L1 price, both agencies may be empaneled to ensure redundancy and smooth supply during urgent or high-volume requirements.
- **Distribution of Orders:** In a dual-agency empanelment scenario, the distribution of supply quantity will be at the sole discretion of the Department, typically in a ratio of 50:50 aimed at maintaining operational continuity.

3.2.2. Period of empanelment

The empanelment shall be valid for a period of **Two (2)** Years from the date of execution of the agreement.

The Corporation may, at its sole discretion, extend the empanelment for a further period of up to One (1) Year on the same terms and conditions, subject to satisfactory performance and periodic review.

The Corporation reserves the right to terminate the empanelment of any or all agencies at any time, without assigning any reason whatsoever.

4. INSTRUCTION TO BIDDERS

From the date of publication of the bid till the award of the contract, any communication by a bidder regarding the bid shall be made strictly in writing at the address provided in the Bid Factsheet.

4.1. Clarifications:

4.1.1. Bidders seeking clarification on any provision of this tender document shall submit their queries in writing (by post or email to oschcutkalika@gmail.com), within the timeline prescribed in the Tender Schedule.

4.1.2. Utkalika shall endeavour to respond to the relevant queries only within the stipulated time. Clarifications and responses shall be communicated to all prospective bidders without disclosing the identity of the bidder seeking clarification.

4.1.3. Utkalika may, at its discretion, issue corrigendum, addendum or amendments to the tender document at any time prior to the submission deadline on the official website "www.utkalikaodisha.in".

4.1.4. Utkalika reserves the right to cancel the tender process or reject any or all bids at any stage without assigning any reason thereof.

4.2. Sealing, Marking and Submission of Bids:

4.2.1. The bidder shall submit the proposal strictly in the format prescribed in this

tender document. Utkalika will evaluate only those proposals that are received in the required formats and are complete in all respect. Proposals received after the due date and time shall not be considered.

4.2.2. The proposal shall be typed or written in indelible ink and signed by the authorized signatory of the bidder. Each page of the proposal shall be duly signed or initialed. Any correction or alteration shall be authenticated by the authorized signatory.

Technical Bid Submission

The Technical Proposal shall include the following documents:

Sl. No.	Documents	Annexure
1	Proposal Cover Letter	Annexure-I
2	Particulars of the bidder	Annexure-II
3	CA certified Consolidated Turnover (Last 3 Financial Years)	Annexure-III
4	Experience Details	Annexure-IV
5	Self- declaration (Not Blacklisted)	Annexure-V
6	Declaration & Letter of Authorization	Annexure-VI
7	Conflict of Interest Declaration	Annexure-VII
8	Format for Pre Bid Queries	Annexure-VIII

Envelopes shall be addressed to:

To

**The Managing Director,
Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika),
D- 2/3 & 4, Industrial Estate, Rasulgarh,
Bhubaneswar-751010**

5. Site visit and verification of information:

Bidders are encouraged to visit the store and obtain all relevant information necessary for preparation of their proposal including examine the present carry bag designs and quality.

By submitting a proposal, the bidder shall be deemed to have:

- a. carefully examined and understood the tender documents;
- b. obtained all relevant information and clarifications required from Utkalika;
- c. evaluated all risks and circumstances relating to the execution of the project and accepted the risk of any inadequacy, error or omission in the information provided;
- d. satisfied itself as to the completeness, adequacy and correctness of the information available for submission of an informed proposal and performance of its obligations under the contract.

6. Acknowledgment and Disclaimer:

The bidder acknowledges and agrees that:

- a. any inadequacy, lack of completeness or inaccuracy in the information provided in the tender documents shall not constitute a ground for any claim against the authority;
- b. no claim for compensation, damages, extension of time, loss of profit or additional costs shall arise on account of such inadequacy or ignorance;
- c. the bidder shall remain bound by its obligations under the tender and the contract.

Utkalika shall not be liable for any omission, error or mistake on the part of the bidder arising out of or in connection with:

- the tender;
- the Bidding documents;
- the Bidding Process; or
- any information or data furnished by the bidder.

7. Rights to Accept/ Reject any or all Bids:

Utkalika reserves the right to:

- accept or reject any bid;
- annul the bidding process at any time prior to award of contract; and
- reject all bids,

without any obligation or assigning reasons for such decision.

8. Language of Bid:

The proposal and all related correspondences and documents shall be submitted in English. Any document submitted in a language other than English shall be accompanied by a certified English translation. In case of discrepancy, the English version shall prevail.

All proposals and supporting documents submitted shall become the property of

Utkalika.

9. Modification and withdrawal of bids:

9.1. Modification of Bid

A bidder may modify its bid at any time prior to the deadline for submission of bids. Any such modification shall be submitted in writing and received by Utkalika before the prescribed deadline. No bid shall be modified after the deadline for submission of bids.

9.2. Withdrawal of Bid

A bidder may withdraw its bid by submitting a written notice to Utkalika prior to the deadline for submission of bids.

No bid shall be withdrawn after the deadline for submission and during the bid validity period specified in the bid data sheet

9.3. Forfeiture of EMD

If a bidder withdraws its bid after the opening of bids and during the validity period, the Earnest Money Deposit (EMD) shall be liable for forfeiture.

Withdrawal of a bid during the validity period may also result in disqualification from the bidding process as per the applicable provisions of this tender.

10. Notifications of awards and signing of contract:

- Prior to the expiry of the bid validity period, Utkalika shall notify the successful bidders in writing or by email that its bid has been accepted.
- Upon issuance of the Letter of Intent (LoI), Utkalika shall forward the draft Contract Agreement incorporating all agreed terms and conditions.
- The successful bidder shall sign and return the Contract Agreement within the period specified in the Letter of Intent or Work Order.
- Failure to execute the contract within the stipulated period may result in cancellation of the award by Utkalika.

11. Failure to agree with the Terms and Conditions of the Bid/Contract:

If the successful bidder fails or refuses to:

- accept the Letter of Intent; or
- execute the contract Agreement within the prescribed period; or
- comply with the terms and conditions of the bid/contract,

Utkalika shall be entitled to cancel the award of contract and may award the contract to the next eligible and responsive bidder.

In such event, the Earnest Money Deposit (EMD), if applicable, shall be liable for forfeiture.

12. Legal and Stationary Charges:

- The successful bidder will have to bear the legal & stationery charges at rates for preparing contract documents as per prevailing circular. The stamp duty payable for the contract shall be borne by the Implementing agency.

- The successful bidder shall enter into a contract agreement with Utkalika within 15 (fifteen) days from the date of issue of Work Order and the same should be adjudicated for payment of stamp duty by the successful bidder.
- All legal charges and incidental expenses in this respect shall be borne by the successful bidder.

13. Bid Currencies:

All prices quoted in the bid shall be in Indian Rupees (INR) only.

14. Bid Validity Period:

Bid shall remain valid for a period of 90 (ninety) days from the last date of submission of bids. On completion of the validity period, unless the bidder withdraws proposal in writing, it will be deemed to be valid until such time that the bidder formally (in writing) withdraws proposal.

15. Rectification of Errors:

- Bidders shall exercise due care while quoting prices.
- No correction in the quoted price shall be permitted after opening of the financial bids.
- All corrections, if any, shall be duly initialed by the authorized signatory before submission.

In case of arithmetic errors:

- the unit rate shall prevail over the total amount;
- in case of discrepancy between figures and words, the amount in words shall prevail.

The decision of Utkalika regarding correction of arithmetic errors shall be final and binding.

16. Bidder Qualification:

- The bidder may nominate a duly authorized representative for the purpose of this tender and shall submit a valid authorization letter or power of attorney in favour of such representative.
- All certificates, documents, clarifications and correspondence submitted in connection with the bid shall be duly signed by the authorized representative.
- The Power of Attorney shall be submitted in the prescribed format along with the Qualification bid.

17. Conflict of Interest:

The agency shall perform the services with professional integrity, independence, objectivity and impartiality and shall at all times hold the interest of Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika) paramount.

The agency shall strictly avoid any situation that may give rise to an actual, potential or perceived conflict of interest with:

- other assignments of the agency;
- its own financial or business interests; or

- any relationship that may influence its performance under this tender or contract.

The agency shall not engage in any activity that may compromise its independence or adversely affect the interests of Utkalika.

17.1. Situations Constituting Conflict of Interest

Without limiting the generality of the above, an agency shall be deemed to have a conflict of interest under the following circumstances:

a. Conflicting Relationships

The bidder (including its directors, partners, employees, affiliates or sub-agencies) has a business, financial or family relationship with any official of Utkalika directly or indirectly involved in:

- preparation of the tender;
- evaluation of bids;
- award of contract; or
- supervision of the contract.

An agency (including its personnel, directors, partners, employees, sub-agencies, affiliates or associates) that has a business or family relationship with any employee, officer or representative of Utkalika who is directly or indirectly involved in:

- preparation of the Terms of Reference;
- evaluation or selection process;
- supervision, monitoring or administration of the contract;

Shall not be eligible for award of the contract, unless such conflict has been fully disclosed and resolved to the satisfaction of Utkalika.

b. Multiple Participation

An agency shall not submit more than one proposal, either individually or as a member/partner of any consortium for the same assignment.

Participation in more than one proposal shall lead to disqualification of all such proposals.

c. Prior Involvement in Tender Preparation

An agency that has been engaged by Utkalika for preparation of the tender document, feasibility study or related project documentation for the same assignment shall not be eligible to participate in the present tender.

d. Other Assignments Creating Bias

If the agency is engaged in any other assignment that may impair its objectivity or independence in relation to the present assignment, it shall be considered a conflict of interest.

17.2. Mandatory Disclosure

Each bidder shall submit a Conflict of Interest Declaration (as per **Annexure-VII**).

Failure to disclose a Conflict of Interest shall lead to:

- rejection of the bid;
- disqualification from the tender;
- termination of contract (if awarded);
- forfeiture of EMD/Security Deposit;
- blacklisting/debarment as per applicable rules.

The decision of Utkalika in determining the existence of a Conflict of Interest shall be final and binding.

18. Award of Contract:

- After completion of evaluation and approval by the competent authority, Utkalika shall issue a Letter of Intent (Lol) to the selected agency.
- All other participating agencies shall be informed of the outcome.
- The selected agency shall execute the contract agreement within 15 (fifteen) days (or such period as specified in the Lol) after fulfilling all required formalities.

19. Confidentiality:

Information relating to evaluation of proposals and award recommendations shall not be disclosed to any agency or person not officially concerned with the process until publication of the award.

Any attempt by a bidder to influence the evaluation process or to obtain confidential information may result in rejection of its proposal.

20. Termination of the Contract:

Utkalika may suspend or terminate the contract by issuing a written notice to the agency if the agency fails to perform its obligations under the contract.

The notice shall:

- specify the nature of the default; and
- provide a reasonable period for the agency to rectify such default.

If the default is not remedied within the stipulated period, Utkalika may proceed with termination as per contract provisions.

21. competent authority:

The Managing Director, Odisha State Co-operative Handicrafts Corporation Ltd.(Utkalika) shall be the competent authority for this tender.

The Competent Authority shall have the right to:

- amend or modify the tender documents during the proposal evaluation process and such amendments will be conveyed to the short-listed organization / agency;
- modify scope of work at the time of the award of the contract. Such modifications will be discussed and mutually agreed upon with the selected agency.
- seek for clarification on the proposal in writing and the agency shall respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.

- accept or reject any / all proposals partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the bidders.

22. Jurisdiction:

Any dispute arising out of or in connection with this tender shall be subject to the exclusive jurisdiction of *Bhubaneswar Municipality Corporation only*.

23. Technical Bid Format Instructions:

23.1. General Instructions

Bidders shall submit a structured organized and comprehensive technical bid, which shall be evaluated by the Evaluation Committee against the requirements of the project.

The Technical Proposal shall:

- Be properly indexed and page-numbered;
- Be searchable (in case of soft copy submission);
- Contain no handwritten material, overwriting or unauthorized alterations;
- Be clear, legible and self-explanatory.
- Rate chart should be in rupees and no range data shall be entertained. (e.g. Rs.100.00/- (✓) and not like Rs.90.00 –110.00/- (X)).

All required documents shall be submitted in a single consolidated file (in case of online submission) or a properly bound single volume (in case of physical submission), unless otherwise specified.

Bidding Format Check-list

Sl. No.	Documents Required	Submitted (Y/ N)	(Page No.)
1	Format for particulars of the bidder		
2	Bidders average turnover for last 3 financial years		
3	Self-declaration of non-blacklisted		
4	Experience in relevant field		
5	Declaration & authorization letter		
6	Financial bid		
7	Pre-bid queries as per format.		
8	Declaration on conflict of interest		
9	Description of approach, methodology and work plan for performing the assignment		

Format for Technical Proposal Cover Letter

Date: DD/MM/YYYY

To

The Managing Director
Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika),
D-2/3 & 4, Industrial Estate,
Rasulgarh, Bhubaneswar – 751010

Sub: Submission of Technical Compliance Proposal

Ref: Selection of an agency for printing and supply of non-woven and paper carry bags.

Sir / Madam,

Having carefully examined the tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, hereby submit our Technical Compliance Proposal for the above-mentioned assignment and offer to provide the required products and services in conformity with the terms and conditions of the tender.

We hereby confirm that the information contained in this proposal, including all annexures, exhibits and supporting documents submitted to Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), is true, complete and verifiable to the best of our knowledge and belief. We further confirm that this proposal includes all information necessary to ensure that the statements herein do not, in whole or in part, mislead Utkalika in its evaluation or shortlisting process.

We understand and agree that, if at any stage it is found that any information furnished by us is false, misleading or materially incorrect, Utkalika shall have the right to reject our proposal, disqualify us from the selection process or terminate the contract, if awarded, without prejudice to any other action permissible under law.

We hereby unconditionally accept and agree to abide by all the terms and conditions set out in the tender documents and confirm that we shall remain bound by the same during the selection process and, if selected, during the execution of the contract.

We further undertake that, in the event of our selection as the successful bidder, we shall execute the Contract Agreement and furnish all required documents and securities as prescribed in the tender documents within the stipulated time. Until a formal contract is executed, this proposal, along with your written acceptance and issuance of Letter of Intent / Work Order, shall constitute a binding contract between us.

We acknowledge that Utkalika reserves the right to accept or reject any proposal, annul the tender process or reject all proposals at any time without assigning any reason whatsoever and without incurring any liability to the bidders.

It is hereby confirmed that the undersigned is duly authorized to sign and submit this proposal on behalf of the company / firm / organization and to bind the same in all respects.

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

Format for Particulars of the Bidder

<i>Details of the Bidder (Company)</i>			
Sl. No.	Particulars	Details to be furnished	Supporting Document (Yes/No)
A	Name of the bidder (as per Registration Certificate)		
B	Registered office Address		
C	Year of Incorporation/Establishment		
D	Registration Number & Registration Authority		
E	Legal Status (Public/Private)		
F	Name & Designation of the Authorized person to whom all references shall be made regarding this RFP		
G	Contact Mobile Number of Authorized Person		
H	Telephone No. (with STD Code)		
I	E-Mail of the contact person:		
K	Website (if any)		
L	Financial Detail (Organization's turnover of last three financial years)	FY 22-23:	
		FY 23-24:	
		FY 24-25:	
M	GSTIN Number		
N	PAN		
O	EMD Details		

Declaration:

I / We hereby certify that the above information is true and correct to the best of my / our knowledge and belief. In case any information is found to be false or incorrect later on, Utkalika shall have the right to reject our bid or terminate the contract, if awarded.

Date:
Representative
Place:

Signature of Authorized

Name:
Designation:
Seal of bidder:

Bidders Average Turnover for last 3 financial years

Date: DD/MM/YYYY

This is to certify that the Average Annual Turnover Statement of <name of the organization> having registered office at <address of the organization > for the last three audited financial years preceding the bid submission date is as under.

Turnover Statement:

Sl. No.	Financial Year	Gross Annual Turnover (₹ in lakhs)
1	2022-23	
2	2023-24	
3	2024-25	
Average annual turnover Statement		

Date:
Place:

Signature of Chartered Accountants
Name of CA:
Seal of the CA firm:
Membership No:

Experience in Similar Assignments**A. Summary of relevant Experience:**

Sl. No.	Name of Project	Year of Project	Nature of work	Project Value	Page Number
1					
2					
3					
4					
5					

B. Detailed Project Experience:

(To be filled separately for each project mentioned above)

Project Information	
Name of the project	
Client Name	
Name and contact details of the client	
Description of the project	
Scope of services	
Start date	
Completion date	
Duration of the project	
Other Relevant Information (if any)	

Please check (√) on the supporting documents enclosed:

- Work Order received from Client
- Agreement signed between Bidder and Client
- Client Certificate/ others (if any)

I/ We hereby certify that the above information is true and correct. Utkalika reserves the right to verify the information from the concerned client(s) and in case of any discrepancy, the bid may be rejected.

Date:

Place:

Signature of Authorized Representative

Name:

Designation:

Name of Agency/Firm:

Seal of the Form:

Self-declaration for not being blacklisted.
[TO BE SUBMITTED ON BIDDER'S LETTERHEAD]

To

The Managing Director
Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika),
D-2/3 & 4, Industrial Estate,
Rasulgarh, Bhubaneswar – 751010

Sub: Self-Declaration regarding Non-Blacklisting / Non-Debarment

Ref: Selection of an agency for printing and supply of non-woven and paper carry bags.

Sir / Madam,

In response to the above-mentioned tender, I, _____,
(Designation) _____, duly authorized to represent M/s
_____, hereby solemnly declare that:

- a) Our Company / Firm has not been blacklisted, debarred, suspended or declared ineligible for participation in any tender or bidding process by any Central Government / State Government / Semi-Government Organization / PSU / Autonomous Body / Statutory Authority in India as on the date of submission of this bid.
- b) No proceedings for blacklisting, debarment or suspension are currently pending against our Company / Firm before any Government Department or PSU.
- c) We have not been convicted for any offence relating to corrupt, fraudulent, collusive or coercive practices in connection with any public procurement.
- d) We understand that in case this declaration is found to be false or misleading at any stage, Utkalika shall have the right to:
 - Reject our bid;
 - Forfeit our EMD / Performance Security;
 - Terminate the contract, if awarded;
 - Initiate appropriate legal action as deemed fit and proper.

This declaration is submitted for consideration in the above tender process.

Date:
Place:

Signature of Authorized Representative
Name:
Designation:
Name of Agency/Firm:

Seal of the Form:

Declaration & Authorization Letter
(ON BIDDER'S LETTER HEAD)
(REF No: _____ / Dated: _____)

I, _____ (Name of the authorized person),
Designation _____ duly authorized to act on behalf of
M/s _____, hereby solemnly declare
and confirm as follows:

1. All information, statements and documents submitted in this bid / proposal are true, correct and complete to the best of my knowledge and belief.
2. I am duly authorized to sign and submit this bid on behalf of the Company / Firm by virtue of a valid Power of Attorney / Board Resolution, a copy of which is enclosed as **Annexure** _____ to this bid. The Company / Firm shall be legally bound by all acts, deeds and undertakings executed by me in connection with this tender.
3. All communications relating to this tender process shall be treated as confidential and no information shall be disclosed to any unauthorized person without prior written consent of the Competent Authority of Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika).
4. We undertake to promptly inform Utkalika of any material change in the constitution, ownership, control or working of the Firm which may affect the accuracy of the information provided in this bid.
5. We have carefully read and understood all the terms and conditions of the tender document and hereby unconditionally agree to abide by the same.
6. We understand that if any information provided herein is found to be false, misleading or incorrect at any stage, Utkalika shall have the right to reject our bid, forfeit EMD / Performance Security or terminate the contract, if awarded, without prejudice to any other legal action.

Place:

Date:

Signature of Authorized Representative

Name:

Designation:

Name of Firm / Company:

Seal of the Firm:

Conflict of Interest Declaration

To

The Managing Director
Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika),
D-2/3 & 4, Industrial Estate,
Rasulgarh, Bhubaneswar – 751010

Sub: Declaration regarding Conflict of Interest

Ref: Tender No. _____ dated _____

(Selection of agency for printing and supply of non-woven and paper carry bags)

DECLARATION

I/We, _____ (Name of Bidder), hereby declare and confirm as under:

We have carefully read and understood the Conflict of Interest provisions as stipulated in the tender document.

1. We hereby confirm that we do not have any actual, potential or perceived conflict of interest in relation to this tender.
2. We further confirm that neither our firm nor any of our directors, partners, employees, affiliates or associates has any business, financial or family relationship with any official of Utkalika who is directly or indirectly associated with the tender process.
3. We confirm that we have not participated in the preparation of this tender document.
4. We confirm that we have not submitted more than one proposal for this assignment, either directly or indirectly.
5. We undertake that, in the event any conflict of interest arises during the bidding process or execution of the contract, we shall immediately inform Utkalika in writing.
6. We understand that failure to disclose any conflict of interest may result in:
 - a. Rejection of our bid;
 - b. Termination of contract, if awarded;
 - c. Forfeiture of EMD / Performance Security;
 - d. Blacklisting / Debarment as per applicable rules.
7. We hereby certify that the information provided above is true, complete and correct to the best of our knowledge and belief.

Name of Bidder:

Authorized Signatory: _____
Name: _____
Designation: _____
Date: _____

Format for submission of Pre-Bid Queries

[ON BIDDERS LETTERHEAD]

To

The Managing Director,
Odisha State Co-operatives Handicrafts Corporation Ltd.,
D-2/3 & 4, Industrial Estate,
Rasulgarh, Bhubaneswar.

Sub: Submission of Pre-Bid Queries by <<firm name>>**Ref:** Selection of an agency printing and supply of non-woven and paper carry bags.

Sir,

With reference to the above-mentioned tender, we have carefully examined the bid documents and seek clarification on the following points. We request you to kindly clarify the same.

Pre-Bid Query Details.

Sl. No.	Clause No/Page No	Existing Provision in Tender	Query/Clarification Sought	Suggested Change (if any)
1				
2				
3				

We understand that responses to the above queries shall be issued by Utkalika through official corrigendum / clarification and shall form part of the tender documents.

We further understand that queries must be submitted strictly in the above prescribed format and within the stipulated timeline. Queries not submitted in the prescribed format or received after the due date shall not be considered by Utkalika.

Yours faithfully,

Signature of Authorized Representative

Date:

Place:

Name:

Designation:

Name of Firm / Company:

Full Address:

Mobile No:

Email ID: