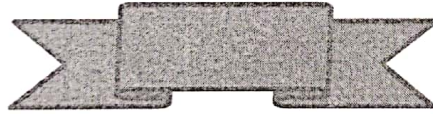




EXPRESSION OF INTEREST
FOR
SELECTION OF SUPPLIER OF GOLDEN GRASS RAW MATERIAL
FOR
SANKALP KENDRAPARA PROJECT



Implemented By:

District Skills Committee- Sub-committee, Kendrapara

Address:

SANKALP Kendrapara Project Office

District Industries Centre premises,

IDCO Plot No-7, Tinimuhani Industrial Estate, Kendrapara

E-mail: adhkendrapara@gmail.com

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DISTRICT SKILLS COMMITTEE- SUB-COMMITTEE, KENDRAPARA


**EXPRESSION OF INTEREST FOR SELECTION OF SUPPLIER FOR SUPPLY OF
GOLDEN GRASS FOR SANKALP KENDRAPARA PROJECT**

No. 842

Date: 10.12.2021

Expression of Interest (EOI) with requisite documents in one sealed cover are invited from interested & experienced agencies having required eligibility and expertise in relevant field to supply processed good quality processed golden grass for SANKALP Kendrapara Project at Kendrapara. The EOI should be submitted in the prescribed format in two separate sealed bids i.e. "Technical Bid" with requisite documents & "Financial Bid" towards the cost for the services to be rendered. The selection will be made strictly on the basis of **Cost Based Selection** mode. The **EMD of Rs. 5,000/-** (Rupees Five Thousand only) is to be deposited in shape of DD in favour of **SANKALP KENDRAPARA PROJECT**, payable at Kendrapara with the technical bid. The Bid Document can be downloaded from the websites: www.sidacodisha.org.in, <https://kendrapara.nic.in>, <https://crafts.odisha.gov.in>. The bidder has to submit the cost of documents i.e Rs. 500/- in shape of DD in favour of **SANKALP KENDRAPARA PROJECT**, payable at Kendrapara with the Technical Bid. The last date of receipt of the sealed offer in the SANKALP Kendrapara Project Office, District Industries Centre premises, IDCO Plot No-7, Tinimuhani Industrial Estate, Kendrapara is up to **5.00 P.M. on dt. 24.12.2021**. The "Technical Bids" will be opened at **11.00 A.M. on dt. 27.12.2021** in presence of the bidders or their authorized representatives. The "Financial Bids" of only qualifying agencies will be opened on suitable date and time under intimation to the selected bidders.

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

- St - 
Addl. Project Director (Admin.),
DRDA, Kendrapara

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DATA SHEET

Sl No	Particulars	Details
1	Name of the Client	District Skills Committee-Sub-Committee, Kendrapara
2	Method of Selection	Cost Based Selection Mode
3	Date of Issue of EOI	10.12.2021
4	Deadline for receipt of EOI Proposal	24.12.2021 (up-to 5.00PM)
5	Date of opening of Technical Proposal	27.12.2021 (11.00 AM)
6	Date of opening of Financial Proposal	Will be intimated later
7	Expected date of commencement of Assignment	
8	Bid processing Fee (Non-Refundable)	Rs 500/- (Rupees Five Hundred only) in shape of DD in favour of SANKALP KENDRAPARA PROJECT , payable at Kendrapara
9	Earnest Money Deposit (EMD) Refundable	Rs. 5,000/- (Rupees Five Thousand only) in shape of DD in favour of SANKALP KENDRAPARA PROJECT , payable at Kendrapara
10	Contact Person	1. Sri Satyajit Behera Handicrafts Promotion Officer Ph: +91 9439883181 2. Sri Dillip Kumar Das Representative of PMU-II, SANKALP Ph: + 91 94370 90429
11	Postal Address for submission of proposal	SANKALP Kendrapara Project Office District Industries Centre premises, IDCO Plot No-7, Tinimuhani Industrial Estate, Kendrapara E-mail: sankalpkendrapara@gmail.com adhkendrapara@gmail.com
12	Mode of Submission of proposal	Drop Box at address as specified at Sl. No. 11 during the office hour only or Speed Post/ Registered Post only to the address as specified at Sl. No. 11 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
13	Place of opening of proposal	Conference hall, District Industries Centre premises, 1st Floor, IDCO Plot No-7, Tinimuhani Industrial Estate, Kendrapara
14	Website to visit for download of bid document.	www.sidacodisha.org.in , https://kendrapara.nic.in , https://crafts.odisha.gov.in .



**EXPRESSION OF INTEREST FOR SELECTION OF SUPPLIER FOR SUPPLY OF
GOLDEN GRASS FOR SANKALP KENDRAPARA PROJECT**

TERMS OF REFERENCE (ToR)

1. Introduction:

- 1.1. The Skills Acquisition and Knowledge Awareness for Livelihood Promotion (SANKALP) project implements the mandate of the National Skill Development Mission (NSDM), which was launched by Ministry of Skill Development & Entrepreneurship (MSDE), through its core sub-missions. The project is implemented in mission mode through World Bank support and is aligned with the overall objectives of the NSDM.
- 1.2. The Sankalp Kendrapara Project is a pilot project being implemented in different locations in Kendrapara district in Odisha. The project focuses on the execution of comprehensive interventions across a natural fibre craft, Golden Grass in Kendrapara district, Odisha. The predicted/expected impact numbers are 3128 artisans across 35 villages over a span of 2 years.
- 1.3. District Skills Committee, Kendrapara (DSC) is a stakeholder in the SANKALP Kendrapara Project. The District Skills Committee-Sub-Committee, Kendrapara (DSC-SC) is an active committee that looks into the everyday functioning of SANKALP Kendrapara Project in Kendrapara.

2. Objective:

- 2.1. The objective of the EOI is to select an agency to supply good quality processed Golden Grass raw material to the assigned skilling centres under the Sankalp Kendrapara Project.

3. Scope of the work:

- 3.1. The selected selected bidder will have to provide good quality processed golden grass to assigned skilling centres under the Sankalp Kendrapara Project.
- 3.2. The selected bidder will have to pack the good quality processed Golden Grass as per the kgs needed per centre & be delivered to the skilling centres as per the schedule provided.
- 3.3. All centres will be in Kendrapara block. Tentative list of villages with centres is provided at **Annexure -I**.
- 3.4. The supply has to be delivered within 7 working days of issue of supply order.
- 3.5. A total of approximate 1500 quintals of Golden Grass raw material is required.
- 3.6. The golden grass as specified above must be less than 12 months old.
- 3.7. The price of good quality processed Golden Grass raw material cannot be more than INR 120 per/kg.

4. Duration:

- 4.1. The selected bidder is liable to supply good quality processed golden grass for a duration of 12 months from the date of agreement.
- 4.2. The duration may be mutually extended if needed.

5. Mode of Payment:

The terms for release of payment are as mentioned below:

- 5.1. A GST bill has to be submitted at the time of supply.
- 5.2. A committee will verify the golden grass supplied for quality, location delivery and other parameters.



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- 5.3. The payment will be released after verification and approval by the committee.
 - 5.4. Deduction of Tax at source, if applicable, shall be made at the appropriate rate, as per prevailing law at the time of payment in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.

6. General Terms & Conditions:

- 6.1. This Bid document will be received in sealed cover superscribed "**Supply of good quality processed Golden Grass Raw Material**" (containing sealed technical bid and financial bid in separate sealed covers) to the SANKALP Kendrapara Project office at District Industries Centre premises, IDCO Plot No-7, Tinimuhani Industrial Estate, Kendrapara **up to 5.00 PM on dt 24.12.2021.**
- 6.2. The bidders must submit their proposal by Speed Post/ Registered Post/ Drop Box only to the address as specified at **Sl.No. 11 of the DATA SHEET** during the office hour only on or before the last date and time for submission of proposal as specified at **Sl.No. 4 of the DATA SHEET**. Submission of proposal through any other mode and late bid will be rejected. The client will not be responsible for postal delay/ any consequence in receiving of the proposals.
- 6.3. The bidders shall deposit earnest money as prescribed in the EOI as a guarantee of good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement in schedule time, the same will be forfeited. If the offer of the bidder is not accepted, the earnest money will be refunded without any interest.
- 6.4. The above deposit of bidders shall remain as security for rendering of services for the supply of good quality processed Golden Grass and on successful completion of the event, the same will be refunded as per agreement.
- 6.5. **Performance Bank Guarantee:**
The selected bidder shall have to sign an agreement in Non-Judicial Stamp paper of appropriate value with deposit of 01% of the contract value in shape of Performance Bank Guarantee towards performance security within 3 days after acceptance of the EOI proposal. Failure to comply with the conditions of the agreement shall constitute sufficient ground for forfeiture of the PBG. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the event.
- 6.6. In case of breach of any term & condition, the performance security deposit of the selected bidder shall be liable to be forfeited besides annulment of the agreement.
- 6.7. **Contract Negotiation:**
Contract Negotiation, 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.
- 6.8. The bids will be opened by a designated committee and the bidders will be called for interaction with the Evaluation committee where the bidders will present their credentials in respect of supply of good quality processed Golden Grass. The agencies are required to submit/ present a sample of good quality processed Golden Grass at the same quality of which the full order will be supplied by them in front of the Committee for evaluation.
- 6.9. The selected bidder will replace the damaged golden grass, if any, at its own cost after being intimated by DSC- Sub-committee within 15 days for release of payment.
- 6.10. The selected bidder shall not sublet the work to any other agency under any circumstances.
- 6.11. The selected bidder has to abide by any other conditions / alterations as imposed by DSC-Sub-committee from time to time.
- 6.12. The selected bidder will nominate a coordinator who shall be responsible for immediate interaction with the office as and when required.

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6.13. **Governing Law and Penalty Clause:**

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

6.14. The selected bidder should not have been convicted by any court of law. No adverse orders should have been passed against the selected bidder by any Government authorities. No investigation by any authority as stated above should be pending against the selected bidder.

6.15. The agreement is liable to be terminated in case of non-performance & deviation of terms & conditions of contracts. If any loss or damage is caused, the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.

7. **Eligibility Criteria:**

7.1. The selected bidder should be a registered firm in the state of Odisha and/or should be a resident of Odisha.

7.2. The selected bidder should have minimum 1 supply order from a govt. or non- govt. agency for supply of bulk raw material

7.3. The selected bidder must have experience in supply of bulk raw material

7.4. The selected bidder must have adequate equipment to transport the raw material to the skilling centres.

7.5. Sample of good quality processed Golden Grass raw material should be submitted on the particular date at Bidder's own cost and risk. The bidder should submit samples during technical bid opening. Non submission of the samples will lead to the rejection of the tender.

8. **Technical Bid**

The selected bidder has to submit the Technical Bid in the prescribed format i.e Covering letter and other information as per the "Annexure-V" along with required documents fulfilling the eligibility Criteria. (Documents to be submitted). The selected bidder has to submit the following documents in the Technical Bid:

8.1. Demand Draft of Rs. 500/- (Rupees Five hundred only) in favour of **SANKALP KENDRAPARA PROJECT**, payable at Kendrapara towards bid document cost.

8.2. Earnest Money in form of a demand draft of Rs. 5,000/- (Rupees Five Thousand Only) in favour of **SANKALP KENDRAPARA PROJECT**, payable at Kendrapara.

8.3. Copy of completion certificates / work orders in support of minimum 1 supply order.

8.4. Documents in support of experience of executing bulk supply of raw material.

8.5. Samples of good quality processed Golden Grass raw material.

8.6. Undertaking in shape of affidavit for available stock (**Annexure-VIII**).

8.7. Self-attested list of good quality processed golden grass available in stock.

8.8. Undertaking that no criminal case is pending with the police at the time of submission of bid (**Annexure-II**).

8.9. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt./ any autonomous bodies during the recent past (**Annexure-III**).

8.10. Undertaking regarding trueness and correctness of the information submitted by the firm **(Annexure-IV)**.

8.11. The bid submission checklist **(Annexure-IX)**

No modification to the bid documents shall be allowed once it is received by the authority. All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the authorized representative. Anyone found guilty of furnishing false information shall be blacklisted by the HT&H Department, Govt of Odisha and EMD or performance security deposit or both of such agencies shall be forfeited.

9. The Financial Bid

9.1. **The Financial Bid** shall be the cost for Supplying packed & delivered good quality processed Golden Grass to assigned skilling centres as scheduled along with the prescribed Covering Letter at **Annexure-VI**. The bidder has to specify the financial quote in both figure and words. **Annexure-VII**. No over writing will be accepted.

10. Selection of the Bidder:

10.1. The selected bidder will be selected on the basis of Cost Based Selection mode as assessed by the designated Committee.

10.2. The selected bidder once selected has to be a registered organization under the Govt. of Odisha or Govt. of India within 15 days of selection if they are already not registered.

10.3. The bidder once selected will have to have a GST number within 15 days of selection if they have already do not have one.

10.4. Evaluation of Technical Bids:

The technical Bid will be evaluated on the basis of documents and sample of good quality processed golden grass submitted by the Agencies considering all aspects of eligibility criteria and experience.

10.5. Evaluation of Financial Bids

After evaluation of Technical Bid, the Financial Bid will be opened and evaluated only for those bidders who qualify(s) in technical bid.

10.6. The evaluation will be **cost based**. Total cost for supply of packed and delivered good quality processed Golden Grass will be taken for deciding the **L1**.

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

12. If any dispute arises out of the EOI, the decision of the DSC- Sub-committee, Kendrapara shall be final & binding.



SL. NO.	GRAMPANCHAYAT	SL. NO.	VILLAGE
1	AYEBA	1	AYEBA
		2	GANDAKHIA
2	BARO	3	BARO
		4	GHIGIDIA
		5	ITIPUR
		6	NILIKANA
		7	TARANDO
		8	TRILOCHANPUR
		9	UCHHARAPADA
3	BHARATPUR	10	BHARATPUR
		11	JAGANNATHPUR
4	DHOLA	12	DHOLA
		13	JAMARA
		14	KANTIA
5	GANGAPADA	15	DOBANDHA
		16	GANGAPADA
		17	POIPATA
		18	VERSINGH
6	GHAGARA	19	GHARARA
		20	KHETRAPALA
		21	SANAMANTIA
7	KAPALESWARA	22	ALIJANGA
		23	GARAPUR
		24	GARUALA
		25	JAJANGA
		26	KAPALESWARA
		27	KHAMARKESPUR
		28	SAMALPUR
8	KORO	29	KORA
		30	KORAMIRJAPUR
9	PALASINGHA	31	GARJANGA
		32	KOLATIRA
		33	MIRZAPUR
		34	PALASINGHA
		35	SATAPADA



Annexure-IIUNDERTAKING

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

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

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

Authorised Signature
(in full and initials)

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

UNDERTAKING

(on the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)

I, hereby undertake that, our organisation or I has/have not been blacklisted/debarred by any of the Central/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorised Signature
(in full and initials)

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

UNDERTAKING

(On the Bidder's Letter Head regarding trueness of the submitted information)

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

Authorised Signature
(in full and initials)

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

TECHNICAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

[Location Date]

To

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

**Sub:- Expression of Interest for selection of supplier for supply of good quality
processed Golden Grass for Sankalp Kendrapara Project (Technical Proposal)**

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide good quality processed Golden grass for **Sankalp Kendrapara Project** in accordance with your EOI Notice No.:_____ Dated _____. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 120 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

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

I remain,

Yours faithfully,

Authorised Signatory
with Date and Seal

Name and Designation: _____

Address of the Bidder: _____

1	Name of the Bidder	
2	Details of Bid Processing Cost (Demand Draft Details)	DD No: Date: Amount(Rs.) Drawn on Bank.
3	Details of EMD: (Demand Draft Details)	DD No: Date: Amount(Rs.) Drawn on Bank.
4	Name of the Director/Proprietor	
5	Full Address of Registered Office	Postal Address: Telephone No. FAX No. E-Mail Address
6	Name & telephone number of the authorised person signing the bid	
7	Bank Details	Account Number: Bank and Branch Name: IFSC Code
8	PAN No. if any (Attach self-attested copy)	
9	GSTIN if any (Attach self-attested copy)	
10	Acceptance to all the terms & conditions of the tender (Yes/No).	
11	Power of Attorney/authorisation letter for signing of the bid documents (submitted/ not submitted).	

13. Declaration

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

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

(Signature of Authorised Representative with seal)

Place: _____

Date _____

Enclosures:

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

FINANCIAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

[Location Date]

To

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

Sub:- **Expression of Interest for selection of supplier for supply of good quality processed Golden Grass for Sankalp Kendrapara Project** [Financial Proposal]

Sir,

I, the undersigned, offer to participate in the tender process to provide good quality processed Golden grass for **Sankalp Kendrapara Project** in accordance with your EOI Notice No.: _____ Dated _____. Our attached financial price is *as per Annexure-VII*. 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

Name of the Project	Financial Quote <i>Amount in Figure & Word</i> <i>(Inclusive of GST as applicable)</i>
Price of good quality processed Golden Grass per KG including cost for Supplying packing & delivering to assigned skilling centres.	

Authorized Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____

UNDERTAKING

(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding available stock of good quality processed golden grass)

I/We, hereby undertake that, _____ kgs of good quality processed golden grass which is less than 12 months old is available in stock with us. The good quality processed golden grass as per the kgs needed per skilling centres in Kendrapara block will be packed and delivered to the assigned skilling centres by us as per the schedule provided.

Yours sincerely,

Authorised Signature
(in full and initials)

Name and Designation of the Signatory

Name of the Bidder and Address:

BID SUBMISSION CHECK LIST

SL. NO	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter along with information in Bidders Letter Head (Annexure-V)		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Copy of completion certificates / work orders in support of minimum one supply order		
5	Documents in support of experience of executing bulk supply of raw material		
6	Samples of good quality processed Golden Grass raw material		
7	Undertaking in shape of affidavit for available stock (Annexure-VIII)		
8	Self-attested list of quality of good quality processed golden grass available in stock		
9	Undertaking for not having any police case pending against the bidder (Annexure-II)		
10	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past (Annexure- III)		
11	Undertaking regarding trueness of information submitted. (Annexure-IV)		
12	Bid Submission Checklist (Annexure-IX)		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head (Annexure-VI)		
2	Duly filled in Financial Bid (Annexure-VII)		

It is to be ensured that:

All information have been submitted as per the prescribed format only.

Each part has been separately bound with no loose sheets and each page of all the parts are page numbered along with Index Page.

All pages of the proposal need to be sealed and signed by the authorized representative.

Authorised Signatory (in full and initials): _____

Name and Designation with Date and Seal: _____