

DISTRICT HANDICRAFTS OFFICE, KENDUJHAR

Plot No: - 38/244, Shruti Vihar, Mining Road, Near OSME, Kendujhar-758001

E-mail id:adhkeonjhar@gmail.com

TENDER CALL NOTICE

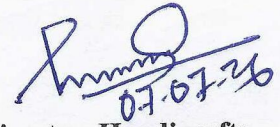
Tender No: 1160 // Date: 07.07.2026

District Handicrafts Office(DHO), Kendujhar under administrative control of Directorate of Handicrafts, Odisha invites sealed tenders (in A4-sized envelopes) along with the requisite documents from experienced and eligible agencies to provide end-to-end services for the supply, installation and commissioning of Machinery, Tools and Equipment for in Terracotta craft, Stone Carving craft, Paper Mache craft, Applique craft and Jute Craft for Craft Tourism Centre (CTC) at Bata Harichandanpur in Kendujhar District, Odisha. This scope of work includes internal electrification for the Machinery, Tools and Equipment.

The Bid Document can be downloaded from the website: <https://crafts.odisha.gov.in> or <https://kendujhar.odisha.gov.in>. The bidder has to submit the cost of document i.e., Rs.1000/- (Rupees One Thousand) only in shape of DD favoring “**Assistant Director (Handicrafts), Kendujhar**” with the Technical Bid. The last date of receipt of the sealed offers in this DHO, Kendujhar is up to Dt 27.07.2026. by Speed Post/ Registered Post/ Courier only. The "Technical Bids" will be opened on dated 29.07.2026 at 11.00AM in presence of the bidders or their authorized representatives. The "Financial Bids" of qualifying bidders will be opened on 04.00 PM on the same day.

The bidders have to submit documents as specified along with Technical Bid in conformity with the detail terms & conditions in bid documents.

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



**Assistant Director, Handicrafts
District Handicrafts Office,
Kendujhar**

DATA SHEET

Sl. No.	Particulars	Details
1	Name of the Client Organization	District Handicrafts Office, Kendujhar
2	Scope of Work	Tender for the Supply, Installation and Commissioning of Machinery, Tools & Equipment for crafts of Terracotta, Stone carving, Paper mache, Applique and Jute Craft including internal electrification for the Craft Tourism Centre (CTC) at Bataharichandanpur of Kendujhar District, Odisha.
3	Date of Publication of Tender Document	07.07.2026
4	Last Date & Time for submission of Bid	27.07.2026 by 05.00PM
5	Pre-Bid Meeting	14.07.2026 AT 11:00 AM
6	Date of Opening of Technical Bid	29.07.2026 at 11 :00AM
7	Date of Opening of Financial Bid	29.07.2026 at 4 :00PM
8	Expected date of commencement of assignment	As per signing of agreement
9	Bid Document Fee (Non-Refundable)	Rs. 1000/- (Rupees One Thousand) only in shape of DD favoring “ Assistant Director (Handicrafts), Kendujhar ” drawn in Bank of India payable at Kendujhar .
10	Earnest Money Deposit (EMD)* *Refundable subject to satisfactory performance & compliance to laid down conditions.	Rs. 19500/- (Rupees Nineteen Thousand Five Hundred only) in shape of DD favoring “ The Assistant Director of Handicrafts, Kendujhar ” drawn in Bank of India payable at Kendujhar .
11	Contact Person	Name- Sri Lalatendu Keshari Sardar Designation- Assistant Director, Handicrafts, Kendujhar Mob. No.- 8018233995
12	Postal address for submission of Bid	DISTRICT HANDICRAFTS OFFICE, KENDUJHAR, Plot No: - 38/244, Shruti Vihar, Mining Road, Near OSME, Kendujhar-758001, Mob-8018233995
13	Mode of submission of Bid	Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No 12 during the Office hour only. Submission of bid through any other mode and late bid will not be accepted.
14	Place of opening of Bid	DISTRICT HANDICRAFTS OFFICE, KENDUJHAR, Plot No: - 38/244, Shruti Vihar, Mining Road, Near OSME, Kendujhar-758001
15	Website to visit for download of Bid Document.	https://crafts.odisha.gov.in , https://kendujhar.odisha.gov.in

DETAILS OF SCHEDULES

Sl. No.	Schedule	Details
1	Schedule- A	Undertaking for not having any judicial proceedings pending against the bidder in the court of law.
2	Schedule- B	Undertaking for not have been black-listed by any Central/State Government/ any Autonomous bodies during the recent past.
3	Schedule- C	Undertaking regarding trueness of information submitted.
4	Schedule- D	Power of Attorney in favour of the person signing the bid on behalf of the bidder.
5	Schedule- E	Technical Bid Covering Letter
6	Schedule- F	Financial bid Covering Letter
7	Schedule- G	Financial Proposal
8	Schedule- H	Bid Submission Checklist

TERMS OF REFERENCE

1. Introduction- District Handicrafts Office, Kendujhar, Odisha

- 1.1. The District Handicrafts Office, Kendujhar is the District Level Handicrafts Office under the administrative control Directorate of Handicrafts, Odisha under the Handlooms, Textiles & Handicrafts Department, Odisha serves as the District Level Nodal Agency for the promotion, development and regulation of the handicrafts sector in the State.
- 1.2. The District Handicrafts Office, Kendujhar is entrusted with promoting handicraft industries and facilitating the sector's growth to generate sustainable employment opportunities for artisans in both urban and rural areas in the district. Various State Government programmes and schemes are implemented through the District Handicrafts Office, Kendujhar.

2. Objective

The scheme aims to establish upgraded production infrastructure and a Craft Tourism Centre (CTC) for the production and sale of designed and utility-based handicraft products made from Terracotta, Stone Carving, Appliqué, Paper-mâché, and Jute. The scheme also provides for the procurement of the required machinery, tools, and equipment for setting up the CTC in accordance with the Odisha General Financial Rules (OGFR). Accordingly, the tender process has been initiated for the procurement of these machinery, tools, and equipment.

3. Durations

- 3.1. **Duration of validity of the tender:** 06 months from the date of publication of the tender.
- 3.2. **Duration for execution of the scope of work:** Within 02 months from the date of issue of work order.

4. Scope of Work

4.1. Internal Electrification: -

Internal electrification for operation of machinery, tools, and equipment based on their load, ratings and electrical requirements at the Craft tourism Centre (CTC), Kendujhar District of Odisha.

4.2. Supply of Machinery, Tools and Equipment to the CTC of Kendujhar District: -

- 4.2.1. The selected agency would be required to supply the required **Machinery, Tools and Equipment** for Terracotta, Stone Carving, Appliqué, Paper-mâché, and Jute Craft as specified at Point 'A' of Annexure-I.
- 4.2.2. All supplied Machinery, Tools and Equipment must carry necessary warranties that comply with industry standards, such as ISI, BIS, or other relevant certifications.
- 4.2.3. The **Machinery, Tools and Equipment** are to be received packed and in good condition at the Craft Tourism Centres (CTC) of Kendujhar District.
- 4.2.4. The **Machinery, Tools and Equipment** delivered in CTC should be in working condition & also meet the design requirements & specifications (Mechanical & Electrical). To ensure the same, the selected agency has to demonstrate all **Machinery, Tools and Equipment** in presence of the Assistant Director (Handicrafts) of Kendujhar District.
- 4.2.5. Format of receipt note will be provided with the agreement.

4.3. Installation & Commissioning: -

Upon safe delivery of the machinery, tools & equipment, the agency shall carry out installation, testing and commissioning at the Craft Tourism centre (CTC) in Bataharichandanpur of Kendujhar District. The said activities shall be undertaken in the presence of officials of District Handicrafts Office, Kendujhar.

5. Eligibility Criteria: -

The bidding agency must be registered under the relevant statutory acts and strictly fulfill the following eligibility criteria:

- 5.1. The agency should be a Registered Firms / Registered Manufacturers / Authorized Dealers / Reputed Suppliers for supply, installation & commissioning of **Machinery, Tools and Equipment**. In case of dealer a photocopy of authorization letter from OEM (Original Equipment Manufacturer) is mandatory.
- 5.2. The agency must have successfully completed a **cumulative minimum of three (03) similar assignments** with any Central Government Department, State Government Department, Public Sector Undertaking (PSU) or Autonomous Government Body at the local or national level during the last three Financial Years (FY 2023-24, FY 2024-25, and FY 2025-26). Each assignment must have individual work order value of **INR 5.00 Lakh or above**
- 5.3. The **Average Annual Financial Turnover** of the Bidder during the last three consecutive financial years (FY 2022-23, FY 2023-24, and FY 2024-25) must be **at least INR 20 Lakhs (Rupees Twenty Lakhs Only)**

6. Terms and condition for applying

- 6.1. The bid document must be submitted in a sealed outer envelope, which must be clearly superscribed as: **"Tender for Selection of Agency for Supply, Installation & Commissioning of Machinery, Tools and Equipment for Terracotta, Stone Carving, Paper Mache, Applique and Jute Craft in the Craft Tourism Centre (CTC) at Bataharichandanpur of Kendujhar District."**

The outer envelope must contain two separate, sealed inner covers (preferably of A4 size):

Cover-A: Labelled as **"Technical Bid"**

Cover-B: Labelled as **"Financial Bid"**

The complete sealed bid packet must be received by the **"District Handicrafts Office: Kendujhar"** Plot No: - **38/244, Shruti Vihar, Mining Road, Near OSME, Kendujhar-758001, Odisha**, on or before the last date of submission of Bids as mentioned in Sl No. 4 of DATA SHEET.

- 6.2. The agencies must submit their proposal by Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No. 12 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 not be accepted. The client will not be responsible for postal delay/ any consequence in receiving of the proposals.
- 6.3. 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 same will be forfeited. If the offer of the agency is not accepted, the earnest money will be refunded without any interest.
In case of any request from MSME units regarding exemption of Bid Fee/EMD, such exemption/relaxation shall be allowed upon submission of valid documents as per MSME guidelines.
- 6.4. The above deposit of agency shall remain as security for the due rendering of services. On successful completion of the event, the same will be refunded as per agreement.
- 6.5. The agency may travel to the CTC Bataharichandanpur of Kendujhar District on their own expenses to obtain any information they may consider necessary before submission of the bid documents.

- 6.6. Communication by email from the authorized email address of **District Handicrafts Office: Kendujhar** (adhkeonjhar@gmail.com) would be treated as full and final communication in all respect.
7. **Selection of the Agency: -**
- 7.1. The Technical Bid will be opened first by a designated committee on a pre-decided date and time.
- 7.2. The Financial Bid of the technically qualified bidders only will be opened by a designated committee on the pre-decided date and time.
- 7.3. The qualified bidder (s) will be notified of the selection results via email.
8. **Technical Bid: -**
- 8.1. The bidder must submit the **Technical Bid** strictly in the prescribed formats. The bid packet must include the **Covering Letter (Technical)** and all relevant information as per "**Schedule-E**", along with self-attested photocopies of the following mandatory documents to establish compliance with the eligibility criteria:
- 8.1.1. Demand Draft of Rs. 1,000/- (Rupees One Thousand) only in favour of "**Assistant Director, Handicrafts, Kendujhar**" drawn in **Bank of India** payable at **Kendujhar** towards Bid Document Fee.
- 8.1.2. Earnest Money in form of a demand draft of Rs. 19,500/- (Rupees Nineteen Thousand five hundred) only in favour of "**Assistant Director, Handicrafts, Kendujhar**" drawn in **Bank of India** payable at **Kendujhar**"
- 8.1.3. Valid **Registration Certificate** of the bidder towards its constitution.
- 8.1.4. Valid **GST Registration Certificate, Updated GSTR-3B & GSTR-9** for the last three Financial Years (FY- 2023-24, 2024-25 & 2025-26).
- 8.1.5. CA certified Balance Sheet & Documents to be furnished regarding the turnover for the last three Financial Years (i.e. 2022-23, 2023-24, 2024-25)
- 8.1.6. Copy of PAN Card and up to date return copy of Income Tax for the last three Financial Years (i.e. 2022-23, 2023-24, 2024-25)
- 8.1.7. All documents as required to show proof of work against points mentioned under Pt. 5.
- 8.1.8. Power of Attorney in favour of the person signing the bid on behalf of the bidder. (Schedule- D)
- 8.1.9. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Schedule-A).
- 8.1.10. Undertaking in shape of affidavit for not has been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Schedule-B).
- 8.1.11. Undertaking regarding trueness and correctness of the information submitted by the firm (Schedule-C).
- 8.1.12. The bid submission checklist (Schedule-H).
- 8.2. 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. **Evaluation of Technical Bids: -** The Technical Bids will be evaluated on the basis of bid documents submitted by the bidders considering all aspects of eligibility criteria and experience.
- ❖ Financial Bid of the Technically Qualified Bidders will be opened.
10. **Financial Bid: -**
- 10.1 The bidder must submit the **Financial Bid** strictly in the prescribed formats. The bid packet must include the **Covering Letter (Financial)** and all relevant information as per "**Schedule-F**",
- 10.1.1. The **Financial Bid** shall be the lump-sum quote excluding GST for the scope of work mentioned in the tender Documents to be submitted in the prescribed format

(Schedule-G) which is to be submitted with the prescribed Covering Letter as per the Schedule-F).

- 10.1.2. The Financial Bid provided should be inclusive of all costs for execution of all services as mentioned under scope of work under Pt. 4.
- 10.1.3. The evaluation of the Financial Bid will be done on the overall financial amount as mentioned under table of Schedule-H.

10.2. Evaluation of Financial Bids: - The Lowest Financial Bid will be treated as L-1.

11. Terms & Conditions for selected bidder:

- 11.1. The agency shall replace the damaged items, if any, at its own cost after being intimated by District Handicrafts Office, Kendujhar within 15 days.
- 11.2. If any defect or deficiency in the performance of the machinery, tools and equipment is noticed within 12 (twelve) months from the date of commissioning and handover, the agency shall, upon notification, rectify, repair or replace the defective item(s) at its own cost and within a reasonable time.
- 11.3. Applicable income tax shall be deducted at source from all accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.
- 11.4. The selected bidder/ agency shall have to sign an agreement in Non-Judicial Stamp paper of appropriate value with deposit of 10% of the contract value in shape of Bank Guarantee towards Performance Security Deposit within 3 days after acceptance of the tender proposal.
- 11.5. The EMD shall be refunded to the successful bidder upon deposit of the Performance Security Deposit.
- 11.6. Failure to comply with the conditions of the agreement shall constitute sufficient ground for the forfeiture of the Performance Security Deposit.
- 11.7. No interest shall be paid on the Performance Security Deposit. The Performance Security Deposit shall be refunded after successful completion of the Project.
- 11.8. In case of breach of any terms & conditions, the performance security deposit of the selected bidder shall be liable to be forfeited.
- 11.9. The selected bidder/ agency shall comply with all instructions, modifications or additional conditions issued by the authority from time to time.
- 11.10. Communication by email from the authorized email address of District Handicrafts Office, Kendujhar (adhkeonjhar@gmail.com) would be treated as full and final communication in all respect.

12. Mode of Payment:

- 12.1. No advance will be paid to the agency for the work.
- 12.2. The contract value will be paid after completion of all the work as mentioned in Scope of work.
- 12.3. Deduction of tax at source, if applicable, shall be made at the appropriate rate, as per the prevailing law at the time of payment.
- 12.4. All payments will be done against submission & approval of report and followed by submission of invoice.

13. Governing Law and Penalty Clause:

- 13.1. The schedule given for delivery is to be strictly adhered to in view of the strict time schedule.
- 13.2. Any unjustified and unacceptable delay in delivery shall render the selected bidder liable for cancellation of the contract for pending activities and complete the same from any other agency.
- 13.3. The District Handicrafts Office, Kendujhar, may deduct such amount from any payment due or payable to the selected bidder.
- 13.4. The payment or deduction of such sums shall not relieve the selected bidder from the obligations and liabilities under the contract of prevailing laws of Government of India/ Government of Odisha.

- 13.5. Failure on selected bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 0.5% per week subject to maximum of 5% of the total contract value. The amount will be deducted from the subsequent payment. In addition, the Performance Security Deposit amount shall also be forfeited.
- 13.6. **Force Majeure:**
- 13.6.1. Neither party shall be liable for any failure or delay in performance of its obligations due to Force Majeure events, including but not limited to war, terrorism, riots, natural calamities, epidemics, cyber-attacks, fire, explosion, earthquake, cyclone, flood, storm, drought, or any other event beyond the reasonable control of the parties.
- 13.6.2. If the circumstances leading to force majeure occur, the affected party shall give a notice thereof to the other party. The notice shall include full particulars of the nature of Force Majeure event, the effect it is likely to have on the affected party's performance of its obligations and the measures which the affected party is taking, or proposes to take, to alleviate the impact of the Force Majeure Event and restore the performance of its obligations. The obligations of the affected party shall be suspended to the extent they are affected by the Force Majeure.
- 13.6.3. That Security Deposit may not be invoked in case of force majeure situations.
- 13.7. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the selected bidder shall be final. The authority reserves the right to reject any or all the offers without assigning any reason thereof.
- Dispute Resolution
- 13.8. Any dispute arising out of the tender, the decision of the Assistant Director (Handicrafts), Kendujhar shall be final & binding to all.
- 13.9. In case of further dispute, it will be governed by the laws of the court in Kendujhar jurisdiction.

SCHEDULE- A

UNDERTAKING

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

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

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

Yours sincerely,

Authorized Signature with Seal

Name and Designation of the Signatory:

Name of the Bidder and Address:

SCHEDULE- B

UNDERTAKING

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

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

Yours sincerely,

Authorized Signature with Seal

Name and Designation of the Signatory:

Name of the Bidder and Address:

SCHEDULE- C

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.

Yours sincerely,

Authorized Signature with Seal

Name and Designation of the Signatory:

Name of the Bidder and Address:

SCHEDULE- D

POWER OF ATTORNEY FOR SIGNING OF BID

KNOW ALL MEN BY THESE PRESENTS THAT WE, (Name of the Agency and address of the registered office), do hereby authorize Mr./Ms. _____, 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 may be necessary or required in connection with or incidental to the submission of our Offer against this Tender Document for selection of an agency for supply, installation and commissioning of Machinery, Tools and Equipment for Terracotta Craft Paper Mache craft, Stone Carving craft, Applique craft and Jute craft in the Craft Tourism Centre at Bata Harichandanpur before the Authority.

The Attorney is authorized, inter alia, to sign and submit all applications, Offers, undertakings and other documents; participate in meetings and conferences; provide information and responses to the Authority; represent us in all matters before the Authority; execute contracts, including the Service Agreement, consequent upon acceptance of our Offer; and generally deal with the Authority in all matters connected with or arising out of the said tender and/or the award thereof, up to and including the execution 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. All acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall be deemed to have been done by us.

IN WITNESS WHEREOF, WE, (Name of the Agency and address of the registered office), THE ABOVE-NAMED PRINCIPAL, HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ____ DAY OF _____, 2026.

Yours sincerely,

Authorized Signatory with Seal

Name of the Signatory: _____

Designation: _____

Name of Agency: _____

Address: _____

SCHEDULE- E

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 agency for supply, installation & commissioning of Machinery, tools & equipment for Terracotta craft, Paper Mache craft, Stone Carving craft, Applique craft and Jute craft in the Craft Tourism Centre at Bataharichandanpur of Kendujhar District (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 Seal

Name and Designation of the Signatory:

Name of the Bidder and Address:

Sl. No	Specification	Details
1	Name of the Bidder	
2	Name of the Director/ Proprietor	
3	Full Address of Registered Office, if any	
4	Name & Mobile number of the authorized person signing the bid	
5	Details of Bid Document Fee (Demand Draft Details)	DD No:
		Date:
		Amount (Rs.)
		Drawn on Bank.
6	Details of EMD: (Demand Draft Details)	DD No:
		Date:
		Amount (Rs.)
		Drawn on Bank.
		IFSC Code
7	Mention the total number of pages in the tender document	

Declaration

I, Shri _____, Son/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 _____

SCHEDULE- F

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, installation & commissioning of Machinery, Tools and Equipment for Terracotta craft, Paper Mache craft, Stone Carving craft, Applique craft and Jute craft in the Craft Tourism Centre at Bataharichandanpur of Kendujhar District (Financial Proposal)

Sir,

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

Yours faithfully,

Authorised Signatory

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____

SCHEDULE- G

FORMAT FOR FINANCIAL BID

Name of the Project Component	Financial Quote <i>Amount in Figure & Word</i> (Excluding of GST as applicable)
Fees for Supply of Machinery, Tools and Equipment for Terracotta craft, Paper Mache craft, Stone Carving craft, Applique craft and Jute craft as per list in annexure-I in the Craft Tourism Centre at Bataharichandanpur of Kendujhar District	
Fees for installation and commissioning of Machinery, Tools and Equipment for Terracotta craft, Paper Mache craft, Stone Carving craft, Applique craft and Jute craft as per list in annexure-I in the Craft Tourism Centre at Bataharichandanpur of Kendujhar District	
Fees for internal electrification for the Craft Tourism Centre (CTC) for operation of Machinery, Tools & Equipment	
Total Value	

Authorised Signatory

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____

SCHEDULE- H
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		
2	Bid Document Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Copy of Incorporation/Registration Certificate		
5	Copy of the GST Registration Certificate and return copy for last 3 years (2023-24, 2024-25 & 2025-26) along with updated GSTR-9 and GSTR-3B.		
6	Copy of PAN Card and up to date return copy of Income Tax for the last three financial years (2022-23, 2023-24, 2024-25)		
7	Audited balance sheet of the firm for last three financial years (2022-23, 2023-24, 2024-25)		
8	Official Annual Turnover of the firm for the last three financial years (2022-23, 2023-24, 2024-25)		
9	The copy of completion certificates/ work orders in support of executing similar kind of projects/ assignments for past 3 years		
10	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
11	Undertaking for not having any judicial proceedings pending against the bidder in the court of law.		
12	Undertaking for not have been black-listed by any Central/State Govt./any Autonomous bodies during the recent past		
13	Undertaking regarding trueness of information submitted.		
14	Copy of the tender document, with each page duly signed and sealed by the authorized signatory.		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head (Schedule- F)		
2	Duly filled in Financial Bid (Schedule- G)		

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: _____

Annexure- I

A. LIST OF MACHINERY, TOOLS & EQUIPMENTS TO BE SUPPLIED: -

S.N.	Name of the Machines/ Tools/ Equipment for Terracotta Craft	Specifications	Qty. for CTC
1	Electric Pottery wheels	• Motor: 1.5 HP	1
2	Manual Pottery wheels		1
3	Hydraulic Clay Kulhad and Diya Making Machine with 2” and 3” Die (Each 01 qty)	• Motor: 2 HP	1
4	Clay Grinding Mixture Pulveriser machine	• Motor: 2 HP	1
5	Hand Tools such as (Bucket, Knife, Pidha, Gangula,Pitana,Plastic Mug and small Tool Box each 01 qty) or 1 set		2

S.N.	Name of the Machines/ Tools/ Equipment for Stone Carving Crafts	Specifications	Qty. for each CTC
1	Big Cutter Machine	• Motor: 1200 watt	2
2	Small Cutter Machine	• Motor: 750 watt	2
3	Die Machine	• Motor: 750 watt	2
4	Sharpening Machine	• Motor: 0.5HP	2
5	Hand Tools such as (Hammer, Grinding blade, Kanta File, Gunati Tools, Dimond Tools,Die Bit, Measuring Tape,Compass.Motam ,Bati each one qty)		2 set

S.N.	Name of the Machines/ Tools/ Equipment for PaperMache crafts	Specifications	Qty. for each CTC
1	Pulper Machine	• Motor: 1 HP	1
2	Heavy Duty Grinder for Tamarind	• Motor: 1 HP	1
3	Hand Tools such as (Bucket,Knife,Pidha,Gangula,Pitana and small Tool Box each one qty)		2 set

S.N.	Name of the Machines/ Tools/ Equipment for Applique Crafts	Specifications	Qty. for each CTC
1	Electric Sewing (Tailoring) Machine	60 -100 watt	02
2	Tools such as Stool,Brass,Scissior,Measuring Tape,Niddle each 1 qty		2 set
S.N.	Name of the Machines/ Tools/ Equipment for Jute Crafts	Specifications	Qty. for each CTC
1	Jute Bag sewing machine with Stand	100-250 watt	1
2	Stools,Brass Scissior,Measuring Tape,Niddle,Tools box each 1 qty		2 set

B. Name & Location of the Craft Tourism Centre (CTC):

Sl. No	District	Location	Address
1	Kendujhar	Bata-Harichandanpur	The detailed address of the location will be shared after agreement.
