

# ସମନ୍ୱିତ ଆଦିବାସୀ ଉନ୍ନୟନ ସଂସ୍ଥା, ମାଲକାଙ୍ଗିରି

ଅନୁସୂଚିତ ଜନଜାତି ଓ ଅନୁସୂଚିତ ଜାତି ଉନ୍ନୟନ ବିଭାଗ,

## ଓଡ଼ିଶା ସରକାର

ପତ୍ର ସଂଖ୍ୟା 287 / /2019

ତା-.....**31/01/2019**

### **EXPRESSION OF INTEREST FOR TRIBAL ARTISAN DATABASE**

In pursuance to the approval accorded in the Meeting of the Consultation Workshop with Chairpersons of Special Development Councils (SDC) held on 07.06.2018 at 10.30 in the conference hall of SCSTRTI, Bhubaneswar under the Chairmanship of Development Commissioner-cum- Additional Chief Secretary to Govt. Planning & Convergence Department, Odisha, Bhubaneswar regarding issuance of Identity Card to Tribal Artisans, sealed bids from the reputed Firms/ Registered Handicraft organizations / interested individual firm entrepreneurs/ through outsourcing agencies of this State are hereby invited towards preparation of Artisans data base Identity Cards for the Tribal Artisans of Malkangiri District.

The intending/selected firm should have to be taken entire responsibility for obtaining of data base of Tribal Artisans including their photographs in the format appended herein towards documentation in liaison with the IPO and WEO concerned for preparation of Tribal Artisans data base Identity Cards on due approval of SDC, Malkangiri on the eligibility criteria, scope of work and terms and conditions indicated in **Annexure-A**. The Firms should fill up the details status of their firm in General Bid Form **(Annexure-I)**. The intending Firms should have to clearly indicate the cost of each data base Tribal Artisans Identity Card which should have to be inclusive of all taxes, transportation, monitoring supervision etc. in **Annexure-II**. The detail proforma for Photo Identity for Handicrafts Artisans given in **Annexure-III**. No extra cost of such identity cards will be made beyond the approved price. The intending firms/ organizations/ outsourcing agencies should apply/ furnish E.O.I in the prescribed Form from **01.02.2019 to 08.02.2019 up to 1.00 P.M** which can be purchased from ITDA Office, Malkangiri or can also be downloaded from the District website [www.malkangiri.nic.in](http://www.malkangiri.nic.in) from **01.02.2019 to 08.02.2019 up to 1.00 P.M** on payment of ₹. 200/- towards the cost of application in shape of B.D drawn in favour of PA, ITDA, Malkangiri. The E.O.I will be opened on **08.02.2019 at 3.00 P.M**

Sd/-

**Project Administrator  
ITDA, MALKANGIRI**

Memo No 288 /2019

Date...31./01/2019

Copy to the D.I.O, NIC, Malkangiri for his information. He is requested to upload the advertisement in the District Website for wide publicity.

Copy to the District Informatics Public Relation Officer, Malkangiri for his information. & necessary action.

Sd/-

**Project Administrator,  
ITDA, Malkangiri**

# **EXPRESSION OF INTEREST NOTICE**

## **INVITATION FOR BIDS(IFB)**

### **Bid Identification Notice No. ITDA-MKG-SDC-07/2018-2019**

In pursuance to the approval accorded in the Meeting of the Consultation Workshop with Chairpersons of Special Development Councils (SDC) held on 07.06.2018 at 10.30 in the conference hall of SCSTRTI, Bhubaneswar under the Chairmanship of Development Commissioner-cum- Additional Chief Secretary to Govt. Planning & Convergence Department, Odisha, Bhubaneswar regarding issuance of Identity Card to Tribal Artisans, sealed bids from the reputed Firms/ Registered Handicraft organizations / interested individual firm entrepreneurs/ through outsourcing agencies of this State are hereby invited towards preparation of Artisans data base Identity Cards for the Tribal Artisans of Malkangiri District.

The intending/selected firm should have to be taken entire responsibility for obtaining of data base of Tribal Artisans including their photographs in the format appended herein towards documentation in liaison with the IPO and WEO concerned for preparation of Tribal Artisans data base Identity Cards on due approval of SDC, Malkangiri on the eligibility criteria, scope of work and terms and conditions indicated in **Annexure-A**. The Firms should fill up the details status of their firm in General Bid Form **(Annexure-I)**. The intending Firms should have to clearly indicate the cost of each data base Tribal Artisans Identity Card which should have to be inclusive of all taxes, transportation, monitoring supervision etc. in **Annexure-II**. The detail proforma for Photo Identity for Handicrafts Artisans given in **Annexure-III**. No extra cost of such identity cards will be made beyond the approved price. The intending firms/ organizations/ outsourcing agencies should apply/ furnish E.O.I in the prescribed Form from **01.02.2019 to 08.02.2019 up to 1.00 P.M** which can be purchased from ITDA Office, Malkangiri or can also be downloaded from the District website **[www.malkangiri.nic.in](http://www.malkangiri.nic.in)** from **01.02.2019 to 08.02.2019 up to 1.00 P.M** on payment of ₹. 200/- towards the cost of application in shape of B.D drawn in favour of PA, ITDA, Malkangiri. The E.O.I will be opened on **08.02.2019 at 3.00 P.M at ITDA Office, Malkangiri.**

### **SCOPE OF WORK.**

The Firms/Organisations /Outsourcing Agencies will be repair the date base with the information provided by the WEOs of Malkangiri District and will take the responsibility of issuing Tribal Artisans Identity Cards those who have not avail the such i-Card earlier.

### **ELIGIBILITY CRITERIA.**

1. The Firms/Organisations /Outsourcing Agencies must have to be registered under GST Act.
2. The Firms/Organisations /Outsourcing Agencies must having credibility experience in similar type of work in Govt. Sector.
3. The Firms/Organisations /Outsourcing Agencies must have its office inside the State of Odisha.
4. The Firms/Organisations /Outsourcing Agencies must have PAN & should submit the IT clearance.

## **TERMS & CONDITIONS.**

1. The bid documents must be accompanied with EMD of ₹. 5,000/- in shape of DD drawn in favour of Project Administrator, ITDA, Malkangiri.
2. The envelope containing the bid documents must be super scribed “**EOI for providing Tribal Artisans Identity Card**”.
3. The EOI completing in all respect must reach the Project Administrator, ITDA, Malkangiri by 01.02.2019 to 08.02.2019 up to 1.00 P.M through speed post/ Registered Post only which shall be opened on 08.02.2019 at 3.00 P.M at ITDA Office, Malkangiri in presence of the bidder or through their authorized representatives.
4. The Authority (Collector-cum-CEO, SDC, Malkangiri) reserves the right to accept or reject the quoted rate of successful bidder at any point without assigning any reason thereof.
5. The successful bidder have to make survey of Tribal Artisans.
6. Aadhar link and Bank account linkage of Tribal Artisans.
7. Preparation of Tribal Artisans data base with photography.
8. Preparation of Tribal Artisans entrepreneur.
9. Preparation of Tribal Artisans documentation.
10. To get approved the list of Tribal Artisans from the concerned IPO.
11. To get approved the list of Tribal Artisans from the G.M, DIC, Malkangiri.
12. To get approved the list of Tribal Artisans from the SDC through the P.A,ITDA, Malkangiri.
13. To get recommendation from the Asst. Director (Handicraft), Govt. of India.
14. Preparation and submission of ID card proforma to Development Commissioner (H), Govt. of India.
15. Submission of ID card proforma to EPCH.
16. To get Tribal Artisans ID card from Development Commissioner (H), Govt. of India.
17. Submission of Tribal Artisans ID card to the SDC, Malkangiri through the P.A,ITDA, Malkangiri.
18. The quoted rate of ID card should be valid for one year from the date of its approval.
19. 100% payment will be made against delivery of Tribal Artisans ID Card to the SDC through the P.A,ITDA, Malkangiri.
20. **Since the works are time bound programme the bidder has to submit a detail work programme alongwith the bid document and to complete the same within the stipulated period of completion. Time extension beyond agreement period may / may not be granted to the bidder.**
21. The Tribal Artisans ID cards should be delivered within 90 days from the date of issue of order.

## 1. **Instructions to Bidders:**

- 1.1 Bidders must submit their bid through proper means.
- 1.2 Bid must be submitted in English language only.
- 1.3 Incomplete, telegraphic or conditional bids shall not be accepted.
- 1.4 Prices quoted must be firm and fixed. No price variation / escalation shall be allowed.
- 1.5 The bidders/ authorized Agent must sign at the bottom of each page of the bid documents at the time of submission in token of unconditional acceptance of the departmental terms and conditions, technical specifications etc.
- 1.6 Copy of IT returns Statement / Valid GSTN/Copy of PAN card etc. duly attested must be submitted along with the bid.
- 1.7 Deviations in terms and conditions, Inspection clause etc. would not be accepted under normal conditions. However, under exceptional situation the same may be considered at the discretion of authority.
- 1.8 The quantity in numbers are subject to alteration without any notice.
- 1.9 Since timely completion of survey & preparation of Database are of paramount importance, requests for extension of time shall not be entertained.
- 1.10 Canvassing in any manner shall not be entertained and will be viewed seriously leading to rejection of the bid.
- 1.11 All essential supplementing documents should be signed in case of need for verification, originals should be produced.
- 1.12 Earnest money/ Tender Paper cost must be deposited in shape of Demand Draft to be drawn in favour of the Project Administrator, ITDA, Malkangiri payable at Malkangiri from any Scheduled Bank. Bids without E.M.D and Bid cost will be rejected.
- 1.13 The last date of receipt of the bid through **OFF-LINE** mode i.e. by Registered Post/ Speed Post (Through Post Office only) is up to 1.00 P.M. of **08.02.2019**, after which if any tender documents to be received will be rejected.
- 1.14 The bidder can purchase the bid documents from **01.02.2019 to 08.02.2019** up to **1.00 P.M.** in ITDA Office, Malkangiri (in working days only) on production of requisite paper cost in shape of B.D. drawn in favour of PA, ITDA, Malkangiri.  
The bidder can also download the tender documents from the website [www.malkangiri.nic.in](http://www.malkangiri.nic.in) & submit the bid documents in a sealed cover alongwith original Paper cost in shape of B.D. drawn in favour of PA, ITDA, Malkangiri & submit the bid documents in a sealed cover alongwith original Paper cost of **Rs. 200/-** in shape of B.D. drawn in favour of **PA, ITDA, Malkangiri** for the item of work.
- 1.16 Bids shall be received through Registered Post/ Speed Post only, and in no other means, which must reach to ITDA., Malkangiri by **1.00 PM of 08.02.2019** in the address of "**Project Administrator, ITDA, Malkangiri, At/Po- Malkangiri, District- Malkangiri, PIN-764048**". ***The received bids shall keep in the sealed Tender box retained at ITDA, Malkangiri & will be opened on the scheduled date before the Tender Committee.***
- 1.17 The bid documents received in **OFF-LINE** mode through Registered Post/ Speed Posts by the date line shall be opened on **08.02.2019 at 3.00 PM** in the office chamber of the PA, ITDA, Malkangiri in presence of the bidders or their authorized representatives, who may like to be present at the time of opening.
- 1.18 The bidders during supply of the ID Card are required to fix with logo of Special Development Council to be supplied by ITDA, Malkangiri to the selected suppliers, after the tender is finalized.
- 1.19 Power of attorney to sign the agreement on behalf of bidders & partnership deed articles, if any, should be enclosed along with original bid documents.
- 1.20 Notice inviting tender, bid documents, prescribed price bid, terms & conditions will form the part of the tender.

- 1.21 In case of supply of any defective material or substandard material, the materials will be rejected & it will be the responsibility of the supplier for taking back & replacing the rejected materials at their own cost. In case of non-lifting of such rejected materials within a reasonable time offered by the office, it will have the right to suitably dispose of the same and forfeit the amount.
- 1.22 The supplied materials should be strictly complied with the specifications as mentioned in the bid; otherwise the material would be liable for rejection.
- 1.23 Bidders may in their own interest visit the sites or undertake field enquiry of the proposed places before submitting bids. SDC, Malkangiri will not be responsible for any incidental or consequential losses of the firms during supply of materials.
- 1.24 All bids received will remain valid for a period (90 days) as specified in the Contract Data after the deadline date for submission of bids and validity of bids can also be extended if agreed to by the bidder and the Department.

**2) Procedure for opening of Tender:**

(A) The procedure of opening of the bid shall be as under-

- i) The Bid documents **(General Bid form (Annexure-I) / alongwith Financial Bid (Annexure – II)** shall be opened by the Tender Committee as per the date, time and venue mentioned in the “**Tender Call Notice & DTCN**”, in presence of tenderers who choose to be present. The financial suitability of offers will be examined in detail consideration documentation submitted by the Supplier also.
- ii) All bidders shall essentially quote their rate in the Financial Bid Format **(Annexure- II)**.
- iii) Bids submitted *beyond* the manner prescribed **(General Bid form (Annexure-I) / Financial Bid format (Annexure – II) each in a separate cover commissioning all in a big cover including the bid documents** shall be rejected.

**3) Acceptance/ Rejection of the bid documents:**

Collector-cum- Chief Executive Officer, Special Development Council, Malkangiri reserves the right to;

- i) Reject or accept any or all bids without assigning any reason thereof.
- ii) To split the quantities against the bid on more than one firm for the same items.
- iii) Alter or delete any of the terms and conditions mentioned in this bid documents during the process of tender till finalization, for which, no reason will be assigned by SDC for this and the same will be binding on the bidders.

4) **Earnest Money Deposit:**

4.1 The earnest money deposited (EMD) is to be paid through Demand Draft issued from any Scheduled Bank drawn in favour of the Project Administrator ITDA Malkangiri and should be enclosed with the bid documents..

4.2 Unsuccessful Bidder's EMD will be discharged/ returned as promptly as possible within thirty (30) days after the issuance of work order to successful bidder.

The bid security may be forfeited:

a) if a Bidder :

- (i) Withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form.
- (ii) In case a successful Bidder fails to sign the Contract within the specified period.

**Sd/-**  
**Project Administrator,**  
**ITDA, Malkangiri**

**The tender should be comprises of the following documents;**

- a) Forwarding letter.
- b) Details of past experience made to different state nodal agencies.
- c) Photocopies of certificate of satisfactory performance of items supplied previously to any Agency/Firm/ Govt. department along with copy of supply order.
- d) Earnest money deposit
- e) Tender Paper Cost deposit.
- f) General Bid format ( **Annexure-I** )
- g) Financial Bid as per ( **Annexure-II** )
- h) Tribal Artisan Database Form (**Annexure-III**)

**Sd/-**  
**Project Administrator**  
**ITDA, Malkangiri**

### CRITICAL Bid Information (FACT SHEET)

Sl. No.	ITEM	DETAILS
1	Bid Identification No.	ITDA Bid Identification Notice No.ITDA-MKG-SDC-07/2018-19
2	Name of the Work	Expression of Interest for preparation of Tribal Artisan Database.
3	Officer Inviting Tender	Project Administrator, ITDA, Malkangiri
4	Officer concerned with headquarters authorized for the Tender	P.A, ITDA, Malkangiri (Contact No. -06861-230245)
5	Accepting Authority	Project Administrator, ITDA, Malkangiri
6	Intended completion period/ Time period assigned for supply of items.	01 (One) Calendar Month from the date of supply order/ work order.
7	Availability & Downloading of Tender Documents from the Website.	<a href="http://www.malkangiri.nic.in">www.malkangiri.nic.in</a>
8	Sale of tender documents	From <b>01.02.2019 to 08.02.2019</b> up to <b>1.00 P.M.</b> in ITDA Office, Malkangiri (in working days only) on production of requisite paper cost in shape of B.D. drawn in favour of PA, ITDA, Malkangiri. The bidder can also download the tender documents from the website <a href="http://www.malkangiri.nic.in">www.malkangiri.nic.in</a> & submit the bid documents in a sealed cover alongwith original Paper cost in shape of B.D. drawn in favour of PA, ITDA, Malkangiri
9	Last Date for submission of Bid	<b>01.02.2019 to 08.02.2019</b> up to <b>1.00 P.M</b>
10	Date of Bid Opening	<b>08.02.2019</b> at <b>3.00 P.M</b>
11	Place of Bid Opening	Office of the Project Administrator, ITDA, Malkangiri
12	Address for Communication	Project Administrator, ITDA, Malkangiri
13	Cost of Bid Document	<b>Rs- 200/- (Rupees Two hundred)</b> only to be submitted in shape of DD drawn in favour of Project Administrator, ITDA, Malkangiri.
14	Bid Security (Earnest Money Deposit)	<b>Rs. 5,000/- (Rupees two Thousand)</b> only to be submitted in shape of DD drawn in favour of Project Administrator ITDA Malkangiri
15	Validity of Proposal	90 Days from the date of submission.
16	Mode of submission of Bids	Through Speed Post/ Registered Post (Through Post Office) only and in no other means.
17	Currency of Contract	Indian Rupees
18	Language of Contract	English
19	General Bid	As per Annexure-I
20	Format of Financial Bid	As per Annexure-II.
21	Tribal Artisan Database Form	As per Annexure-III.

**Sd/-**  
**Project Administrator**  
**ITDA, Malkangiri**

**GENERAL BID FORM**  
**(TENDER CALL NOTICE No. ITDA-MKG-SDC-07/2018-19)**

1.	<b>Name</b>	:	
	<b>Full Address</b>	:	
	<b>Fax No.</b>	:	
	<b>Telephone/ Mobile No</b>	:	
	<b>E-mail of the Firm</b>	:	
2.	<b>Legal Status of the Firm</b>	:	
3.	<b>Items for which you have submitted the bid.</b>	:	
4.	<b>Give the location &amp; Address of your Agency / company/ factory / firm /</b>	:	
5	<b>Have you enclosed the EMD ? if yes, mention the amount &amp; its identifying details</b>	:	
6	<b>GST Registration No.</b>	:	
7	<b>Have you enclosed the Paper cost ? if yes, mention the amount &amp; its identifying details</b>	:	
8	<b>Have you enclosed all the documents and papers called for in this Tender documents ? (Kindly enclose a list )</b>	:	
9	<b>If the answer to (6) above is 'no' which documents/ papers called for in the tender document have not been enclosed ( kindly enclose a list of such documents / papers )</b>	:	

**Signature of the Bidder/ Tenderer**

**FINANCIAL BID FORMAT**

**NAME OF THE ITEM: TRIBAL ARTISAN DATABASE**

1.	<p>Price per unit of Tribal Artisan Card with all the duties and levies including survey, Aadhar and Bank Account Linkages, Preparation of Data Base with Photography, Preparation of Tribal Artisan Interpreneur, Documentation, Approval from concerned IPO, GM, DIC, SDC, Recommendation from the Asst. Director (Handicraft), Govt. Of India, Preparation and submission of I-Card – proforma to Development Commissioner(H), Govt. Of India, and handover to the PA, ITDA, Malkangiri</p> <p>(Per unit in Indian Rupees)</p>	:	
2	Terms of delivery	:	
3	Terms of payment	:	

**SIGNATURE & SEAL OF BIDDER**

## PROFORMA FOR PHOTO IDENTITY CARD FOR HANDICRAFTS ARTISAN

1. Full Name of Artisan :		<b>Photograph of Artisan (4.5 x 3.5)</b>
Name of the Head of the Household :		
2 Gender : Male ( ) Female ( ) Transgender ( )		
3 Date of Birth :		
4 Address : C/o ( ), D/o ( ), S/o ( ), W/o ( ), H/o ( ) :		
House No./ Bld. / Apt. :		Street / Road / Line
Landmark :		Area / Locality / Sector
Village / Town / City :		Post Office
District : Malkangiri		Sub-District : State : Odisha
E-mail :		Tel/ Mobile No. Pin Code:
5 Educational Qualification		
6 Social Group : SC ( ), ST ( ), OBC ( ), GEN ( ), MIN ( )		
Economic Group : APL ( ), BPL ( ), Antyodaya ( )		
Card No. (APL / BPL / Antyodaya, if any )		
7 Bank Details :		
Bank Name / Branch :		State :
Account No. :		IFSC Code :
8 Aadhaar No. :		
9 Identity Card Number of Handicrafts Artisans, if any		
10 Sl. No. In the latest Census of handicrafts Artisan _____ (if not available AD verify & certify that the applicant is a genuine craftsman.		
11 Name of the craft practices (Major / specific (Carpet & other floor covering / Art metal ware / Wood ware/ Hand printing textiles / scarves / Embroidery & Crocheted Goods / shawl as art ware / Zari & Zari goods / Jewellery / Cane & Bamboo		
12 Year of experience in practicing the craft :		
13 Annual income from craft practiced:		
14 Annual income from other sources : Agriculture/ other		
15 Family details (Family consists of artisans, His/ Her spouse & dependent minor children only )		
Member Name :		Relation : Age :
Member Name :		Relation : Age :
Member Name :		Relation : Age :
Member Name :		Relation : Age :
16 Name of the workign Unit		
i) Registration Number		
ii) Year of Registration		
iii) Turn over Below 1 lakh / 1.5 lakh / above 5 lakh)		
iv) Total Artisans employed : (Hired ) House hold member (Self employed)		
17 Whether Holding Credit Card : Artisans Credit Card (ACC/ SSC / Other)		
18 Status whether Shilpi Guru / National Award / National Merit Certificate Holder / State Award		

**Declaration**

I certified that information provided by me and information contained herein is my own and is true, correct accurate.

**Verify by Assistant Director (M&SEC)**

**Applicants Signature / Thumb Print.**

# INTEGRATED TRIBAL DEVELOPMENT AGENCY, MALKANGIRI

No. \_\_\_\_\_ /ITDA(SDC)

Date: 01.2019

## Expression of Interest for Tribal Artisan Database

### **Identification No- ITDA-MKG-SDC-07/2018-19.**

1	<p>Sealed quotations from the reputed Firms/ Registered handicraft organizations / interested individual firm entrepreneurs/ through outsourcing agencies of this State are hereby invited towards preparation of Artisans data base Identity Cards for the Tribal Artisans of Malkangiri District.</p> <p>The intending/selected firm should have to be taken entire responsibility for obtaining of data base of Tribal Artisans including their photographs in the format appended herein towards documentation in liaison with the IPO and WEO concerned for preparation of Tribal Artisans data base Identity Cards on due approval of SDC, Malkangiri on the eligibility criteria, scope of work and terms can be seen from the website <a href="http://www.malkangiri.nic.in">www.malkangiri.nic.in</a>. Any addendum / corrigendum / cancellation of tender can also be seen in the said website.</p>		
2	Nature of Works	:-	Preparation of Artisans data base Identity Cards for the Tribal Artisans of Malkangiri District.
3	Availability of bid document in the website	:-	From <b>01.02.2019 to 08.02.2019</b> up to <b>1.00 P.M.</b> in ITDA Office, Malkangiri (in working days only) on production of requisite paper cost in shape of B.D. drawn in favour of PA, ITDA, Malkangiri. The bidder can also download the tender documents from the website <a href="http://www.malkangiri.nic.in">www.malkangiri.nic.in</a> & submit the bid documents in a sealed cover alongwith original Paper cost in shape of B.D. drawn in favour of PA, ITDA, Malkangiri
4	Last date of receipt of Bids	:-	From Date <b>01.02.2019 to 08.02.2019</b> up to <b>1.00 P.M.</b>
5	Mode of receipt of Bids	:-	By Registered Post/ Speed Post (Through Post Offices) only and in no other means.
6	Date of opening of Bid	:-	<b><u>Dt. 08.02.2019 at 3.00 P.M</u></b> In the Office of PA, ITDA, Malkangiri
7	The bidders have to participate in <b>OFF-LINE</b> bidding only. Further details can be seen from the website <a href="http://www.malkangiri.nic.in">www.malkangiri.nic.in</a> . Any addendum / corrigendum / cancellation of tender can also be seen in the said website.		

Sd/-  
Project Administrator  
ITDA, Malkangiri

Memo No 289 /2019

Date...31./01/2019

Copy forwarded to the Correspondance, **Pragativadi** News Paper (Size -12 x 10 cm ( Black & White) with a request to publish in their Daily Odia Newspapers (Within Odisha) before **08.02.2019** for wide publication & circulation. Complimentary copy of newspaper containing the Notice must be submitted alongwith bill to this office for reference, record and payment.

Sd/-  
Project Administrator,  
ITDA, Malkangiri