№ 493/TDCCOL, Date 18/02/2021

EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF VENDORS FOR DESIGNING OF COLLATERALS, BRANDING, DIGITAL MARKETING, GRAPHIC DEVELOPMENT & DOCUMENTATION OF KORAPUT COFFEE FOR ONE YEAR

Applications are invited from experienced registered Vendor/Firms/Companies for Designing of Collaterals, Branding, Digital Marketing, Graphic Development & Documentation of Koraput Coffee for one year. The detail EoI can be downloaded from the website: www.tdccodisha.org

The last date and time of receipt of EOI documents is up to 2:00 pm on 22.03.2021. The EOI will be opened on the same date and the technical presentation will be on 25.03.2021 at 04:00 P.M (virtually).

Earnest Money Deposit (EMD) (Refundable): 1,00,000/- (Rupees One Lakh) in shape of Banker’s Cheque / Demand Draft in favour of “Managing Director, TDCCOL” drawn in any scheduled commercial bank payable at Bhubaneswar

Address for Submission of Bid: The Managing Director, TDCCOL, Rupali Square, PO- Bhoi Nagar, Bhubaneswar – 751022

Mode of Submission: Speed Post / Registered Post / Dropped in the Tender Box at TDCCOL office only to the address as specified above during the office hours only. Submission of bid through other mode and late bid will be out rightly rejected.

In the event of any question, dispute or difference arising under these conditions contained in the above order in connection with this EOI, the same shall be referred to the sole arbitration of the Managing Director, TDCCOL, Bhubaneswar which shall be final and binding on both the parties.
1. **Introduction:-**

   Background: Tribal Development Co-operative Corporation of Odisha Limited (TDCCOL) is a State level Apex Cooperative operational under the administrative control of ST & SC Development Department, Govt. of Odisha since 1964. This Apex Cooperative was established with an objective to prevent exploitation of tribal communities from middleman / money lender and to make sure that basic household articles are available in and around the villages at fair price.

   Aims & Objectives: The broad objectives of TDCCOL are as below:
   
   a) To procure Minor Forest Produces (MFPs) and Surplus Agricultural Produces (SAPs) collected by ST households at fair and remunerative price and arrange for their marketing.
   b) Prevent Exploitation from Middlemen.
   c) Strengthening the community level institutions for product aggregation, grading, sorting, value addition etc.
   d) Strengthening the Livelihood Clusters in Tribal Sub Plan areas in Odisha.

2. **Scope of Work:-**

   i. **Branding of Koraput Coffee:**

      Koraput Coffee is the main source of income for 5000 tribal coffee grower/farmer in the Koraput district of Odisha. To increase their income a robust market strategy need to be devised. The registered/empaneled vendor/firm/company needs to develop implementation strategy based on the for Koraput Coffee brand strategy given by TDCCOL.

3. **Brand launch of Koraput Coffee:**

   Koraput Coffee has to date sat alongside TDCCOL’s other MFP and SAP brands on sale under the Adisha brand umbrella via the outlet in Bhubaneswar, trade fairs and the e-commerce platform.

   TDCCOL now seeks to launch Koraput Coffee in Bhubaneswar then across Odisha using the launch to generate PR and build a coffee community. The first step in a 3-year strategy to become a premium sustainable specialty coffee brand in the international market.

   TDCCOL define Koraput Coffee as a purpose lead brand whose mission is to build a community united around a core belief that: ‘Humans can live in harmony with nature.’

   TDCCOL now seeks to retain the services of creative partners to execute this brand strategy delivering rational and emotional support for Koraput Coffee’s mission along with evidence of impact across multiple brand touch points.

   Key factors in selection alongside the ability to deliver technical executions vs the media formats detailed below will include:
i. The ability to use PR and social media channels to capture the excitement of Koraput’s launch as the architect, design and retail teams build and launch the first innovative eco-friendly outlet and electric cold coffee carts in Bhubaneswar.

ii. The ability to deliver a fun, engaging and carefully managed campaign across media that:
   a. Connects specialty coffee lovers with the brand’s beneficiaries – showing how the Koraput Coffee program has improved their quality of life and is helping them live in harmony with nature.
   b. Supports the brand’s core belief in action by building an active community around everyday heroes who are finding creative ways to re-green their world and live-in harmony with nature.
   c. Uses PR, paid and earned to communicate the Koraput Coffee journey providing data to support the brand’s KPI’s vs social, economic and environmental impact.

- Applicants are expected to demonstrate experience managing and/or working alongside multi-disciplinary teams to deliver fully integrated marketing campaigns analogous to the Koraput brand launch.

- Return on investment and cost efficiency are essential and each item in the proposal must be attributed an indicative cost alongside a predicted performance metric vs each media at the year end.

Following the EoI those shortlisted will be given discrete access to the brand strategy and asked to respond with a presentation on the following points:

- Creative – A creative brief will require the shortlisted agency to demonstrate an understanding of the brand by delivering 3 executions at a rough, concept board level across different media that support the single-minded proposition in the brief.

- Strategic – On a single slide the shortlisted agency must present the role each media will play in iterating the brand strategy across a three-year span with the end goal of establishing Koraput Coffee as a premium international specialty coffee brand.

4. Development of designs for packaging of Koraput Coffee:
   Product packaging also plays a vital role in the branding process of the product. It helps the customers identify the products. Demand for Koraput coffee among urban consumer is quite high due to the quality and ethnic nature. The selected firm needs to develop packaging for Koraput coffee. These variety packaged designs after approval from MD TDCCOL, will be marketed through Retail Chain of Outlets, Exhibitions & Exports.

5. To develop a **webpage** which is highly robust. Marketing and promotion of Koraput coffee through that webpage, specific details about webpage will be given at the time of contract.
6. **Social Media Management or Digital Marketing**

i. Creation and Maintenance of Koraput Coffee Accounts on Twitter, Facebook, YouTube, Instagram, LinkedIn, Google Plus etc and at most 3 social media platforms which may emerge within the contract period.

ii. Creation of relevant blog spot and forums wherein the participation of targeted audience can be increased.

iii. New Look, Updates and Engage with users as per Koraput coffee brand strategy.

iv. A detail TOR on social media strategy will be given at the time of contract.

v. Query Management, Media Tracking and Reporting
   a. All the queries received on the all platforms must be replied to and addressed within 24 working hours in consultation with TDCCOL.
   b. The agency must submit weekly “Effectiveness Analysis Report” to TDCCOL on the effectiveness of the social media strategy. The agency must submit a detailed analysis on the steps undertaken for overall promotion of Koraput Coffee on the Social Media Platforms and the results achieved.
   c. Conceptualize, design and execute digital campaigns and innovative strategies on the basis of Koraput Coffee Brand strategy.

vi. Influencer Programs: The Influencer program will aim at engaging top influencers in the corporate world /non corporate fraternity to promote Koraput Coffee. The program will need to develop content for social channels and blogs.

vii. Miscellaneous work: other words assigned as part of Koraput Marketing strategy at the time of contract.

viii. Creative designing: - The Creative content may be of various forms such as graphics, sketches, smart art, animations, story board etc. on Koraput Coffee.

ix. Creatives/Photos - Koraput Coffee Creatives/Photos with cataloguing, designing menu.

x. Brand Film: The agency will do the documentation of best practices of TDCCOL/brand film as per the approved I&PR rate issued by Government from time to time. The vendor has to raise separate bills as per the work order from TDCCOL

xi. Animated Film for Branding: The vendor has to quote the price for per 60 second. The rate will be as per the approved I&PR rate issued by Government from time to time.
Bidding terms and Qualification Criteria

1. **Evaluation of Eligibility Criteria:-**
   The eligibility of the bidders' will be evaluated as per the requirements specified in the EoI documents and adopting the qualifying criteria spelt out in this paper. The Bidders are required to submit all required documents in support of the eligibility criteria specified and the required data and information as required for evaluation.

2. **Eligibility Criteria:-**
   Bidders should conform to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical Bid:

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<th>Sl. No</th>
<th>Eligibility Criteria</th>
<th>Documents required</th>
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| 1.     | The bidder must be registered in India as a Limited Company/ Partnership/ Sole Proprietorship under relevant acts and must be in business for last 3 years from the date of incorporation on last date of the submission of proposal. | 1. Copy of Incorporation / Registration Certificate of the Agency/ Partnership Deed  
2. Copy of PAN  
3. Copy of Goods and Services Tax Identification Number (GSTIN).                                                                                           |
| 2.     | The bidder should have at least an annual turnover of **Rs. 10 lakh** from the business (relevant work) during the last financial year 2019-20.                                                                           | Copies of audited balance sheet for the last three financial years and CA certificate certifying that the bidder should have an annual turnover more than **Rs. 10 lakh** during the last financial year from the above services.  
(Audited financial statements verified by Chartered Accountant indicating his/her membership no. on his seal) |
| 4.     | The bidder should not have been blacklisted by Central / State Govt. Institutions for any default/deficiency in service.                                                                                                   | Self-Declaration from the Bidder as per the format enclosed at Annexure-B.                                                                                                                                           |
| 5.     | Earnest Money Deposit (EMD) (Refundable)                                                                                                                                                                               | Rs. 1,00,000/- (Rupees One Lakh) in shape of Demand Draft in favour of “TDCCOL” drawn in any scheduled commercial bank payable at Bhubaneswar                                                                                   |

3. **Documents to be submitted:-**

The bidders have to furnish the following documents duly signed in along with their Technical Bid:

i. Filled in Bid Submission Check List in Original *(Annexure-A)*
ii. Format for affidavit certifying that bidder is not blacklisted *(Annexure-B)*
iii. Covering letter *(TECH – 1)* on bidder’s letterhead requesting to participate in the EoI process.
iv. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
v. Copy of Certificate of Incorporation/ Registration of the firm/ Company (Incorporation Certificate & Memorandum of Articles), Firm (Registration Certificate or Partnership Deed), Individual (Proprietor registration certificate)/ Trade License.
vi. Copy of PAN.
vii. Copy of Goods and Services Tax Identification Number (GSTIN).
viii. Copy of Valid Address Proof (Copy of Telephone Bill/ PAN/ Electricity Bill/ Rent Agreement etc.)
ix. General Details of the Bidder (TECH – 2)
x. List of completed assignments of similar nature (Past Experience Details, TECH – 4) along with copies of contracts / work orders / completion certificate from previous clients.

**NB:** Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.

4. **Earnest Money Deposit (EMD):**

The bidder must furnish an Earnest Money Deposit (EMD) amounting to Rs 1,00,000/- (Rupees One lakh only) in shape of DD from any scheduled commercial bank in favour of “Managing Director, TDCCOL” payable at Bhubaneswar. The EMD of unsuccessful bidders shall be refunded after finalization of the EoI. The EMD will be forfeited on account of the following reasons:

i. Bidder does not respond to requests for clarification of its Bid.

ii. Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.

iii. If the bidder fails to
   a. agree to decisions of the contract negotiation meeting
   b. sign the contract in time

iv. Any other circumstance which holds the interest of the Client during the overall selection process.

5. **Performance Security:**

The EMD of the successful bidder shall be converted to Performance Security for the contract. The performance security of successful bidders shall be refunded after the expiry of the contract period.

6. **Disqualification:**

TDCCOL may at its sole discretion and at any time during the evaluation of application, disqualify any applicant, if the applicant:

i. Submitted the application after the response deadline;

ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;

iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;

iv. Submitted an application that is not accompanied by required documentation or is non-responsive;

v. Failed to provide clarifications related thereto, when sought;

vi. Submitted more than one application on its own;

vii. Was declared ineligible/blacklisted by the Government of India/State/UT Government;

viii. Is in litigation with Government of India/ Govt. of Odisha/PSU.
7. **Submission of Bid:-**

Bidder must submit their Bids Registered Post / Speed Post / Courier and dropped in the Tender Box only to the specified address on or before the last date and time for submission of Bids as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the Bid. Any Bid received after the deadline will be out rightly rejected.

**Evaluation and Selection Procedure**

**i. Evaluation Process:-**

In order to select a bidder, TDCCOL will constitute an Evaluation Committee to evaluate the proposals submitted for detailed scrutiny. Those qualified and selected will be empaneled by TDCCOL.

a. **Technical Evaluation:** The technical evaluation will be done on the basis of following criteria as per document submitted and technical presentation. The agency is expected to submit the following (as given in table below, both hard and soft copies). Each of the item type has been allocated a particular mark, based on which the final technical score will be calculated.

b. The qualifying score will be 70 marks out of 100. Top 5 (five) agencies will be empanelled for the assignment.

c. A total of 5 (five) agencies will be empanelled for one year initially which may be extended further based on the performance and contract renewed maximum up to 3 (three) years. Mere empanelment with TDCCOL does not guarantee allocation of work.

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<th>Sl. No.</th>
<th>Type</th>
<th>Maximum Marks</th>
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<td>1.</td>
<td>No. of years of Experience in work relating to Social Media Management. (One mark for each additional year of experience beyond the prescribed five years as on 1st March’2021, for a maximum of 5 marks)</td>
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<td>2.</td>
<td>Turnover (last 3 financial years): Average annual turnover of the last three consecutive financial years along with audited balance sheet &amp; P/L statement of last three consecutive financial years) &gt;less than 10 lakhs: 5 marks 10 lakh -50 lakhs: 7 marks 50 lakh to 100: 10 marks 100 lakh plus: 20 marks</td>
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<td>3.</td>
<td>Branding/ Packaging/ Social Media Management or Digital Marketing/ E-Commerce Projects undertaken for Government/PSUs/ Private Sector in the last 3 years i.e. 2017-18, 2018-19 and 2019-20 (5 marks for each project with a maximum of 20 marks)</td>
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<td>4.</td>
<td>Branding/ Packaging/ Social Media Management or Digital Marketing/ E-Commerce Projects undertaken for Government/PSUs in Rural Development Sector the last 3 years i.e. 2017-18, 2018-19 and 2019-20 (5 marks for each project with a maximum of 10 marks)</td>
<td>10</td>
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<td>5.</td>
<td>Technical Presentation</td>
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Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting.

d. **Empanelment:**
   - Agencies shortlisted for empanelment will be required to submit a signed copy of the EoI as an acceptance of the terms and conditions laid down by TDCCOL. After signing of the EoI document, no variation or modification in the terms of the agreement shall be made except by written amendment signed by both parties. **Mere empanelment with TDCCOL does not guarantee allocation of work.**
   - No agency will be eligible to have empanelment in more than one name (either in his/her own name or in the name of his/her close relative (spouse, dependent children/parents/brothers/sisters and other dependents)

e. **Allocation of Work:**
   i. The empanelment shall be initially for one year from the date of accepting the terms and conditions by the empanelled agencies which may be extended further based on the performance and contract renewed maximum up to 3 (three) years. TDCCOL reserves the right to extend the same on yearly basis up to one additional year based on periodic reviews to assess the performance during the specified duration of empanelment at the same terms and conditions. TDCCOL shall be free to curtail the empanelment at any time during the period of empanelment, without assigning any reason.
   ii. The TDCCOL will give a brief on scope of work to the agencies and invite empanelled agencies to give presentation on that and submit the financial bid for the specific assignments. The selection of agency from the empanelled list will be based on Quality cum Cost Basis selection (QCBS) method. The weightage for presentation and financial bid will be mentioned in the invitation to bid paper.
   iii. TDCCOL reserves the right to award the work to any of the empanelled agencies, based on the merit of their credentials (Ideas, Creatives, execution plan etc).
   iv. As and when required, TDCCOL will ask for price bid from the empanelled agencies within respective categories. The terms and conditions of submission of price shall be provided along with Invitation to Bid. The work shall be awarded based on the presentation and price bids received in accordance with the terms and conditions mentioned in the Invitation to Bid. The selected agency shall not assign the project to any other agency to perform its obligation under the agreement.
   v. TDCCOL may at its own discretion may allocate work to more than one agency at a time depending on the quantum, nature and criticality of work.
   vi. In case, the TDCCOL does not find the agency up to its satisfaction, TDCCOL may ask the agency to make changes till its satisfaction. Even after providing reasonable opportunity, if agency fails to perform, then TDCCOL reserves its right to get it done from any other empanelled agency/agencies for which the agency will have no obligation and not raise any dispute in this context, at any point of time.
vii. The contract period shall be initially for one year from the date of accepting the terms and conditions by the selected agency which may be renewed further based on the performance. TDCCOL reserves the right to extend the same on yearly basis up to three years based on periodic reviews to assess the performance during the specified duration of the contract at the same terms and conditions. TDCCOL shall be free to curtail the contract at any time during the contract period, without assigning any reason thereon.

**General Terms and Conditions**

1. **Validity of the Proposal:**
   
The period of validity of proposal is 180 days.

2. **Payment Schedule:**
   
   For all kinds of works no advance payment shall be made. Payments will be made only on assignment basis and after satisfactory completion of the work and on submission of authenticated bills to TDCCOL.

3. **Conflict of Interest:**
   
   TDCCOL requires that the selected vendors provide professional, objective and impartial advice and at all times hold TDCCOL interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

4. **Confidentiality:**
   
   Confidentiality shall be maintained for the information relating to the examination, clarification and comparison of the proposal. Violation of this clause may result in the rejection of the proposal.

5. **Fraud & Corruption:**
   
   TDCCOL requires that Bidder selected for the particular assignment must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, Government of Odisha:
   
   a. Defines, for the purposes of this provision, the terms set forth as follows:
      
      i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of TDCCOL or any personnel of Agencies in contract executions.
      
      ii. “Fraudulent practice” means a mis-presentation of facts, in order to influence the execution of a contract, to TDCCOL and includes collusive practice among Respondents (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive TDCCOL of the benefits of free and open competition;
      
      iii. “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution contract.
      
      iv. “Collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
      
      v. “Undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the selection process; or (ii) having a conflict of interest; and
vi. “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the selection process.

b. Will reject a proposal for award, if it determines that the Agency recommended for the award of the Creative Campaign, has been determined by TDCCOL to having been engaged in corrupt, fraudulent or unfair trade practices.

c. Will declare a firm ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

6. **Change Orders:**

TDCCOL may at any time before completion of work under project awarded to the Agency, change the work content by increasing / reducing the quantities of the services. In such a case, the Agency will have to perform the service in the increased/decreased quantity at the same contract rates within the time stipulated for providing services to TDCCOL.

7. **Penalties (It is mandatory for any document)**

If during execution of the Project, following problems were to be found, then a penalty of 0.5% of the Contract value per week (subject to maximum of 10%) may be imposed by TDCCOL:-

- Quality of deliverable is not up to the mark, (till the quality is improved to the required extent)
- Delays in deliverables
- Not assigning adequate resources in time
- Not engaging resources on a dedicated basis, even when required
- Assigning resources that do not meet the client’s requirements as per the approved time schedule or the quality of deliverable.
- In case of any major break down in e-commerce, the firm /agency shall have to rectify the problems within 24 hrs. If the breakdown in e-commerce portal lasts for more than 72 hrs, TDCCOL reserves the right to terminate the contract.

8. **Indemnity:**

The applicants will indemnify TDCCOL against any misuse of TDCCOL Name and logo. **For any misuse of TDCCOL name and logo, the applicant themselves will be held responsible.** TDCCOL will take necessary legal and other actions for such cases. TDCCOL will not be responsible for any miscommunication or harm caused to any party because of any misrepresentation of its name and logo by the applicant.

9. **Applicable Law:**

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.

10. **Disputes:**

i. The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation. During pendency of the dispute(s) requiring resolution, the Agency shall not stop the work and should proceed further with the activities as per scope of work except in case where TDCCOL specifically requested the Agency to stop any part of the scope of work.
ii. In case of disagreement, the same shall be referred to Managing Director, TDCCOL. After referring to Managing Director, TDCCOL if the said dispute is not resolved, the same shall be referred to the court subject to Bhubaneswar jurisdiction only.

11. Assignments:

The Bidder shall not assign the project to any other agency, in whole or in part, to perform its obligation under the Contract, without the TDCCOL authorized representative’s prior written consent. **Sub-contracting of the services allotted is not allowed in any manner.**

12. Termination & Withdrawal:

a. Without prejudice to any other right or remedy it may have, either party may terminate this Agreement at any time by giving three month advance notice in writing to the other party.

b. TDCCOL reserves the right to withdraw/ terminate empanelment of applicant in any of the following circumstances:

   i. Applicant becomes insolvent, bankrupt, resolution is passed for the winding up of the applicant’ organization
   
   ii. Information provided to TDCCOL is found to be incorrect;
   
   iii. EoI conditions are not met within the specified time period;

c. If the bidder does not execute the contract to the satisfaction of the TDCCOL then the TDCCOL may invoke any or all of the following clauses.

   i. Forfeit the Performance Guarantee Amount
   
   ii. Terminate the contract without any liability of TDCCOL towards the agency.
TECHNICAL BID SUBMISSION FORMS
TECH - 1-COVERING LETTER
(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

The Managing Director,
TDCCOL, Bhubaneswar

Sub: Submission of proposal for Designing of Collaterals, Branding, Digital Marketing, Graphic Development & Documentation of Koraput Coffee

Ref:-Notice No. ___________ dated ______________, TDCCOL, Bhubaneswar

Dear Sir,

I/We the undersigned, offer to participate in the selection process for “Designing of Collaterals, Branding, Digital Marketing, Graphic Development & Documentation of Koraput Coffee” in accordance with your EoI NOTICE No.: ___________ , dated ______________.

I attach hereto the response as required by the EoI, which constitutes our proposal.

The details of the Contact Person on behalf of the bidder are given below:

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<th>Name</th>
<th>Designation</th>
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Address for Communication

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I/We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to client is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its empanelment process.

I/We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so, for undertaking the assignment. 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/We agree for unconditional acceptance of all the terms and conditions set out in the EoI document.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _______________________

Address of the Bidder: _______________________

Authorized Signatory with Date and Seal:
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<tr>
<th>Sl No.</th>
<th>Description</th>
<th>Full Details</th>
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<td>1</td>
<td>Name of the Bidder</td>
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<td>Address for communication:</td>
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<td>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</td>
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<td>Date &amp; Year:</td>
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<td>5</td>
<td>Local office in Odisha</td>
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<td>If Yes, Please furnish contact details</td>
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<td>Bid Processing Fee Details</td>
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<td>8</td>
<td>PAN Number</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Goods and Services Tax Identification Number (GSTIN)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Accept all the terms and conditions as specified in the EoI NOTICE</td>
<td>YES</td>
</tr>
</tbody>
</table>

**Authorized Signatory [In full and initials]:** _________________________________

**Name and Designation with Date and Seal:** _________________________________
TECH -3- Bidder Organisation (Financial Details)
(To be furnished in the letter head of the Auditor/Chartered Account)

The Annual Turnover for the last three consecutive financial years of M/s. _____________ are given below and certified that the statement is true and correct.

<table>
<thead>
<tr>
<th>Details</th>
<th>FY 2017-18</th>
<th>FY 2018-19</th>
<th>FY 2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Turnover from the Business (In Rupees)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average Annual Turnover (for the above three years) in Rupees</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supporting Documents:

Audited certified financial statements for the last three FYS (2017-18, 2018-19 & 2019-20) (Submission of copies of Profit/Loss Account and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Statement of account shall not be considered.

Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the EoI failing which the Bid will be out rightly rejected. No scanned copy will be entertained.

_________________________________
Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal) & UDIN

Authorized Signatory [In full initials with Date and Seal]: _________________________

Communication Address of the Bidder: _________________________
## TECH – 4–BIDDER’S PAST EXPERIENCE DETAILS
(Previous Assignment Details in last 3 years)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Assignment with details there of</th>
<th>Types of Service Provided</th>
<th>Name of the Client with complete address and contact number</th>
<th>Duration of the Assignment</th>
<th>*Contract Value (in INR)</th>
<th>Period (Contract Start and end date)</th>
<th>Status (Completed/Ongoing/etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
</tr>
<tr>
<td>1</td>
<td></td>
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<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Contract Value (in INR)

**Note:** Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (2017-18, 2018-19 & 2019-20) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

Authorized Signatory [In full initials with Date and Seal]: _______________________

Communication Address of the Bidder: _________________________
## ANNEXURE-A—BID SUBMISSION CHECK LIST

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Description</th>
<th>Submitted (Yes/No)</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TECHNICAL BID</strong>&lt;br&gt;(PART – A)(ORIGINAL)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Filled in Bid Submission Check List (ANNEXURE-I)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Covering Letter (TECH -1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>EMD of Rs. 1,00,000/- in form of DD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Copy of Certificate of Incorporation / Registration of the Bidder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Copy of PAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Copy of Goods and Services Tax Identification Number (GSTIN) &amp; Trade License</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>General Details of the Bidder (TECH - 2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Financial details of the bidder (TECH – 3) along with all the supportive documents such as copies of P&amp;L Statement and Balance Sheet for the concerned period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>List of completed assignments of similar nature (Past Experience Details) (TECH – 4) along with the copies of work orders for the respective assignments/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career (Annexure-B)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Undertaking:**
- All the information have been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the Bid have been sealed and signed by the authorized representative.

**Authorized Signatory [In full and initials]:**

**Name and Designation with Date and Seal:**

**Signature :**
ANNEXURE-B–FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

**Affidavit**

I/We M/s. ............... , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal due date.

We further confirm that we are aware our interest for the work of TDCCOL would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EoI at any stage of selection and/or thereafter during the term of the Contract.

Dated this.........................Day of................................................................., 2021...........

**Authorized Signatory [In full and initials]:** ________________________________

**Name and Designation with Date and Seal:** ________________________________

**Signature :** ____________________________________________________________________