

BID DOCUMENT

FOR

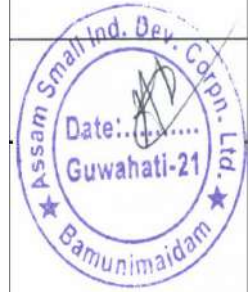
**CONDUCTING THE NATIONAL HANDICRAFT
DEVELOPMENT PROGRAMME (NHDP),
SKILL DEVELOPMENT IN HANDICRAFT SECTOR
(SDHS) IN THE FINANCIAL YEAR 2022-23.**



**ASSAM SMALL INDUSTRIES DEVELOPMENT
CORPORATION LIMITED**

(A Govt. of Assam Undertaking)

M.R.D Road, Bamunimaidam, Guwahati – 781021 (Assam)



Fee: Rs. 1000.00

**BID DOCUMENT FOR CONDUCTING THE NATIONAL HANDICRAFT
DEVELOPMENT PROGRAMME (NHDP)-SKILL DEVELOPMENT
IN HANDICRAFT SECTOR (SDHS) IN THE F.Y-2022-23**



TIMELINE

Issue of BID Document : From 01.02.2023 on all working days till 14 HRS to 14.02.2023.

Receipt of BID Document : From 01.02.2023 on all working days till 14 HRS to 14.02.2023.

Opening of BID Document : At 15.00 HRS on 14.02.2023 (Bidders or their authorized representative may attend).

ISSUE OF BID DOCUMENT FOR

Issued to:

Issued by:

Signature:

Name in full:

Designation:

Date:

Office Seal

ASSAM SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED
(A GOVT.OF ASSAM UNDERTAKING)
M.R.D. ROAD, BAMUNIMAIDAN,
GUWAHATI-781021.



NO. SIDC/HO/Event/DC(H)/14/2022-23/

Dated- 25/01/2023

NOTICE FOR INVITING BID

The Managing Director, Assam Small Industries Development Corporation Ltd. inviting BID filled in and completed in the prescribed format non-refundable affixing court fee stamp of Rs.8.25 paisa from reputed and experience firms/ NGO's having experience in similar field in Govt. sector for conducting the following programmes.

- 1) Design & Technology Development Workshop in Cane & Bamboo craft – 04 Nos.
 - 2) Design & Technology Development Workshop in Artistic Tribal Textiles Embroidery Craft – 04 Nos.
- Cost of BID documents --- Rs.1000/- (Rupees one thousand) only.
 - Earnest money Rs. 2% of the BID value in the form of DD/ Banker cheque payable in favour of "ASIDC Ltd."
 - Issue of BID document : From 01/02/2023 on all working days till 14:00 Hrs. to 14/02/2023.
 - Receipt of BID document: From 01/02/2023 on all working days till 14:00 Hrs. to 14/02/2023.
 - Opening of BID document : At 15:00 Hrs on 14/02/2023. (Applicant or their authorized representative may attend).

BID document received without Earnest Money shall be summarily rejected. ASIDC Ltd. reserves the right to reject any or all the BID document without assigning any reason thereof.

Sd/-
Managing Director
ASIDC Ltd.

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DOCUMENTS/ PAPERS REQUIRED FOR SUBMISSION ALONG WITH BID DOCUMENT

1. Particulars of Bidder in the prescribed format.
2. Self-certified copies of Company Registration Certificate in case of Company/ Society Registration Certificate in case of co-operative society/Firm Registration Certificate in case partnership or proprietary firm.
3. Self-certified copy of Memorandum & Articles of Association in case of Company/ Bye-laws in case of co-operative society/ Partnership Deed in case of Partnership Firm/ Notarized Affidavit of Proprietorship in case of proprietary firm
4. Self –certified copy of Pan Card.
5. Bank Draft/ Banker cheque of Nationalized/ Schedule Bank drawn in favour of ASIDC Ltd. and payable at Guwahati being the payment of Requisite Earnest Money.
6. Proof of having an office of Guwahati to be enclosed.
7. Niti Aayog registration ID to be enclosed.
8. Proof of Annual turnover of an average of last three financial years to be enclosed.
9. Bidder should have experience in similar filed in Government Sector/ PSU/ Govt. Agency/ Govt. Institutions. Copy of work order from concerned Department will have to be enclosed.
10. Valid and up-to-date Trade License issued by competent authority to be enclosed.
11. Up-to-date GST Registration Certificate issued by the competent authority to be enclosed.
12. Financial soundness certificate from Commercial Bank to be enclosed.

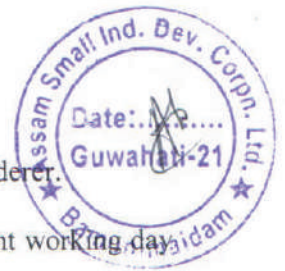
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:: TERMS & CONDITIONS ::

Terms and Conditions

- 1) The Bidder must submit Bids in **two bid system i.e. Technical Bid and Price Bid. Both the Technical Bid and Price Bid will have to be submitted separately in two seal cover super scribe as Technical Bid & Price Bid.**
- 2) Bidders should submit hardcopy of tender papers to the undersigned within 14/02/2023 at the office of the Managing Director, Assam Small Industries Development Corporation Ltd, M.R.D. Road, Bamunimaidan, Guwahati-21, Assam.
- 3) Proof of having an office at Guwahati.
- 4) Valid and Up-to-date registration certificate issued by component authority.
- 5) Bidder should have experience in similar field in Government Sector (Copy of Work order from concerned Department will have to be enclosed).
- 6) The Bidder has to submit the entire set of tender papers duly signed while dropping the tender.
- 7) The work should be completed within stipulated time. For time delay due to any reason by the Bidder, penalty will be imposed accordingly.
- 8) Penalty will be imposed on the Bidder for doing sub-standard work of for time delays, if any as deemed fit and proper.
- 9) For part work or for low volume of work, if any circumstances, the amount due to the Bidder will be reduced/ deducted accordingly by The Managing Director, Assam Small Industries Development Corporation Ltd, M.R.D, Road, Bamunimaidan, Guwahati- 21, Assam.
- 10) No price re-estimation or price enhancement will be considered for the works under any circumstances.
- 11) Payment will be made subject to availability of fund.
- 12) Any cut marks/ Over-writing or erasure in the documents will be treated as cancelled.



- 13) All pages of the tender documents should be signed and stamped by the tenderer.
- 14) If the tender date falls on holiday, bandh etc. for any reason, the subsequent working day will be the tender date.
- 15) The bidder should be responsible for the work from the date of issue of the work order till completion of the event.
- 16) The Managing Director, Assam Small Industries Development Corporation Ltd, M.R.D, Road, Bamunimaidan, Guwahati-21, Assam shall have right to issue addendum to tendered document to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to Tender.
- 17) All programme price is inclusive of all taxes as applicable.
- 18) Bids shall be submitted only in the Bid Document to be made available on non-refundable payment of Rs. 1000.00 (Rupees one hundred) only all pages of the document must be signed and stamped by the Bidders. Bids submitted in any other form other than in the Bid Document shall be rejected.
- 19) The intending Bidders may visit the office within the office hours for details information before submission of Bids.
- 20) The intending bidders shall have to deposit Earnest Money @ 2% of its quoted value of Rs.12,74,000.00 along with the bid in the form of Bank Draft/ Banker Cheque of Nationalized/ Scheduled Bank drawn in favour of "ASIDC Ltd". The Earnest Money shall be refunded in the cases of unsuccessful bidders.
- 21) The Intending Bidders shall have to submit Report regarding means of finance; techno-economic-financial viability; implementation schedule etc for their proposed work, and detailed bio-data of the Bidders with supporting testimonials.
- 22) Corporation name must be mention in all banners/posters including Money Receipt/Bill voucher etc. at the time of implementation. Accordingly Utilization Certificate may be made in favour of the Corporation after successful implementation of the activities.



23) The Bidder will be organized 8 Nos of programmes under Development Commissioner, Handicraft, Ministry of Textiles, Govt. of India, New Delhi.

Sl. No.	Name of Programme	Proposed Venue	Tender Value (in Rs.)
1	Design & Technology Development Workshop in Cane & Bamboo Craft	Nalbari	1,59,250.00
2	Design & Technology Development Workshop in Cane & Bamboo Craft	Goalpara	1,59,250.00
3	Design & Technology Development Workshop in Cane & Bamboo Craft	Boko, Kamrup	1,59,250.00
4	Design & Technology Development Workshop in Cane & Bamboo Craft	Bamrajabari, Sivsagar	1,59,250.00
5	Design & Technology Development Workshop in Artistic Tribal Textile Embroidery Craft	Katimari pathar, Nagaon	1,59,250.00
6	Design & Technology Development Workshop in Artistic Tribal Textile Embroidery Craft	Diphu, Karbi Anglong	1,59,250.00
7	Design & Technology Development Workshop in Artistic Tribal Textile Embroidery Craft	Boko, Kamrup	1,59,250.00
8	Design & Technology Development Workshop in Artistic Tribal Textile Embroidery Craft	Bamrajabari, Sivsagar	1,59,250.00

24) The financial parameters and expenditure heads are as under:

- Market survey and intelligence gathering.
- Compensation for the cost of raw materials for development of prototypes (1set of 10 prototypes).
- Cost of documentation report, biometric machine, videography etc.
- Miscellaneous expenditure (stationery, telephone, refreshments, publicity, repair of machinery etc.)



25) Duration & Participation of the Workshop:

- a) Duration of 25 days per month, subject to a minimum of 5 hours of per day.
- b) A total of 40 participants/beneficiary artisans in the workshop.
- c) Market survey & intelligence gathering should be completed before conducting the workshop.
- d) One set of minimum 10 prototypes are to be developed per month of workshop.
- e) The Designer & Master crafts person must be present during the entire workshop/training period.

26) Document Submission:

The office of Development Commissioner (Handicrafts) is fully functional on the e-office platform for streamlining the processing of proposals in a time-bound & transparent manner. The implementing agency has to submit the reimbursement proposal in soft copy to the concerned HSC. The HSC will forward/ recommend the reimbursement cases after due verification & certification, through official email ID to HQ. Office, New Delhi for taking further necessary action. All communications from this section will be made through the official e-mail only. The reimbursement proposal must contain the following:

- I. Documents to be submitted exclusively in soft copy. (Hard copy will not be entertained.)
 - i) Details of beneficiary artisans having PAHCHAN Identity Card, in DBT Format.
 - ii) Biometric attendance of all participants twice a day (at beginning and end of each workday).
 - iii) Receipt of wage compensation, designer fee & master crafts person fee from the beneficiaries, empanelled designer & master crafts person respectively, countersigned by the concerned AD(H).
 - iv) Acknowledgement of field office for receipt of digitized prototypes, countersigned by AD(H).
 - v) Inspection Report countersigned by concerned AD(H).
 - vi) Documentation report giving details of market survey & intelligence gathering, observed gaps, strategies to fill the gap, history of the craft, procedures & tools involved, design development & sketches.
 - vii) Photographs of prototypes along with their technical details, videos of prototype development & other major events.



- viii) Performance-cum-Achievement Report detailing set targets and achievements against the targets.
- ix) Copy of self-verified Résumé & Empanelment Certificate of the designer and biodata of master crafts person, countersigned by the concerned AD (H).
- x) PFMS Print Payment Advice, duly signed & stamped by the bank.

27) Financial documents are to be submitted **in hard copy** on the letterhead of Chartered Accountant, signed and stamped by him/her, along with the Membership Number, UDIN & other relevant details, duly countersigned by authorized signatory of Implementing Agency and by the concerned AD (H). Documents to be submitted exclusively in Hard copy. (Soft copy will not be entertained.).

- i. Utilization Certificate in GFR-12 A format.
- ii. Audited Statement of Accounts.
- iii. Audited Statement of Expenditure giving detailed expenditure as per sanctioned Expenditure Heads along with PFMS transaction IDs and dates of transaction.

28) All the payments must be disbursed to the beneficiary / suppliers / designer / master etc. through PFMS/ Demand Draft only on behalf of the Corporation at the time of project implementation.

29) The rate quoted should be valid till one year.

30) The Agency should have not been black listed by the Departments / Ministry of the Govt. of India / PSUs. (Declaration has to be submitted).

31) The Agency having minimum 3 (three) years experience on Handcraft activities of State/Central sponsors scheme (documentary evidence must be attached with the application).

32) The Agency must attach their documents including their experience on Handicraft / Social Sector received grant/ order of minimum Rs.25.00 Lakh from the Central/ State Govt. on the last financial year 2021-22 to ongoing financial year.

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(Please Submit along with the Bid)

Sl. No.	Item	Whether Enclosed or Not?
1	Court fee Stamp Rs. 8.25	
2	Document Fee of Rs. 1000.00 by DD/Cheque	
3	Profile of the Bidder	
4	Proof of having an office at Guwahati	
5	Up- to- date registration certificate	
6	Niti Aayog Unique ID	
7	PAN Card	
8	Annual Turnover last 3 years	
9	Experience in similar field in Govt. Pvt. Sector	
10	Audit report of last three years	
11	Power Point Presentation	
12	Power point presentation	
13	Earnest money @ Rs.2% of the Bid value in the form of DD/ Banker Cheque.	
14	Copy of Trade License	
15	GST Registration Certificate	
16	Last 3 years IT return Clearance Certificate	
17	Financial Soundness Certificate from Commercial Bank	
18	List of Event Conducted by the Firm	

Date :

Place :

Signature with stamp of the Authorised Signatory

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General Particulars of Bidders

1. Name of the Firm/ NGO :
2. Address of Registered Office :
3. Registration Number with Date :
4. Whether Proprietor Ship/
Partnership/Co-Operative/ :
5. Name of Proprietor / Partners/
Director of Firm with full Address. :
6. Background of Proprietor/Partner
 - i) On academic lines :
 - ii) On Professional lines :
7. Niti Aayog Registration Number :
8. Valid and up-to-date Trade License :
9. **(i) Functioning as Event
Management Agency in Govt.
Sector**
 - (a) Up-to 1 years : (a)
 - (b) Up-to 2 years : (b)
 - (c) More than 2 years : (c)**(ii) Annual Turnover of the Firm (as
per audited reports) for 2021-22.**
 - (a) 1 events : (a)
 - (b) 2 events : (b)
 - (c) More than 2 events : (c)**(iii) Experience in organizing similar
events in Govt. Sectors:**
 - (a) 1 events : (a)
 - (b) 2 events : (b)
 - (c) More than 2 events : (c)



(iv) Power Point Presentation

- (a) Explanation of Concept : (a)
- (b) Design of Stage : (b)
- (c) Event management Plan : (c)
- 10 Name of Govt. Sector Organization :
where the similar kinds of events were
organized
- 11 Name & Numbers of Events Organized :
in Govt./ Pvt. Sector.
- 12 **Source of Fund:** :
a. Promoters Share
b. Bank Finance
- 13 Name of the bank/financial :
institution from which loan has been
obtained. (Enclose Credential
Certificate of such bank/financial
institution)
- 14 Financial Performance of the Unit :
for last 3 financial years (Enclose
supporting audited P/L Account &
Balance Sheet)
- 15 **Number of Present Employees:** :
a. Managerial
b. Supervisory
c. Skill Worker
d. Un-skill Worker
- 16 **Period Ends by which time**
Effective Steps for starting by the
Firm/NGO are to be taken:
- a. Arrangement for Finance: : Month.....Year.....
- b. Action Plan : Month.....Year.....
- c. Programme Start : Month.....Year.....
- d. Programme end. : Month.....Year.....

17. Any more information which the Prop/Entrepreneurs to furnish:

Certified that the above information submitted are true to best of my knowledge and belief.

Address for Communication :

Date of Submission of Application :

Signature of Applicant