Tender Document for Procurement of Promotional Materials

Department of Tourism
Government of Odisha,
Paryatan Bhawan,
Lewis Road, Bhubaneswar – 751014, Odisha, India.
DISCLAIMER

The information contained in this Tender document (Document) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this Document and such other terms and conditions subject to which such information is provided.

This Document is not an agreement or an offer by the Authority to the prospective Applicants or any other person. The purpose of this Document is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this tender Document. This Document includes statements, which reflect various assumptions and assessments arrived at by the Authority. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This Document may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this Document. The assumptions, assessments, statements and information contained in this Document, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this Document and obtain independent advice from appropriate sources.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Document and any assessment, assumption, statement or information contained therein or deemed to form part of this Document or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this Document.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this Document.
The issue of this Document does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.
Department of Tourism
Government of Odisha

Tender Document for Procurement of Promotional Materials

The Department of Tourism, Government of Odisha is participating in a number of tourism events and organizing several roadshows within and outside the country, organizing state level festivals to attract more tourists and make their visit memorable. Besides, many VIPs, high profile dignitaries are visiting to the State. With a view to promote Odisha in a different perspective while these guests are visiting Odisha, the Department of Tourism intends to produce and procure some promotional materials in the form of giveaways.

Department of Tourism, Government of Odisha (The Authority) intends to procure the following promotional materials for wide distribution in different tourism events while participating and present to potential clients. The design and color shall be mentioned by the Department of Tourism.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the Promotional Items</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Polo T - Shirts</td>
<td>Polo T Shirts with ribbed collar and cuffs made from 100% cotton, 240 GSM, pique bio wash fabric with multiple prints and embroidery as per requirement.</td>
</tr>
<tr>
<td>2</td>
<td>Crew / Round Neck T Shirt</td>
<td>Crew Neck and V Neck Short Sleeve T Shirts, 100 % cotton, 200 GSM, Jersey bio-wash fabric with multiple prints and embroidery as per requirement.</td>
</tr>
<tr>
<td>3</td>
<td>Caps</td>
<td>100% Cotton Fabric with embroidery. Front with a pick and back with a good quality Velcro strap Color - White</td>
</tr>
<tr>
<td>4</td>
<td>Bag (Jute)</td>
<td>100% Cotton Woven Fabric or Jute Fabric with compartment for a mobile holder and water bottle holder Size - 16 inches (Length) X 14 inches (Height) X 3 inches (Width)</td>
</tr>
<tr>
<td>5</td>
<td>Carry Bag (Fabric-Nylon Polyester)</td>
<td>Fabric Nylon Polyester Waterproof Loop Button System to Fold Size and Color – To be decided by DoT</td>
</tr>
<tr>
<td>6</td>
<td>Leather Loop Key Chain</td>
<td>Loop System to Hold Material – Genuine Sheep Napa Leather</td>
</tr>
<tr>
<td>Code</td>
<td>Item</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>---------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>7</td>
<td>Diary</td>
<td>Size – 13 X 21 cm, Planner before every month, each date has to have one-page, creative picture page before every month that has to be of Odisha Tourism pictures, The Calendar has to have a Odisha Holiday List, One page with Odisha Tourism Map with all the contact details and others.</td>
</tr>
<tr>
<td>8</td>
<td>Wall Calendar</td>
<td>Size – A3 (12 x 18 inch), 12 Pager Month Calendar with creatives and photos. Photos will be provided by the Department.</td>
</tr>
<tr>
<td>9</td>
<td>Paper Bags</td>
<td>Size - 31cm X 12cm X 41cm (L * W * H), 300 GSM Paper. Creatives will be provided by Department. Double side print and Matt Lamination.</td>
</tr>
<tr>
<td>10</td>
<td>Sipper</td>
<td>Size - 750ml Bottle. Space for Odisha Tourism Logo. Material should be stainless steel.</td>
</tr>
<tr>
<td>11</td>
<td>Coffee Mug</td>
<td>It should be of white, Red and Matt Black color, and creatives will be provided by department</td>
</tr>
<tr>
<td>12</td>
<td>Pen</td>
<td>Maximum cost – Rs. 50/- per pen with branding of Logo and packaging</td>
</tr>
</tbody>
</table>

**SCOPE OF WORK**

- Procuring & branding of Promotional Materials for and on behalf of Odisha Tourism.
- All the promotional materials above shall have proper Logo, Picture and Text branding of Odisha Tourism as the case may be.
- The Agency shall submit good quality materials for distribution in national and international level.
- The agency shall package all items with proper branding of Odisha Tourism logo as the case may be, should be finishing and should in good presentable form.
- The agency is required to submit the sample of each items likely to be supplied.

**ELIGIBILITY CRITERIA**

Bids of the Bidders who fulfill the following pre-qualification requirements, and submit documentary proof thereof along with the technical bid, will only be eligible for evaluation of the technical bids.
- The bidders must have supplied individually or collectively at least 10,000 Round neck T Shirts/ Polo-T-Shirts/T-shirts/caps/bags during the last 5 years to reputed Organizations.
- Copies of Purchase Orders as documentary proof are to be enclosed in the technical bid.
- In case of a bidder applying for all the items, he should have supplied minimum 6,000 of Round neck T Shirts/ Polo-T-Shirts/Caps/bags each of the item.
- The Company must have an average Annual Turnover of Rs. 25.00 lakh during the last 3 financial years.
- The bidders shall submit copy of PAN / GST number.
- Copies of Income Tax (IT) returns for the last three financial years are to be submitted.
- EMD of Rs. 20,000/- must be enclosed along with the technical bid in the form of Demand Draft in favor of Director Tourism; payable at Bhubaneswar. No other mode of EMD will be accepted.

Bid Validity
The bid shall remain valid for 2 years from the date of issue of Work order.

BIDDING PROCESS:
The offer should be submitted in the 2 bid form -
1. Technical Bid
2. Financial Bid

The Agency shall submit the Technical Bid in a sealed cover superscribing "Proposal for Technical Bid" as per Annexure - A & C.

SELECTION CRITERIA:
Technical Bids:
The Technical Bids would be evaluated for their 'Compliance to the Technical Requirement' of the Tender as indicated at Annexure A, B, C & D. and based on the samples submitted by the bidders. The authority reserves the right at its sole discretion to seek whatever information, documents etc. from the bidders, as it may consider necessary for the purpose of evaluation of the bids.

Financial Bids:
The Financial Bids of only those bidders who qualify and are short listed on evaluation of their Technical Bids would be opened.

Only those agencies which qualify the technical qualification as stated above will be considered for further evaluation of their financial bids. Bids of the ineligible agencies in technical bids shall not be opened under any circumstances. The final selection will be
made from the agencies qualified for Financial Bid and on the basis of lowest quotation for a particular segment of work.

✓ All the short-listed T-Shirts and other items as per the process explained above will be treated as "equally suitable" and whosoever is quoting lowest will be treated as L-1. Order will be awarded strictly on the basis L-1.
✓ Financial Bids should be submitted strictly as per the format given at Annexure 'E' only.
✓ L-1 shall be decided for each of the items and variants.

**Bid Schedule**

<table>
<thead>
<tr>
<th>a) Issue of bid document</th>
<th>: 18.06.2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>b) Last date for receipt of queries on bid document</td>
<td>: 20.06.2019</td>
</tr>
<tr>
<td>c) Issue of clarification &amp; addendum to the Eol</td>
<td>: 21.06.2019</td>
</tr>
<tr>
<td>d) Last date of receipt of bid document</td>
<td>: 01.07.2019</td>
</tr>
<tr>
<td>e) Opening of the pre-qualification bid</td>
<td>: 02.07.2019</td>
</tr>
<tr>
<td>f) Technical bid presentation by the short listed agency</td>
<td>: 02.07.2019</td>
</tr>
<tr>
<td>g) Opening of Financial Bid</td>
<td>: 02.07.2019</td>
</tr>
</tbody>
</table>

**Submission of the bid**

The completed bid shall be submitted to the office of Director, Tourism, Paryatan Bhavan, Lewis Road, Bhubaneswar, PIN -751014 latest by 3.00 PM on 01.07.2019.

**SEALED /CLOSED COVER – I: TECHNICAL BID:**

To be superscripted with “TECHNICAL BID for Procurement of “Promotional Materials of Odisha Tourism” and must contain the applicant’s response as per the requirements specified at Annexure ‘A’ to ‘C’ (Technical Bid).

**SEALED /CLOSED COVER – II: FINANCIAL BID**

To be superscripted with “FINANCIAL BID for Procurement of “Promotional Materials for Odisha Tourism” and must contain the applicant’s response as per the requirements specified at Annexure ‘D’ (Financial Bid).

**Note:** the two sealed / closed covers (i.e. one sealed / closed cover for the Technical Bid, and another sealed / closed cover for the Financial Bid) should be further put in a sealed / closed Master Cover / Envelope superscribed with the “Tender Document for Procurement of Promotional Materials for Odisha Tourism” due to be opened on 02.07.2019 at 11.00hrs along with the name and email ID of the bidder’s contact person.
Terms of Payment:
100% payment will be made after delivery of all promotional materials. No advance shall be given, and the Agency is required to submit the bills within 15 days of completion of the event.

EARNEST MONEY DEPOSIT (EMD):
The Technical bid submitted by the bidder shall comprise the following documents.

a. The applicants are required to submit an EMD of amount: Rs. 20,000/- (Rupees Twenty Thousand only).
b. EMD shall be paid by way of Demand Draft in favor of Director Tourism, payable at Bhubaneswar should be submitted along with the Technical Bid.
c. EMD in case of unsuccessful bidder will be refunded within 45 days of award of the Purchase Order in favor of the successful bidder.
d. EMD of the successful bidder will be returned without any interest, after receipt of Security Deposit or Bank Guarantee in lieu thereof.
e. EMD will be forfeited in the event of a bidder withdrawing or modifying his bid after opening of the tenders and till completion of the tender process, and / or in the event of the successful bidder declining to accept the Purchase Order, or to pay the Security Deposit.
f. The Technical Bid shall be rejected if it is not accompanied with the required EMD.
g. Valid GST Registration Number / PAN / TAN

PAYMENT & PROCUREMENT TERMS:
➢ Payment will be made within 30 days from the date of receipt of the materials / original invoice, whichever is later.
➢ The Agency shall have to deliver the materials in time as per order of the Department.

VALIDITY OF PRICES:
a) Quotations should be valid for a period of 2 year from the date of issue of work order.
b) The Authority, at its sole discretion reserves the right to increase/decrease the quantities or to place a repeat order for the entire ordered quantity. However, the price offered should remain firm till completion of the delivery of the quantity as ordered or two years from the date of Purchase Order, whichever is later. No request for increase in price shall be entertained during this period except on account of increase in statutory duties, taxes, etc., if imposed by the Govt. of India.
c) The Bidders should commit to pass on the benefit to the Authority of reduction in statutory duties, taxes, etc, by the Govt. of the country of origin of the items and / or by the Govt. of India, during the period of validity of the Purchase Order.

**DOCUMENTATION:**

All relevant documents required for supplying / shipping the item are to be submitted by the successful bidder at their own cost.

**SUBMISSION OF SAMPLES & EVALUATION OF SAMPLES SUBMITTED ALONG WITH THE TENDER:**

a) The bidders are required to submit along with the Technical Bid, a minimum of 2 samples of each item in different price range for which it has applied.

b) Submission of samples along with the Tender is mandatory and Fresh samples will not be accepted for evaluation or re-evaluation after the opening of the Technical Bid or after the rejection of initial samples submitted by the bidders.

c) It may be noted that Technical Bids received without the samples will not be considered for further evaluation.

d) The authority reserves the right to reject defective, loose and damaged samples.

e) It is to be noted that all costs incurred in the preparation and submission of the tender including any development costs related to production of the samples and the cost of shipment of samples to the authority for submission along with the Technical Bid are to be borne by the bidder.

The Samples should be forwarded in a separate box marked as ‘SAMPLES’, and submitted along with the technical bid, quoting the Tender reference, title, Bidder’s name and the closing date. The samples must reach the authority on or before the closing date and time of the tender. The tender is to be addressed to the The Director, Department of Tourism, Government of Odisha, Paryatan Bhawan, Lewis Road, Bhubaneswar – 751014, Odisha, India. Telephone No: (+91) 674 2432177 Fax No: (+91) 674 2430887, Email : info@odishatourism.gov.in

**GENERAL TERMS & CONDITIONS:-**

a. Tenders received after closing date & time shall be rejected.

b. In case the Financial Bid and the Technical Bid are enclosed in the same envelope in an open condition instead of in two separate sealed / closed envelopes, such Bids shall be rejected.
c. Corrections, if any, should be duly authenticated with full signature of the authorized signatory, failing which such Bids are liable to be rejected.
d. The tender should be submitted neatly and all corrections, over-typing should be attested with seal and full signature. Unsigned Bids are liable to be rejected.
e. In the event of default in supply, the Authority reserves the right to cancel the order and to claim damages from the successful bidder, and also reserves the right to award the contract to another vendor at the cost and risk of the successful bidder.
f. The Technical Bid should not contain any indication of the price. In case any indication of the price quoted is included in the Technical Bid, such Bids shall be rejected. No correspondence will be entertained in this regard.
g. Amendments and clarifications, if any, to this tender will be hosted on the website of the Authority at www.odishatourism.gov.in and the authority shall not intimate the bidders individually of the same. The bidders are, therefore, advised to visit the authority’s website regularly till the date of closing of the tender. The last amendment, if any, will be hosted a minimum of seven days before the closing date of the tender.

QUALITY INSPECTION & REJECTION AFTER RELEASE OF PURCHASE ORDER:
a) Supplies not meeting the specifications, or deficient in any other respect, shall be rejected at the time of inspection and returned to the bidder at his cost. Such supplies should be replaced free of charge within 30 days from the date of receipt of the rejected quantity by the bidder.
b) In the event the product supplied is found to be unacceptable due to lapses in packaging or due to deficiencies in the shipping documents, etc., the authority reserves the right at its sole discretion to cancel the Purchase Order, and to withhold payments for such shipments that have not been accepted.
c) The authority also reserves the right to cancel the Purchase Order in case of complaints, if any, received regarding quality, quantity, etc. subsequent to receipt of the items against the Purchase Order, which have been established as due to defaults on the part of the bidder.

REJECTION OF BIDS (TECHNICAL BID & FINANCIAL BID):
The response to the Technical Bid & Financial Bid will be rejected forthwith without evaluation of the tender response on the following grounds:
a) If the Technical bid or the financial bid has been received after due date and time of closing of the tender.
b) If only the Technical bid has been received and financial bid has not been received, and vice versa.
c) If the Technical bid or the financial bid has been received by fax or email.
d) If the Technical bid has been received without samples.
e) If the Technical bid or the financial bid has been received unsigned.
f) If the Financial bid has been received in an open condition in the master envelope containing the Technical bid or if both the Technical bid & financial bid are received in an open condition in a single envelope.
g) If the Technical Bid has been received without EMD, or the EMD has been submitted in a mode other than as specified in the tender, or a valid proof of exemption from submission of EMD has not been provided.

PERFORMANCE SECURITY:

The Selected Agency shall submit a Performance Security for an amount of 10% of the value of the assignment for one year in the form of an account payee Demand Draft / Bank Guarantee in favour of Director Tourism, Odisha. The Model Bank Guarantee is at Annexure - F. The performance security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations.

ADDITIONAL INFORMATION:

I. Conditional bids will be rejected outright.
II. Insurance including transit insurance will be arranged by the Agency.
III. **Liquidated Damages**: In the event of Agency's failure to complete the work within the specified time, The Department of Tourism may, without prejudice to his any other rights hereunder, recover from the supplier, as Liquidated Damages, the sum of 5% of the contract price.

IV. **Termination by default**: Department of Tourism, Government of Odisha reserves the right to reject, cancel and terminate any offer without assigning any reason thereof.

V. **Risk-Purchase Clause**: If the Agency after submission of the tender and on the acceptance of the same fails to abide by the terms and conditions of the Tender Document or fails to complete the work within the specified time or at any time repudiates the contract, The Department of Tourism will have the right to:
   a. Terminate the empanelment / contract of the agency with the Department of Tourism and further blacklist the agency.
   b. Invoke the Security Deposit.
   c. In case of completion through alternate sources and if price is higher, the agency will pay the balance payment to the Department of Tourism.
   d. For all purposes, the Work Order issued by the Department of Tourism will be considered as formal contract.

VI. **Arbitration**: Provisions of Arbitration Act 1996 & 2002 will be applicable and venue of arbitration will be Bhubaneswar, Odisha.
VII. **Jurisdiction:** Bhubaneswar, Odisha.

Interested Firms / Agencies / Companies having requisite expertise in organising supplying the above materials may submit their offer by post in sealed envelope to the Director Tourism, Department of Tourism, Govt. of Odisha, Paryatan Bhawan, Lewis Road, Bhubaneswar-751014 latest by **3.00 pm** dated **01.07.2019**.

Director, Tourism  
Paryatan Bhawan, Orissa  
Bhubaneswar-751014
**Annexure — ‘A’**

**Broad Specifications of Promotional Materials**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item</th>
<th>Specification</th>
<th>Print</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Polo T Shirt</td>
<td>Polo T Shirts with ribbed collar and cuffs made out of 100% cotton, 240 GSM, pique bio wash fabric with multiple prints and embroidery as per requirement.</td>
<td>Chest Print: Pigment print Multi Colour</td>
<td>5000</td>
</tr>
<tr>
<td>3)</td>
<td>Cap</td>
<td>100% Cotton Fabric with embroidery. Front with a pick and back with a good quality Velcro strap Colour to be specified later</td>
<td>One embroidery</td>
<td>5000</td>
</tr>
<tr>
<td>4)</td>
<td>Bag</td>
<td>100% Cotton Woven Fabric or Jute Fabric with compartment for a mobile holder and water bottle holder Size - 16 inches (Length) X 14 inches (Height) X 3 inches (Width)</td>
<td>plastisol print on both sides</td>
<td>5000</td>
</tr>
<tr>
<td>5)</td>
<td>Bag ((Fabric - Nylon Polyester))</td>
<td>Fabric Nylon Polyester Waterproof Loop Button System to Fold Size and Color - To be decided by DoT</td>
<td>Print on both sides</td>
<td>5000</td>
</tr>
<tr>
<td>6)</td>
<td>Key Ring</td>
<td>Loop System to Hold Material - Genuine Sheep Napa Leather Imported Fittings - D Kari, Ring and Press Bottom Size - 7 inches &amp; 1.5 inches width Print of logo with name</td>
<td>5000</td>
<td></td>
</tr>
<tr>
<td>7)</td>
<td>Diary</td>
<td>Size - 13 X 21 cm, Planner before every month, each date has to have one-page, creative picture page before every month that has to be of Odisha Tourism</td>
<td>Multi Colour</td>
<td>2000</td>
</tr>
</tbody>
</table>
8) Wall Calendar  
Size - A3 (12 x 18 inch), 12 Pager Month Calendar with creatives and photos. Photos will be provided by the Department  
Multi Colour 2000

9) Paper Bags  
Size- 31cm X 12cm X 41cm (L * W * H), 300 GSM Paper. Creatives will be provided by Department. Double side print and Matt Lamination.  
Multi Colour 5000

10) Sipper  
Size - 750ml Bottle. Space for Odisha Tourism Logo. Material should be stainless steel.  
Multi Colour 1500

11) Coffee Mug  
It should be of white, Red and Matt Black color, and creatives will be provided by department  
Multi Colour 2000

12) Pen  
Maximum cost – Rs. 50/- per pen with branding of Logo and packaging  
Multi Colour 2000

Note:

1) The artwork design would be provided by the Authority to the successful bidder at the time of placement of Work Order.

2) The color of the items shall also be intimated at the time of placement of Purchase Order. The work order shall be in lots of 500.

3) The authority does not guarantee procurement of all or any of the items or variants or numbers mentioned above. The authority reserves the right of procurement of the items or variants or quantity.
# FINANCIAL BID

(On company's Letter head)

Signed by Authorized Signatory

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item</th>
<th>Specification</th>
<th>Print</th>
<th>Financial Quote per unit (excluding GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Polo T Shirt</td>
<td>Polo T Shirts with ribbed collar and cuffs made out of 100% cotton, 240 GSM, pique bio wash fabric with multiple prints and embroidery as per requirement.</td>
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<td>Fabric Nylon Polyester Waterproof Loop Button System to Fold and Colour - To be decided by DoT</td>
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<td>Key Ring</td>
<td>Loop System to Hold Material - Genuine Sheep Napa Leather Imported Fittings - D Kari, Ring and Press Bottom Size - 7 Inches &amp; 1.5 inches width</td>
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<td></td>
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</tbody>
</table>

- Rates quoted should be exclusive of GST

*The bidders are required to quote a single rate in case of T Shirts irrespective of the size (small, medium, large or X large) that would be required by the authority.

NOTE: The following points are to be noted while submitting the Financial Bid:

1) Unit price is to be quoted, inclusive of free delivery, and all Govt. duties / levies like Excise duties, VAT etc. and any other charges that may be applicable at the time of delivery. Break up of levies like ED, Cess, VAT etc to be specified.

2) The authority will not accept inclusion of any additional costs, if requested for after opening of the tender.

3) Submission of incorrect or incomplete information or with arithmetical errors in compilation of the data would be at the bidder’s sole risk, and the decision of the authority in such cases would be final and binding.
### Technical Details of Bidder / Compliance Check List

(On company's Letter head)
Signed by Authorized Signatory

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Required details</th>
<th>To be filled by the Bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Name of the Company</td>
<td></td>
</tr>
<tr>
<td>2)</td>
<td>Name of Contact Person &amp; Designation</td>
<td></td>
</tr>
<tr>
<td>3)</td>
<td>Contact Details: email id &amp; Phone</td>
<td></td>
</tr>
<tr>
<td>4)</td>
<td>Company Office address</td>
<td></td>
</tr>
<tr>
<td>5)</td>
<td>Details of existing/previous clients such as any state government department/PSU or allied sector in the Hospitality industry, or any other organizations for supply of tendered item or category of such items. Please submit copies of such purchase orders /contracts</td>
<td>Documentary proof to be submitted</td>
</tr>
<tr>
<td>6)</td>
<td>PAN (Permanent Account Number) Card Number (Documentary proof required)</td>
<td>Documentary proof to be submitted</td>
</tr>
<tr>
<td>7)</td>
<td>GST Number</td>
<td>Copy of GST</td>
</tr>
<tr>
<td>8)</td>
<td>Details of EMD submitted vide DD (Documentary proof required)</td>
<td></td>
</tr>
<tr>
<td>9)</td>
<td>Samples of items submitted in a separate envelope / box.</td>
<td></td>
</tr>
<tr>
<td>10)</td>
<td>Copies of Income Tax (IT) returns for the last three financial years are to be submitted.</td>
<td>Documentary proof to be submitted</td>
</tr>
<tr>
<td>11)</td>
<td>A certificate accepting all the terms and conditions unconditionally of the tender should be submitted on the bidder's letter head in the format as given at Annexure-D</td>
<td></td>
</tr>
<tr>
<td>12)</td>
<td>Any other relevant information</td>
<td></td>
</tr>
</tbody>
</table>
ANNEXURE - ‘D’

ON COMPANY’S LETTER HEAD
UNDEARTAKING CERTIFICATE

To,

The Director,
Department of Tourism,
Government of Odisha,
Paryatan Bhawan, Lewis Road,
Bhubaneswar – 751014,
Odisha, India.
Telephone No: (+91) 674- 2432177
Fax No: (+91) 674 - 2430887

Sir,

1) It is certified that we have studied and understood the terms and conditions of the
tender for ...................................... and agree to abide by the same
unconditionally.

2) We hereby declare that we have not been barred by the Central Government,
any State Government, a statutory authority or a public sector undertaking, as
the case may be, from participating in any project, and the bar subsists as on the
date of the Proposal.

3) We understand that:
   a. The artwork design would be provided by the Authority to the successful
      bidder at the time of placement of Purchase Order.
   b. The authority does not guarantee procurement of all or any of the items or
      variants or numbers mentioned above. The authority reserves the right of
      procurement of the items or variants or quantity.

AUTHORISED SIGNATORY
CERTIFICATION

Certified that:

1) There are no hidden costs to the authority over and above that indicated above.

2) We agree to hold the quoted prices firm till completion of supplies against the Work Order or for two years whichever is later.

3) We have read, understood, and agree to comply with the terms & conditions of the tender and the conditions as indicated in the Note at Annexure 'C'.

Name of the Bidder:

Bidder's Seal

Signature of the authorized signatory
Model Bank Guarantee Format for Performance Security
[Ref. Para 22(i)]

To

The Governor of Odisha

WHEREAS ........................................................................... (name and address of the agency (hereinafter called "the agency") has undertaken, in pursuance of contract no. ............... dated ............ to supply ......................... (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ......................................................... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ....... day of .......... 20......

Our .......................................................... branch at .................................. (Name & Address of the branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only, and only if you serve upon us at our .................................................. branch a written claim or demand and received by us at our .................................................. branch on or before Dt. ............. otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

..........................................................
(Signature of the authorized officer of the Bank)

..........................................................
Name and designation of the officer

..........................................................
Seal, name & address of the Bank and address of the Branch

* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.