

ASSAM TOURISM DEVELOPMENT CORPORATION LTD.



TECHNICAL DOCUMENT

NAME OF WORK: Implementation of handicraft projects on four disciplines namely

- 1) THEMATIC EXHIBITION** at Guwahati of 7 days,
- 2) CRAFT BAZAR** at Guwahati of 10 days,
- 3) Guru Shishya Hastshilp Prashikshan Programmes** of 52 days and
- 4) Guru Shishya Hastshilp Prashikshan Programmes** of 48 days

under the Ministry of Textiles, New Delhi, Govt. of India in various places of Assam for sustainable development of handicraft artisans.

MANAGING DIRECTOR
ASSAM TOURISM DEVELOPMENT CORPORATION LIMITED
A.K. Azad Road, Paltanbazar,
Guwahati – 781008

ASSAM TOURISM DEVELOPMENT CORPORATION LTD.

(A Govt. of Assam undertaking and ISO 9001:2015 certified organisation)

Asom Paryatan Bhawan (4th Floor), A. K. Azad Road, Paltanbazar, Guwahati – 8

Websites: awesomeassam.org, tourism.assam.gov.in,

Email: mdatdc@gmail.com, Tel. +91 361 2633654, Fax: +91 361 2738620

No. ATDC.3335/2021/

Date: 19/01/2022

NOTICE INVITING TENDER

Sealed quotation are invited from eligible and experience NGO/Firm /Agencies having registration / permanent office in Assam for implantation of handicraft project of 1) Thematic Exhibition at Guwahati of 7 days, 2) Craft Bazar at Guwahati of 10 days, 3) Guru Shishya Hastshilp Prashikshan Programmes of 52 days and 4) Guru Shishya Hastshilp Prashikshan Programmes of 48 days under the scheme of Ministry of Textiles, Govt. of India, New Delhi in various places of Assam for development of artisans of the State.

For details interested Firms / Agencies are requested to contact the office of undersigned or to visit ATDC's official website: www.assamtourisonline.com to collect tender paper to participate the tender. Last date and time of submission of tender on 03/02/2022 at 3.00 PM. Opening of tender the same day at 3.15 PM.


Managing Director

Assam Tourism Development Corporation

Date: 19/01/2022

No. ATDC.3335/2021/ **2998**

Copy to:-

- 1) The Director of Information & Public Relations, Assam, Dispur, Guwahati – 6 for information and necessary action with a request to publish in Assam Tribune preferably on 20/01/2021.
- ✓ 2) Shri Parikhit Phukan / Shri Ujjwal Sarma to upload the Notice in the website: www.assamtourisonline.com.


Managing Director

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No. ATDC.3335/2022/2998A

Date: 19/01/2022

NOTICE

Sealed quotation are hereby invited from the eligible and experienced NGOs/ Firms/ agencies having registration in Assam and registered office in Assam for implementation of handicraft projects on four disciplines namely 1) Thematic Exhibition at Guwahati of 7 days, 2) Craft Bazar at Guwahati of 10 days, 3) Guru Shishya Hastshilp Prashikshan Programmes of 52 days and 4) Guru Shishya Hastshilp Prashikshan Programmes of 48 days under the Ministry of Textiles, New Delhi, Govt. of India in various places of Assam for sustainable development of handicraft artisans. Preference will be given to the bidder who is having experience and capacity of performing all four disciplines alone.

The interested agencies are requested to submit their applications on or before 03/02/2022 as per terms and conditions mentioned below:

Eligibility Criteria:

1. The bidder must be empanelled with DC (Handicrafts) Office and have received any grant/order from the handicraft department or who are (NGO) having GST registration and having 10 years experience on handicrafts activities/state or central sponsored activities (documentary evidence must be attached with the application) can apply for undertaking the activities.
2. Tender for each discipline is to be submitted separately.
3. The bidder must attach their documents including their experience on handicrafts/social sector (Organization must have their experience and have received grants/order of minimum Rs.50.00 Lakhs from the Central/State Government from the last financial year (2020-21) to ongoing financial year.
4. The financial parameter must be followed and quoted for holding of Technical Training as per guideline of the DC(Handicrafts) office Scheme.
5. Bidder must submit their last 3 (three) financial year's audit report along with IT Return indicating the financial position of the Agency.
6. The Memorandum of Understanding will be finalized after awarding the activities to eligible agency as per prescribed terms and conditions of the corporation.
7. All the payment must be disbursed to the beneficiary / supplier / designer / master etc. through PFMS/demand draft only on behalf of the corporation at the time of project implementation.
8. The rates quoted should be valid till one year.
9. Sealed quotations duly subscribed "Quotation for holding of Technical Training under HRD scheme" and addressed to the undersigned by 03/02/2022 till 3:00 P.M. The decision of the office in this regard shall be final and binding on all.

10. Intending Tenderers will have to furnish a copy of their PAN No., GST No., Empanelled Certificate of DC(H) office, Sanction Orders of grants (Proof to be attached).
11. No request of escalation of rates would be entertained after approval of rates.
12. The bidder should have not been blacklisted by the Department / Ministry of the Government of India/ PSU's (Declaration has to be submitted).
13. The cost of bid document Rs.1000/- in the form of cash/bank draft and the earnest money Rs.2000/- has to be deposited in the form of bank draft drawn in favour of MD, ATDC Ltd. along with the Quotation. The earnest money will be refunded to the unsuccessful bidders on finalization of the contract. Successful agencies will have to deposit security money of Rs. 20,000/- in the shape of Account payee Demand draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form for the period of contract. Security money will be forfeited if the agency fails to perform any of the terms and conditions of our tender enquiry. Security money will be refunded on successful implementation of the activities. Security money will be forfeited if the agency fails to perform any of the terms and conditions of our tender enquiry.
14. Corporation's name must be mentioned in all banner/poster including money receipt/bill vouchers etc. at the time of implementation. Accordingly, UC may be made in favour of the Corporation after successful implementation of the activities.
15. Balance amount shall be released on getting reimbursement from the DC (Handicrafts) office after successful implementation.
16. Awardee bidder must be intimated all the activity venues well in advance before undertaking the activities.
17. The price bid will be opened only after the evaluation of documents by the Tender Committee.

Note :-

Last date of tender submission : 03/02/2022 by 1500 Hrs
Opening of Tender : 03/02/2022 by 1600 Hrs.

Yours faithfully

Sd/-

Managing Director
Assam Tourism Development Corporation
Guwahati, Assam

QUALIFICATION & INFORMATION OF BIDDERS

(To be filled by Bidder)

1. Name of Agency:
2. Legal status of Agency:
3. Registered under:
4. Principal Place of Business:
5. Power of Attorney of Signatory of Bid:
6. Turnover in the last three years :
2018 – 2019 **Rs.**
- 2019 – 2020 **Rs.**
- 2020 – 2021 **Rs.**

7. Work performed in a similar nature over the last five years.

	Name of the Employer	Description of Work	Contract No.	Value of Contract (Rs. Crore)	Date of Issue of work order	Stipulated period of completion	Actual Date of Completion (Attach Certificate from Engineer-In-Charge)	Remarks explaining reasons for delay & work completed

8. Existing Commitments and on-going works, if any:

Description Works	Place & State	Contract No.	Name & Address of Employer	Value of Contract (Rs.)	Stipulated Period of Completion	Value of works remaining to be completed (Rs.)	Anticipated date of completion

9. Balance sheets, profit and loss statements, auditor's reports (in case of companies/corporation), etc. for last three years .

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10. Copy of PAN Card.....
11. Copy of GST Regd. certificate
12. Copy of Trade License / Regd. Certificate
13. The cost of bid document Rs.1000/- (Non-Refundable) in the form of
No. Date
14. EMD deposit Rs. 2000/- (Refundable) in the form of No.
Date

Seal and Signature of the Quotationer

Name & Designation

Name of the Bidder :-

Financial Part

NAME OF WORK :- 1. Implementation of handicraft project Thematic Exhibition at Guwahati, Assam for 7 days

Rates for	Amount (In Rs.)
a) Space rental & Infrastructure including services	
b) Publicity	
c) TA 35 artisans	63000.00
d) DA	42000.00
e) Insurance	4900.00
f) Freight	45000.00
g) Miscellaneous expenditure	
h) Administrative charges	
Grand Total (In Figures)	
Grand Total (in words)	

Signature :- _____

Full Name :- _____

Designation :- _____

Address : _____

Tele No. _____

N.B. In case of discrepancy in quoted rate and resulting amount, amount written in words will be considered.

(Detach this Form of Financial Part, fill up and submit as "Financial part" as described in Tender Schedule)

Name of the Bidder :-

Financial Part

NAME OF WORK :- 2. Implementation of handicraft project Craft Bazar at Guwahati, Assam for 10 days

Rates for	Amount (In Rs.)
a) Space rental & Infrastructure including services	
b) Publicity	
c) TA 100 artisans	300000.00
d) DA	200000.00
e) Insurance	25000.00
f) Freight	150000.00
g) Miscellaneous expenditure	
h) Administrative charges	
Grand Total (In Figures)	
Grand Total (in words)	

Signature :- _____

Full Name :- _____

Designation :- _____

Address : _____

Tele No. _____

N.B. In case of discrepancy in quoted rate and resulting amount, amount written in words will be considered.
(Detach this Form of Financial Part, fill up and submit as "Financial part" as described in Tender Schedule)

Name of the Bidder :-

Financial Part

NAME OF WORK :- 3. Implementation of handicraft project Guru Shishya Hastshilp Prashikhan Program for 52 days i.e. 310 hrs. (20 artisans per group)

Rates for	Amount (In Rs.)
i) Space Rent	
j) Wage compensation / stipend for trainee (₹300/- per day per trainee)	312000.00
k) Fee for 2 master trainers/resource person (₹1200/- per day per trainer)	124800.00
l) Equipment / tools and other training infrastructure	
m) Compensation for wastage of raw material	
n) Rental for carpet looms (if applicable)	
o) Miscellaneous expenditure	
p) Administrative charges	
Grand Total (In Figures)	
Grand Total (in words)	

Signature :- _____

Full Name :- _____

Designation :- _____

Address : _____

Tele No. _____

N.B. In case of discrepancy in quoted rate and resulting amount, amount written in words will be considered.
(Detach this Form of Financial Part, fill up and submit as "Financial part" as described in Tender Schedule)

Name of the Bidder :-

Financial Part

NAME OF WORK :- 4. Implementation of handicraft project Guru Shishya Hastshilp Prashikhan Program for 48 days i.e. 310 hrs. (20 artisans per group)

Rates for	Amount (In Rs.)
a) Space Rent	
b) Wage compensation / stipend for trainee (₹300/- per day per trainee)	288000.00
c) Fee for 2 master trainers/resource person (₹1200/- per day per trainer)	115200.00
d) Equipment / tools and other training infrastructure	
e) Compensation for wastage of raw material	
f) Rental for carpet looms (if applicable)	
g) Miscellaneous expenditure	
h) Administrative charges	
Grand Total (In Figures)	
Grand Total (in words)	

Signature :- _____

Full Name :- _____

Designation :- _____

Address : _____

Tele No. _____

N.B. In case of discrepancy in quoted rate and resulting amount, amount written in words will be considered.
(Detach this Form of Financial Part, fill up and submit as "Financial part" as described in Tender Schedule)