



World Skill Center

Block B, Sector A, Tower, 2010, Mancheswar Industrial Estate,
Bhubaneswar-751007 Country: India

Telephone/Fax: +91-674-2580079

Website: www.worldskillcenter.org, Email address: tenders@worldskillcenter.org

RFP NOTICE FOR HIRING OF AGENCY FOR BRANDING AND MERCHANDISING SERVICES FOR ODISHA SKILLS 2023

RFP Enquiry No: WSC/148/ADMIN/2023-24/OS/TENDERS/1819

Date: 08.09.2023

World Skill Center, a Government of Odisha company, invites Request for Proposal (RFP) for Hiring of Agency for Branding and Merchandising Services for Odisha Skills 2023

Eligible firms and agencies are requested to submit their offer in prescribed application form. The detailed terms & conditions, eligibility etc are in the RFP document which can be downloaded from the WSC website: www.worldskillcenter.org/tender. Proposals duly filled in and complete in all respects should reach the office of the Chief Executive Officer, World Skill Center at Mancheswar Industrial Estate, Bhubaneswar-751007.

For any queries related to tender, please contact Mr. Samarendra Barik, Manager-Skill Competition, World Skill Center, Bhubaneswar Contact No: +91 8917550829, Email: tenders@worldskillcenter.org

Last date & Time for Submission of bids	21.09.2023 at 02:00 PM IST
---	----------------------------

Date & Time of Opening of Technical bids	21.09.2023 at 03:00 PM IST
--	----------------------------

Sd/-
Chief Executive Officer

**REQUEST FOR PROPOSAL FOR HIRING OF AGENCY FOR BRANDING AND MERCHANDISING SERVICES
FOR ODISHA SKILLS 2023**

Sir/Madam,

World Skill Center, a Section 8 company registered under Companies Act, 2013 by Government of Odisha invites sealed quotations/tenders from the authorized supplier/co-operative stores/manufactures/societies for Branding and Merchandising Services for Odisha Skills 2023. Interested bidders may participate with complete details as per specifications of items mentioned in Annexure 5.

DESCRIPTION
HIRING OF AGENCY FOR BRANDING AND MERCHANDISING SERVICES FOR ODISHA SKILLS 2023

Note:

- The complete details regarding scope of work, eligibility conditions, evaluation process and format for submission of technical and financial bids etc. is mentioned in this "Request for Proposal (RFP)" document.
- The time, date and venue details related to the proposal submission are mentioned in the "Schedule of Tender". Proposals must be received not later than time, date and venue mentioned in the "Schedule of Tender". Proposals that are received after the deadline will not be considered and no request for acceptance shall be entertained whatsoever.
- Bidder will be selected under Lowest Cost Based Selection Criteria (L1) and procedures described in this RFP.
- Interested, authorized and eligible agencies who are willing to meet the stated requirement are requested to kindly submit their competitive bids/offers.
- Interested and eligible bidders may view and download detailed tender documents from www.worldskillcenter.org. Bidders are requested to submit a hard copy of the bid duly sealed and signed to **Chief Executive Officer, World Skill Center, Block B, Sector A, Tower, 2010, Mancheswar Industrial Estate, Bhubaneswar - 751007, India on or before 21.09.2023 @ 02.00 PM.**
- Email & fax quotation are not acceptable and will not be considered.
- The Tender Application Fee of Rs. 2000/- will be accepted in the form of Demand Draft only drawn through any Indian Nationalized Bank favouring "**World Skill Center**" payable at Bhubaneswar and shall be submitted along with the tender documents.
- Technical and Commercial Terms & Conditions and details submitted by tenderer are Fixed & Final and will be considered for offer evaluation. Any other Deviation from submitted Terms & Conditions other than will not be accepted. Your quotation is liable for rejection, if the same is not in line with Terms and conditions enclosed (Annexure-1)

- The competent authority in WSC reserves the right to amend any of the terms and conditions contained in this tender document or reject any or all the bids without giving any notice or assigning any reason thereof. The decision of a competent authority in this regard will be final and binding.
- All the prospective bidders are requested to read and understand the terms and conditions of the contract as detailed in this RFP document before submitting their bids, as no change or alteration of the terms and conditions is permissible once the bid is accepted by this office.
- Interested Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its terms, conditions & implications. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the bidder's risk and may result in rejection of its proposal.
- The Bid proposer should sign at the bottom space of all pages of tender document.
- The technical bids shall be opened first and evaluated by the Tender Evaluation Committee (TEC). At the second stage, financial bids of only technically qualified bidders will be opened.

Sincerely,

-Sd-

**Chief Executive Officer,
World Skill Center, Bhubaneswar**

SCHEDULE OF TENDER (SOT): -

1	Name of Work	:	HIRING OF AGENCY FOR BRANDING AND MERCHANDISING SERVICES FOR ODISHA SKILLS 2023
2	Mode of Tender	:	BY POST / BY HAND/BY COURIER
3	Contact Persons at WSC	:	Chief Executive Officer World Skill Center, Block B, Sector A, Tower, 2010, Mancheswar Industrial Estate, City: Bhubaneswar ZIP code: 751007 Country: India Telephone: +91-674-2580079 E-mail: tenders@worldskillcenter.org
4	Bid Submission Start Date	:	Date: - 11.09.2023 Time: -10:00 AM (IST) Onwards
5	Bid Submission End Date	:	Date: - 21.09.2023 Time: - 02:00 PM (IST)
6	Technical Bid Opening Date / Time	:	Date: - 21.09.2023 Time: - 03:00 PM (IST)
7	Financial Bid Opening Date / Time	:	Date: - 22.09.2023 Time: - 03:30 PM (IST)

Enclosure:

1.	General Terms & Conditions	Annexure -1
2.	Bidders Information Sheet	Annexure -2
3.	Form Of Quotation	Annexure -3
4.	Scope of Work	Annexure -4
5.	Delivery and Price Schedule	Annexure -5
6.	Performance Security Format	Annexure -6

Annexure -1

TERMS & CONDITIONS

Your price quotation should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the **Contract**.

Any person signing the tender form or any documents forming part of the contract shall be deemed to have necessary authority on behalf of the bidder and if it subsequently comes to light that the person so signing had no authority to do so, the purchaser may without prejudice to other civil and criminal remedies cancel the order or the tender and hold the supplier liable for all costs and damages.

1. Eligibility Criteria

- i. The Bidder must be a registered Service provider/manufacturer/distributor of central or state government or reputed Private Firm. The bidder, anywhere in India, declared blacklisted or debarred by any competent authority, shall not be allowed to participate in bid process.
- ii. Work Experience: Similar Experience of supply of items & event management to Institutions/Central Autonomous Body/Central Govt. /State Govt. /PSUs/Reputed Private Organization etc. Please enclose a copy of the purchase order.
- iii. Any change in the constitution of the firm/company, etc. shall be notified forthwith by the supplier in writing to Chief Executive Officer, World Skill Center, Bhubaneswar, and such change shall not relieve any former member of the firm/company, etc. from any liability under the contract.
- iv. The bidder should have the after sales office in Odisha registered by the Odisha registering authority.

2. Submission of Bids

- I. All the information requested for pre-qualification shall be provided by the bidder. Failure to provide information, which is essential to evaluate the bidder's qualification, or to provide timely clarification or substantiation of the information supplied may result in disqualification of the bidder.
- II. Pre-qualification will be based on meeting all the following minimum eligibility criteria regarding the Bidders' general and special experience, personnel, equipment and financial capabilities, as mentioned by the bidder in its response form attached.
- III. Bidders submitting bids has to submit bid security of an Earnest Money Deposit (EMD) of **INR 75,000 /- (Rupees Seventy-Five Thousand Only)** in form of demand draft/ Bank Guarantee in favour of "**World Skill Center**"

- IV. Tenders received without Tender fees & EMD shall be ignored straightaway and will not be considered under any circumstances. The EMD of unsuccessful bidders will be returned / refunded within 15 days of award of the contract with the successful bidder.
- V. The bidder should satisfy the below mentioned criteria and should invariably submit valid documentary evidence to support the eligibility claim:
- VI. The bidder must invariably possess adequate expertise in the entire process of Planning and formulating the overall event plan as per the Scope of work including complete designing and execution of event management. The Service Provider must have extensive prior experience of working in a similar area with other educational/training institutions/government bodies.
- VII. The bidder should be a reputable, reliable and well-established Agency in the form of a public or private limited company/ LLP/ Partnership firm and should have been in the business for more than 3 years. The following documents may be submitted in support:
 - a. Copy of Certificate of Incorporation,
 - b. Copy of Memorandum & Articles of Association
- VIII. The bidder should have an average annual turnover of Rs. 30 Lakhs or above during audited financial years 2019-20, 2020-21 and 2021-22, and submit the following in support of the same:
 - a. Copy of audited financial statements for financial years 2019-20, 2020-21 and 2021-22.
 - b. Copy of GST Registration Certificate
 - c. Copy of PAN Card
 - d. Aadhar Card
- IX. **SAMPLE:** The samples of each item bearing the name & signature of the bidder should be submitted on the bid opening date at his / her own cost and risk. The samples should be as per specification attached in Scope of Work Annexure 5. The vendor should submit Sample of cloths, Logo Design, ID Cards, Lanyard etc. at the time of submission of bids. All Samples should be as per technical specification attached in Annexure 5 with the tender. Non-submission of the samples will lead to the rejection of the tender. The sample of successful vendors shall be retained in the WSC, Bhubaneswar for one year from the date of issue of supply order.
- X. Bidder has to submit a detailed list of clients to whom similar service has been/ is being provided. A list of clients to whom similar services have been supplied in the past three years should be furnished with particulars like name of the organization, nature and quantum of service supplied, name, address & phone number of contact person. Certificates from the past and present clients for successful completion of the work order (along with work order) must be closed.

- XI. The bidder should have executed (during last 3 years) at least two or more projects for complete and comprehensive conduct with an aggregate Work order value of minimum INR 20,00,000/-. Detail of such projects along with certificates from the organizations for successful and satisfactory completion of project to be furnished.
- XII. The bidder should not have been debarred or blacklisted by any Central Government Ministry, Department, Attached Office, subordinate office, Statutory Body, Regulatory Body, Central University, Autonomous Body, CPSEs or State Government Department, Attached Office, subordinate.

3. Instruction to Bidders

- (a) The Bid shall comprise one Outer Envelope containing the sealed Technical Bid and sealed Price Bid in separate envelopes duly sealed and signed. Your bid along with annexure should be submitted by **21-09-2023 by 02:00 PM** with the required documents signed, sealed and addressed to and delivered to the following address:

Purchaser's Address :

**Chief Executive Officer,
World Skill Center,
Block B, Sector A, Tower, 2010,
Mancheswar Industrial Estate,
City: Bhubaneswar
ZIP code: 751007
Country: India
Telephone: +91-674-2580079
E-mail: tenders@worldskillcenter.org**

- (b) The prices should be quoted for supply and delivery to World Skill Center, Bhubaneswar, Odisha and should be accompanied by adequate technical documentation, samples (if any) and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after-sales service facilities in **Bhubaneswar**.
- (c) You shall submit only one set of quotations for the above items. Your quotation must **be typed or written in indelible ink and shall be signed by you or your authorized representative**. Without a signature in your Form of Quotation, your quotation will not be considered further.
- (d) Your quotation(s) should be valid for a period of **180 days** from the deadline for submission of the quotation/(s) as indicated below. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded/blacklisted from the list of Suppliers for the project for two years.
- (e) The bidders have to observe the highest standard of ethics while bidding for a tender. Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable

to have their tenders rejected rightly.

- (f) While submitting this tender, the bidders will be deemed to have read, understood and accepted all the items and conditions stated in this Tender Document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Document, may be clarified from WSC, Bhubaneswar at least 05 days before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted.
- (g) The Successful Bidder shall not in any case assign the awarded contract in full or any part thereof to any third party. Joint Ventures are not allowed.
- (h) Subject to other terms of the Tender Document, the bidder(s) whose rate is accepted will be notified for the award of contract by WSC, Bhubaneswar. The terms and conditions stipulated in the Tender Document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded based on this Tender Document.
- (i) The successful bidder will have to enter a formal, legally enforceable contract with the Chief Executive Officer, WSC, Bhubaneswar to abide the quoted rates, Terms & condition of the Tender Document within 15 days from the date of award of this tender in his favor and needs to furnish a performance security as per the terms of the Tender Document.
- (j) Bidders are required to quote their unconditional fixed rates strictly as per list of items enclosed for the entire period of the Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
- (k) Any request for the enhancement of contracted rates shall not be considered under any circumstances. It may be noted that no compromise on quality would be made, and no firm will be permitted to change the specifications mentioned in the tender notice and if any firm submits the tender with changed specification, their tender will be rejected.
- (l) Tenders received after due date and time of submission will be not considered and rejected.

4. Evaluation and Comparison

The RFP is being issued on a Least Cost Selection (LCS) method where the lowest bidder (L1) would be awarded the contract on rate quoted. For the purpose of the evaluation of the bids, the technical bid documents of all the bidders will be evaluated on the basis of the list of documents to be provided by them as per the Annexure III of the RFP document. The Bidders who qualify in each & every aspect as per the terms & conditions of the RFP and qualify as per the technical evaluation criteria (given later in this bid document), will be declared eligible for opening of their financial bids. The entire process will be carried out in a transparent manner by the Tender Evaluation Committee as appointed and approved by the competent authority at WSC.

- i. The techno-commercial bids will be evaluated by Technical Evaluation Committee (TEC) on the basis of eligibility criteria given in this bid documents. The bidders who fulfil all the

criteria shall be qualified technically and financial bids of only technically qualified firms will be opened. The technical scrutiny shall be done on the basis of documents/ work order/client's certificate etc., submitted by the bidder with the bid document.

- ii. TEC will open the techno-commercial proposals for qualification in the presence of bidder/ bidders' representatives who wish to attend, as per time schedule published.
- iii. Based on the documents submitted, the TEC will evaluate the bids as per following marking scheme:

Sl. No.	Parameter	Maximum Marks
i.	Average annual turnover of last three years (19-20, 20-21, 21-22)	30 Marks (6 marks for Rs 30 lakhs, 15 marks for greater than Rs 30 lakhs and upto Rs 50 Lakhs , 24 marks for greater than 50 Lakhs and less than Rs 1 crores, and 30 marks for greater than Rs 1 crores)
ii.	No. of similar events executed	30 marks (10 marks at minimum eligibility qualification level of composite project value of Rs 20 lakhs, an additional 1 mark each for each additional Rs 1 lakh, in the composite project value, upto the maximum marks of 30)
iii.	No. of similar projects/Events already done in Odisha	30 marks (6 marks for one project, 16 marks for 2 projects, 24 marks for 3 projects, 30 for 4 or more projects)
iv	Understanding of the objective and scope of work	10 Marks
v	Total	100 Marks

- iv. Those bidders getting 70 marks or more would be deemed to be technically qualified and eligible for price bid opening.
- v. The demand draft for Tender Fess & EMD shall be attached with Techno-commercial bid failing which bid shall be rejected.

- vi. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
- a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
 - b) where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

5. Delivery and Documents

- (a) The design and supply of merchandizing must be completed before **30th September'2023** from the date of receipt of the confirmed purchase/work order as per the quantity mentioned in the consignee list. The purchaser shall have the right to inspect the deliverables before release of payment.
- (b) Upon delivery, the Supplier shall provide the following documents to the Purchaser:
- I. Two copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount inclusive of all taxes;
 - II. Delivery Challan of the items.
 - III. Inspection and acceptance certificate of the items and services.
 - IV. Warranty of items and services (Wherever Applicable)
 - V. Any other document, if required

6. Taxes and Duties

- The Supplier shall be entirely responsible for all Taxes (Including GST), Octroi, Duties, license fees, etc., incurred until delivery of the contracted items/Goods to the Purchaser.

7. Cost of Bid preparation:

- The bidder shall bear all costs associated with the preparation and submission of their bids and WSC shall in no case be responsible or liable for such costs regardless of the result of the bidding process. The bidder whose bid is not accepted shall not be entitled to claim any cost, charges and expenses of and incidental to or incurred by him through or in connection with his submission of bid, even though WSC may elect to modify/ withdraw the bid.

8. Bid Currency:

- All costs and charges related to the bid shall be expressed and indicated in Indian Rupees only.

9. Payment

- Payment of the contract price shall be made in the following manner:
 - (a) 90% within 45 days after Supply of Merchandizing and Branding in accordance with the scope of work including the required documents; and
 - (b) 10% upon final acceptance on submission of Supplier's claim supported by the acceptance certificate issued by the Purchaser.

10. Guarantee/ Warranty

- I. Agency shall provide warranty of 3 months of whole service and supply after successful execution of event and supply of items.
- II. During this period, it will be the responsibility of the agency to maintain and support the system fully and ensure the availability of the system, providing all supplies and services necessary for the maintenance at no extra cost.
- III. All calls should be attended to immediately and 24x7 services should be provided.
- IV. The contractor will quality check the products/items and accomplish the adjustments necessary for successful and continuous operation of the services supplied at installation site and shall ensure maintenance of the supplied products during the warranty period. All the repairing / replacing of defects shall be done by the bidder totally free of cost.

11. Performance Security/ Bank Guarantee (PBG): -

- The supplier should furnish a Bank Guarantee for 5% of Contract value (format enclosed at Annexure-VI) valid for the warranty period of 03 months in support towards satisfactory performance of the items. The BG should be made through any nationalized bank in India.

12. Indemnification

- I. The Supplier shall indemnify WSC and hold it harmless from all suits, actions, debts, accounts, costs, losses, and expenses of all kinds (including legal expenses and professional advisory service expenses) arising from or out of any adverse claims of any and all persons related to the execution of services.
- II. Notwithstanding any of the other provisions contained in this Bid/Contract, the Bidder shall protect, defend, indemnify and hold harmless, WSC and its employees, officers, Directors, agents, or representatives from and against any and all liabilities, damages, fines, penalties and costs (including legal costs and disbursement) arising from 'or' relating to:
 - a. Any breach of any statute, regulation, direction, orders or standards from any governmental body, agency, or regulator.
 - b. Any claim made by third parties arising out of use of the services of WSC being provided using the equipment supplied under the Bid.
 - c. Claims arising in connection with interruptions 'or' degradation of services to WSC customers 'or' to other service providers whatsoever shall be the cause 'or' duration thereof; and
 - d. Any claim that the equipment/services/'or' any value addition component offered and supplied by the bidder in this bid, infringe any patent, trademarks or copyright of any third party.
 - e. The parties shall indemnify, defend and hold the other harmless against any and all third-party claims.
 - f. Such indemnity shall not extend to any loss, death or injury or any expenses relating thereto to the extent that it was caused by any act or omission of either party or the failure of either party to take reasonable steps in mitigation thereof.

- g. Such indemnity shall not be applicable to any loss, damage, cost or expense in respect of, and to the extent that either party is compensated pursuant to the terms of any other Contract or under any policy of insurance.
- h. Nothing in this Article whether expressed or implied shall relieve either Party of any express obligation to make any payment due to the other Party under this Bid/bid.
- i. **Properties and Facilities:** The bidder shall assume full responsibility and liability for the maintenance and operation of its properties and facilities and shall indemnify and hold WSC harmless from all liability and expense on account of any and all damages, claims or actions, including injury to and death of persons, arising from any act, accident or omission in connection with or arising out of the installation, presence, maintenance and operation of properties and facilities.
- j. **Control and Possession:** The bidder shall be deemed to be in control and possession of the equipment necessary for the proper and normal operation of the System.
- k. The bidder shall furnish an unequivocal, unqualified and irrevocable undertaking along with the Bid Document to the effect that; During the Bidding process 'or' during the course of execution of the Contract 'or' at any stage thereafter, if it is found that the Bidder has fraudulently misrepresented any of the facts about the product/services etc. being offered under the Bid/Contract, the Purchaser (WSC) shall be free to claim a sum equivalent to damage as assessed by it subject to a maximum of the Value of the Bided services from the Bidder for such misrepresentation. The Bidder shall immediately on being told by WSC pay such sum of money to WSC. Quantum of damages under this clause assessed and levied by the Purchaser (WSC) shall be final and not challengeable by the Bidder/supplier.

13. Default and Termination

WSC may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the bidder, terminate the Contract for services in whole or in parts:

- I. If the Supplier fails to deliver either the whole or part of the services.
- II. If the Supplier fails to perform any other obligation(s) and,
- III. If the Supplier, in either of the above circumstances, does not cure its failure within a period of 07 days (or such longer period as WSC may authorize in writing) after receipt of the default notice from WSC.
- IV. All data /reports collected by the Bidder shall be returned to WSC in its original form upon such termination. Bidder shall not have any right on this database, which is proprietary to WSC.

14. Intellectual Property Rights

- i. Prior to the commencement of each project, "BIDDER/SERVICE PROVIDER/CONTRACTOR" shall specify the ownership held by "BIDDER/SERVICE

PROVIDER/CONTRACTOR” or any third party of the material used or to be used in the deliverables and services. “BIDDER/SERVICE PROVIDER/CONTRACTOR” grants WSC right to use over such rights to the extent they are incorporated in the deliverables and services.

- ii. All rights, title and interest to all copyrights, patents and other intellectual property rights of whatsoever nature in or related to any work done by “BIDDER/SERVICE PROVIDER/CONTRACTOR” under this agreement, including but not limited to deliverables, services and associated documentation, shall be vested in and be the exclusive property of “BIDDER/SERVICE PROVIDER/CONTRACTOR”. “BIDDER/SERVICE PROVIDER/CONTRACTOR” grants to WSC an irrevocable, non-exclusive, worldwide, royalty free, transferable license to use, copy, modify and develop the same for internal purposes.
- iii. WSC shall not take any action that jeopardizes such proprietary rights of “BIDDER/SERVICE PROVIDER/CONTRACTOR” or acquire any right to any work produced by “BIDDER/SERVICE PROVIDER/CONTRACTOR” under this agreement. However, all test reports, raw test data and other input material related to tests which have been provided by WSC, would remain the property of WSC and the Bidder would have no right on it.

15. Resolution of Disputes

- The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of an unresolved dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Laws of India.

16. Failure to Perform

- Delivery must be completed within the delivery schedule. Otherwise, WSC reserves the right to (a) cancel the agreement without liability and to charge Supplier with any loss incurred as a result of Supplier's failure to make the complete/partial delivery within the delivery schedule specified in contract terms & conditions from the Invoice / Performance Security; or (b) charge a penalty of 0.5% of the total price for every day of breach of the delivery schedule by the Supplier up to 10% of the contract value.

17. Force Majeure

- The supplier shall not be liable for penalties or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
 - (a) For purposes of this Clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
 - (b) If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the

Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

18. Termination Due to Integrity Violation

- The Purchaser may terminate this Contract, in whole or in part, if the Supplier, in the judgment of the Purchaser, has engaged in integrity violations in competing for or in executing this Contract.

19. Accounts and Records

- The Supplier shall keep accurate and systematic accounts and records in respect of the delivered goods in such form and detail as are customary in the industry, for a period of no less than 3 years after the expiration or termination of this Contract.

20. Limitation Of Liability

- Except in cases Criminal Negligence of willful non-Performance or willful default.
 - a. The Supplier/ Contractor shall not be liable to the Employer, whether in contract, tort or otherwise, for any indirect or consequential loss or damage, loss or use, loss of Production, or loss of profit or interest costs.

AND

- b. The aggregate liability of the Supplier/ Contractor to the employer, whether under the contract, in tort or otherwise including the cost of rectification, shall not exceed the 100 % (Hundred percent) of the contract price plus escalation if applicable as per contract, provided that this limitation shall not apply to any obligation of the contract, to indemnify the employer with respect to copyright, patent infringement, workmen compensation and statutory liabilities in general that the employer may be required to additionally bear due to default of the supplier/contractor.

21. Terms & Conditions (General)

- Rates mentioned in the quotation, if accepted shall remain fixed during the bid validity period and no requests for any increase in the rates will be entertained during the said period. No escalation in rates will be allowed during the bid validity period.
- No requests for payment in advance or no invoices raised for any advance payment shall be entertained or accepted at any point, during the entire duration of the bid process.
- The competent authority in WSC reserves the right to amend any of the terms and conditions contained in the bid document or reject any or all the bids. However, any changes in any of the bid parameters or terms and conditions, based on pre-bid meeting or clarifications requested or otherwise, would be made by WSC not less than 72 hours before the last date and time of submitting the bid, and the same would be uploaded on all the relevant websites. It would be the responsibility of the bidders to keep a watch on the changes being made.

- The duly constituted Technical Evaluation Committee (TEC) shall open and evaluate the bids. The lowest quoted bidders (L1) shall be chosen on the basis of the total/individual bid price received.
- WSC reserves the right to cancel the contract or to withhold payment in the event of non-commencement or unsatisfactory performance by the bidder. In such an eventuality, WSC further reserves the right to purchase the service from any other bidder/ market and the cost of the same shall be borne by the contractor.
- WSC reserves the right to cancel the tender at any stage notwithstanding anything specified in this tender document in its sole discretion, unconditionally and without assigning any reason.
- Contractors can be de-barred or blacklisted if found to be indulging in wrong/ unethical practices or sub-standard material.
- In case the selected agency is found in breach of any condition(s) of the contract at any stage or services of the supplier are found not to the satisfaction of the competent authority in WSC, the contract may be terminated. The decision of the competent authority in WSC shall be final and binding in this regard.
- If the agency, after submission of bid and/or due acceptance of the same fails to abide by the terms and conditions of the bid document, and/ or execute as per prescribed schedule, WSC will have the right to invoke the performance security deposited by the contractor and get the work done from other bidder at the risk and consequences of the bidder. The decision of the competent authority in WSC in this regard will be final and binding.
- All disputes shall be subject to the Indian laws and jurisdiction of the courts located in Bhubaneswar, Odisha only.
- The bid submitted will be non-transferable.

22. Terms and Conditions (Commercial):

- The Payment of the service would be made on basis of number of Payment terms.
- No advance payment will be made in whatsoever manner for customization or deployment of the web-based test engine etc.
- Payments for the number of tests conducted will be released only after cross verification from the Databank platform towards successful completion of the tests and generation of the test certificates for the users. Proportionate deductions will be made for the number of tests not verified by the databank portal or stands incomplete in any manner which is material to the conduct of the test.

- GST and any other statutory tax / cess / levy / TDS shall be deducted at source as per rules prevalent at the time and deposited with the quarter concerned.

23. Disclaimer

All the information contained in this document is stated only for the purpose expressed in the document. It is amply made clear that any indications given by the WSC about the future plans if any, are only broad indicators and are subject to change without any notice. There is no commitment or obligation whatsoever on the part of the issuer of this document, or officials associated, regarding the implementation of this or any future plans. Any assumptions made by Bidders, on the basis of information shared herein, will be at their own risk and responsibility.

24. For any queries, please contact Mr. Samarendra Barik, Manager-Skill Competition, World Skill Center, Contact No: 08917550829, Email: tenders@worldskillcenter.org

(Note: Duly filled to be submitted by Bidder with name, signature and official stamp)

Annexure 2

Form: Bidder's Information Sheet

Bidder's Information	
Bidder's legal name	
Bidder's country of constitution	
Bidder's year of constitution	
Bidder's legal address in country of constitution	
Bidder's authorized representative (Name, address, telephone number(s), fax number(s) and e-mail address)	
Similar Experience of supply of consumables to Institutions/Central Autonomous Body/Central Govt. /State Govt. /PSUs/reputed private firms etc. Please enclosed copy of PO from any of last 3 financial years	
Demand Draft No. & Date of Tender fees & EMD (Rs. 2,000 & Rs 75,000)	

Enclosures:

Annexure -3
FORM OF QUOTATION
(Service)

_____ (Date)

To,

**Chief Executive Officer,
World Skill Center
Block B, Sector A, Tower, 2010,
Mancheswar Industrial Estate,
City: Bhubaneswar
ZIP code: 751007
Country: India
Telephone: +91-674-2580079
E-mail: tenders@worldskillcenter.org**

Subject: Submission of Bid in response to RFP No. for **Hiring of Agency For Branding And Merchandising Services for Odisha Skills 2023**

Dear Sir/Ma'am,

With reference to your notification inviting RFP for "....." and after having duly examined the Bid document, I/We the undersigned, offer to provide the said "Supply", including all additional services and equipment /items/devices associated and related thereto, as detailed in the bid document in response to your Notice Inviting Bid No.....dated.....

We are of the bidder belief that we are competent to undertake and successfully execute the said supply work.

The necessary, relevant, and requisite documents in support of our bid are enclosed herewith for your kind perusal and needful.

We undertake to:

- i. Maintain validity of the Bid for a period of 180 days from the date of bid/bid opening as specified in the bid document, which shall remain binding upon us and may be accepted at any time before the expiration of that period.
- ii. Execute all contractual documents and provide all securities & guarantees as required in the bid/bid document (and as amended from time to time).
- iii. Until a formal contract is prepared and executed, this bid/bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract on us.

Dated this day of , 2023 at

Signature

(Name, Designation & Address)

(In the capacity of)

Duly authorized to sign bid for and on behalf of

Witness:

(Signatures Name, Designation & Address)

*** (Format for covering letter to be submitted on printed letterhead of the bidder and duly signed by an authorized signatory)*

Enclosed: List of documents (may be given separately)

Annexure-4

SCOPE OF WORK

1. INTRODUCTION – About World Skill Centre

The World Skill Center (WSC) is a premier advanced skill training institute established by the Government of Odisha, Skill Development and Technical Education Department, through the Odisha Skill Development Authority (OSDA). WSC was inaugurated on 5th March 2021. The project of establishing the WSC (Odisha Skill Development Project), is assisted by the Asian Development Bank (ADB) with Institute of Technical Education Services (ITEES), Singapore as the knowledge partner. The WSC will impart advanced skill training in eight trades from engineering and service sectors. WSC caters primarily to induct the best talent from ITIs and Polytechnics and train them to become globally employable in emerging areas.

2. Scope of Work:

WSC intends to empanel capable Event Management Firms / Companies who shall be responsible for organizing and managing full life cycle of an event (either in full or in part) w.r.t branding and merchandising services. The scope of work/services may include all / any of the following:

1. To Conceptualize the event deliverables based on the Venue and event theme in coordination with WSC.
2. The vendor shall be responsible for conceptualization, design, supply & installation of all the branding and merchandise items mentioned in Annexure-5.
3. Further the branding material mentioned in Annexure-5 shall be supplied and installed on different dates & at various locations as per the list of institutions mentioned in **TABLE B**.
4. However, all the merchandise materials shall be supplied at the World Skill Center, Bhubaneswar by 30th Sep'2023 Time- 10:00 AM.
5. Packaging and shipping of left-over promotional material to WSC after the completion of the event.
6. Govt. approval for **display and installation of hoardings (20ft X 10ft, 15 Nos.)** at various locations in Bhubaneswar to be done by the Vendor.

Annexure-5

DELIVERY AND PRICE SCHEDULE

BRANDING							
SL-NO	PARTICULARS (FRAMES ON RENTAL BASIS)	DIMENSIONS		QTY	UNIT	UNIT PRICE IN INR (EXCLUDING GST)	TOTAL AMOUNT IN INR (EXCLUDING GST)
		L (Ft)	B (Ft)				
1	Welcome Branding with Framing	10	10	30	Nos		
2	Standee With Framing	3	6	156	Nos		
3	Arena Branding with framing	8	10	110	Nos		
4	Pole Branding with Essential Signages with framing	4	3	156	Nos		
5	Advertisement hoarding with framing	20	10	15	Nos		
Total Amount in INR							
MERCHANDISE							
SL-NO	PARTICULARS	SIZE	QTY	UNIT	UNIT PRICE IN INR (EXCLUDING GST)	TOTAL AMOUNT IN INR (EXCLUDING GST)	
1	T-SHIRT-Participant	Refer Table-A	933	Nos			
2	T-SHIRT-Expert	Refer Table-A	52	Nos			
3	T-SHIRT-JURY	Refer Table-A	156	Nos			
4	T-Shirt-Workshop Manager	Refer Table-A	52	Nos			
5	T-Shirt-Officials	Refer Table-A	200	Nos			
6	CAPS-Competitors	Refer Table-A	933	Nos			
7	Track- Pants- Competitors	Refer Table-A	933	Nos			
8	Lanyard with ID -CARD (Competitors)	Refer Table-A	933	Nos			

9	Lanyard with ID -CARD Official	Refer Table-A	50	Nos		
10	Lanyard with ID -CARD SUPPORT STAFF +VOLUNTEERS	Refer Table-A	200	Nos		
11	Medals	Refer Table-A	200	Nos		
12	Pattachitra	Refer Table-A	52	Nos		
13	Folder (JURY & Expert)	Refer Table-A	208	Nos		
14	Institutes certificate with Framing	Refer Table-A	15	Nos		
15	Recognition Certificate Jury & Workshop Manager	Refer Table-A	260	Nos		
16	Winner Certificates	Refer Table-A	200	Nos		
					Total in INR	

NOTE: All Merchandising shall be delivered before 30th September'2023

Terms & Conditions:

- i. Once quoted, the bidder shall not make any subsequent price changes. Such price changes shall render the bid liable for rejection.
- ii. Prices quoted should be in Indian National Rupees (INR).
- iii. Prices quoted should be in metric system format.
- iv. All taxes should be mentioned separately in the financial bid format.

Note:

- i. The bid should be inclusive of all costs.
- ii. All documents submitted as part of bid shall be duly stamped and signed by the authorized signatory.
- iii. Unsealed bids and bids without full signatures and stamp of bidder will not be accepted.
- iv. A person signing the bid or any other document forming part of the contract on behalf of the bidder shall be deemed to warranty that he has the authority to bind the bidder for all purposes/conditions/clauses of the contract/bid and if at any state it is found that the person so signing had no authority to do so, WSC may, without prejudice to other civil and criminal remedies against the contract, hold the signatory and the bidder liable for all costs and damages.

- v. WSC shall not be bound by any printed conditions or provisions in the bidder's bid.

Signature of Authorized Signatory of Bidder: Date:

Place:

Name of Authorized Signatory:

Designation:

Direct Line:

Mobile:



E-Mail:

Name of Bidder:

Complete postal address of Bidder:

(Stamped with Corporate Seal/Company Seal)

TABLE-A

SL-NO	ITEM	DESCRIPTION	Remarks																								
1	T-Shirt & Track Pants - Participant	 <p>Sample Picture</p>	<p>“Skilled in Odisha” to be placed on clothing- Left side on chest along with WSC Logo on right hand shoulder arm and India Skills logo on the lefthand shoulder arm.</p> <p>Fabric- “Lycra” Spandex or “Supplex” nylon Texture - Smooth and Slippery</p>																								
2	T-SHIRT- Expert	<table border="1" data-bbox="478 1187 1061 1276"> <tr> <td colspan="2">BRAND</td> <td colspan="4">UNISEX CASUAL T-SHIRT</td> </tr> <tr> <td>SEASON</td> <td>SPRING SUMMER 2021</td> <td>FABRIC VENDOR</td> <td></td> <td>DATE</td> <td>28/01/2021</td> </tr> <tr> <td>STYLE</td> <td>PRET-A-PORTER</td> <td>MANUFACTURER</td> <td></td> <td>DESIGNER</td> <td>SWEETARAJ</td> </tr> <tr> <td>DESCRIPTION</td> <td colspan="2">UNISEX POLO TSHIRT WITH HALF SLEEVE AND CONVERTIBLE COLLAR</td> <td>CATEGORY</td> <td colspan="2">UNISEX</td> </tr> </table>  <p>Sample Picture</p>	BRAND		UNISEX CASUAL T-SHIRT				SEASON	SPRING SUMMER 2021	FABRIC VENDOR		DATE	28/01/2021	STYLE	PRET-A-PORTER	MANUFACTURER		DESIGNER	SWEETARAJ	DESCRIPTION	UNISEX POLO TSHIRT WITH HALF SLEEVE AND CONVERTIBLE COLLAR		CATEGORY	UNISEX		<p>Unisex polo T-shirts</p> <p>Skilled in Odisha logo on the top left hand side of the chest along with WSC logo on right hand shoulder arm and India Skills-2023 on the left hand shoulder arm.</p>
BRAND			UNISEX CASUAL T-SHIRT																								
SEASON	SPRING SUMMER 2021		FABRIC VENDOR		DATE	28/01/2021																					
STYLE	PRET-A-PORTER		MANUFACTURER		DESIGNER	SWEETARAJ																					
DESCRIPTION	UNISEX POLO TSHIRT WITH HALF SLEEVE AND CONVERTIBLE COLLAR		CATEGORY	UNISEX																							
3	T-SHIRT-JURY																										
4	T-Shirt- Workshop Manager																										
5	T-Shirt- Officials																										

6	CAPS- Competitors	 <p>Sample Picture</p>	Cotton head caps of universal size with bi-colour screen printing of “Skilled in Odisha” logo & message on the front & side of the caps to be read as single colour screen printing instead of bi-colour screen printing.
8	Lanyard with ID -CARD (Competitors)	 <p>Sample Picture</p>	Odisha Skills- 2023 to be printed on the lanyard with “competitor” on the ID- CARD
9	Lanyard with ID -CARD Official		Odisha Skills- 2023 to be printed on the lanyard with “Official” on the ID- CARD
10	Lanyard with ID -CARD SUPPORT STAFF +VOLUNTEERS		Odisha Skills- 2023 to be printed on the lanyard with “Support Staff/ Volunteer” on the ID- CARD
11	Medals	 <p>Sample Picture</p>	Gold; Silver & Bronze Medal with Ribbon Material: Zinc Alloy of fine quality Size: 2.5” Dia Weight: 55-60 Gms Ribbon-Printed with “Odisha Skills-2023” Both sides embossing: One side – “Skilled in Odisha” Logo in the centre & all around “Skilled In Odisha”. Other side –

			On all medals (In circular form): "Odisha Skills-2023" In centre: "WSC" logo
12	Pattachitra	N/A	Pattachitra of 8.5 x 9 inch with framing
13	Folder (JURY & Expert)	N/A	Jute Folder with WSC & Skilled in Odisha Branding
14	Institutes certificate with Framing	N/A	8.5 x 11 in
15	Recognition Certificate Jury & Workshop Manager	N/A	8.5 x 11 in
16	Winner Certificates	N/A	8.5 x 11 in

TABLE B

SL-NO	INSTITUTE NAME	INSTITUTE ADDRESS	COMPETITION DATE
1	WORLD SKILL CENTER, BHUBANESWAR	Tower 2010, Block B, Sector A, Mancheswar Industrial Estate, Bhubaneswar, Odisha 751007	<p>1. Competition dates will be intimated to the agency after the selection process.</p> <p>2. The competition will be from 3rd October'2023 and will continue throughout the month of October.</p>
2	CENTRAL TOOL ROOM & TRAINING CENTER, BHUBANESWAR	B-36, Chandaka Industrial Area, P.O. – KIIT SO, Bhubaneswar – 751 024.	
3	C.V RAMAN GLOBAL UNIVERSITY, BHUBANESWAR	Bidyanagar, Mahura, Janla, Bhubaneswar, Odisha 752054	
4	CENTURIAN UNIVERSITY, BHUBANESWAR	Village Alluri Nagar, Rajaseetapuram, Odisha 761211	
5	GOVT ITI- CUTTACK	Industrial Training Institute, Cuttack At/Po, Dist, Madhu Patna Colony, Cuttack, Odisha 753010	
6	Institute Of Hotel Management, Bhubaneswar	V.S.S. Nagar, Bhubaneswar- 751010 Odisha, India, Telephone: +91-674-2589241	
7	Odisha University of Technology and Research , Bhubaneswar	Kalinga Nagar, Ghatikia, Bhubaneswar, Odisha 751003	
8	National Institute of Fashion Technology , Bhubaneswar	Plot No. 24, Chandaka Industrial Estate, Bhubaneswar, Odisha 751024	
9	RPRC , Bhubaneswar	CRP Ekamra Kanana Road, IRC Village, Nayapalli, Bhubaneswar, Odisha 751015	

Annexure-6

Performance Security Format

Performance Security

[Bank's name and address of issuing branch or office]

Beneficiary: [Name and address of the Purchaser].....

Date:.....[Insert date (as day, month, and year)]

Performance Guarantee No.:

We have been informed that [name of the supplier](hereinafter called "the Supplier") has entered into Contract No. [reference number of the contract]dated [date] with you, for the execution of [name of contract and brief description of goods and related services](hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we [name of the bank]hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [name of the currency and amount in words] [amount in figures] such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Supplier is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the [date] dayof [month], [year], and any demand for payment under it must be received by us at this office on or before that date.

.....
[Signature(s) and seal of bank (where appropriate)]