



**EXPRESSION OF INTEREST (EOI)
FOR SELECTION OF AGENCY FOR
SUPPLY, INSTALLATION,
MAINTENANCE & COMMISSIONING
OF MACHINES FOR COMMON
FACILITY CENTRE (CFC), SILVER
FILIGREE**

EOI No. 247 / Date: 27.05.2026

OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE CUTTACK

At/Po- Chandini Chowk, Dist- Cuttack, Pin- 753002, Odisha

Phone No- 0671-2508100

Email: admdevelopmentcuttack@gov.in

Office of the Collector and District Magistrate, Cuttack

At/Po- Chandini Chowk, Dist- Cuttack

Pin-753002,

Email – admdevelopmentcuttack@gov.in



EOI No.... 247.....Date.... 27.05.26

Expression of Interest (EOI)

**For Supply, Installation, Maintenance & Commissioning of Machines at
Common Facility Centre (CFC) for Silver Filigree**

Expression of Interest (EOI) invited from reputed agencies/ Companies for Supply, Installation, Maintenance & Commissioning of Machines at Common Facility Center (CFC) for Silver Filigree. The detailed document is available in the website of Cuttack District Administration i.e. <https://cuttack.odisha.gov.in/>.

The bid shall be submitted in the prescribed format along with all relevant documents duly signed and sealed. The bid should reach the Office of Collector, Cuttack by Dt. 29/06/2026 by 04.00 P.M. either by Courier/ Speed Post/ Registered Post to The District Culture Officer, Cuttack. (No hand delivery is acceptable). The Office of District Administration, Cuttack shall not be responsible for any delay in postal delivery and similar reasons.

For any assistance in this regard or for any clarification, the prospective firm/ Company may contact the Collector and District Magistrate, Cuttack.


Collector and District Magistrate, Cuttack.

District Administration, Cuttack reserves right to accept or reject any or all application during the selection process at any time, without incurring any liability and without assigning any reason thereof.

Schedule of Bidding Process

Period of availability of EOI document:	Dt. 27/05/2026 to Dt. 29/06/2026 Downloadable from Website https://cuttack.odisha.gov.in/
Last date for receipt of EOI:	Dt. 29/06/2026 by 04.00 PM. Through Registered Post/ Courier/ Speed post. No drop box facility available and Hand delivery is not allowed.
Place of submission of EOI:	The Collector, Collectorate, Cuttack At/Po- Chandini Chowk, Dist- Cuttack Pin- 753002, Odisha.
Date and Time of opening of Technical Proposal	Dt. 30/06/2026 at 04.30 PM.
Presentation by qualified Bidder	Dt. 02/ 07/2026 at 10.30 AM.
Opening of Financial Proposal	Dt. 02/ 07/2026 at 4.00 PM
For further information:	The Additional District Magistrate (Development) Collectorate, Cuttack At/Po- Chandini Chowk, Dist- Cuttack Pin- 753002, Odisha. Email- admdevelopmentcuttack@gov.in Mobile: 6371068883

1. INFORMATION AND GENERAL CONDITION OF CONTRACT

1.1. City Profile

Cuttack, the Millennium city also known as Silver city of India with its history of 1000 years and is famous for its silver filigree works and Brotherhood-ness. Cuttack is the former capital and the second largest city in the Indian state of Odisha. The name of the city is an anglicised form of Kataka, which literally means The Fort, a reference to the ancient Barabati Fort around which the city initially developed. It is also the commercial capital as well as Judicial capital of Odisha, which hosts many trading and business houses in and around the city.

The old and the most important part of the city is centred on a strip of land between the Kathajodi River and the Mahanadi River, bounded on the southeast by Old Jagannath Road. Cuttack stretches from Phulnakhara across the Kathajodi in the south to Choudwar in north across the Birupa River, while in the east it begins at Kandarpur and runs west as far as Naraj. Four rivers including Mahanadi and its distributaries Kathajodi, Kuakhai, Birupa run through the city.

1.2. Background

Silver filigree, locally known as Tarakasi, is one of the most iconic traditional crafts of Cuttack, Odisha, with a history spanning over 500 years. The craft is believed to have flourished during the Ganga and Mughal periods, when royal patronage encouraged fine metal artistry. Cuttack, being the former capital of Odisha and a major trade hub, became the center for skilled silver craftsmen. Tarakasi is closely associated with Odissi culture, temples, and festivals. It is a popular choice for weddings and traditional gifts in Odisha. The craft represents elegance, heritage, and fine craftsmanship. Cuttack silver filigree has received Geographical Indication (GI) tag, recognizing its authenticity and regional uniqueness. Today, it remains a major cultural identity of Cuttack, though artisans face challenges due to rising silver prices and declining traditional patronage.

1.3. Instruction to Bidder

- a. Firms are hereby invited to submit their bids in response to the Expression of Interest (EOI) for providing their services to the District Administration, Cuttack. Proposal so submitted shall form the basis for future negotiations and ultimately a contract

between the selected agency and Collector, Cuttack. A description of the assignment, Scope of work, Terms of Reference and objectives are given in this document.

- b. The District Administration may reject one or all proposals without assigning any reason thereof.

1.4. Consortium

Keeping in view the scope of work, Consortiums / Joint Ventures are NOT allowed.

Firms applying in consortium/joint venture shall be summarily rejected. Firms/Agencies desirous of participating in this Bid should not have been debarred/blacklisted by any Government agency.

1.5. EOI Documents

- a. The EOI document shall be available from the advertisement date till the bid due date on the District Website at <https://cuttack.odisha.gov.in/>
- b. Bidders are advised to submit their proposal in the appropriate formats specified in this document.
- c. At any time before the submission of proposals, the District Administration may, for any reasons, whether at its own initiative or in response to a clarification requested by an invited consulting firm modify the document by amendment. The amendment will be notified in the Official website of Cuttack District and the revised documents / clarification if any, shall also be uploaded on the website.

1.6. Query

For any queries, please reach to the contact officer mentioned in bid schedule.

1.7. Communications

All communications including the submission of proposal should be addressed to;

The Collector,

Collectorate, Cuttack

At/Po- Chandini Chowk, Dist- Cuttack, Pin- 753002, Odisha.

Email- admdevelopmentcuttack@gov.in

1.8. Preparation of Proposal

- i. Bidders are requested to submit the proposals as per the attached formats only. The proposals, which are not submitted in the required format, are liable to be rejected by District Administration, Cuttack.
- ii. The requirement of information to be provided by the Bidder i.e. the Technical and Financial Proposal, is described in Section-3 (Submission of Proposal) of this document. Bidders are requested to go through the EOI document carefully before preparing and submitting their proposal.

- iii. The Bidders may be disqualified, if information sought in the EOI is not provided.
- iv. Any proposals containing vague and indefinite expressions will not be considered.

1.9. Submission of Proposal

The proposal shall be submitted in two parts –

Part A

Technical Proposal

Part B

Financial Proposal

The proposal shall be typed or written in indelible ink and shall be signed by the applicant or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the proposal prior to opening of the same.

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and superscribed in the following manner.

Part-A- Properly sealed Technical Proposal as per the Format attached in the Annexures- A1, A2, A3 & A4 of this EOI

Part-B- Properly sealed Financial Proposal in the specified format as per Annexure B1 & B2

Both the envelopes i.e. envelope for Part-A and Envelope for Part-B must be packed in a separate sealed outer cover and clearly super scribed with the following:

"Expression of Interest (EOI)

For Supply, Installation & Commissioning of Machines at Common Facility Centre (CFC) for Silver Filigree. The Applicant's Name & address shall be mentioned in the left hand corner of the outer envelope. The inner and outer envelopes shall be addressed to The Collector Cuttack at the following address.

**The Collector,
Collectorate, Cuttack
At/Po- Chandini Chowk, Dist- Cuttack
Pin- 753002, Odisha.
Email- admdevelopmentcuttack@gov.in**

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then District Administration will assume no responsibility for the tender's misplacement or premature opening and will be rejected.

The opening of the Financial Proposal shall be made after evaluation of technical proposal and as per the scheduled dates which shall be intimated by District Administration to the eligible applicants. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be considered.

1.10. Proposal Validity Period

The proposals shall be valid for acceptance by District Administration, Cuttack for a period of sixty (60) days from the Bid Due Date.

1.11. Proposal Evaluation

- i. The Technical Proposals submitted on the time & date stipulated in this EOI shall be opened, in presence of Bidders who choose to remain present. The name of the Bidders who have submitted their proposals shall be announced.
- ii. Prior to evaluation of proposals submitted, District Administration, Cuttack will determine whether each proposal is responsive to the requirements of the EOI. District Administration, Cuttack may, in its sole discretion, reject any proposal that is not responsive hereunder. A proposal shall be considered responsive only if:
 - a. Proposal prepared have been as per the format specified in the EOI;
 - b. It is received by the due dates and time stipulated in the EOI including any extension thereof granted by District Administration, Cuttack;
 - c. It is accompanied by the Bid Security & Bid Processing Fee as per the provisions of this EOI;
 - d. It contains all the information (complete in all respects) as requested in the EOI;
 - e. It does not contain any condition or qualification and
 - f. It is not non-responsive in terms thereof
2. The District Administration, Cuttack reserves the right to reject any proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by District Administration, Cuttack in respect of such proposals.
3. District Administration, Cuttack will carry out the evaluation of all responsive proposals in the manner stipulated in the EOI document.
4. Based on the evaluation of credentials submitted by bidders in the Technical Proposal, they shall be pre-qualified. Such pre-qualified bidders shall be invited

for presentation before the Evaluation Committee. The Financial Proposals shall be opened in the presence of the qualified Bidders who wish to attend.

5. District Administration, Cuttack shall not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process.
6. Bidders are advised that, the selection process shall be entirely at the discretion of the District Administration, Cuttack. Bidders shall be deemed to have understood and agreed that District Administration, Cuttack shall not be required to provide any explanation or justification in respect of any aspect of the selection process or selection.
7. Any information contained in the Proposal shall not in any way be construed as binding on District Administration, Cuttack, its agents, successors or assigns, but shall be binding on the Bidder if the assignment is subsequently awarded to it.

1.12. Bid Security

A Bid Security of Rs.15,00,000.00 (Rupees Fifteen Lakh) Only in the form of Demand Draft drawn in favour of **“Collector,Cuttack”** and payable at any scheduled bank having branch in Cuttack, shall be submitted by all the Bidders inside the Technical Proposal Cover.

- Proposals not accompanied by the Bid Security shall be rejected as non-responsive.
- No interest shall be payable by District Administration, Cuttack for the sum deposited as Bid Security.
- The Bid Security of the unsuccessful bidders would be returned back within ten days of issuance of Letter of Intent to the successful Bidder.

The Bid Security shall be forfeited by the District Administration, Cuttack in the following events:

- If the proposal is withdrawn during the validity period or any extension thereof.
- If the proposal is varied or modified in a manner not acceptable to District Administration, Cuttack after opening of tender during the validity period or any extension thereof.
- If the Agency tries to influence the evaluation process.
- If the Preferred Agency withdraws his proposal during negotiations.

1.13. Bid Processing Fee (Non-Refundable)

All bidders are required to pay INR 11,800.00 (Rupees Eleven Thousand Eight Hundred Only) towards Bid Processing Fee in the form of Demand Draft drawn in favour of **“Collector,Cuttack”** and payable at Cuttack. The Bid Processing Fee is Non-Refundable and shall be deposited along with the Technical Proposal.

2. TERMS OF REFERENCE

2.1. Objectives of the Assignment

The broad objective of this assignments is to Supply, Installation & Commissioning, Maintenance /AMC (Minimum 5 years) of Machines at Common Facility Centre (CFC) for Silver Filigree

2.2. Scope of Work

The bidder shall be responsible for the design, manufacture with warranty/supply, installation, testing and commissioning of machines/equipment required for the Common Facility Centre (CFC) with AMC (Minimum 5 years) for Sliver Filigree, including all accessories, fixtures, tools and consumables necessary for complete and functional operation by trained technician (For One Year)

2.3. Eligibility & Experience

- a) The bidder shall be a manufacturer or authorised dealer of the offered machines.
- b) Minimum 10 years of experience in supply and commissioning of similar machineries (jewellery/handicraft/precision metal processing preferred).
- c) Documentary evidence such as work orders, completion certificates with TDS Certificate shall be submitted.

2.4. Technical Compliance

- a) Machines shall conform to the technical specifications provided in the bid document.
- b) Only new and latest-model machines shall be supplied.
- c) Detailed technical brochures, drawings, power requirements, and compliance statements must be enclosed.
- d) Any deviation shall be clearly mentioned; undisclosed deviations may lead to rejection.

2.5. Site Visit & Assessment

- a) Bidders are advised to visit the CFC site prior to bidding to assess space, power, civil requirements and installation constraints.
- b) No extra claim on account of site conditions shall be entertained later.

2.6. Supply & Delivery

- a) Delivery shall be made to the designated CFC site within the stipulated delivery period from the date of issue of Purchase Order.
- b) The quoted price shall be FOR site, inclusive of packing, forwarding, insurance and transportation.

2.7. Installation & Commissioning

- a) Installation and commissioning shall be carried out by qualified service engineers of the bidder/manufacturer.
- b) The bidder shall ensure proper alignment, calibration, trial runs and performance testing.
- c) Commissioning shall be deemed complete only after successful trial operation and certification by the competent authority.
- d) Machine operation study will be done by the company.

2.8. Training

- a) The bidder shall provide hands-on training to designated CFC staff/Artisans/Machine Operators on operation, safety and routine maintenance.
- b) Training duration and modules shall be clearly indicated in the bid.

2.9. Warranty & After Sales Support

- a) Minimum 24 months comprehensive warranty from the date of commissioning shall be provided.
- b) The bidder shall ensure availability of spares and service support for at least 7 years.
- c) Response time for breakdowns shall not exceed the period of 72 hrs after completion of 5 years minimum period.

2.10. Power, Utilities & Civil requirements

- a) The bidder shall specify power rating, voltage, phase, load, earthing and utility requirements.
- b) Minor civil/utility requirements directly relate to installation shall be clearly indicated.

2.11. Safety Compliance

- a) All machines shall comply with relevant safety standards and include guards, emergency stops and safety instructions.
- b) The bidder shall be responsible for safety during installation and commissioning.

2.12. Inspection & Acceptance

- a) Pre-dispatch inspection (if required) by GM, DIC & team and post-installation acceptance testing shall be carried out.
- b) Final payment shall be released after successful commissioning and acceptance.

2.13. Payment Terms

- a) Payment shall be made as per the terms specified in the bid document, generally linked to **supply, installation and commissioning milestones**.

2.14. Penalty & Liquidity damages

- a) Delay in delivery/commissioning shall attract **liquidated damages** as per applicable rules.

2.15. Bid Validity

The bid shall remain valid for the period specified in the tender.

2.16. General Conditions

- a) The authority reserves the right to accept or reject any or all bids without assigning any reason.
- b) All disputes shall be subject to the jurisdiction specified in the tender document.

2.17. Schedule of Payment

SL No	Deliverable	Payment
1	Payment on Supply	70%
2	Payment on Installation & Commissioning	20%
3	After Completion	10 %

- a) All statutory deductions such as TDS, GST, or any other applicable taxes shall be made as per prevailing Government rules.
- b) Payments shall be released within **45 days** from the date of submission of complete and correct bills and approval of the competent authority.

SUBMISSION OF EOI

The EOI bids must be submitted, in two separate envelopes:
Technical Proposal – Envelope I
Financial Proposal – Envelope II

These 2 (two) separate envelopes must be packed/sealed with another envelope.

2.18. Technical Proposal

The Technical Proposal should be provided with the following information, using the format for technical proposal provided in the Annexures of this EOI document:

- i. Letter of Proposal – Annexure A1
- ii. Particulars about the Bidder – Annexure A2
- iii. Financial Capacity of the Bidder – Annexure A3
- iv. Experience of Bidder in Similar Projects – Annexure A4

All the projects cited needs to be submitted by supporting credentials (work orders / completion certificates/TDS Certificate in case of Private clients) from clients.

- v. Bid Processing fees in the form of Demand Draft in favour of "Collector, Cuttack" payable at Cuttack.
- vi. Bid Security in the form of Demand Draft in favour of "Collector, Cuttack" payable at Cuttack.

2.19. Financial Proposal

- i. In the Financial Proposal, the Agency shall quote an item-wise cost for all elements in the scope. The specifications and quantity of items in scope of work is clearly defined in the format enclosed in Annexure–B2. However, the Total Amount quoted by the Agency shall be considered for financial evaluation.

All costs must be expressed in Indian rupees only.

2.20. Checklist for Submission

A	Technical Proposal	Format
1.	Covering Letter	Annexure-A1
2.	Bid Processing Fee (non-refundable) of Rs. 11,800/- (Rupees Eleven thousand Eight Hundred only)	Demand draft in favour of "Collector, Cuttack", payable at Cuttack.
3.	Bid Security of Rs.15,00,000/- (Rupees Fifteen Lakh)	Demand draft in favour of "Collector, Cuttack", payable at Cuttack.
4.	Particulars of Bidder	Annexure-A2

5.	Financial capabilities of the Bidder	Annexure-A3
6.	Details of experience in similar assignments (separately for Branding and event Management)	Annexure-A4
B	Financial Proposal	Annexure-B1 and B2

5. Evaluation Criteria

Only those Bidders who meet the minimum eligibility criteria (Technical and financial) as mentioned in clause 11 & 12 shall qualify for evaluation of their Technical Proposal. Bids of Bidders who do not meet above minimum eligibility criteria shall be rejected outrightly.

Technically qualified bidder quoting the lowest financial proposal shall be the preferred bidder/ Selected Bidder.

2.21. Pre-Qualification / Minimum Eligibility Criteria:

- i. The Agency must be rendering supply, installation, commissioning & maintenance services in same name and style for last 10 (Ten) years. Documents like ROC (registration of certificate) registration, PAN, TAN, GST registration, etc. relating to business entity should be furnished.
- ii. In the last 3 (three) years, the firm should have undertaken and completed supply, installation & commissioning of minimum 10 (ten) machinery facilities of State/National level with a contract value of Rs. 50 lakhs or above for each project. Documents related to this project along with scope of work should be submitted as part of the eligible projects.
- iii. Financial eligibility criteria: The firm should have an average annual turnover of at least Rs.1 Crores (Rupees One Crores) in the last 3 (three) financial years i.e. 2023-24, 2024-2025 & 2025-26.

2.22. Negotiations

Contract negotiations will then be scheduled with Preferred Agency. Negotiations will commence with a discussion of technical proposal, the proposed concept, staffing and price proposals.

After the contract has been successfully negotiated, Preferred Agency will be issued Letter of Intent by the District Administration. If the negotiations do not reach any conclusions and if the first Preferred Agency withdraws his proposal, District Administration may then invite Second Best Bidder for the negotiations. In such case EMD of Preferred Agency shall be forfeited.

The other Bidders, which did not meet the Minimum Eligibility Conditions, not shortlisted for other stages of evaluation also the Bidders who were technically qualified but were not selected except the second best Bidder, will be informed by District Administration that they were unsuccessful. The Bid Security of such Bidders will be refunded within 15 days after issue of LOI to the successful Bidder.

No information on the evaluation proposal will be disclosed to any person other than those directly concerned with the selection process. Proposals of any Bidder, who tries to influence the evaluation, will be liable to be rejected.

2.23. Agreement

Agreement shall be signed between **The Collector, Cuttack** & the successful bidder.

2.24. Performance Security

The successful bidder shall deposit a performance security equal to 5% of the contract value in the form of bank guarantee before signing of the agreement with validity of 90 days.

2.25. In the event of unforeseen circumstances, the District Administration reserves the right to make suitable amendments to the aforesaid conditions without assigning any reason thereof.

ANNEXURES – FORMATS

Annexure - A1

Letter of Technical Proposal

To

The Collector

At/Po- Chandini Chowk, Dist- Cuttack

Pin- 753002, Odisha.

Phone: 0671-2508100,

Sub: "For Supply, Installation, Commissioning & Maintenance of Machines at
Common Facility Centre (CFC) for Silver Filigree

Regarding Technical Proposal

Dear Sir,

1. With reference to the EOI dated _____ for the above captioned project, and clarification issued by District Administration Cuttack thereof, I _____, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Agency for providing services **For Supply, Installation ,Commissioning & Maintenance of Machines at Common Facility Centre (CFC) for Silver Filigree**. The proposal is unconditional.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.

4. I shall make available to District Administration Cuttack any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
 5. I acknowledge the right of the District Administration Cuttack to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
 6. I certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled/blacklisted from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
- I declare that:
- a. I have examined and have no reservations to the EOI Documents, including any Addendum issued by the District Administration Cuttack.
 - b. I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or Expression of Interest issued by or any agreement entered into with the District Administration Cuttack or any other public sector enterprise or any government, Central or State; and
 - c. I hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
7. I understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders.
 8. If our Firm is qualified, we shall make a presentation on Approach & Methodology to District Administration Cuttack. on the date specified upon intimation received from District Administration Cuttack.
 9. The undersigned is authorized to sign the documents being submitted through this EOI. (A copy of Power of Attorney may be enclosed)

10. In the event our firm is selected as the Agency for this project we shall enter into a contract with District Administration.
11. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
12. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

Yours faithfully,

(Signature, name and designation of the authorized signatory)
(Name and seal of the Bidder)

Power of Attorney (Sample)

Know all men by these presents, we, (name of Firm and address of the registered office) do hereby constitute, nominate, Firm and address of the registered office) do hereby constitute, nominate,

Appointment and authorize Mr./Mrs. _____ son/ Daughter/ wife and presently residing at _____, who is presently employed with us and holding the position of _____ as or true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for **For Supply, Installation, Maintenance & Commissioning of Machines at Common Facility Centre (CFC) for Silver Filigree** including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-proposal and other conferences and providing information/ responses to the District Administration, Cuttack, representing us in all matters before the District Administration Cuttack, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the District Administration Cuttack in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with The Collector, Collectorate, Cuttack.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL
HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF
....., 2025

For

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarized Accepted

.....
(Signature, name, designation and address of the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (hundred) and duly notarized by a notary public.

Particulars of the Bidder

General Information about the Firm:

- a. Name of Company or Firm:
- b. Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):
- c. Country of incorporation:
- d. Registered address:
- e. Year of Incorporation:
- f. Year of commencement of business:
- g. Principal place of business:
- h. Brief description of the Company including details of its main lines of business
- i. Name, designation, address and phone numbers of authorized signatory of the Bidder:
 - i. Name:
 - ii. Designation:
 - iii. Company:
 - iv. Address:
 - v. Phone No.:
 - vi. Fax No. :
 - vii. E-mail address:

(Signature, name and designation of the authorized signatory)

For and on behalf of

Financial Capacity of the Applicant duly certified by Chartered Accountant

Sl. No.	Financial Year	Annual Turnover
1.	2023-24	
2.	2024-25	
3.	2025-26	

Certificate from the Statutory Auditor

This is to certify that(name of the Applicant) has received the payments shown above against the respective years on account of professional fees. And the Average Turnover of the Firm from professional fees in the last three years is Rs. (In words)

Name of the audit firm:

Seal of the audit firm:

Date:

(Signature, name and designation of the authorized signatory)

Note: In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

FINANCIAL PROPOSAL

Covering Letter

(on the Agency's letterhead)

To,

**Collector, Cuttack
PO Chandni Chowk
District Cuttack
PIN: 753002**

**Sub: For Supply, Installation, Maintenance & Commissioning of Machines at
Common Facility Centre (CFC) for Silver Filigree.**

Regarding Financial Proposal

Dear Sir,

I,

enclose herewith our Financial Proposal for selection of our firm as Agency to carry out
**For Supply, Installation, Commissioning & Maintenance of Machines at Common
Facility Centre (CFC) for Silver Filigree**

Please note that the financial proposal does not contain any conditions and is submitted
as per the prescribed format. In case of any discrepancy, our firm will be solely
responsible for the same.

I agree that this offer shall remain valid for 60 (sixty) days from the bid due date or such
further period as may be mutually agreed upon.

Yours faithfully,

Signature _____

Full Name _____

Designation _____

Note:

- a. GST as applicable shall be paid extra by District Administration Cuttack.
- b. No conditions should be attached to the price proposal.
- c. The amount (G.Total) should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.
- d. The Agency has to quote individual rate for each item in scope.
- e. For any additional work which District Administration desires apart from the prescribed scope of work the preferred agency shall be intimated and paid through separate mandate on the item wise quote of the financial proposal.

Signature of the Agency:

Address:

Date:

**LIST OF MACHINES TO BE INSTALLED IN COMMON FACILITY
CENTRE(CFC), SILVER FILIGREE, CUTTACK**

SL. NO.	Product Name	Description	Qty	Quoted Price (Amount in Rs)
1.	Laser Cutting Machine 60 watt in Enclosed Body Model	With computer system, Fixture Plate, Rotary System, Fume Dust Collector	1P	
Specification				
<ul style="list-style-type: none"> • Laser Type – Fiber Laser • Laser Power- 60 watt • Laser Source- J.P.T • Lance Size- 4*4 • Power consumption-Less Than 4 kw • Power Supply- Single Phase • Source Life – 1 Lakh Hours • Machinery Weight- 200 kg • Warranty – 1 year complete Machinery • Warranty Source- 2 year 				
2.	Laser Soldering Machine 200 watt,120 joules C.C.D Camera	With water chiller 20 Litre Stabilizer 5k W Servo, Air Compressor	1P	
Specification				
<ul style="list-style-type: none"> • Power Consumption – Less than 6 KW • Aim Operation- Cross Bar • Cooling Method- Water Cooling • Laser Wave length- 10649 M • Working Volt- Single Phase (Earthing required) • Air Nozzle- Available • Laser welding- 0.10 to 3mm 				

<ul style="list-style-type: none"> • Continuous Job- 7 to 8 Hours • Warranty of Machinery- 1 year(No consumable part like lamp) 			
3.Gas Melting Furnace 10 kg in floor model (with complete accessories)	Blower Size 25 No.	1 P	
4.Gas Melting Furnace 20 kg in floor model (with complete accessories)	Blower Size 35 No.	1 P	
Specification			
<ul style="list-style-type: none"> • Melting Crucible • Sandasi • Carbon Rod • Carbon Rod Handle(1 year warranty of blower) 			
5.Rolling Machine 5'' with Motor		1 P	
<ul style="list-style-type: none"> • Motor Size- 1 H.P • Roller- EN 31 • Weight- 125 kg • Power Supply- Single Phase • Warranty – 1 Year(only Motor) 			
6.Rolling Machine Double Head 8*4'' Semi-Gear Box Model with Round wire Attachment		1 P	
Specification			

- Motor Attach – 7.50 H.P
- Power Supply – 3 phase
- Roller – HRC60D2 Steel
- Weight- 900 kg
- Wire Output – 1 year of Roller
- Sheet Output- 10 mm to 0.10 mm
- Lubricant Pump – Auto
- Gear Box Quality- Din Class 6 Heavy Duty Hand

7.Pass wire Draw

Machine

1P

Specification

- Pully Metal – D2
- Hear Box – Dim Class 6
- Control Panel - Standard
- Weight- 240 Kg
- Motor-2 H.P(3 phase)
- Cool Pump- Automatic

8.Sheet Rolling

Machine in Gear Box

Model(12*6")

1P

Specification

- Roller Quantity - D2
- Motor- 15 H.P
- Weight- 1200 kg
- Power Supply- 3 Phase

9.Gold Testing

Machine /Gold Scope

SD 550 Model

1P

Specification

<ul style="list-style-type: none"> • X – Ray Standard – DIN ISO3497 & ASTM568 • Power Supply – AC 100 240V=10%/50-60h2 MAX 120 Va Without Evaluation Pc • Max Sample Weight- 13*29 • Usable Sample Placement Area – 320*320/12.2*12.6(MM/IN) • Max Sample Hight-90/3.5(MM/IN) • Weight – 45Kg 		
10. Godrej Safe Locker		2P
Specification		
<ul style="list-style-type: none"> • Item Code - 461715065000570 • Item DESC-DEF RIME 61" C 2KL BIS SAFE • Size-(61*31*29) • Weight - 1280kg(Approx) 		
11. Laser Colour Printing Machine 30 watt for 14 & 18 Carrat		1P
Specification		
<ul style="list-style-type: none"> • Laser Power- 30 Watt • Working area – 110*110 MM • Accuracy-0.01 • Marking Speed – Upto 7000 MM/S • Cooling Type- Air Cool (No External Chiller Needed) • Power Supply – single Phase • Weight – 35 Kg 		
12. Metler Weight Machine		4P
Specification		
<ul style="list-style-type: none"> • Weight • Base Area • Height • Installation by Technicians 		

<ul style="list-style-type: none">• Delivery Period• Power Consumption• Warranty Period• Annual Maintenance• Other Terms & Condition (if any)	
---	--

Note:

- a. GST as applicable shall be paid extra by District Administration Cuttack.
- b. No conditions should be attached to the price proposal.
- c. The amount (G. Total) should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.
- d. The Agency has to quote individual rate for each item in scope.
- e. For any additional work which District Administration desires apart from the prescribed scope of work the preferred agency shall be intimated and paid through separate mandate on the item wise quote of the financial proposal.

Signature of the Agency:

Address:

Date: