

Office of the Collector, Kataka

At/Po- Chandini Chowk, Dist- Kataka

Pin-753002,Odisha

Email – admdevelopmentcuttack@gov.in



EOI No...278...Date...22.06.2026

Expression of Interest (EOI)

For Successful Management of Common Facility Centre (CFC) for Silver Filigree, Kataka

Expression of Interest (EOI) invited from reputed agencies/ Companies for Successful Management of Common Facility Center (CFC) for Silver Filigree, Kataka. The detailed document is available in the website of Kataka 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, Kataka by Dt:22.07.2026 by 04.00 P.M. either by Courier/ Speed Post/ Registered Post to The Additional District Magistrate(Development), Kataka. (No hand delivery is acceptable). The Office of District Administration, Kataka 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, Kataka.


**Collector & District Magistrate, Kataka-Cum-
President Silver Filigree Society, Kataka**

District Administration, Kataka 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.



EXPRESSION OF

INTEREST (EOI)

FOR SELECTION OF AGENCY FOR
SUCCESSFUL MANAGEMENT OF
COMMON FACILITY CENTRE (CFC),
SILVER FILIGREE.

EOI No. 278 / Date: 23.06.2026

OFFICE OF THE COLLECTOR, KATAKA

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

Phone No- 0671-2508100

Email: admdevelopmentcuttack@gov.in

Schedule of Bidding Process

Period of availability of EOI document:	Dt.23.06.2026 to Dt.22.07.2026 Downloadable from Website https://cuttack.odisha.gov.in/ .
Last date for receipt of EOI:	Dt. 22.07.2026 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, Kataka At/Po- Chandini Chowk, Dist- Kataka Pin- 753002, Odisha.
Pre-Bid Meeting Date	Dt.07.07.2026 at 11.00 A.M
Date and Time of opening of Technical Proposal	Dt. 24.07.2026 at 04.30 PM.
Presentation by qualified Bidder	Dt. 28.07.2026 at 10.30 AM.
Opening of Financial Proposal	Dt. 31.07.2026 at 11.00 AM.
For further information:	The Additional District Magistrate (Development), Collectorate, Kataka At/Po- Chandini Chowk, Dist- Kataka Pin- 753002, Odisha. Email- admdevelopmentcuttack@gov.in Mobile: 6371068883

1. INFORMATION AND GENERAL CONDITION OF CONTRACT

1.1. City Profile

Kataka, 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. Kataka 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. Kataka 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 Kataka, 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. Kataka, 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. Kataka silver filigree has received Geographical Indication (GI) tag, recognizing its authenticity and regional uniqueness. Today, it remains a major cultural identity of Kataka, though artisans face challenges due to rising silver prices and declining traditional patronage.

Artisans are the backbone of a state's economy, preserving its rich cultural heritage while contributing significantly to employment generation and sustainable livelihoods. Through their exceptional craftsmanship, creativity, and dedication, they transform traditional skills into valuable products that support local industries, promote tourism, and enhance the state's identity on national and global platforms. Their work not only strengthens rural and urban economies but also sustains generations of Indigenous knowledge and artistic excellence. By

empowering artisans and providing them with opportunities for growth, a state invests in inclusive economic development, cultural preservation, and long-term prosperity for its people.

The Silver Filigree artisans of Kataka are among the finest craftsmen in the world, renowned for their extraordinary skill in creating the intricate and delicate art of Tarakasi (Silver Filigree). Through generations of dedication, perseverance, and unmatched craftsmanship, they have bestowed a unique identity upon Kataka, earning it international recognition as the home of this exquisite art form. Their hard work, sincerity, and artistic excellence played a pivotal role in securing the prestigious Geographical Indication (GI) Tag for Silver Filigree, further enhancing its global reputation. This project envisions not only the preservation and promotion of this priceless cultural heritage but also the holistic development of the artisans by improving their livelihoods, upgrading their skills, and providing modern infrastructure and support systems. By empowering the artisan community and showcasing Silver Filigree on global platforms, the initiative seeks to elevate this centuries-old craft to world-class standards and establish Kataka as a premier destination for traditional craftsmanship and cultural excellence.

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, Kataka. Proposal so submitted shall form the basis for future negotiations and ultimately a contract between the selected agency and Collector, Kataka. 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/related organisation 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 Kataka 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 & District Magistrate, Kataka-cum-President
Silver Filigree Society, Kataka“,
Collectorate, Kataka
At/Po- Chandini Chowk, Dist- Kataka, 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, Kataka.
- 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 Management of Common Facility Centre (CFC) of 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 Kataka at the following address;

The Collector & District Magistrate, Kataka-cum-President

Silver Filigree Society, Kataka

Collectorate, Kataka

At/Po- Chandini Chowk, Dist- Kataka

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, Kataka for a period of sixty (60) days from the Bid Due Date.

1.11. Proposal Evaluation

- i. The 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, Kataka will determine whether each proposal is responsive to the requirements of the EOI. District

Administration, Kataka 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, Kataka.
 - 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, Kataka 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, Kataka in respect of such proposals.
 3. District Administration, Kataka 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, Kataka 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, Kataka. Bidders shall be deemed to have understood and agreed that District Administration, Kataka 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, Kataka, 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.10,00,000.00 (Rupees Ten Lakh) only in the form of Demand Draft drawn in favour of **“Collector & District Magistrate, Kataka-cum-President Silver Filigree Society, Kataka”** and payable at any scheduled bank having branch in Kataka, 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, Kataka 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, Kataka 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, Kataka 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 & District Magistrate, Kataka-cum-President Silver Filigree Society, Kataka”** and payable at **Kataka**. The Bid Processing Fee is Non-Refundable.

TERMS OF REFERENCE

1.14. Objectives of the Assignment

The broad objective of this assignment is **to Manage (to run) the Common Facility Centre (CFC) for Silver Filigree successfully.**

Scope of Work of the Operating Agency for the Common Facility Centre (CFC) of Silver Filigree, Kataka

- (A) The selected operating agency shall be entrusted with the comprehensive management, operation, maintenance, and development of the Common Facility Centre (CFC) for Silver Filigree at Kataka, with the objective of transforming it into a centre of excellence for the promotion, preservation, and advancement of the globally acclaimed Silver Filigree (Tarakasi) craft. The agency shall be responsible for ensuring the smooth, efficient, and uninterrupted functioning of the entire facility, including all associated infrastructure, machinery, equipment, tools, accessories, fixtures, utilities, and consumables necessary for its complete and effective operation.

- (B) The agency shall undertake the overall administration and upkeep of the CFC premises and shall ensure that all components of the facility, including the production areas, training and skill development centre, exhibition and display spaces, café, strong room, storage facilities, common workspaces, utility services, and all ancillary infrastructure, are maintained in excellent operational condition at all times. The selected agency shall establish and implement appropriate systems for housekeeping, cleanliness, security, asset management, preventive maintenance, repair and upkeep, visitor management, and facility administration so as to maintain the highest standards of functionality, safety, and professionalism.
- (C) The agency shall remain fully accountable for the safeguarding, operation, and maintenance of all movable and immovable assets available within the CFC, including but not limited to machinery, equipment, furniture, fixtures, electrical installations, tools, and other assets provided by the Government. Any alteration, modification, replacement, transfer, disposal, or structural change relating to any movable or immovable asset shall not be undertaken without obtaining prior written approval from the Collector, Kataka. The agency shall ensure proper inventory management, periodic inspection, and maintenance of all assets and shall be liable for any loss or damage arising from negligence or improper handling.
- (D) In order to facilitate uninterrupted production activities, the agency shall make necessary arrangements for the procurement and supply of silver and other essential raw materials to the artisans at fair, transparent, and competitive rates. It shall establish a robust and accountable mechanism to ensure the timely availability of quality raw materials, thereby enabling artisans to undertake production activities without financial or logistical constraints. The agency shall also facilitate value addition, product diversification, design innovation, quality improvement, branding, packaging, and market linkages for Silver Filigree products to enhance their competitiveness in national and international markets.
- (E) A key responsibility of the agency shall be to develop and implement programmes aimed at strengthening the skills, productivity, entrepreneurship, and livelihood opportunities of the Silver Filigree artisans associated with the CFC. The agency shall organize regular training programmes, workshops, exposure visits, design development initiatives, technology integration activities, and capacity-building interventions in collaboration with relevant institutions, experts, and stakeholders. Special emphasis shall be placed on attracting young artisans to the

craft, preserving traditional techniques, and integrating contemporary market trends to ensure the long-term sustainability of the sector.

(F) The overarching objective of the project is to bring about a measurable improvement in the socio-economic condition of Silver Filigree artisans by enhancing their incomes, expanding employment opportunities, improving access to modern facilities, and creating a supportive ecosystem for sustainable growth. Accordingly, the selected agency shall work with dedication and commitment towards improving the quality of life of the artisans and their families. All activities undertaken within the CFC shall be guided by the vision of preserving the rich heritage of Kataka's Silver Filigree while simultaneously elevating the craft to global standards of excellence and ensuring that its practitioners receive the recognition, dignity, and economic prosperity they rightfully deserve.

(G) The bidder (outsourced agency) shall be responsible for the smooth management and operation of the Common Facility Centre (CFC) for Silver Filigree, including all accessories, fixtures, tools, and consumables required for its complete and functional operation. The bidder shall also be responsible for the proper maintenance and management of the entire building, including the café, training center, strong room etc. Further, the bidder shall be in charge of all movable assets, including machinery, equipment, and furniture.

No changes or modifications to any movable or immovable assets shall be carried out without obtaining prior permission from the Collector, Kataka.

1.15. Eligibility and Experience of the Bidder

1. Experience in Silver Craft and Enterprise Management

The bidder shall possess a minimum of ten (10) years of proven Wholesale experience in the field of silver filigree work, silver jewellery manufacturing, silver product trading and marketing facilities. Preference shall be given to organizations, firms, companies, cooperatives, or enterprises having substantial experience in the jewellery sector, handicrafts sector, precious metal processing, artisan cluster development, and related value-chain activities. The bidder shall also have demonstrated experience in the operation and management of wholesale markets. Preference shall be accorded to agencies based in Kataka (Kataka), Odisha, subject to fulfilment of all other eligibility criteria.

2. Documentary Evidence

The bidder shall furnish adequate documentary evidence in support of its experience and credentials. Such documents may include work orders, completion certificates, purchase orders and annual reports.

3. Financial Capacity

The bidder shall have demonstrated sound financial standing and business capacity. The organization must have achieved a minimum annual turnover of ₹30.00 Crore (Rupees Thirty Crore) only in any one of the last three financial years from activities related to silver jewellery, silver products, handicrafts, precious metal processing, manufacturing, trading, or allied sectors. Audited balance sheets, profit and loss accounts, and certificates from a Chartered Accountant shall be submitted as proof of financial capability.

4. Infrastructure and Establishment

The bidder shall possess an established business infrastructure, including workshop facilities, manufacturing units, processing centres, showrooms, sales outlets, warehouses, or other operational establishments relevant to the silver jewellery and handicraft sector. Documentary evidence regarding ownership, lease, registration and GST registration shall be submitted along with the bid. The decision of the Competent Authority regarding the assessment of eligibility, experience, and suitability of the bidder shall be final and binding.

1.16. Site Visit & Assessment

- a) Bidders are advised to inspect the CFC site prior to bidding.
- b) No extra claim on account of site conditions shall be entertained later.

1.17. Bid Validity

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

1.18. General Conditions

1. Right of Acceptance or Rejection

The Competent Authority reserves the absolute right to accept or reject any or all bids, either wholly or partially, at any stage of the bidding process, without assigning any reason whatsoever. The decision of the Authority in this regard shall be final and binding upon all bidders, and no claim, representation, or correspondence shall be entertained in this matter.

2. Jurisdiction

Any dispute, difference, or claim arising out of or in connection with this tender, the selection process, execution of the agreement, or operation of the Common Facility Centre (CFC) shall be subject to the jurisdiction of the courts and authorities as specified in the tender document. The successful bidder shall be deemed to have accepted such jurisdiction upon submission of the bid.

3. Access to Tool Room Facilities

In order to ensure equitable access to the facilities created under the project, a minimum of fifty percent (50%) of the available capacity and resources of the Tool Room and associated common facilities shall be reserved for utilization by the registered Tarakasi artisans and members of the concerned artisan society. Such access shall be provided on a first-come-first-served basis or through a mutually agreed mechanism developed jointly by the Society and the Successful Bidder, ensuring transparency, fairness, and maximum benefit to the artisan community.

4. Marketing and Sale of Products

All products manufactured, developed, or value-added by the Successful Bidder and the artisans utilizing the facilities of the Common Facility Centre shall, as far as practicable, be promoted, displayed, marketed, and sold through the Silver Filigree Centre. The Successful Bidder shall make all reasonable efforts to enhance the visibility, market reach, and commercial value of the products through effective marketing strategies, exhibitions, digital platforms, buyer-seller interactions, and other suitable promotional initiatives.

5. Quality Certification, Branding and Packaging

The Successful Bidder shall establish and maintain an appropriate quality certification and quality assurance mechanism within the Centre to ensure that all products conform to prescribed standards of craftsmanship, purity, authenticity, and market requirements. A distinctive and exclusive brand identity for the Silver Filigree products shall be developed under the name "Tarakasi" or any other approved brand name. The branding, packaging, labelling, promotion, and market positioning of the products shall be undertaken jointly by the Artisan Society and the Successful Bidder with the objective of creating a strong national and international market presence for Kataka Silver Filigree products.

The facilities, infrastructure, and resources of the Centre may also be utilized for product certification, brand development, packaging support, design innovation, and promotional activities aimed at enhancing the value and recognition of the craft.

6. Training, Capacity Building and Additional Activities

The Successful Bidder shall actively facilitate and support the organization of training programmes, workshops, skill upgradation initiatives, entrepreneurship development programmes, design development interventions, exposure visits, and other capacity-building activities for the benefit of Silver Filigree artisans. Such programmes may be implemented in collaboration with Government Departments, technical institutions, design experts, industry partners, and other stakeholders.

In addition, the Successful Bidder may undertake other developmental, promotional, or welfare activities aligned with the objectives of the project, subject to prior approval of the State Government or the Competent Authority. Payments, reimbursements, or financial assistance for such approved activities shall be made in accordance with the applicable Government guidelines and sanctioned provisions.

7. Exemption Category:

Artisans (preferably based in Kataka) and related organisation (preferably based in Kataka) may form a Joint Venture (JV) with any eligible company, subject to compliance with the prescribed eligibility criteria and other conditions of the tender. In case of a joint venture where the company emerges as H1, the condition of allocating 50% of jobs to artisans may be modified with the consent of all stakeholders.

1.19 SUBMISSION OF EOI

The EOI bids must be submitted, in sealed envelope along with the following information, using the format 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) from clients.

- v. Bid Processing fees in the form of Demand Draft in favour of **“Collector & District Magistrate, Kataka-cum-President Silver Filigree Society, Kataka”** payable at Kataka.
- vi. Bid Security in the form of Demand Draft in favour of **“Collector & District Magistrate, Kataka-cum-President Silver Filigree Society, Kataka”** payable at Kataka.

1.20 Financial Proposal

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.

1.21 Checklist for Submission

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 & District Magistrate, Kataka-cum-President Silver Filigree Society, Kataka” , payable at Kataka.
3.	Bid Security of Rs.10,00,000/- (Rupees Ten lakhs only)	Demand draft in favour of “Collector & District Magistrate, Kataka-cum-

		President Silver Filigree Society, Kataka payable at Kataka.
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

Evaluation Criteria

Only those Bidders who meet the minimum eligibility criteria as mentioned shall qualify. Bids of Bidders who do not meet above minimum eligibility criteria shall be rejected outrightly.

1.22 Pre-Qualification / Minimum Eligibility Criteria:

- i. The Agency must be rendering services in same name and style for last 5 (five) years. Documents like ROC (registration of certificate), PAN, TAN, GST registration, etc. relating to business entity should be furnished.
- ii. Financial eligibility criteria: The bidder shall have an average annual turnover of not less than ₹10.00 Crore (Rupees Ten Crore only) during the last three (3) financial years, namely FY 2023–24, FY 2024–25, and FY 2025–26. The aggregate turnover of the bidder during the aforesaid three financial years shall be at least ₹30.00 Crore (Rupees Thirty Crore only). Further, the bidder shall have a minimum net worth of ₹5.00 Crore (Rupees Five Crore only) as on the last date of the most recently completed financial year.

1.23 Negotiations

Contract negotiations will then be scheduled with Preferred Agency. Negotiations will commence with a discussion of 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. 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.

1.24 Agreement

Agreement shall be signed between **“Collector & District Magistrate, Kataka-cum-President Silver Filigree Society, Kataka”** & the successful bidder.

1.25 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.

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

To,

The "Collector & District Magistrate, Kataka-cum-President
Silver Filigree Society, Kataka"

At/Po- Chandini Chowk, Dist- Kataka

Pin- 753002, Odisha.

Phone: 0671-2508100,

Sub: Management of Common Facility Centre (CFC) for Silver Filigree .

Dear Sir,

1. With reference to the EOI dated _____ for the above captioned project, and clarification issued by District Administration Kataka thereof, I _____, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Agency for providing services i.e. **Management of 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 Kataka any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I acknowledge the right of the District Administration Kataka 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 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 Kataka;
 - 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 Kataka 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 Kataka. on the date specified upon intimation received from District Administration Kataka.
 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 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 are bound to manage the CFC successfully. 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 successful management of 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, Kataka, representing us in all matters before the District Administration Kataka, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the District Administration Kataka 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, Kataka.

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.

Eligible projects undertaken by the Bidder

The following information should be provided in the format below for each Eligible Project for which your firm was legally contracted by the Client stated as a single entity.

Applicants are advised to provide the information for only those assignments qualifying projects in Branding and Promotion activities and Event Management Activities separately.

i.	Assignment Name	
ii.	Name, fax, email of the Client Representative:	
iii.	Time when the assignment was carried out : Start Date End Date	
iv.	Location of the Event	
v.	Contract Value	
vi.	Narrative Description of the Scope of work of the assignment	
vii.	Description of Actual Services provided by your Staff	
viii.	Status of the assignment	

IMPORTANT:

1. Use separate sheet for each Eligible Project
2. Please provide proof of eligible projects undertaken like a copy of completion certificate from the client/Copy of work order/copy of agreement etc. The submitted testimonial MUST contain detail description of work (Scope of Work and Terms of Reference) carried out by the Bidder.

FINANCIAL PROPOSAL

Covering Letter

(on the Agency's letterhead)

To,

**The Collector & District Magistrate, Kataka-cum-President
Silver Filigree Society, Kataka"
AT/PO Chandni Chowk
District Kataka
PIN: 753002**

**Sub: Successful management of 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 **successful management of 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 Kataka.
- 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:

FINANCIAL PROPOSAL

(To be submitted on applicant's letter head and signed
by the applicant's Authorised Signatory)

Sl No	Description	Total Quoted Annual License Fee amount (Exclusive of GST)
1	Management of Common Facility Center	
i.	Quoted Annual License Fee for Management of Common Facility Centre (CFC) for Silver Filigree	

Authorized Signature in Full and initials: -

Name and Title of Signatory: -

Address: -

Contact information (phone and e-mail): -

(With seal of the Applicant)