

GOVERNMENT OF JAMMU & KASHMIR
Craft Development Institute, Srinagar.

ABBREVIATED E-TENDER NOTICE

For and on behalf of the Lt. Governor of Jammu and Kashmir, **E-tenders are invited from qualified and experienced consultancy firms, individuals for Research and Documentation of Kishtwari Loi and Tweed craft** to be registered under Geographical indication Act.

The complete Tender documents with the title “**Hiring of Researcher for Research and Documentation of “Kishtwari Loi and Tweed craft”** for Geographical indication Act shall be made available to the interested qualified and experienced individual/ consultancy firms on the website www.jktenders.gov.in and official website of the Department www.cdigr.org Interested bidders/Tenderers may view / download the e-bid document and submit their e-bid online up to the date and time mentioned in the table below. Bid document contains Qualifying Criteria for Bidders, Bill of Quantities, Terms and Conditions of the Contract and other details.

1	Date of Issue of tender Notice	06-02-2021
2	Document Download/Sale Start Date	06-02-2021, 02:00 PM
3	Start Date and Time for Uploading of Bids	06-02-2021, 04:00 PM
4	Date of pre Bid meeting	09-02-2021, 02:00 PM
5	Last Date and Time for Uploading of Bids	12-02-2021, 02:00 PM
6	Last date & time for submission of EMD & cost of tender document	12-02-2021, 02:00 PM
7	Date and Time of Opening of Technical Bids	13-02-2021, 11:00 AM
8	Date and Time of Opening of Financial Bids	To be notified later on after completion of the Technical Evaluation.
9	No. of Covers/Pockets	Two (02) (Technical and Financial)
10	Bid validity days	60 days
11	Location (work/services)	As per tender document

12	Cost of Tender Document	Rs.500/- (Rupees Five Hundred only)
13	Amount of earnest money deposit(EMD) in the form of CDR/FDR/TDR	Rs.4,000/-(Rupees Four Thousand only)
14	Address for communication	Craft Development Institute, Baghi-Ali-Mardan-Khan, Nowshera, Srinagar
15	Payment mode (online/Offline)	Offline.

**Director,
Craft Development Institute,
Srinagar.**

No. CDI/E-tender/pur/2020-21/

Dated:- -01-2021

Copy to the:-

1. Director, Information J&K, Jammu for information, with the request to publish the above Tender Notice at least in three (03) local leading News papers for three (03) consecutive days.
2. Joint Director, Information, Kashmir for information, with the request to publish the above Tender Notice at least in three (03) local leading News papers for three (03) consecutive days.

e-TENDER DOCUMENT

FOR

HIRING OF RESEARCHER FOR DOCUMENTATION OF

KISHTWARI LOI AND TWEED CRAFT FOR

GEOGRAPHICAL INDICATION REGITRATION ACT AT

CRAFT DEVELOPMENT INSTITUTE (CDI), SRINAGAR

Tender No. : 012020/CDI

Date : 22-01-2021

Craft Development Institute (CDI)
Opp. J&K Bank, Baghe-Ali-Mardan Khan
Nowshera, Srinagar 190 011
KASHMIR

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Note: Interpretation of any term/word/clause lies with CDI, Srinagar.

I) INTRODUCTION

1. Craft Development Institute (CDI) is an Institute, linked to Ministry of Textiles, Govt. of India and is engaged in multifarious activities with the objective of rendering scientific and technical assistance to the textile and allied industry. Various activities are described in brief as under:
 - a. Training and Manpower Development for Industry.
 - b. Testing and Evaluation.
 - c. Technical services and consultancy.

2. Craft Development Institute (CDI in Association with Handicraft and Handloom Department, J&K is in process of registering Kishtwari Lol under Geographical Indication of Goods Act and certification and labeling of Kashmir Tweed. For this the Institution intends to hire researcher for conducting a comprehensive survey to document the detailed craft activity of both the crafts in the craft concentrated areas of relevant districts.

Instruction to bidders regarding e-tendering process:

1. The interested bidder can download the NIT/bidding document from the website <http://jktenders.gov.in>.
2. The bidders have to submit their bids online in electronic format only.
3. Bids will be opened online as per time schedule mentioned in the NIT. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been attached with bid.
4. The department will not be responsible for delay in online submission of bids whatsoever reasons may be.
5. Bidders should get ready with the scanned copies of cost of documents & EMD as specified in the tender documents. The EMD and relevant documents are submitted to the Director, Craft Development Institute, Baghe-Ali-Mardan Khan, Nowshera, Srinagar 190011 by person or Registered/Speed Post as per time schedule specified.
6. The details of cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.
7. An affidavit duly attested by 1st class magistrate on non-judicial paper to follow the decisions of the department.

II (A) TERMS AND CONDITIONS – GENERAL

1. On behalf of the Lt. Governor of Jammu and Kashmir State, Srinagar, online tenders are here by invited from Consultancy firms, individual researchers and consultants for providing their service in documentation of the said crafts.
2. Prospective bidders are advised to visit the website <http://www.jktenders.gov.in> before clarification end date of e-Tender for any corrigendum/addendum/amendment.
3. All pages of tender documents shall be signed by the person authorized to file the tender & all should be duly numbered.
4. The full name of the person authorized to file the tender, designation, current and main office address, Phone No., Fax No. & E-mail address shall be indicated in the tender.
5. The tender should be filled in and submitted in English. All accompanying literature and correspondence shall also be in English.
6. No claim for costs, charges, expenses incurred by the bidder in connection with preparation of tender submission and for subsequent clarifications of their tender shall be accepted.
7. CDI will not be responsible for any typographical errors/ambiguity/additions/omissions committed by the bidder while filling up of the tender.
8. Submission of a bid by a tenderer implies that he has read all terms & conditions, and has made himself aware of the scope of work
9. The bidder shall be deemed to have full knowledge of documents and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
10. The bidder shall be deemed to have satisfied himself before e-tendering as to the correctness and sufficiency of his tender and about the rates quoted by him and cover all his obligations under the tender.
11. Bidder must have experience in the relevant field of minimum 3 years.

12. The Successful bidder would be required to submit original/hard copies of the tender document to Director, Craft Development Institute, Srinagar.
13. The successful Tenderer/Bidder shall have to furnish performance security deposit equivalent to 5% of contract value in the form of bank Guarantee pledged to The Director, Craft development Institute, Srinagar.
14. The Director, Craft Development Institute, Srinagar reserves the right to accept or reject any tender or part thereof without assigning any reason/reasons thereof.

14.1 Technical qualification will contain:

- a) Original Tender document duly signed by the authorized person on all pages.
 - b) Compliance to the terms and conditions of the tender document - Authorized person to specify, "All the above terms and conditions will be complied with" and signed in respective pages of the tender documents, where "terms and conditions" are given.
 - c) In the letter head of the bidder stating:
 - i. That the period of completion of assignment is 6 months from the date of work order.
 - ii. That the bid conforms to the terms and conditions of the tender.
 - iii. Confirmation that the quoted rates are valid for 6 months from the last date of the submission of the bids.
 - d). Call/Fixed/term deposit receipt as prescribed.
 - e). GST registration certificate as applicable.
 - f). Rates quoted must be inclusive of all taxes applicable.
15. Rates quoted by the bidder shall be valid for 06 months from the date of signing of contract of the submission of the bids, or to an extended date as agreed mutually. The Bidder shall not withdraw or revise or alter any conditions, rate(s) quoted within this stated period, unless he is called upon to do so on mutual agreement/negotiations.

16. Opening of tender

The Tender (Technical and Financial Bid) shall be opened by Purchase Committee constituted by the Craft Development Institute (CDI) at Srinagar, at the time, date and venue as given in the "Tender Notice".

17. Agreement

A copy of the Purchase order once received should be returned as a token of acceptance of the terms and conditions of the Purchase.

18. Criterion for rejection

Tenders, which are found to be technically non - responsive, shall be rejected and their commercial details shall not be considered.

Canvassing in connection with tender is strictly prohibited and tender submitted by bidder who resorts to canvassing will be liable to rejection.

Tenders containing specific conditions of the bidder other than the terms and conditions given in the tender document and not acceptable to CDI are liable to be rejected.

If the tender document duly signed by the authorized person on all pages is not submitted, the tender may be rejected.

19). Any other clause if found necessary shall be entered in the agreement to be executed with the department by the approved agency.

III (B) TERMS OF REFERENCE (TOR)

1. Cost details are to be filled up in the prescribed format as given at **Annexure – II (BOQ)** for each service provided for documentation of Kishtwari Lol and Tweed Craft.
2. The Research and documentation shall comprise of the detailed information and data in the following areas:

Task	Deliverables
History of the Craft	<ul style="list-style-type: none"> • Where from the craft has originated • How it has evolved over a period of time. • Documentary proof needs to be included.
Information about Raw material	<ul style="list-style-type: none"> • The raw material used in the craft. • Where from the raw material is purchased/procured. • Quality of the raw material used. • Quantity of the raw material used.
Detailed Craft Process	<ul style="list-style-type: none"> • The traditional as well as the existing process of manufacturing • Looms, tools and techniques etc.
Uniqueness	<ul style="list-style-type: none"> • The exclusive or the distinct feature of the craft that makes it unique to the region and different from similar products.
Market	<ul style="list-style-type: none"> • Whether the craft is catering to local, national or international market along with the annual turnover of the craft. • Details about costing of the product.
Craft Clusters	<ul style="list-style-type: none"> • The area of the region where craft is practiced. • Number of artisans associated with the craft. • Any local society/SHG/etc. related to the craft
Threats/Problems	<ul style="list-style-type: none"> • Any fake products (if any) claim to be the genuine. • Any problem artisans or the craft is facing.
Videography	<ul style="list-style-type: none"> • The entire craft process needs to be documented by high quality video covering all

	the details of the craft.
Logo	<ul style="list-style-type: none"> • A logo needs to be develop as per the uniqueness of the craft.
Glossary	<ul style="list-style-type: none"> • A detailed glossary of all the local names must be provided with the document.
Artisan details	<ul style="list-style-type: none"> • A complete list of artisans along with parentage and residence with contact number needs to be furnished.
Visual documentation	<ul style="list-style-type: none"> • All visual references of forms, motifs, styles will have to be documented in photographs or accurate drawings with similar references in old historical manifestations.
Artisan society	<ul style="list-style-type: none"> • Any co-operatives or representatives bodies of artisan for each craft should also be similarly documented.

3. The data collected needs to be complete in all respects.
4. A set of three detailed documents needs to be submitted at the end of the assignment in both hard and soft formats.
5. The document must be in a legible format with high resolution relevant pictures.
6. The statistical findings shall be sourced from various publications, census data, specific craft/ trade bodies involved with artisans and trade.
7. The quantitative information will be based on actual witnessing of craft processes verification of claims on craft motifs, products to establish authenticity and traditional vocabulary, supported by visual documentation, historical text, museum, collections, views, consumers etc.
8. Diverse, views, statements should be documented with as much objectively and backed up by resources from the actual persons that share them.

9. Do not discount any claims of originality and history but also avoid being carried away.
10. Maintain utmost objectivity.
11. All texts, books, tables of statistics, samples should be stated in detail concerning sources, publication, year of print/ publishing, names and addresses of persons (artisans/manufacturers/traders) having samples, or any other relevant reference.
12. In case of incomplete information or incomplete documentation report within a reasonable time, the penalty of three percent of the total project cost may be borne by the bidder.
13. The specifications given in this document are the minimum requirement. The bidders are free to offer additional service also. However, the evaluation shall be based on the features mentioned in the tender document.
14. Orders for the service once placed with successful bidder is non transferable and no sub-contracting is permitted. CDI reserves the right to cancel the order in such event.
15. Any non-fulfillment of the stipulation given above will make the bid invalid.
16. The commercial details of those bidders who are technically responsive only shall be evaluated based on the following criterion:
 - i) Total amount charged towards documentation of Kishtwari Lol and Tweed Craft separately.

Annexure I

List of crafts to be documented.

Sr. No	Name of Craft	EMD, to be paid
1.	Kishtwari Lol	INR 2,000/-
2.	Tweed	INR 2,000/-

Annexure II

FORMAT FOR COST DETAILS

(Cost particulars should be given in this format service wise separately)

Note: All the cost particulars should be furnished in Indian Rupees.

Cost details

Tender inviting Authority: Director, Craft Development Institute, Srinagar-190011 J&K.

Name of Work: Survey and documentation of Kishtwari Lol and Tweed Craft

NIT No.:

Name of the Bidder/ Bidding Firm/Company		
S.No	Name of the Craft	Total Cost
01	Kishtwari Lol	
02	Tweed Craft	
Total in figures		
Quoted rate in words		

Annexure III
FORMAT TO BE FILLED UP AND SUBMITTED IN THE
LETTER HEAD OF THE BIDDER

To,

The Director,

Craft Development Institute

Opp. J&K Bank, Baghe-Ali-Mardan Khan

Nowshera, Srinagar 190 011

KASHMIR

Subject: Providing of services towards research and documentation of Kishtwari Lol and Tweed Craft to CDI, Srinagar as per the specifications mentioned in the tender.

Dear Sir,

- a) Having examined the conditions of Tender and Specifications, we, the undersigned, offer to provide service towards documentation of kishtwari loi and tweed craft as specified.
- b) Earnest Money Deposit (EMD) as given in Annexure-I as detailed in Tender Conditions is enclosed.
- c) The original tender document duly signed on all pages is enclosed.
- d) We agree to abide by this tender for the period from the opening date fixed for receiving the same and it shall remain binding upon us for a mutually extended period agreed in writing by us.
- e) If our tender is accepted, we undertake to provide service and submit documentations of both crafts within the specified periods mentioned in Annexure from receipt of the order from the CDI in writing.
- g) If our tender is accepted we will, fulfill statutory obligation, if any, prior to commencement of assignment.
- j) We agree for the validity of our tender be valid for 6 months from the last date of the submission of the bids.
- k) Unless and until a formal Agreement/order is prepared and issued, this

tender together with your written acceptance thereof, shall constitute a binding contract between us and CDI.

- l) We understand that you are not bound to accept the lowest or any tender you may receive.
- m) We agree to make a presentation of the plan of action for research and documentation before the constituted committee, if need be on a mutually convenient date.

Authorized Signatory to tenderer

Signature dated

Designation/Capacity Name

Annexure IV

Tender Reference No.

Dated: _____

UNDERTAKING/DECLARATION

To,
The Director,
Craft Development Institute
Opp. J&K Bank, Baghe-Ali-Mardan Khan
Nowshera, Srinagar 190 011
KASHMIR.

Dear Sir,

- i. _____ We
, (Bidders Name & Address) undertake to provide service as per the detailed specification of Tender and honor the terms and conditions of the tender document.
- ii. We undertake to accept the terms and conditions of the Tender.
- iii. We undertake that during the work period, information shall be as per specifications given in the Tender document.
- iv. We agree that the full payment will be released to us only after completion and submission of satisfactory documentation report of both the crafts.

Authorized Signatory to tenderer

Signature dated
Designation/Capacity Name

CHECK LIST TO THE BIDDERS

1. Get all the clarification regarding terms and conditions, specification by writing to the Director, CDI, Srinagar, prior to submission of bids.
2. The original tender document downloaded in full has to be submitted online along with the technical details duly signed on all the pages.
3. Fill up the relevant compliance columns in the specifications given for the service quoted by stating "YES or "NO. If any deviations are there in the specifications, the details may be given separately as Annexure.
4. The required Earnest Money Deposit (EMD) for each craft as mentioned in the Tender Document is to be enclosed. Copies of this Demand Draft are to be kept in Technical Bids.
5. A covering letter duly signed by the authorized person as per the specimen given at Annexure III of the tender document.
6. Prior to submission of bids, bidders have to ensure that the service to be provided is as per the specifications mentioned in the tender document.
7. Cost details are to be given in the prescribed format only. Cost details needs to be submitted is separately for both the crafts.

Note: If the bidder fails to furnish all the relevant document/information as mentioned in the Tender Document, his Tender may be rejected.
