



Request for Proposal (RFP)
For Selection of Agency– For Preservation ,Value
addition and and Promotion of Tribal Art and Handicrafts
in State of Odisha

RFP No. 1913

Date of Issue: 4th April 2022

Last Date of Submission : 22nd April 2022

Scheduled Tribe & Scheduled Caste Development,
Minorities & Backward Classes Welfare Department
Government of Odisha



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On the demographic canvas of Odisha, the tribal population occupies a considerable and unique space. The size of their population, typical lifestyle and vastness of their cultural influences every aspect of the governance of the state. Odisha is one of the few states with a heavy concentration of tribal population. The Tribes are concentrated in areas covering 119 Blocks in 13 Districts out of 314 Blocks of 30 Districts in Odisha. Out of 635 tribal communities in India, 62 are found in Odisha. Among the STs 13 are Particularly Vulnerable Tribal Groups (PVTGs) spread over in the State. The Scheduled Tribe communities have distinct social, cultural and occupational practices and traits. Tribals speak as many as 74 dialects.

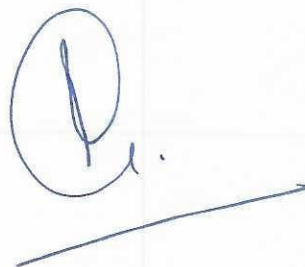
As per 2011 Census, the Scheduled Tribes population of Odisha is 95.91 lakh, which constitutes 22.85 percent of the State's total population. Odisha has the third largest concentration of tribal population in the country. Its tribal population comprises 9.17% (2011 Census) of the total tribal population of the India.

The 'Odisha Tribal Development Society', hereinafter called "OTDS" under the administrative control of ST & SC Development Department, Govt. of Odisha invites 'Request for Proposal', (hereinafter called "RFP") with prior experience of promoting Tribal art and handicraft. The empanelment will be valid for a period of one year from the date of communication by OTDS. The Department is intending to take up a program on promotion of tribal art and craft across the tribal areas of the Odisha. The Department intends to onboard an "Agency" to support the Department in the processes of rolling out of the promotion of tribal art and handicraft in State of Odisha.

Odisha is a rich cultural heritage inherited. The cultural heritages of Odisha tribes are very rich due to varied of art and craft culture. The state depicts its rich tradition through its paintings, sculptures, and different handicrafts i.e from Gond Painting to Idital paintings, Dhokra, Dongria Kondh Shawl, Sabai grass crafts, bamboo crafts, lacquer crafts, terracotta, tribal jewellery etc. are amazing craftsmanship of tribes. The tribal art and handicrafts are typical and unique in nature. These have been value of ancient tradition of making splendid pieces of art.

The tribals are the aboriginals who continue to inhabit in their traditional dwelling places in remote areas in the deep forests and hilly interiors. The area surrounded by mysterious nature and steeped in gigantic socio-economic problems. Each of these 62 tribal groups has its own indigenous customs, rich traditions and above all a typical approach to life.

The responses to this Request for Proposal (RFP) shall be deemed to have done after careful study and examination of this document and full understanding of its modalities, process of execution and items to be delivered. The proposals are to be submitted by Post (Registered / Speed) on or before the closing date in the address mentioned in the document. Detailed information regarding important dates, address for submission of proposals and other requisite is available in the Information Factsheet of this document and in the website.



Interested Agencies can download all relevant information available on the official website of ST & SC Development Department www.stsc.odisha.gov.in and www.otds.in RFP with required documents in sealed cover should be submitted to Director (ST) cum CEO, Odisha Tribal Development Society (OTDS), ST & SC Development Department, Adivasi Exhibition Ground, Unit-1, Bhubaneswar - 751009. The sealed envelope should be super-scribed as "Request for Proposal (RFP) For Selection of Agency – **AdiShilpi - Preservation, Value addition and Promotion of Tribal Art and Handicrafts in State of Odisha**". Director (ST) cum CEO, OTDS reserves the right to cancel / alter the advertisement and reject all or any RFP without assigning any reason what so ever. Delayed receipt and canvassing in any form will lead to the rejection of RFP. The decision of the Director (ST) cum CEO, Odisha Tribal Development Society (OTDS), in ST & SC Development Department is this regard will be final and binding to all concerned.



Director (ST) cum CEO, OTDS
ST & SC Development Department

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A. Important Fact Sheet

Sl.	Activity	Details
1	Nature of Work	Request for Proposal (RFP) For Selection of Agency – AdiShilpi - Preservation, Value addition and Promotion of Tribal Art and Handicrafts in State of Odisha
2	Name of the Issuer of this Expression of Interest (Eoi)	Odisha Tribal Development Society (OTDS) ST & SC Development, Minorities & Backward Classes Welfare Department
3	Website for downloading documents regarding Eoi	https://www.stsc.odisha.gov.in/ https://www.otds.in
4	Pre Bid Meeting – Date & Time Virtual Mode :	Virtual Meeting Link : https://meet.google.com/qnn-sdxs-jwo Date: Time : 11 th April 2022 Time : 4:00 PM – 6:00 PM Venue – OTDS Conference Hall, Adivasi Exhibition Ground, Unit – I, Bhubaneswar – 751009
5	Last Date of Receipt of Bids	Date : 22 nd April 2022 Time : 5:00 PM
6	Mode of Receipt of Bids	Speed Post / Registered Post / Courier
7	Address for Correspondence & Submission of Technical Proposals	Odisha Tribal Development Society (OTDS) ST & SC Development, Minorities & Backward Classes Welfare Department, Adivasi Exhibition Ground, Unit – I, Bhubaneswar – 751009
8	Bid Acceptance, Opening of Technical Proposals	Date & Time will be intimated
9	Mode of Selection	Quality based Selection (QBS)
10	Validity of Proposal	The proposal shall be valid for a period of 180 days from the last date of submission of proposal

*** Note :** The Department reserves the right to change any schedule items / dates. Please refer to the website mentioned in the Eoi regularly for updates. Proposals must be received not later than the date & time mentioned in the Information Sheet. Proposals that are received after the scheduled date and time mentioned will not be considered and will be summarily rejected without mentioning any reasons thereof. Any Addendum / Corrigendum / Cancellation of tender can also be seen in the Department website.



B. Definition and Interpretation

- a. Agreement means the Contract to be signed between the Department and the successful Agency including all the important information, guidelines, implementation modalities, requisite attachments, appendices and other documents incorporated by reference thereto together with any subsequent modifications, the RFP and all related correspondences, clarifications and notices.
- b. Department refers to the ST & SC Development, Minorities & Backward Classes Welfare Department
- c. Agency means any agency selected for offering the solutions, services and materials related to establishment of PMU to the Department as mentioned in the RFP. The word Agency when used in the span of contract shall be synonymous with the Agency with whom the Department signs the agreement for providing the services, solutions and materials
- d. Committee means the group of Officers formed under the Chairpersonship of a Department Head constituted for a purpose of work / designated to perform some tasks any period of time
- e. Effective Date means the Date on which the Contract is signed
- f. Validity Period or Contract Period means the period from Effective Date to the Date which the Contract either finishes / ceases to exist / is terminated
- g. Terms of Reference means all the solutions, services and materials along with any other deliverables as required to be delivered / works to be done / services to be rendered during the Validity Period or Contract Period.
- h. Timelines means the project milestones for performance of the terms of reference & delivery of solutions, services and materials described in the RFP or Contract



C. Background

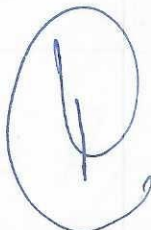
Odisha is a treasure trove of exquisite handicraft and traditional art forms, a rich legacy of an ancient culture. Evolved slowly and gradually through disciplined efforts of generations, Odisha tribal art and handicrafts have retained their seasoned traditional values along with the freshness and charm of their own. Beauty and utility combine in them. Dedicated labour of the artisans scattered all over the state has made Odisha a fabulous market of souvenirs and mementoes. Varieties are many — Shabai grass craft, Stone work, Wooden craft, Lacquer craft, Idital painting, Gond painting, Dongria Kondh Shawl, Brass and bell metal work, Dhokra castings, Terracotta and a lot more.

Tribal Art and Handicraft are important segment of our economy. It is mainly a rural based sector, which has its reach in backward and in-accessible areas. Despite having its big potential of marketing, it could not promote in global market due to its low transformation. There are many tribal art and crafts which represent tribal heritage but some are on a decline due to various economic and other factors. These tribal arts and crafts need to be preserved and protected through AdiShilpi programme. These heritage of arts and crafts can be modified or re-designed to meet the requirement of the present market demand and there by preserving them. In this programme a complete data base will be developed of tribal artisans including their socio-economic status and livelihood conditions which will help in inventing suitable interventions.

C.1. Scheme Outline

The AdiShilpi scheme/programme has been conceptualized and designed with an objective of preservation of tribal culture and ensuring livelihood of tribal artisans through capacity building, skill up-gradation, marketisation and promotion of their fine products. There are 62 tribes in India each with their unique art, craft and textile.

AdiShilpi is a term derived from traditional words namely **Adi** means **Adivasi** and **Shilpi** means **Art & Craft**. This initiative is taken to bring the tribal art, décor, artefacts, dress ornaments and other related items to the Global World and to benefit the tribal people. Also, it has been targeted to make a mix of household items having ethnic tribal look and giving the utility of common people in affordable costs.



The project intervention would mainly focus on four stages-

1. Identification, awareness and capacity building of the tribal artisans.
2. Provision of financial assistance, manufacturing of the tribal products
3. Packaging and infrastructure development
4. Marketing, branding and advertising of the tribal products

C.2.Implementing Agency

The *Odisha Tribal Development Society* (OTDS) will be the nodal agency to supervise implementation of the scheme. The scheme/programme has big potential for ensuring livelihood of artisans and preserving their culture and sustaining not only the existing artisans but also for increasing large number of new artisans in art and craft activities.

C.3.Implementation Guideline

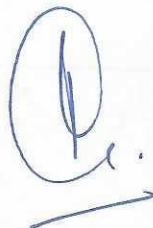
The programme will focus on tribal artisans of Odisha. It aims to organise tribal artisans into clusters, provide them sustained employment and essential support for their long-term sustainable income.

The salient features of the AdiShilpi scheme are given below:

- Identification of tribal artisans (art, craft and textile) and an Aadhar linked database
- Direct benefit Transfer to tribal artisans towards their livelihoods
- Capacity building through sensitization, training and workshops
- Institution building like at district, DLGs, State Level Steering Committee meeting at periodic intervals to link them to various schemes
- Institution of awards to best performing artisans/clusters
- Convergence of various schemes and coverage in existing schemes insurance (life, health), housing drudgery reduction
- Product Pricing in the like of e National Agriculture Market, uniformity in the quality of products and as a precursor for market linkage
- Quality Certification of product, which will enable more products to be GI tagged and have copyrights.



- IEC activities for promotion of art, craft and textile of tribals through Palishree Mela, National Tribal Art Expo, outlets etc, for showcasing tribal products
- Web portal titled AdiShilpi aimed at e marketing
 - **Identification and Selection of Cluster-**
 - Conduct base line survey of each artisan by the external engaged agency
 - The Technical Agency will be engaged for cluster mapping, annual planning, value addition, marketing of the products both offline and online mode.
 - The district team of PA ITDA will help TA/FA for mobilizing the artisans and mapping the cluster
 - The cluster will be formed as per the geographical location where around 100 individual artisans will be involved in the cluster programme.
 - The activity shall include Artisan Groups / WSHGs. The WSHGs which have already been formed under various programme by Government will be prioritised. Where it is not feasible new SHGs, federation etc. should be formed.
 - A committee will be constituted at different level for approval, monitoring and smooth execution of the programme.
 - A market linkage process will be developed by joint collaboration of State level and District level. Selected agency under AdiShilpi programme will work towards the long-term sustainability of the project.
 - The tribal artisans will be trained through external agencies and will be designated as Master Trainer. They will be provided training on advance technologies for adding value of their products, marketing procedure, accounting and web-based data management.



- Cluster wise Master Trainers will be created for giving hand holding support to tribal artisans during their working hours.
 - Interested person from the cluster area will be provided skill training on online marketing system and web-based data management.
 - Required financial assistance will be provided for infrastructure facilities, equipment and toolkits to artisans
 - Warehouse management will be done at cluster level
 - Quality packaging, levelling, and branding of the product will be facilitated by external agency.
 - District level outlet will be established for marketing the product at local level
 - Advertisement of the products through Mass Communication, social media and any other means will be done.
- The programme will be implemented soon after getting the approval from the Government. The execution process will be commenced soon after approval of the programme i.e., within a month both at State level and District level. All the committees will be formed at State level and District level within a month and external agency for the work will be engaged immediately.

D. Coverage and Time Period

In the AdiShilpi scheme / programme, activities will be taken up in 4 districts covering 5 clusters under the scheme and intensive support will be provided for 3 years. 2400 tribal artisans of these clusters will be supported through design development, value addition and marketing which will enhance the sustainable income level of 2400 tribal artisans over a period of three years.



A details list of activities have been mentioned below.

SI	Activity	Cluster Districts	ITDA / Location
1	Dongria Kondh Shawal	Rayagda	Chatikona
2	Idital Painting	Rayagada	Gunupur
3	Gond painting	Nabarangpur	Nabarangpur
4	Lacquer craft	Mayurbhanj & Balasore	Karanjia & Nilgiri
5	Sabai Grass craft	Mayurbhanj	Kaptipada

E. Terms of Reference

The major expectations from the agency selected for AdiShilpi are as follows: -

Established national-level institutions, with proven expertise in artisans and small enterprise cluster development shall be engaged as Technical Agencies (TAs) to provide close handholding and implementation support.

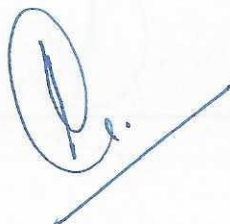
- The TA / FA will be engaged for formulating plan, mapping of cluster, getting approvals, identifying suitable technologies/ equipment for value addition of the products, market linkage both online and off line mode and branding of AdiShilpi.
- Identification and Creation of Artisan Database
- Sensitisation and awareness generation in the clusters about the scheme
- Preparation of business models for self-sustenance, skill up gradation of artisans, acquiring of new skills, setting of physical and financial targets for the projects, proposed percentage enhancement of product earnings of the artisans, brand building, product segmentation, promotion and advertising and participation in fairs and exhibitions.
- The TA / FA to put a sustainable business model plan detailing the revenue model based on productivity, sales, employment, wage enhancement, overall income of the cluster.
- The TA / FA will assist clusters for procurement of raw materials along with various micro and macro level tools and machinery,
- The external agencies will be responsible for linking the artisans' products to different E- Commerce Portals and ADISHA (Retail brand of TDCCOL).

- The external agencies will be responsible for facilitating bulk selling of artisans' products through Palishree Mela, District & State level fairs, National Tribal Art Expo and other similar outlets.
- The agency will draw up marketing strategies regarding product development, packaging, product pricing, production positioning and promotion, product diversification, distribution network off line mode through dealer/ distributor, supply chain management and ensuring quality of products.
- The agency will be responsible for designing and managing web-based Project Management system at different level
- The TA/FA will ensure opening of the bank account of the cluster artisans
- The TA/FA will be responsible for GI tagging and branding of the product.
- The TA/FA will appraise regular progress of the programme
- The TA/FA will take initiative to make the cluster as registered body eg. Group /society/institutions/company or any other legal entity with prior approval of Executive Committee. The main agenda for registering the cluster is after withdrawal of the project period they will be self-sustained and manage themselves independently.
- The TA/FA will extend their support within a month from the date of signing of MoU.
- The Agency will operate in 1% Self Revenue Generation Model, in which 1% of the total cluster business/revenue generated will be utilized by the Agency for providing different services to the beneficiaries, ensuring sustainability during and after the Project period.

G. Manpower

Engagement of Professionals-

- At state level the Quality Assurance Cell will be formed having professional experts in this sector. The professional will prepare plan, monitor the progress regularly, prepare the DPR, give technical input to add value addition of the product, and make coordination with external agencies for value addition of the products, cluster planning, Market linkage, and branding of the product.



- o At District level SMS will be engaged who will closely work with clusters and ensure production, value addition and marketing of the products and make a coordination with external agencies. At present 6 District level Experts will be engaged through external agency and will work under the direct supervision of PA ITDAs.

SI No	Type of Post	State/District level
01	Technical Expert	State (3 nos)
02	Cluster level technical manpower	02 nos for each cluster

Eligibility Criteria

The mandatory shortlisting criteria for agencies are:

1. Should be legally registered as Society Act / Trust / Section 8 Company / Section 25 Company and provide a self-attested copy of registration, and self-attested copy of PAN card with number.
2. Should not have been blacklisted by Government of India, State Government of Odisha, any other State Governments, any Indian or International donor and provide a self-declaration by the authorized representative to this effect.
3. Should have a minimum of 3 years of work experience in planning and designing Tribal Art & Craft / Handicrafts / Handlooms / Promotion and marketing or related programs in Tribal areas.
4. Should have minimum 3 years' experience in promotion, marketing and branding of Tribal art, handicraft and handloom product.
5. Should have minimum average annual turnover of Rs 1 Crore for the last three financial years as reflected in the last 3 years' audited Balance Sheet and Financial Reports submitted to the concerned regulatory authorities. (Ending with FY 2019-20)
6. The chief functionary of the institution should not be a formal member of any political party and has to furnish an undertaking to this effect.
7. Agencies with prior experience in Tribal Art & Craft / Handicrafts / Handlooms / Promotion and marketing / value addition / capacity building programmes.

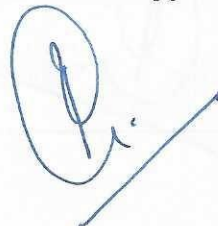
Preferred but not Mandatory criteria for agencies:

1. Agencies which have taken active part in any Working Groups / Committees with mandate to evolving policies related to Tribal Art & Craft / Handicrafts / Handlooms and with proven track record in planning and designing programs at scale will be given more preference.
2. Agencies with proven commitment and track record in innovating / implementing / evolving tribal art and craft or related programs in Odisha or other States
3. Agencies with experience on promotion of Tribal art and craft or handlooms/Artisan groups and working with their mandate in promoting tribal art and craft.
4. Agencies with above mentioned experience in Odisha will be preferred.

Instructions for Agency

Agencies are requested to kindly read the whole RFP document carefully along with the requisite terms and conditions and procedures for applying in the selection process. This section specified the procedures to be followed by agencies for the preparation and submission of their proposals. It is important that the agencies carefully read and examines all the terms and conditions of this RFP.

1. From the time of RFP advertisement to the time of Agency selection, if any agency wishes to contact the Office of the ST & SC Development, Minorities and Backward Classes Welfare Department for any clarifications on any manner related to the RFP, it should be done in the address mentioned in Information Factsheet.
2. The Officer notified by the Department will endeavour to provide timely response to the queries. However, it is to ascertain that no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does the Department undertake to answer all queries that have been posed by the Agencies.
3. The Agency shall bear all costs associated with the preparation and submission of the proposals, and the Department shall not be responsible or liable for those costs, regardless of any conduct or outcome of the selection process.
4. The Nodal Officer of the scheme shall be tagged with respective ITDA offices and also with the Department.



5. Agency shall submit only one proposal. Multiple proposals if submitted will be tagged into a single proposal and the lowest quoted amounts will be considered as quoted value.
6. In exceptional circumstances, prior to the expiration of the validity period, the Department can extend the period of validity of their proposal.
7. Agencies need to fill Annexure- A and apply in the specified format only. Copies of the following documents need to be submitted along with the annexure-A:
 - Registration certificate
 - Previous 3 years Audited statement of accounts for 2017-18, 2018 – 19 and 2019 – 20.
 - Profile of professional staff of the organization (latest CVs attached).

Proposal Evaluation process:

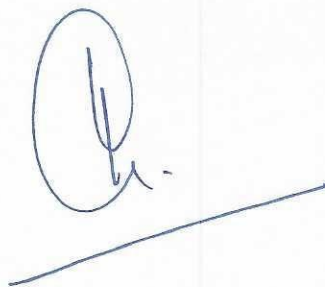
- The process for empanelment of the Agencies follows a two stage scrutiny process.
- First, desk evaluation of the received proposals by the committee constituted by the Department. The applicants have to meet the minimum qualifying criteria for further evaluation.
- Second, Technical evaluation of agencies will be carried out; the shortlisted Agencies will be further assessed under additional criteria for prioritization to undertake the said assignment.

Sl	Criteria	No.	Marks	Maximum Marks
1	Average annual turnover / business generated in Rs Crore from marketing of Art & Craft / Handicrafts / Handlooms and related products in the last three financial years (Ending with FY 2019-20)	=> 1 and <= 2	2	10
		> 2 and <= 4	4	
		> 4 and <= 6	6	
		> 6 and <= 10	8	
		> 10	10	
2	Experience in designing programs, budget estimates, DPR preparation for promotion of art and craft / Handlooms - other related clusters	=> 1 and <= 2	2	10
		> 2 and <= 4	4	
		> 4 and <= 6	6	
		> 6 and <= 10	8	
	No. of Assignments	> 10	10	

3	Experience in marketing of Art & Craft / Handicrafts/ Handlooms and related products- retail/ B2B/B2C Years of Experience	=> 1 and <= 2	2	10
		> 2 and <= 3	4	
		> 3 and <= 4	6	
		> 4 and <= 5	8	
		> 5	10	
4	Design development of Art & Craft / Handicrafts/ Handlooms / Promotion and marketing or related programs. Years of Experience	=> 1 and <= 2	2	10
		> 2 and <= 3	4	
		> 3 and <= 4	6	
		> 4 and <= 5	8	
		> 5	10	
5	Experience of promoting Art & Craft products on digital platform, experience and exposure with online marketing agencies like Amazon / Flipkart for promotion of branding and marketing of Tribal Art & Craft / Handicrafts / Handlooms / Promotion and marketing / related initiatives Years of Experience	=> 1 and <= 2	2	10
		> 2 and <= 4	4	
		> 4 and <= 6	6	
		> 6 and <= 10	8	
		> 10	10	
6	Experience of working with Tribal Artisan Groups / WSHGs / CBOs or their federations across districts Years of Experience	=> 1 and <= 2	2	10
		> 2 and <= 4	4	
		> 4 and <= 6	6	
		> 6 and <= 10	8	
		> 10	10	
7	Technical Presentation by the Agency about understanding of the Project and Implementation Modalities			40
	Total			100

Contract Management:

The selected Agency will enter into agreement with the society, for a period of 3 years . The extension of the Agency will depend on the further extension of the project. The Agency will sign a Memorandum of Understanding (MoU) that will spell out well-defined budget, assignments, timelines and the deliverables / annual outputs, against which the performance will be monitored and evaluated. Upon selection, the Agency will deploy in position a dedicated team of professionals / experts, as required under the scope to undertake the assignment. The team will be hired by the Agency and the composition of the team of professionals/experts will be indicated in the MoU. Selection of the professional staff will be done by the agency from the open market through a transparent process, by placing advertisements and by a Selection Committee consisting Agency representatives and officials nominated by Odisha Tribal Development Society (OTDS)



Checklist of Documents

SI	Description	Submitted (Yes / No)
1	Certificate of Incorporation	
2	GSTN Certificate	
3	PAN Card	
4	IT Return of 3 Financial Years FY 2018 – 19, FY 2018 – 19 & FY 2019 – 20	
5	Turnover Certificate	

Application Format – Agency for AdiShilpi

1. Organization Name : _____
2. Head Office Address : _____

 District _____ State _____ Pin _____
3. Local Office Address : _____

 District _____ State _____ Pin _____
4. Contact Person
 Name : _____
 Designation : _____
 Telephone No : _____ Mobile No. _____
 E – Mail Address : _____
5. Organization Registered Under : Society Act / Trust / Section 8 Company / Section 25
 Company _____ Year of Registration : _____
 (Copy of Registration Certificate to be annexed)
6. Operational since (Year) _____ GST No. _____
7. Experience in Implementing Relevant Projects in Odisha (No. of Years):

Manpower Details of Experts / Technical Staff of the Organization relevant to AdiShilpi

Name	Position	Engaged since (year)	Qualification

Note : CVs should be attached

Areas of Expertise of the Organisation

SI	Thematic Areas	Areas of Core Competence	Related Projects taken up	Scale of the projects

Programmes / Projects undertaken by the Organization

1. Average annual turnover/business generated in Rs Crore from marketing of Art & Craft / Handicrafts / Handlooms and related products in the last three financial years (Ending with FY 2019-20)

SI	Financial Year (Ending 31 st March)	Annual Turnover from marketing of Art & Craft / Handicrafts / Handlooms and related products/services (Rs. In Lakhs)
1	2017-18	
2	2018 – 19	
3	2019 – 20	
Total Turnover (Rs. In Lakhs)		
Average Turnover (Rs. In Lakhs)		

2. Experience in designing programs, budget estimates, DPR preparation for promotion of art and craft / Handlooms - other related clusters

Name of Project	Central theme of the project	Department / Donor Agency	Duration of the assignment (MM/YY)		Scale / Geographical area of implementation (State Names)	Role played by the organization
			From	To		

3. Experience in marketing of Art & Craft/ Handicrafts/ Handlooms and related products - Retail / B2B / B2C

Name of Project	Central theme of the project	Duration of the assignment (MM/YY)		Scale of the project	Role played by the organization
		From	To		

4. Design development of Art & Craft / Handicrafts/ Handlooms / Promotion and marketing or related programs.

Name of Project	Central theme of the project	Department / Donor Agency	Duration of the assignment (MM/YY)		Name of the product	Role played by the organization
			From	To		

5. Experience of promoting Art & Craft products on digital platform, experience and exposure with online marketing agencies like Amazon / Flipkart for promotion of branding and marketing of Tribal Art & Craft / Handicrafts / Handlooms / Promotion and Marketing / related initiatives **(Years of Experience)**

Name of Project	Department / Donor Agency	Duration of the assignment (MM/YY)		Scale of the Art & Craft products promoted on digital platform	Role Played by the Organization
		From	To		

6. Experience of the agency on working with Artisan Groups / WSHGs or their federations. **(Years of Experience)**

Name of the Project	Department/ Donor Agency	Duration of the assignment (MM/YY)		Total no. of Artisan Groups / WSHGs / WSHG Federations formed / Supported
		From	To	

Annexure: Format for Turnover indicating that the organization has financial turnover of last 3 years ending 31st March 2021

This is certify that M/s. _____ has experience of providing services for _____ years and has annual average turnover (Rs. In lakhs) is Rs. _____ in the last three years, whose details are as mentioned below

Sl	Financial Year (Ending 31 st March)	Annual Turnover from Professional Services (Rs. In Lakhs)	Annual Turnover from Other Activities (Rs. In Lakhs)	Total Annual Turnover (Rs. In Lakhs)
1	2017 – 18			
2	2018 – 19			
3	2019 – 20			
Total Turnover (Rs. In Lakhs)				
Average Turnover (Rs. In Lakhs)				

(Copy of Income Tax Return Certificate, Audited Statement, Balance Sheet of 3 years to be enclosed)

Name of the Chartered Accountant (Auditor of Organization) :

Address of the Chartered Accountant (Auditor of Organization) :

Signature of Authorized Representative

Organization / Representative Seal

Annexure : Format for Self – Declaration by Agency**Bidder Letterhead**

Date :

To,

Subject : Self Declaration of Non Blacklisting / Debarring for corrupt or fraudulent practices with any of the Government agencies in India during the last three years

Sir / Madam,

I / we have read and understood the terms and conditions relevant to the Expression of Interest (Eol) vide Eol No. _____ Date : _____ and have submitted the Proposal in accordance with the terms and conditions of the above mentioned notification.

In response to the above mentioned Eol, I _____, as <Designation> _____ of M/s. _____, hereby declare and certify that the Company / Organization is having unblemished past record and is not currently blacklisted / debarred or ineligible to participate for bidding by any State / Central Govt. / District Administration / Semi Government or PSU due to unsatisfactory performance, breach of general or specific instruction, corrupt / fraudulent or any other unethical business practices.

The information furnished in the proposal are true and factual and I / we clearly understand that information furnished is found to be incorrect and not factual at any point of time or any wilful misstatement described herein may lead to disqualification of the organization and OTDS will have the right to initiate any action as deemed fit.

Name of Agency

Signature of Authorized Representative

Address :

Organization / Representative Seal