



UTTARAKHAND HANDLOOM & HANDICRAFT
DEVELOPMENT COUNCIL,
GOVERNMENT OF UTTARAKHAND

EXPRESSION OF INTEREST
EOI NO. 115/ UHHDC/ 06/ EOI/ 22 JULY 2023

DESIGNING SOUVENIR FOR UTTRAKHAND

JULY 2023

DISCLAIMER

The information contained in this Expression of Interest (Eol) or subsequently provided to designer agency/ firm /Startups/ Organization/ individuals/ any interested party who is interested in Souvenir designing for the State, whether verbally or documentary form by or on behalf of Uttarakhand Handloom & Handicraft Development Council by Government of Uttarakhand or any of their representatives, employees or Advisors (collectively referred to as "UHHDC") is provided to Participant(s) on the terms and conditions set out in this Eol Document and any other terms and conditions subject to which such information is provided.

The purpose of this Eol document is to provide the designer agency/ firm /Startups/ individuals/ any interested party with information to assist the formulation of their proposal.

Each participant should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in the Eol document and where necessary obtain independent advice from appropriate sources. UHHDC makes no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of the Eol document.

UHHDC may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Eol document.

Information provided in this Eol to the Participant(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. UHHDC accepts no responsibility of the accuracy or otherwise for any interpretation or opinion on law expressed herein.

UHHDC makes no representation or warranty and shall have no liability to any person, including any Applicant or Participant, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost, or expense which may arise from or be incurred or suffered on account of anything contained in this Eol or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Eol and any assessment, assumption, statement or information contained therein or deemed to form part of this Eol. UHHDC also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Participant upon the statements contained in this EOI.

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1. Fact Sheet

S.No.	Particulars	Details
1.	Name of Client	Uttarakhand Handloom & Handicraft Development Council, Government of Uttarakhand
2.	Name of Engagement	Expression of Interest for designing souvenirs for Uttarakhand
3.	Availability of Eoi document	Eoi document will be available on the official website www.uttarakhandcrafts.com and https://uktenders.gov.in
4.	Date of Issue of EOI	24 July 2023
5.	Last date for receiving queries	4:00 P.M., 28 July 2023
6.	Response of queries	01 August 2023
7.	Last date and time for submission of Eoi	4:00 P.M., 14 August 2023
8.	Mode of Submission	Online (https://uktenders.gov.in)
9.	Date, Time and Place of opening of EOI	5:00 P.M., 14 August 2023
10.	Cost of Eoi Document	Free
11.	Earnest Money Deposit	Free
12.	Proposal validity	The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further if required by UHHDC
13.	Sample Submission (For Selected Design)	To be informed
14.	Number of Souvenir Design required in this proposal	Upto 40
15.	Award Value: Selected Design	INR 10,000/- per design
16.	Award Value: Selected design's Sample	INR 20,000/- per sample
17.	Contact Details	UHHDC, Directorate of Industries, Government of Uttarakhand, Industrial Estate, Patel Nagar, Dehradun, Uttarakhand - 248001 Email: mpr@doiuk.org

Note:

1. UHHDC reserves the right to change any schedule of bidding process. Please visit the website regularly for the same.

2. Proposals must be received not later than time, date and venue mentioned in the Fact Sheet. Proposals that are received after the deadline WILL NOT be considered in this procurement process.

2. Background Information:

2.1 Uttarakhand Handloom & Handicraft Development Council (UHHDC) is a registered council Constituted by the Government of Uttarakhand, acts as a facilitator to motivate, guide and organize platform for artisans.

2.2 Government of Uttarakhand will be organizing multiple events, for the same Government looking for Souvenir design reflecting Uttarakhand's art, culture, and rich heritage.

2.3 UHHDC on behalf of the Government of Uttarakhand is inviting proposals from designer agency/ firm /Startups/ individuals/ any interested party who is interested in Souvenir designing.

2.4 Definitions: Unless the context otherwise requires, the following terms whenever used in this EOI have the following meanings:

2.4.1 "Participant" means firm/company/individual/startup/organization who submits proposal in response to this EOI.

2.4.2 "Proposal" means technical proposals, attached documents, etc. relevant to the requirements of the EOI.

2.5 Participant Queries and Clarifications:

2.5.1 Participant can submit their queries/ seek clarification by email as per the schedule mentioned in Fact Sheet of this document.

2.5.2 The Participants will have to ensure that their queries reach the UHHDC by email mpr@doiuk.org (Word File Only) on or before last date for sending pre-bid queries mentioned in Fact Sheet.

2.5.3 This document should be shared via e-mail and by only authorized representative of the participant. The queries should necessarily be submitted in the following format:

Section/ Page No.	Content of EOI Requiring Clarifications	Change/ Clarification Requested	Explanation/ Justification

2.5.4 Any requests for clarifications post the indicated date and time may not be entertained by UHHDC. Participants shall be responsible for ensuring that the queries have been received by UHHDC.

2.5.5 The purpose of query/clarification is to provide the participants with information regarding the EOI, project requirements and opportunity to seek clarification regarding any aspect of the EOI and the project.

2.6 Response to Pre-bid Queries and Issue and Corrigendum

2.6.1 UHHDC will endeavor to provide timely response to the queries. However, the UHHDC makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does the UHHDC undertake to answer all the queries that have been posed by the participants.

2.6.2 At any time prior to the last date for receipt of bids, the UHHDC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective participant, modify the EOI Document by a corrigendum.

2.6.3 In case of changes/ modification as per clause 2.6.2, the last date for receipt of bids, shall be revised and communicated.

2.6.4 The Corrigendum (if any) & clarifications to the queries from all participants will be uploaded on the UHHDC website and UK tender Website.

2.6.5 Any such corrigendum shall be deemed to be incorporated as a part of this EOI

2.6.6 Submission of Eoi Responses:

Applicants or Participants who are interested in participation, may submit their response to this EOI in the manner prescribed below: -

- a) Proposal Submission Form (Annexure 1)
- b) Identity card
 - a. For individual: (Aadhar/ PAN/ GST Number (if applicable))
 - b. For firm/agency/organization: (Aadhar/PAN/GST/Registration Certificate)
- c) Design of Souvenir: - upto 40
- d) Raw Material required for development of Souvenir
- e) Declaration on originality of design/ self-developed design (Annexure 2)

2.6.7 Preparation and Submission of Proposal

2.6.7.1 **Proposal Preparation Costs:** The participant shall be responsible for all costs incurred in connection with participation in the EOI process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations/sample preparation, preparation of proposal, in providing any additional information required by UHHDC to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. UHHDC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.6.7.2 The Proposal should be filled by the participants in English or Hindi language only.

2.7 Evaluation Process:

2.7.1 UHHDC will constitute a Proposal Evaluation Committee to evaluate the responses of the participants.

2.7.2 Proposal Evaluation Committee constituted by UHHDC shall evaluate the responses to the EOI and all supporting documents / documentary evidence. The sample of selected design will be presented before the Tender Committee.

2.7.3 The decision of the Proposal Evaluation Committee in the evaluation of responses to the EOI shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.

2.7.4 The UHHDC reserves the right to reject any or all proposals on the basis of any deviations.

3. General Guidelines

- 3.1 Ownership/ Copyright: UHHDC will own the copyright/IPR in all drawings, design documents, source code and other materials of Selected design and can use the design to develop the souvenir from any third party.
- 3.2 IPR rights of selected product will be of Department, and they may mass produce the selected items later on their discretion.
- 3.3 Participants shall maintain detailed documentation of their Idea, prototype and solution at all stages for reference and record purpose. UHHDC reserves the right to review these documents any time during the selection process.
- 3.4 The product/ service should not violate/ breach/ copy any idea/ concept/ product already copyrighted, patented or existing in this segment of the market.
- 3.5 UHHDC reserves the right to reject all or any of the proposals without assigning any reason whatsoever.

4. Selection Procedure:

4.1.1 Design of Souvenir

- a. Participants need to submit upto 40 designs of the souvenirs in EOI response
- b. Designs should be provided in PDF format with design serial number or ID (one file)
- c. Design must replicate the Uttarakhand art, culture, and rich heritage
- d. Details of raw material used for each design to develop souvenir
- e. Modification of design as per insights from government/ department, if required

4.1.2 Sample Submission of Souvenir

- a. Selected design from multiple participants may requested to submit the sample souvenir to UHHDC, within stipulated timeline which will be informed to the participants whose design has been selected.
- b. A detailed description of selected design, that includes color code in RGB/ CMYK format, place of material indicated in the design, material used, possible list (Minimum three, contact details, tentative unit prices) of vendors for material procurement, Bill of Quantity/ Material (BOQ/ BOM)

4.1.3 Selection – Stage 1

- 4.1.3.1 After closing of the EOI, the bids (technical) received within the deadline will be opened on mentioned date/time under fact sheet.
- 4.1.3.2 UHHDC shall inform those Participants whose proposals did not qualify. UHHDC shall simultaneously notify those Participants who qualify for the next round as described in this Tender Document, informing the date and time for presenting sample souvenir of selected design. The notification may be sent via E-mail.
- 4.1.3.3 It would be UHHDC's discretion to decide the number of participants and their design to be selected. The Authority will announce a list of qualified Participants and design.

4.1.4 Selection – Stage 2

- 4.1.4.1 Selected participants shall be invited to present the sample souvenir (sample for each selected design), on the prior communicated date and time during 'Selection -Stage 1'

4.1.4.2 Thereafter, the UHHDC shall evaluate the sample souvenirs prepared using the selected designs in front of the participant. The participant may be asked to describe the design and sample product during evaluation

4.1.4.3 The sample souvenirs shall be either selected or rejected, the outcome of evaluation shall be communicated to the participant participants on a prior mentioned date and time.

5. Award Value:

- Each selected design shall be awarded a sum of INR 10,000/-
- Final selected sample souvenir shall be awarded INR 20,000/-.

6. Annexure 1: Proposal Submission Form

Date: _____

To,
UHHDC
Directorate of Industries,
Patel Nagar, Dehradun - 248001,
Uttarakhand, India

Dear Sir,

I/We, [Name of the participant/Organization/ firm] here by submit our proposal in response to notice inviting Eol date _____ and tender document no _____ and confirm that:

1. All information provided in this proposal and in the attachments is true and correct to the best of my/our knowledge and belief.
2. I/We shall make available any additional information if required to verify the correctness of the above statement.
3. Certified that the period of validity of bids is 180 days from the last date of submission of proposal, and
4. We are quoting for all the services mentioned in the tender.
5. UHHDC, Directorate of Industries, Dehradun may contact the following person for further information regarding this tender:
 - a. Name: _____
 - b. Full address of office: _____
 - c. Contact No.: _____
 - d. Email ID: _____
 - e. Company Name: _____
6. We are submitting our Eol Response documents.

Yours sincerely,

Signature: _____

Full name of signatory: _____

Designation: _____

Email Address: _____

Name of the Firm/ Agency/ Organization (if applicable): _____

7. Annexure 2: Declaration of Originality of Design/Self-Developed Design

UHHDC,
Directorate of Industries,
Government of Uttarakhand,
Industrial Estate, Patel Nagar,
Dehradun, Uttarakhand – 248001

Subject: Declaration of Originality of Design/Self-Developed Design

Dear Sir,

I, [Your Name], hereby declare that the design submitted by me/firm/agency for “Expression of Interest for designing souvenirs for Uttarakhand”, is an original work created by me/firm/agency and does not infringe upon the intellectual property rights of any third party. I affirm that the design is self-developed and represents my own creative effort.

By submitting this design, I affirm that:

1. The design is the result of my own creative effort/[Your Organization's Name]'s creative effort, and it has not been copied or derived from any copyrighted or protected work owned by others.
2. The design does not include any elements, graphics, or visual components that are subject to copyright, trademark, or any other intellectual property rights, without obtaining proper authorization from the respective owners.
3. I/We will be solely responsible for any legal issues or claims arising from the infringement of third-party copyrights, trademarks, or intellectual property rights due to the design's submission.
4. I/We understand that if any copyright infringement or intellectual property dispute arises regarding the submitted design, UHHDC’s will not be held liable for any legal consequences, and I/We will indemnify and hold UHHDC harmless against any claims, damages, costs, or expenses incurred as a result.
5. I/We acknowledge that UHHDC reserves the right to disqualify the design and take appropriate legal action if it is found to be in violation of any copyright, trademark, or intellectual property laws.

By signing this declaration, I certify that I have read and understood the terms mentioned above, and I/we affirm the originality of the submitted design.

Signature: _____

Date: _____

Name: _____

Contact Number: _____

Email Id: _____

Address: _____

[For Organization's Use Only]

Organization Representative Signature: _____

Date: _____

Name: _____

Contact Number: _____

Email Id: _____ Address: _____