

**REQUEST FOR PROPOSAL**

**for  
Licensing of Marts cum Office Spaces  
in  
Deendayal Hastkala Sankul (Trade Centre & Museum),  
Varanasi**



February 2020

**OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDICRAFTS**

**MINISTRY OF TEXTILES**

**GOVERNMENT OF INDIA**

**WEBSITES: <https://eprocure.gov.in/epublish/app> and [www.handicrafts.nic.in](http://www.handicrafts.nic.in)**

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Office of the Development Commissioner for Handicrafts also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Applicant upon the statements contained in this RFP.

Office of the Development Commissioner for Handicrafts may in its absolute discretion at any time, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

Office of the Development Commissioner for Handicrafts may also withdraw or cancel the RFP at any time without assigning any reasons thereof. Office of the Development Commissioner for Handicrafts reserves the right, without any obligation or liability, to accept or reject any or all applications, at any stage of the selection process, to cancel or modify the process or any part thereof, or to vary any or all the terms and conditions at any time, without assigning any reason whatsoever.

The issue of this RFP does not imply that Office of the Development Commissioner for Handicrafts is bound to select Applicant or to appoint the Successful Applicant, as the case may be. Office of the Development Commissioner for Handicrafts reserves the right to reject all or any of the Applicants or Bids without assigning any reason whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Office of the Development Commissioner for Handicrafts or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Applicant and Office of the Development Commissioner for Handicrafts shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Applicant in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

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## Notice Inviting Tender (NIT)

**Office of the Development Commissioner for Handicrafts Ministry of Textiles, Government of India**, invites tenders from all interested applicants for ‘**Licensing of Marts Cum Office Spaces in Deendayal Hastkala Sankul (Trade Centre & Museum), Varanasi**’ on behalf of Ministry of Textiles, Government of India.

### Schedule of Requirements:

Licensing of **Twenty Seven (28) Marts cum Office spaces** in Deendayal Hastkala Sankul (Trade Centre & Museum) at Varanasi for **five (05) year license period**.

### Eligibility:

The applicant/firm should meet either of the following requirement:

- a) **Eligibility for Category 1:** Applicant /Firm should have Min. avg. annual turnover of **INR 25 Lakh** during last 03 financial years in manufacturing/ trade of Varanasi region products among Handlooms/Handicrafts/Carpet for the last 03 (three) years.
- b) **Eligibility for Category 2:** Applicant /Firm should have Min. avg. annual turnover of **INR 25 Lakh** during last 03 financial years in manufacturing/ trade of GI products of other region/States of India for the last 03 (three) years.

### Instructions:

#### Instructions:

1.The detailed Request for Proposal document can be downloaded from [eprocure.gov.in/epublish/app](http://eprocure.gov.in/epublish/app) and [www.handicrafts.nic.in](http://www.handicrafts.nic.in) from date mentioned in the Critical Date Sheet.

2.To clarify the queries and take suggestions of the applicants, a pre- bid meeting is scheduled on Date and Time as indicated in the Critical Date Sheet provided below, at Convention Block at Deendayal Hastkala Sankul (Trade Centre & Museum), Varanasi.

3.Applicants must submit duly completed and sealed proposal along with other prerequisites/ documents in support of eligibility criteria etc. and information as per formats given in RFP, on or before the specified time at the address as specified in the term sheet.

4.Bidders are advised to follow the instructions as provided in the “Instructions to the Bidders” in the RFP document.

5.Bidders shall not tamper/modify the tender form including downloaded financial bid format in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with the Authority / Ministry of Textiles.

6.Intending tenderers are advised to visit CPPP site <https://eprocure.gov.in/epublish/app> and [www.handicrafts.nic.in](http://www.handicrafts.nic.in) regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

### Critical Date Sheet

1	Published Date	<b>3<sup>rd</sup> February, 2020</b>
2	RFP document Download Start Date and Time	<b>3<sup>rd</sup> February, 2020, 1100 Hrs (11:00 AM)</b>
3	Pre Bid Meeting Date and Time	<b>10<sup>th</sup> February, 2020, 1200 Hrs (12:00 Noon)</b>
4	Proposal Submission Start Date and Time	<b>13<sup>th</sup> February, 2020, 1200 Hrs (12:00 Noon)</b>
5	Proposal Submission End Date and Time	<b>27<sup>th</sup> February, 2020, 1600 Hrs (04:00 PM)</b>
6	Technical Proposal Opening Date and Time	<b>28<sup>th</sup> February, 2020, 1200 Hrs (12:00 Noon)</b>
7	Financial Proposal Opening Date and Time	<b>28<sup>th</sup> February, 2020, 1600 Hrs (04:00 PM)</b>

**Submission address:**

Bids shall be submitted/dropped in proposal Drop box at the following address Ministry's Office as mentioned at para 1.11 in this document

**Senior Director, Office of the Development Commissioner for Handicrafts, Ministry of Textiles,  
First Floor, Convention Block, Deendayal Hastkala Sankul (Trade Centre & Museum), Bada Lalpur,  
Varanasi.**

**Contact:**

Senior Director (Handicrafts),  
O/o Development Commissioner (Handicrafts),  
Ministry of Textiles, West Block No.: 7,  
R.K. Puram, Sector 1, New Delhi - 110066  
E-mail: [sohanjha1989@gmail.com](mailto:sohanjha1989@gmail.com);  
Ph: 011-26178640 / 26108985

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### Term Sheet

S. N.	Description	
1.	Cost of Bid document	NIL
2.	Sale/availability of tender document	<p>From RFP document Download Start Date and Time indicated in the Critical Date Sheet till opening of bid.</p> <p>Applicants can download the Notice Inviting Tender (NIT) and Request for Proposal (RFP) document from <a href="http://eprocure.gov.in/epublish/app">eprocure.gov.in/epublish/app</a></p> <p>Copy of RFP is also available on <a href="http://www.handicrafts.nic.in">www.handicrafts.nic.in</a></p>
3.	Total units available for bidding	<p><b>Total 28 Marts cum Office spaces</b></p> <p><b><u>Ground Floor (2 No):</u></b> MG-04, MG-07 in Marts cum Office Block.</p> <p><b><u>First Floor (13 Nos):</u></b> MF-01, MF-02, MF-07, MF-08, MF-09, MF-10, MF-11, MF-12 and MF-13 in Marts cum Office Block and MF-14 to MF-17 in Convention Centre Block</p> <p><b><u>Second Floor (13 Nos):</u></b> MS-1 to MS-13 in Marts cum Office Block.</p> <p>Note: Out of 51 Marts, Ten (10) Marts are allocated for manufacturers/ traders of GI products of other region / states.</p> <p><i>Applicants are advised to refer <b>Annexure -1</b> of RFP, for identification number and minimum reserve price for Mart-cum-Office space.</i></p>
4.	License Period	<p>The License period shall be for <b>five (05) years term</b> from commencement date.</p> <p>Post completion of five (05) years, the Authority shall call for a fresh tender for respective marts, however the existing licensees who bid in the fresh tender and are not selected as the H1 bidder, shall be given the first right of refusal to match the financial proposal of H1 bidder of that Mart.</p> <p><b>An annual escalation of 5% on License Fee shall be applicable every year.</b></p> <p><i>Bidders are instructed to review point 30 for details.</i></p>

5.	Allowable merchandise categories for trade/sale/ display in Mart cum Office spaces.	<p>In the licensed Marts cum Office Spaces, business is permissible only for <b>Handmade Textile products such as Handloom, Handicraft and excludes power-loom products.</b></p> <p><b>Category I</b> – Sale of Varanasi region (as defined in point 23 of term sheet) products among handlooms, handicrafts and carpet are allowable.</p> <p><b>Category II</b> – Sale of GI products of other region / states of India are allowable.</p> <p>Bidders shall clearly indicate applicable category (from the above) in Form – 1, 2, 3 and 4.</p>
6.	Reservations	<p>Following reservations/ parameters are applicable:</p> <p>i. Ten (10) Marts out of fifty-one (51) Marts are allocated for manufacturers/ traders of GI products of other region / states.</p>
7.	Eligibility Criteria	<p>The applicant/firm should meet either of the following requirement:</p> <p>a) <b>Eligibility for Category 1:</b> Applicant /Firm should have Min. avg. annual turnover of <b>INR 25 Lakh</b> during last 03 financial years in manufacturing/ trade of Varanasi region products among Handlooms/Handicrafts/Carpet for the last 03 (three) years.</p> <p>b) <b>Eligibility for Category 2:</b> Applicant /Firm should have Min. avg. annual turnover of <b>INR 25 Lakh</b> during last 03 financial years in manufacturing/ trade of GI products of other region/States of India for the last 03 (three) years.</p> <p>Note: GI stands for Geographical Indication as defined in Geographical Indications of Goods (Registration &amp; Protection) Act, 1999 as amended from time to time</p> <p><i>Applicants are requested to refer clause 1.7 for details and instructions.</i></p>
8.	Maximum number of Marts cum Officespace which can be allotted to an individual Applicant	<p>One applicant may apply for multiple Mart cum Office space, however, one successful <b>applicant shall be allotted only one Mart cum Office space.</b></p> <p>In case any applicant submits more than one proposal for one Mart cum Office space, all proposals of such applicant shall stand cancelled for that particular Mart cum Office space.</p>
9.	Bid System	Single Stage Two Envelops System
10.	Method of Selection	<p><b>Highest Financial Proposal</b> (above reserve price)</p> <p><i>Applicants are advised to refer Point No 12 of term sheet for published reserve price.</i></p>
11.	Allotment Process	<p>Bidders may attend bid opening of marts of respective categories.</p> <p>Bids will be opened in ascending order of Mart Identification Number i.e. for example, starting from Mart no. MG-04 to MG-13 and then in sequence of MF-01 to MF-17, MS-01 to MS-13 and MT-01 to MT-13 among spaces for which bids are received.</p> <p>Once an applicant is identified as successful applicant for one Mart cum Office space, bids /proposals for all other Mart cum Office space(s) submitted by him/her shall stand cancelled.</p> <p>Applicant can apply for either categories (i.e Category-I or Category-II), however highest bidder irrespective of the category will be identified as preferred bidder for the respective license space.</p> <p>Authority reserves the right that, in the event there is not enough representation from any of the categories in bidding process, then remaining marts under such category may be allotted, as per the discretion of the Authority, to the highest bidder in descending order of the financial bids of waitlisted participants under all categories.</p>



12.	Minimum Reserved Price for License Fee	Applicants are advised to refer <b>Annexure – 1 of RFP</b> , for Minimum Reserve Price (MRP) for license fee against respective identification number of Mart-cum-Office space.  Authority reserves the rights to accept only those bids which are above this minimum reserve price.
13.	Common Area Maintenance (CAM) and Electricity charges	The common area maintenance charges are kept fixed at Rs. 6,000 /- per month per licensed space for 1 <sup>st</sup> year.  An annual escalation of 5% every year shall be applicable in common area maintenance charges.  Electricity charges to be payable as per actual consumption of individual licensee.
14.	Site Visit	Applicants are advised to submit their respective Bids only after visiting the site.
15.	Pre Bid Conference	Date and Time as per Critical Date Sheet  <b>Venue:</b> Ministry's office at first floor of Convention Block, Deendayal Hastkala Sankul (Trade Centre & Museum), Bada Lalpur, Varanasi
16.	Last date of sending queries	<b>7<sup>th</sup> February, 2020</b>
17.	Name and Address where queries/correspondence concerning this Request for proposal is to be sent.	Applicants if, require any clarification on the tender may send their queries to Authority by <b>writing an email</b> at <a href="mailto:sohanjha1989@gmail.com">sohanjha1989@gmail.com</a>  <b>or in writing to:</b> Senior Director (Handicrafts), O/o Development Commissioner (Handicrafts), Ministry of Textiles, West Block No.: 7, R.K. Puram, Sector 1, New Delhi – 110066
18.	Authority's response to queries by	<b>12<sup>th</sup> February, 2020</b>
19.	Earnest Money Deposit (EMD)	All Applicants shall submit <b>EMD of Rs. 20,000/-</b> (Indian Rupees Twenty Thousand only) through Account Payee Demand Draft/Banker's Cheque/RTGS/NEFT to the bank account as per bank details provided in the term sheet.  EMD to be submitted along with proposal submission, and shall remain valid for a period of forty-five days beyond the final proposal/bid validity period.  EMD will not bear any interest payable by the Authority to the successful Applicant/licensee.  In case of DD, Applicant shall clearly write Name of Applicant and Contact details at the back side of DD. In case of RTGS/NEFT, Applicant shall indicate account details including account number, name of account holder, IFSC code, Bank Name and branch from where EMD amount has been transferred at the back side of acknowledgement receipt submitted with the Proposal.  Exemption of EMD will only be given to MSME/NSIC registered bidders.  <i>Applicants are requested to refer clause 1.8 for details and instructions.</i>
20.	Address where Applicants must submit Sealed Proposal	Addressed to Senior Director, Office of the Development Commissioner for Handicrafts, Ministry of Textiles  To be dropped in the <b>Proposal Drop Box</b> placed in Ministry's office at first floor of Convention Block, Deendayal Hastkala Sankul (Trade Centre & Museum), Bada Lalpur, Varanasi.

21.	Last date and time of Submission of Sealed Proposals (Proposal Due Date)	<b>Date and Time as per Critical Date Sheet</b>						
22.	Date of opening of proposal by Bid opening committee	<b>Date and Time as per Critical Date Sheet</b> <b>Venue:</b> Convention Block, Deendayal Hastkala Sankul (Trade Centre & Museum), Bada Lalpur, Varanasi.						
23.	Varanasi and adjoining districts (Varanasi Region)	Varanasi or adjoining districts where ever mentioned in this RFP, shall comprise of below mentioned six (06) revenue divisions:  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> <b>1. Mirzapur</b>  a. Mirzapur  b. Sonbhadra  c. Bhadohi </td> <td style="width: 33%; vertical-align: top;"> <b>2. Varanasi</b>  a. Varanasi  b. Jaunpur  c. Gazipur  d. Chandauli </td> <td style="width: 33%; vertical-align: top;"> <b>3. Azamgarh</b>  a. Azamgarh  b. Mau  c. Ballia </td> </tr> <tr> <td style="width: 33%; vertical-align: top;"> <b>4. Faizabad</b>  a. Faizabad  b. Sultanpur  c. Ambedker Nagar  d. Amethi  e. Barabanki </td> <td style="width: 33%; vertical-align: top;"> <b>5. Basti</b>  a. Basti  b. Sant Kabir Nagar  c. Siddharth Nagar </td> <td style="width: 33%; vertical-align: top;"> <b>6. Gorakhpur</b>  a. Gorakhpur  b. Deoria  c. Maharajgunj  d. Kaushambi </td> </tr> </table> <p>Refer point 6 for provision for sale of GI products of other region / states of India</p>	<b>1. Mirzapur</b> a. Mirzapur b. Sonbhadra c. Bhadohi	<b>2. Varanasi</b> a. Varanasi b. Jaunpur c. Gazipur d. Chandauli	<b>3. Azamgarh</b> a. Azamgarh b. Mau c. Ballia	<b>4. Faizabad</b> a. Faizabad b. Sultanpur c. Ambedker Nagar d. Amethi e. Barabanki	<b>5. Basti</b> a. Basti b. Sant Kabir Nagar c. Siddharth Nagar	<b>6. Gorakhpur</b> a. Gorakhpur b. Deoria c. Maharajgunj d. Kaushambi
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24.	Validity of proposal	180 days from due date of Submission of Proposal.						
25.	Letter of Intent (LoI) to successful applicants	To be communicated later						
26.	Security Deposit (SD)	Preferred Bidder shall submit <b>Security Deposit (SD) equivalent to Two (02) months of License Fee.</b>  SD shall be submitted through Demand Draft/ Banker's Cheque/ Bank Guarantee in the name of Licensor as per details provided in the term sheet.  Security Deposit should remain valid for a period of sixty days beyond the date of expiry of License period.  SD to be submitted by the Applicant before signing of License agreement.  SD shall not bear any interest payable by the Authority/Licensor to the Applicant/licensee.  <i>Applicants are requested to refer clause 1.9 for details and instructions.</i>						
27.	Signing of License Agreement	Within 7 working days from date of receipt of full payment of Advanced License Fee and Common Area Maintenance Charge for 1 <sup>st</sup> Month along with applicable taxes, charges and receipt of interest free Security Deposit (SD) by the Licensing Authority or as stipulated in the Letter of Intent (LOI).  Any deposits or advance paid by the licensee shall not bear any interest payable to the licensee by the Licensor.						
28.	Mobilization Period	The licensee shall be allowed sixty (60) days of license fee free mobilization period for completion of fit-out works.  Mobilization period shall commence from the date of takeover of possession of Licensed space by the licensee or date as specified in the Letter of Intent (LOI).						

29.	Commencement Date (of License Period)	The commencement date of License Period shall be 60 <sup>th</sup> (sixtieth) day from date of signing of License Agreement.
30.	License Period	<p>The License period shall be for <b>five (05) years term</b> from commencement date.</p> <p>Post completion of five (05) years, the Authority shall call for a fresh tender for respective marts, however the existing licensees who bid in the fresh tender and are not selected as the H1 bidder, shall be given the first right of refusal to match the financial proposal of H1 bidder of that Mart.</p> <p><b>An annual escalation of 5% on License Fee shall be applicable every year.</b></p> <p>Post completion of License Period the Interest free Security Deposit will be refundable after deduction of applicable dues/arrears/damages etc, and as per agreement conditions.</p> <p>Post completion of License Period or upon termination, the Licensee shall not reserve any rights to the allotted licensed space. The Licensor shall have right to call for fresh proposal for the Licensed space.</p> <p>Licensee shall not be allowed to undertake any permanent construction in Licensed premises unless same is approved by the Licensor based on the need. Licensee can undertake temporary fit-outs appropriate to its business strategy on its own cost.</p> <p>On expiry of License period or on termination, the licensee shall hand over the vacant possession of Licensed space peacefully, free from any encumbrances, to the licensor. The licensee shall be free to remove any materials he may have kept in the licensed space, however, any fit-outs and semi-permanent structures such as false ceiling etc. installed by licensee in the Licensed space will vest with the licensor.</p>
31.	Sub-licensing/sub-letting	No sub-licensing/sub-letting is allowed
32.	Payment Terms	<p>License fee and common area maintenance charges shall be paid in advance on monthly basis.</p> <p>License fee and common area maintenance charges along with applicable Taxes for each month shall be paid in advance before 25<sup>th</sup> day of preceding month.</p>
33.	Modes of Payment	Payments can be made through Demand Draft/Banker's Cheque as per details provided in the term sheet.
34.	Commencement of License fee	From Commencement Date as defined in point 29 of the term sheet.
35.	Statutory documents and approvals.	Licensee shall obtain all due permits, necessary approvals, clearances and sanctions from the competent authorities for all activities before Commencement of Operation.
36.	Commencement of Operations	The licensee shall commence operation from "Commencement Date" as defined in point 29 of the Term Sheet.
37.	Exit by Licensee	<p>The Licensee cannot terminate or Exit from the License Agreement for one (1) year (i.e twelve month) from the date signing of the agreement.</p> <p>In case of breach of this commitment by the licensee, complete advance rental paid by the licensee and interest free Security Deposit submitted by licensee shall be forfeited.</p> <p>Post completion of one (1) year of license term from the date of signing of the license agreement, the Licensee may terminate or exit the license agreement by</p>

		giving advance 90-day notice during the License period, subject to fulfilling all conditions of License agreement; in such case the interest free performance guarantee will be refundable after deduction of applicable dues/arrears/damages etc, subject to agreement conditions.
38.	Pre-mature License Termination or Breach of License Agreement	In case the Licensee abandons the licensed space or terminates/exits License agreement without giving 90 day notice period to the Licensor or cancellation of License Agreement due to breach of agreement terms and conditions by licensee, complete advance rental and security deposit paid by the licensee shall be forfeited.  <i>Applicants are requested to refer clause 3.1 for details and instructions.</i>
39.	License Termination	In case of pre mature termination of License by the licensee or cancellation of License due to breach of contract terms and conditions by licensee, the Security Deposit and advance License fee paid by the licensee for the respective month, shall be forfeited.  <i>Applicants are requested to refer clause 3.1 for details and instructions.</i>
40.	Clauses on fraud and corruption in the Contract:	<i>Applicants are requested to refer clause 1.10</i>
41.	Public Premise	Deendayal Hastkala Sankul (Trade Centre & Museum), Varanasi is property of O/o Development Commissioner of Handicrafts, Ministry of Textiles, Union of India, and is Public Premise under The Public Premises (Eviction of Unauthorised Occupants) Act, 1971, as amended from time to time
42.	Prohibited Activities	<i>Applicants are requested to refer clause 3.4.</i>
43.	Conversion factor for Licensed area	Conversion factor considered for area conversion between square meter (sqm) and square feet (sqft) shall be as under:  <b>1 sqm = 10.76 sqft or 1 sqft = 0.093 sqm</b>
44.	Details for Demand Draft	Demand Draft shall be made in favor of <b>Account Officer, O/o DC(Handicrafts), Ministry of Textiles, R. K. Puram, New Delhi</b> issued by one of the nationalized/ Scheduled Banks of India, payable at New Delhi.
45	Authority's Representative details	<b>Assistant Director,</b> Deendayal Hastkala Sankul(Trade Centre & Museum), Badalapur, Chandmari, Varanasi – 221 003 Telephone: 0542 2290642 Mobile No. 09634499471 Email id: <a href="mailto:dhs.tfc.dch@gmail.com">dhs.tfc.dch@gmail.com</a>

## SECTION 1: Instructions to Bidders (ITB)

### 1.1 Background

- 1.1.1.** Deendayal Hastkala Sankul (Trade Centre & Museum) is a modern and integrated facility developed by Ministry of Textiles, Govt. of India to support Handloom and Handicraft sector of Varanasi and nearby areas, by providing platform for trade enhancement, facilitation to both domestic and international buyers and carry forward the rich traditions of Handloom and Handicrafts of Varanasi region.
- 1.1.2.** The complex has been developed over a contiguous land of approx. 7.93 acres, at Bada Lalpur, Varanasi. The project encompasses a developed area of approx. 43,450 square meter, with sub-components including Shops, Food Kiosks, Restaurants, Marts / Offices, Bank and ATM, Foreign Currency Exchange Office, Guest Rooms, Dormitories, Stalls / Kiosks, parking facility for more than 500 cars, space for cultural and social functions, Handloom and Handicraft exhibitions, Craft Museum along with Amphitheatre and Souvenir Shop.
- 1.1.3.** The state of the art facilities offered at Deendayal Hastkala Sankul (Trade Centre & Museum), are equipped with automated Building Management Systems (BMS), central air conditioning and ventilation systems, power backup, fire protection and public address systems, lifts/escalators for ease of public movement on all levels and centrally monitored CCTV system for safety and security. Supporting infrastructure includes surface and basement parking facilities.



### 1.2 Brief description of Mart cum Office:

- 1.2.1** In order to promote trade of Varanasi region products, art, crafts, handloom and handicrafts, Marts spaces are provided in Marts cum Office and Convention Centre Blocks, to offer one stop shop for domestic enterprise and foreign buyers for products from Varanasi and nearby areas.
- 1.2.2** The complex comprises of 62 Nos of Marts cum Office spaces, which are proposed to accommodate Marts, Offices and Bank. Presently 3 Marts on ground floor has been earmarked for Bank and 8 Marts are earmarked for Govt. office spaces.

- 1.2.3 The remaining marts (51 Nos) are located on Ground Floor (08 Nos), First Floor (17 Nos), Second Floor (13 Nos), Third Floor (13 Nos) of Marts cum Office and Convention Centre Blocks. Please refer Annexure 1 for detailed information.
- 1.2.4 Competent authority may reserve few marts for Govt. Offices, if required. In such scenario, the above numbers shall be revised before Licensing.
- 1.2.5 Marts have been provided with all basic amenities installed such as flooring, false ceiling, aluminium glazed door, light fixtures and electrical connections. Any temporary fit out additions/ modifications for Mart cum Office space interiors shall be in the scope of the Licensee and shall be executed only after approval of authorized representative of the Licensor.
- 1.2.6 Marts bearing identification number from MS-07 to MS-13 (Second Floor of Marts-cum-Office Block) are not equipped with central air conditioning and are fitted with split Air Conditioning system controllable individually operational expenses for which are to be borne by individual Licensees of these Marts. Bidder shall take this into account while bidding for these Marts.

### **1.3 Details of Marts Cum Office spaces**

- 1.3.1 Detailed information of available Marts with respective identification number, Minimum Reserve Price, carpet area is provided in ‘Annexure 1’

### **1.4 Authority**

- 1.4.1 Authority shall mean Office of Development Commissioner (Handicrafts), Ministry of Textiles, Govt. of India, New Delhi (“The Authority”).

### **1.5 Licensor and Authorized Signatory for Licensor**

- 1.5.1 “**The Licensor**” means President of India, through Development Commissioner (Handicrafts), Ministry of Textiles, Government of India.
- 1.5.2 Assistant Director, Handicrafts Service Centre or any other officer Authorized by Development Commissioner for Handicrafts, Ministry of Textiles shall be appointed as Estate Officer of Deendayal Hastkala Sankul, Varanasi.

### **1.6 Request for Proposal (RFP)**

- 1.6.1 The Authority invites sealed proposal in prescribed formats from eligible Applicants (“Applicants”) for “Licensing of Marts Cum Office Spaces in Deendayal Hastkala Sankul (Trade Centre & Museum), Varanasi”.

### **1.7 Eligibility Criteria**

- 1.7.1 The applicant/firm should meet either of the following requirement:
- Eligibility for Category 1:** Applicant /Firm should have Min. avg. annual turnover of **INR 25 Lakh** during last 03 financial years in manufacturing/ trade of Varanasi region products among Handlooms/Handicrafts/Carpet for the last 03 (three) years.
  - Eligibility for Category 2:** Applicant /Firm should have Min. avg. annual turnover of **INR 25 Lakh** during last 03 financial years in manufacturing/ trade of GI products of other region/States of India for the last 03 (three) years.

Note: GI stands for Geographical Indication as defined in Geographical Indications of Goods (Registration & Protection) Act, 1999 as amended from time to time.

## **1.8 Earnest Money Deposit (EMD)**

- 1.8.1 Proposal should necessarily be accompanied by an **Earnest Money Deposit for an amount of Rs. 20,000/-** (Indian Rupees Twenty Thousand only) through through Account Payee Demand Draft/Banker's Cheque as per details provided in the term sheet. EMD shall remain valid for a period of forty-five days beyond the final proposal/bid validity period.
- 1.8.1 Exemption of EMD will only be given to MSME/NSIC registered bidders.
- 1.8.2 EMD of preferred bidder shall be retained by the Authority till Security Deposit is submitted by the preferred bidder. EMD of unsuccessful Applicants will be returned after expiry of the final proposal/bid validity and latest on or before the 30th day after the award of the contract.
- 1.8.3 EMD shall be forfeited and proposal of Applicant shall be cancelled in the following cases:
- a) if any information or document furnished by the Applicant turns out to be misleading or untrue in any material respect; and
  - b) if the successful Applicant fails to execute the License Agreement within the stipulated time.

## **1.9 Security Deposit**

- 1.9.1 Preferred bidder shall submit **Security Deposit (SD) Equivalent to Two (02) months of License Fee** payable by preferred bidder for the license term. SD shall be submitted through Demand Draft/ Banker's Cheque/ Bank Guarantee in the name of Licensor / RTGS/NEFT to the bank account as per bank details provided in the term sheet. Security Deposit should remain valid for a period of sixty (60) days beyond the date of expiry of License period.
- 1.9.2 SD to be submitted by the Applicant before signing of License agreement. SD shall not bear any interest payable by the Licensor to the successful Applicant/licensee. EMD will be refunded to the successful bidder on signing of License Agreement.
- 1.9.3 Exiting from License agreement after payment of Security Deposit even without taking possession of Mart cum Office space shall lead to forfeiture of Security Deposit and all other payments made.
- 1.9.4 In case the licensee causes any physical damages to the property of the Licensor or has any undue payments, the Licensor shall have discretionary rights to execute the repair of damages and recover the amount from the licensee or adjust the equivalent amount from the submitted Security Deposit.
- 1.9.5 In case of death of licensee, legal heir shall be responsible for the Licensed space. On expiry of the License the unadjusted balance of Security Deposit and advance deposits shall be returned / refunded to the legal heir of the licensee after adjustment of dues, if any.

## **1.10 Fraud and Corruption**

- 1.10.1 Client requires that applicants to observe the highest standard of ethics during the selection process and in execution of contracts. In pursuance of this policy, the Authority defines, for the purposes of this provision, the terms set forth below as follows:
- a) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any party in the applicant selection process or in contract execution;
  - b) "fraudulent practice" means a representation or omission of facts in order to influence a selection process or the execution of a contract;
  - c) "collusive practices" means a scheme or arrangement between two or more applicants, designed to influence the action of any party in License agreement.

d) “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the applicant selection process, or affect the execution of a contract; and

1.10.2 Authority shall reject a proposal for award if it determines that the applicant recommended for award has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question;

1.10.3 Authority shall sanction a party or its successor, including declaring ineligible, either indefinitely or for a stated period of time, such party or successor from participation in Authority-financed activities if it at any time determines that the applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a client-financed contract; and

1.10.4 Client shall have the right to require that, in applicant selection documentation and in contracts financed by the Authority, a provision be included requiring applicants to permit the Authority or its representative to inspect their accounts and records and other documents relating to applicant selection and to the performance of the contract and to have them audited by auditors appointed by the Authority.

### **1.11 Preparation of The Proposal**

1.11.1 Applicant can submit only one proposal for one Mart cum Office space, clearly mentioning the Mart identification number (refer Annexure1) and applicable Category (Category –I or Category – II, kindly refer point 05 of term sheet) on Outer and Inner envelopes. In case applicant is applying for multiple Mart cum Office spaces, separate proposal (with separate supporting documents) along with separate EMD shall be submitted for each Mart cum Office space he/she is applying for.

1.11.2 In case any applicant submits more than one proposal for one Mart cum Office space, all proposals of such applicant shall stand cancelled for that particular Mart cum Office space.

1.11.3 The proposal shall be in **Hindi** or **English** language. The original proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by applicants themselves. Any such corrections, interlineations or overwriting must be initialled by the person(s) who had signed the proposal. The authorized representative of the applicant shall initial all pages of the original hard copy of the Key Submissions along with proposal documents.

a) Applicant’s proposal shall consist of following 2 (Two) separate sealed envelopes –

Envelope-1	<p>Details to be mention on envelop:</p> <ol style="list-style-type: none"><li><b>1. Eligibility Documents</b></li><li><b>2. RFP Title:</b> ‘RFP for Licensing of Mart-cum-Office Space in Deendayal Hastkala Sankul (Trade Centre &amp; Museum), Varanasi’</li><li><b>3. Name of Applicant:</b></li><li><b>4. Applicable Category:(Category - I or Category - II)</b></li><li><b>5. Mart identification number:</b></li></ol> <p>Enclosures:</p> <p>Original Form 1, Form 2, Form 3 (a/b), Form 5, Form 6 and EMD</p>
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Envelope-2	<ol style="list-style-type: none"> <li>1. <b>Financial Proposal</b></li> <li>2. RFP Title ‘RFP for Licensing of Mart-cum-Office Space in Deendayal Hastkala Sankul (Trade Centre &amp; Museum), Varanasi’</li> <li>3. Name of Applicant:</li> <li>4. Applicable Category: (Category - I or Category - II)</li> <li>5. Mart identification number:</li> </ol> <p>Enclosures:</p> <p>Original Form 4 (Financial Proposal) only.</p>
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- b) The applicant shall submit Original bound document in the envelope.
- c) EMD shall be submitted in the form of Account Payee Demand Draft/Banker’s Cheque/RTGS/NEFT. In case of RTGS/NEFT, Applicant shall enclose attested copy of transaction acknowledgement indicating transaction ID as proof of EMD deposited. In case of DD, Applicant shall clearly write Name of Applicant and Contact details at the back side of DD. In case of RTGS/NEFT, Applicant shall indicate account details including account number, name of account holder, IFSC code, Bank Name and branch from where EMD amount has been transferred at the back side of acknowledgement receipt submitted with the Proposal.
- d) Both the envelopes shall be sealed in a single outer envelope mentioning following:

Main Outer Envelope	<ol style="list-style-type: none"> <li>1. RFP Title ‘<b>RFP for Licensing of Mart-cum-Office Space in Deendayal Hastkala Sankul (Trade Centre &amp; Museum), Varanasi</b>’</li> <li>2. Mart identification number:</li> <li>3. Name and contact of Applicant:</li> <li>4. Applicable Category:(Category - I or Category - II)</li> </ol> <p>1. Addressed to Senior Director, Office of the Development Commissioner for Handicrafts, Ministry of Textiles</p> <p>Ministry’s office, First floor of Convention Block, Deendayal Hastkala Sankul (Trade Centre &amp; Museum), Bada Lalpur, Varanasi.</p>
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1.11.4 The Applicant is expected to examine carefully the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Applicant’s own risk.

1.11.5 It shall be deemed that prior to the submission of the Proposal, the Applicant has:

- a) made a complete and careful examination of terms and conditions / requirements, and other information as set forth in this RFP document;
- b) received all such relevant information as it has requested from Authority; and
- c) made a complete and careful examination of the various aspects of the Project.

1.11.6 Authority shall not be liable for any mistake or error or neglect by Applicant in respect of the above.

## 1.12 Submission, Receipt and Opening of Proposals

1.12.1 Proposals must be submitted at the indicated addresses on or before the time and date stated in this RFP, or any new date extended by Authority. Proposals would be opened as per schedule mentioned in Term Sheet.

## **SECTION 2: Evaluation, Award and Signing of Agreement**

### **2.1 Overview of Selection Process**

- 2.1.1 The invitation for proposal for Mart cum Office shall be evaluated according to eligibility criteria and financial proposal of eligible Applicant; and the space shall be allotted to eligible Applicants solely on the basis of highest ranking as per financial proposals of eligible applicants.
- 2.1.2 Applicants need to clearly indicated the Mart identification number and applicable Category (Category –I or Category – II, kindly refer point 05 of term sheet) on Outer Envelope and Inner Envelops of proposal as per details in ‘**Annexure 1**’ and clause 1.11.
- 2.1.3 Authority reserves the rights to accept only those bids which are above this minimum reserve price.
- 2.1.4 Applicants may attend the technical proposal opening on the date mentioned in the term sheet. Bids will be opened for Mart-cum-Office spaces available under this RFP in ascending order of their identification number i.e. starting from Mart no. MG-04 to MG-13 and then in sequence of MF-01 to MF-17, MS-01 to MS-13 and MT-01 to MT-13 among spaces for which bids are received.
- 2.1.5 **Envelop-1** will be opened on scheduled date for bid opening and shortlisting of eligible Applicants will be done based on receipt of requisite forms, documents and EMD. Proposals not enclosed with requisite details, forms, documents or EMD shall be rejected. In case any applicant submits more than one proposal for one Mart cum Office space, all proposals of such applicant shall stand cancelled for that particular Mart.

Enclosures of Envelop-1 should not include the financial proposal, in case the financial proposal is included in Envelop 1, the proposals of such applicant shall be declared non responsive and shall stand cancelled.

- 2.1.6 **Envelop-2** (Financial Proposal) of eligible Applicants shall be opened. Eligible Applicants shall be ranked as per highest License fee quoted (**as per Form-4**) above the reserve price.
- 2.1.7 Applicant having highest financial proposal (License fee quoted as per Form-4) for respective Mart cum Office space shall be identified as preferred bidder for the respective Mart cum Office space.
- 2.1.8 Once an applicant is identified as preferred bidder for one Mart cum Office space, bids /proposals for all other Mart cum Office space(s) submitted by him/her shall stand cancelled.

For instance, if an applicant has submitted proposals for Mart no. MG-04, MG-05 and MF-03 and is his/her Financial Proposal is highest among proposals received for Mart no. MG-04, he/she will be declared as Preferred Bidder for Mart no. MG-01 and his/her proposals submitted for all other Marts (i.e. MG-05 and MF-03) shall stand cancelled.

- 2.1.9 From the time the proposal is opened till the time Applicant is invited for allocation / allotment of Mart cum Office space, the applicant should not contact Authority on any matter. Any effort by the applicant to influence in examination, evaluation, ranking of proposals or recommendation for award of contract/license may result in rejection of the applicant’s proposal.
- 2.1.10 No request for alteration, modification, substitution or withdrawal shall be entertained by Authority in respect of proposal already submitted by the applicant.

### **2.2 Evaluation of eligibility**

#### **2.2.1 Evaluation of Eligibility of the Applicant**

- a) Documents would be checked for adherence with the prescribed criteria.
- b) By submission of the proposal it is deemed that the applicant has accepted all terms and conditions as prescribed in this RFP.

- 2.2.2 Prior to evaluation of proposals, the Authority shall determine whether each proposal is responsive to the requirements of the RFP by opening the Envelop-1. A proposal shall be considered responsive only if
- a) It is received by the proposal Due Date including any extension thereof;
  - b) It is accompanied by the EMD in accordance with the proposal document;
  - c) It is signed, sealed, bound and marked (tender title, name of applicant, applicable category etc.) as stipulated in this RFP document;
  - d) It is accompanied by separately sealed financial proposal;
  - e) It contains all the information (complete in all respects) as requested in the RFP;
  - f) It does not contain any condition or qualification;
- 2.2.3 The Authority reserves the right to reject any proposal which is non responsive.
- 2.2.4 The Authority shall evaluate the responsive proposals on the basis of the eligibility criteria and ranking system defined in this RFP.
- 2.2.5 Notwithstanding anything contained in this RFP, The Authority reserves the right to accept or reject any Proposal, or to annul the bidding process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment.

### **2.3 Award of License and Signing of License Agreement**

- 2.3.1 The Authority shall notify the Preferred Bidder through a Letter of Intent (LoI).
- 2.3.2 Preferred bidder shall execute the License Agreement within one week of the issue of LoI or within such further time as the Authority may agree in its sole discretion. Agreement shall be signed after receipt of advance License fee by the Authority/Licensor and Security Deposit in the manner prescribed herein.
- 2.3.3 Failure of the Preferred Bidder to execute the contract agreement and submit Security Deposit within specified period shall constitute sufficient grounds for the annulment of the LoI issued and forfeiture of the EMD.
- 2.3.4 The licensee shall operate the Licensed space as per the designated merchandise category for the respective Mart cum Office space in accordance with point 5 of term sheet.
- 2.3.5 The licensee shall bear All stamp duties for registration of Mart cum Office space required for the execution of License agreement in pursuance of this Bid.
- 2.3.6 The licensee shall indemnify the Licensor from all claims that may arise from the statutory authorities in connection with the Licence Agreement.
- 2.3.7 The licensee shall have to furnish manage, operate, maintain its Licensed space at its own cost.
- 2.3.8 The licensee shall procure and maintain requisite insurance for its Licensed space at its own cost.
- 2.3.9 The licensee shall not store/ sell any illegal/ prohibited products/ items.
- 2.3.10 The licensee shall operate the Licensed space as per applicable laws and obtain required clearances.
- 2.3.11 The licensee shall bear cost to any loss or damage caused to the property by the licensee.
- 2.3.12 In the event of failure by the licensee in adhering one or more mandatory requirements by the applicable laws, RFP & its corrigendum if any, Letter of Intent and the License agreement, the License agreement may be decided for termination after providing licensee to represent its case.

2.3.13 Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;

- a) suspend and/ or cancel the Bidding/Selection/Allotment Process and/ or amend and/ or supplement the Bidding/Selection/Allotment Process or modify the dates or other terms and conditions relating thereto;
- b) consult with any Applicant in order to receive clarification or further information;
- c) retain any information and/ or evidence submitted to Authority by, on behalf of, and/ or in relation to any Applicant; and/ or independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Applicant.

### **SECTION 3: Key Clauses of License Agreement**

Following are the key clauses of license agreement, and Authority/Licensor may appropriately add /modify terms in draft license agreement.

#### **3.1 Breaches/Surrender/Termination of License Agreement**

3.1.1 **Surrender of License Agreement and Termination by the Authority:** Detailed in Draft Agreement.

3.1.2 **Breach of License Agreement/ Licensee's Events of Default:** Following shall be considered as Material Breach of the License Agreement by Licensee resulting in Licensee's Events of Default:

- (a) If the Licensee has failed to perform or discharge any of its obligations in accordance with the provisions of License Agreement, unless such event has occurred because of a Force Majeure Event, or due to reasons solely attributable to the Licensor without any contributory factor of the Licensee.
- (b) If the Licensee fails to pay License Fee, utility charges, penalty or damage herein specified or any other due to be paid by the Licensee to the Licensor by the stipulated date.
- (c) If the Licensee makes any change in ownership of License by sale, merger or acquisition.
- (d) If the Licensee during pendency of the License Agreement becomes insolvent or is put under receivership by a competent court.
- (e) If the Licensee is in persistent non-compliant of the written instructions of officials authorized by the Licensor.
- (f) If the Licensee or any of its representatives cause an incident or accident that results in injury or death to employees/ tourists/ other occupants/ visitors or loss to property of the Licensor.
- (g) If the Licensee is in violation of any of the other clauses of License Agreement and after three written notice (unless otherwise specifically mentioned therein) from the Licensor fails to cure the Default to the satisfaction of the Licensor.
- (h) If any representation made or warranties given by the Licensee under this Agreement is found to be false or misleading.
- (i) If the Licensee engaging or knowingly has allowed any of its employees, agents, or contractors to engage in any activity prohibited by law or which constitutes a breach of or an offence under any law, in the course of any activity undertaken pursuant to this Agreement.
- (j) If the Licensee has created any encumbrance, charges or lien in favour of any person or agency, over the Licensed Mart cum Office, save and except as otherwise expressly permitted under this Agreement.
- (k) If a resolution for voluntary winding up has been passed by the shareholders of the Licensee.
- (l) If any petition for winding up of the Licensee has been admitted and liquidator or provisional liquidator has been appointed or the Licensee has been ordered to be wound up by Court of competent jurisdiction, except for the purpose of amalgamation or reconstruction with the prior consent of the Licensor, provided that, as part of such amalgamation or reconstruction and the amalgamated or reconstructed entity has unconditionally assumed all surviving obligations of the Licensee under this Agreement.
- (m) If the Licensee has abandoned the Licensed Mart cum Office for more than 30 days without

written approval from the Licensor or his/her appointed representative.

- (n) If the Licensee is found to be violating the list of banned usage as per clause 3.4.

### **3.2 Force Majeure**

- 3.2.1. Neither the Licensor nor Licensee shall be liable for any inability to fulfill their commitments and obligations hereunder occasioned in whole or in part by Force Majeure, any of the following events resulting in material adverse effect, shall constitute force majeure events:
- (a) Earthquake, Flood, Inundation, Landslide.
  - (b) Storm, Tempest, Hurricane, Cyclone, Lighting, Thunder or other extreme atmospheric disturbances.
  - (c) Fire caused by reasons not attributable to the Licensor.
  - (d) Acts of terrorism.
  - (e) War, hostilities (Whether war be declared or not), invasion, act of foreign enemy, rebellion, riots, weapon conflict or military action or civil war.
  - (f) Strikes or boycotts, other than those involving the Licensor, its contractors, or their employees, agents etc, and
  - (g) Any other similar things beyond the control of the party, except court order/ court judgment.
- 3.2.2. Occurrence of any Force Majeure shall be notified to the other party within 15 days of such. If any Force Majeure continues for a period of three months, the party notifying the Force Majeure condition may be entitled to, though not being obliged, to terminate this agreement by giving a notice of one week to the other party and interest free security deposit shall be refunded by the Licensor to the Licensee after adjusting outstanding dues, if any.

### **3.3 Indemnity and Insurance**

- 3.3.1 The Licensee hereby undertakes to indemnify and hold the Licensor harmless against all costs, damages, liabilities, expenses arising out of any third party claims relating to non-completion of the fit-out; quality of the fit-out and the construction/ construction activities.
- 3.3.2 The Licensee hereby undertakes to indemnify the Licensor against all losses and claims in respect of death or injury to any person or loss or damage to any property which may arise out of or in consequence of the execution and completion of works and remedying defects therein and against all claims, proceedings, damages, costs charges and expenses whatsoever in respect thereof or in relation thereto.
- 3.3.3 The Licensee hereby undertakes that the Licensor shall not be liable for or in respect of any damages or compensation payable to any workman or other person in the employment of Licensee or any of his/her contractors/ sub-contractors. The Licensee shall indemnify and keep indemnified the Licensor against all such damages and compensation; all claims proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto.
- 3.3.4 The Licensee shall comply with all the provisions of Labour Laws & regulation in force including but not limited to the Contract Labour (Regulation & Abolition) Act-1976 including any subsequent amendment thereof and the rules made there under. Licensee shall indemnify the Licensor for any loss and damages suffered due to violation of its provision.
- 3.3.5 The Licensee hereby indemnifies the Licensor against any loss, damage or liabilities arising as a result of any act of omission or commission on part of Licensee or on part of its personnel or in respect of non-observance of any statutory requirements or legal dues of any nature.
- 3.3.6 The Licensee hereby undertakes to discharge all statutory obligations and liabilities in connection with employment of its personnel in the said premises. Licensee hereby indemnifies the Licensor against any liability arising in connection with the employment of its personnel in the said premises

by Licensor. Licensee hereby undertakes to carry out police verification of its employees and submit the copy of same to O&M Administration of Licensor, in accordance with the Licensor's policies regulations prevalent at that time.

- 3.3.7 The Licensee shall indemnify the Licensor from any claims that may arise from the statutory authorities against any statutory taxes, statutory dues, local levies, etc. in connection with this License.
- 3.3.8 The Licensee shall indemnify the Licensor from any damage charges to be incurred if the Licensed Mart cum Office has not been handed over to the Licensor in good condition as required under this agreement.
- 3.3.9 The Licensee shall indemnify the Licensor from any serious accident caused due to negligence of the Licensee, resulting in injury, death to commuters or the Licensor employees or loss to property of the Licensor.
- 3.3.10 The Licensee shall be liable for and shall indemnify, protect, defend and hold harmless the Licensor, officers of the Licensor, employees and agents from and against any and all demands, claims, suits and causes of action and any and all liability, costs, expenses, settlements and judgments arising out of the failure of the Licensee to discharge its obligations under this clause and to comply with the provisions of Applicable laws and Applicable Permits.
- 3.3.11 The Licensee shall indemnify and keep indemnified the Licensor for any losses/ penalties on this account levied by any judicial/statutory authorities/courts, in case, the Licensee misused all liabilities for mis-user charges and mis-user proceedings.
- 3.3.12 Insurance and Waiver of Liability: The Licensee shall bear the cost, throughout the term of the License, for a comprehensive general liability insurance covering injury to or death of any person(s) while working in premises of the Licensor, including death or injury caused by the sole negligence of the Licensee or the Licensee's failure to perform its obligations under the agreement. Upon the Licensor's request, the Licensee shall submit to the Licensor, suitable evidence that the foregoing policy or policies are in effect. In the event of the default i.e. avoiding the insurance cover, the Licensee agrees and undertakes to indemnify and hold the Licensor harmless against any and all liabilities. Losses, damages, claims, expenses suffered by the Licensor as a result of such default by the Licensor.

**3.4 Prohibited activities at Deendayal Hastkala Sankul (Trade Centre & Museum):**

- a) Any product/Service, sale of which is unlawful/ illegal or deemed unlawful under any Act.
- b) Any product, storage and sale of which may lead to or be considered as a fire hazard; such as fire crackers, industrial explosives, chemicals, etc.
- c) Sale of open liquor
- d) Sale of tobacco and tobacco products.
- e) Defacement of the building structure or facade or boundary.
- f) Use of loud speakers
- g) Use of musical instruments and band etc. without requisite permissions/approvals from concerned/ Competent Authority.

**Bid Application Forms (BAF)**

**for Licensing of Marts Cum Office Space At  
Deendayal Hastkala Sankul (Trade Centre & Museum), Varanasi, Uttar Pradesh**

**(Bid Application Form - Annexures)**

Name and address of the Applicant:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Date .....

Place.....

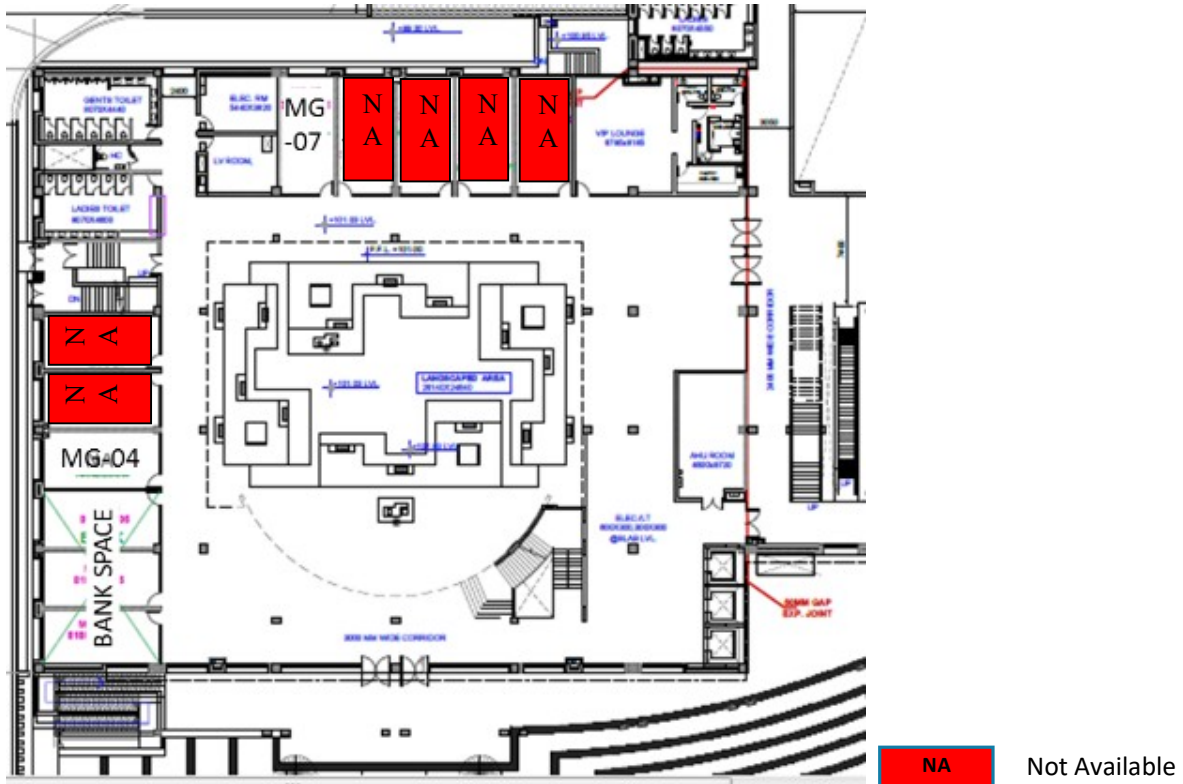


## Annexure 1: Details of Marts

Allowable merchandise categories in Mart cum Office are mentioned in the Term Sheet.  
 Details of Marts cum Office Spaces, at Deendayal Hastkala Sankul (Trade Centre & Museum), Varanasi, Uttar Pradesh available for license:

### Layout map, mart identification number, category and area details

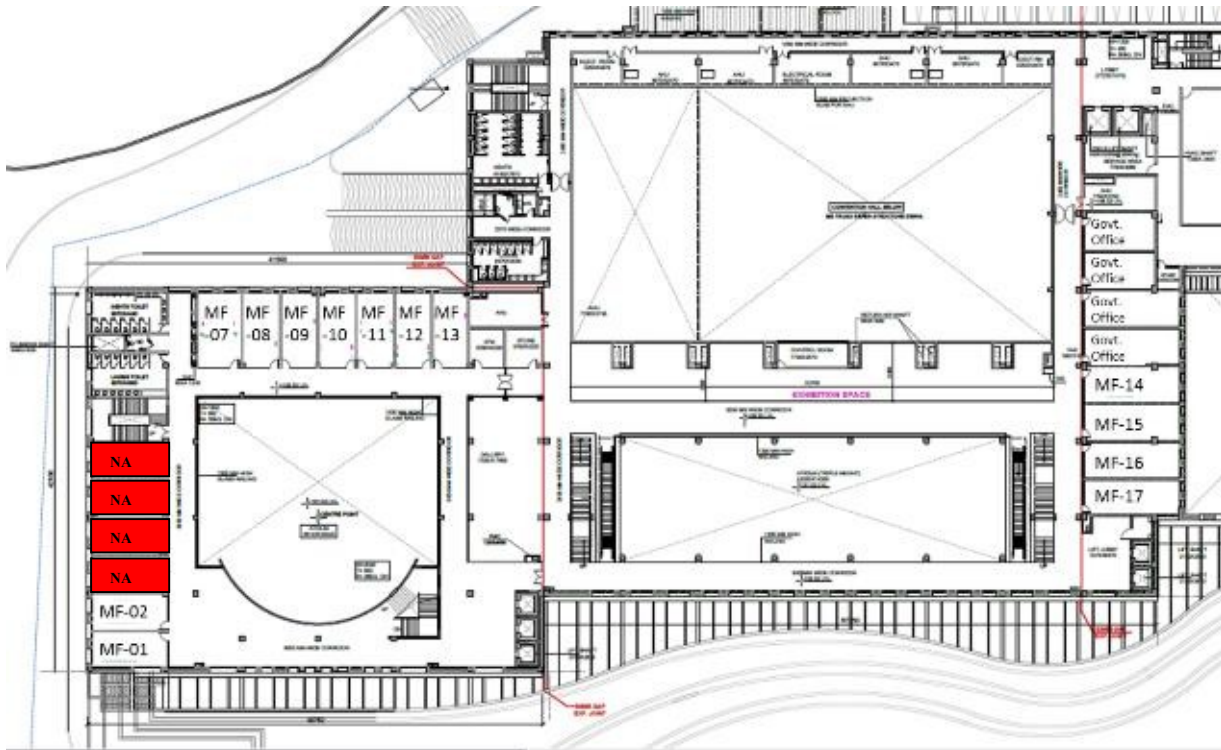
#### 1. Ground Floor



Ground floor ID No, Category and area details for Marts cum Office spaces:

MARTS/OFFICE (block-a)				
GROUND FLOOR				
Mart Identification Number	Length	Breadth	Carpet Area	Minimum Reserve Price for Monthly Licensee Fee
	MM	MM	SQ. M	INR/ Month
MG-4	8185	3920	32.09	8432.41
MG-5	Not Available			
MG-6	Not Available			
MG-7	3735	8185	30.57	7667.86
MG-8	Not Available			
MG-9	Not Available			
MG-10	Not Available			
MG-11	Not Available			

## 2. First Floor

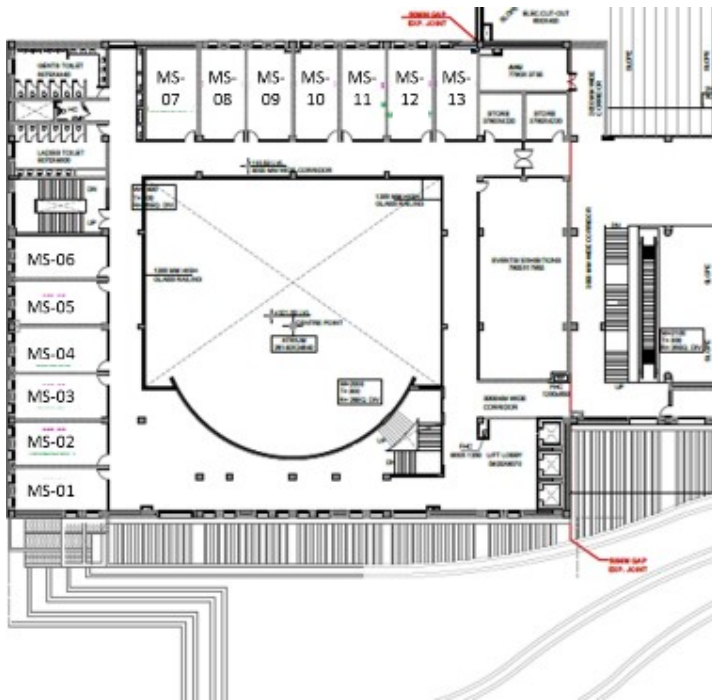


First floor ID No, Category and area details for Marts:

MARTS/OFFICE (block-a)				
FIRST FLOOR( block-a)				
Mart Identification Number	Length	Breadth	Carpet Area	Minimum Reserve Price for Monthly Licensee Fee
	MM	MM	SQ. M	INR/ Month
MF-1	8185	3735	30.57	7,363.58
MF-2	8185	3935	32.20	7,758.61
MF-3	Not Available			
MF-4	Not Available			
MF-5	Not Available			
MF-6	Not Available			
MF-7	4655	8185	38.10	8,343.07
MF-8	3920	8185	32.09	7,027.01
MF-9	3920	8185	32.09	7,027.01
MF-10	3920	8185	32.09	7,027.01
MF-11	3920	8185	32.09	7,378.36
MF-12	3920	8185	32.09	7,378.36
MF-13	3735	8185	30.57	7,028.87

CONVENTION BLOCK				
FIRST FLOOR				
Mart Identification Number	Length	Breadth	Carpet Area	Minimum Reserve Price for Monthly Licensee Fee
	MM	MM	SQ. M	INR/ Month
MF-14	10420	3920	40.85	8,945.26
MF-15	10420	3920	40.85	8,945.26
MF-16	10420	3920	40.85	8,945.26
MF-17	10420	3735	38.92	8,522.63

3. Second Floor

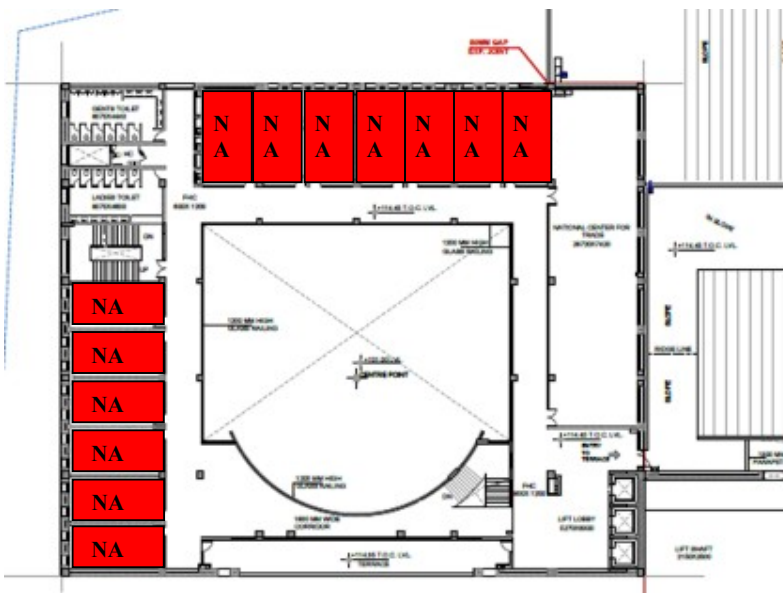


Second Floor ID No, Category and area details for Marts:

MARTS/OFFICE (block-a)				
SECOND FLOOR				
Mart Identification Number	Length	Breadth	Carpet Area	Minimum Reserve Price for Monthly Licensee Fee
	MM	MM	SQ. M	INR/ Month
MS-1	8185	3735	30.57	6,709.37
MS-2	8185	3935	32.21	7,069.31
MS-3	8185	3905	31.96	7,014.45
MS-4	8185	3920	32.09	6,875.29
MS-5	8185	3920	32.09	6,875.29
MS-6	8185	3735	30.57	6,549.63

MS-7	4655	8185	38.10	7,963.84
MS-8	3920	8185	32.09	6,707.60
MS-9	3920	8185	32.09	6,707.60
MS-10	3920	8185	32.09	6,707.60
MS-11	3920	8185	32.09	6,875.29
MS-12	3920	8185	32.09	6,875.29
MS-13	3735	8185	30.57	6549.62

**4. Third Floor**



Third Floor ID No, Category and area details for Marts:

MARTS/OFFICE (block-a)				
THIRD FLOOR				
Mart Identification Number	Length	Breadth	Carpet Area	Minimum Reserve Price for Monthly Licensee Fee
	MM	MM	SQ. M	INR/ Month
MT-1			Not Available	
MT-2			Not Available	
MT-3			Not Available	
MT-4			Not Available	
MT-5			Not Available	
MT-6			Not Available	
MT-7			Not Available	
MT-8			Not Available	
MT-9			Not Available	

<b>MT-10</b>	<b>Not Available</b>
<b>MT-11</b>	<b>Not Available</b>
<b>MT-12</b>	<b>Not Available</b>
<b>MT-13</b>	<b>Not Available</b>

Note-1: Applicant shall submit proposal in prescribed format along with requisite information and documents.

Note-2: One Applicant shall be allotted one Mart cum Office space only.

Note-3: In addition to License fees, applicable electricity and common area maintenance (CAM) charges shall be paid by Licensee,

Note-4: The selection shall be done based on highest price quoted by the Applicants for respective Mart cum Office space, in a transparent bidding process, provided that the Authority reserves the rights to accept only those bids which are above this minimum reserve price.

Note-5: License shall be provided on carpet area.

Note-6: In case of any concerns or difference of opinion regarding area calculation/ allocation, decision of Estate Officer or person authorized by Authority / Ministry of Textile GOI, shall be final and binding.

Note-7: All Mart cum Office spaces offered on License basis are on “as is where is basis”. On this area the successful Applicants/Licensees are expected to carry out all works, as needed for use with respect to Category as allocated for the Mart cum Office space on their own cost.

Note-8: Interest free Security Deposit as stipulated in the RFP and advanced License Fee along with Common Area Maintenance Charge for 1st Month shall be deposited as per the schedule indicated in LoI, before signing of License Agreement.

Note-9: All services for connectivity like lease lines / broad band / internet / telephone lines to be procured by the Licensee.

Note-10: Parking- parking facilities are available as part of overall parking for Deendayal Hastkala Sankul (Trade Centre & Museum).

Form - 1

**Bid Application Form for Licensing of Marts cum Office Space at Deendayal Hastkala Sankul (Trade Centre & Museum), Varanasi, Uttar Pradesh**

*(On Official letterhead of the Applicant)*

No:

Dated:

To,

\_\_\_\_\_

\_\_\_\_\_

**Sub: Bid for License rights in Marts cum Office space at Deendayal Hastkala Sankul (Trade Centre & Museum), Varanasi, Uttar Pradesh**

Sir,

With reference to above subject, I/we, having examined the Bid Document and understood their contents, hereby submit my/our Proposal for the aforesaid License Rights for **Marts cum Office space with Identification Number \_\_\_\_\_** for sale of allowable merchandise **under (Category –I or Category – II) \_\_\_\_\_** on License Fee basis at Deendayal Hastkala Sankul (Trade Centre & Museum) as per terms of RFP and selection process. The Bid is unconditional and unqualified.

1. I/ We acknowledge that Authority shall be relying on the information provided in the Proposal and the documents accompanying the Bid for selection of the Licensee for the aforesaid subject, and we certify that all information provided therein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.

2. This statement is made for the express purpose of our selection as Licensee for the aforesaid subject. I/ We shall make available to Authority any additional information it may find necessary or require to supplement or authenticate the Bid.

3. I/ We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

4. I/ We declare that:

(a) I/ We have examined and have no reservations to the Bid Document, including Addendum / Corrigendum, if any, issued by Authority; and

(b) I/ We do not have any conflict of interest in accordance with provisions of the Bid document; and

(c) I/ We 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, as stipulated in the bid document, in respect of any Bid or request for proposal issued by or any agreement entered into with Licensor; and

(d) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the Bid Document, no person acting for us or on our behalf has engaged or shall engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and

(e) the information given by us along with the Application in response to the RFP for the above subject were true and correct as on the date of making the Proposal and are also true and correct as on the proposal due date and I/we shall continue to abide by them.

5. I/ We understand that you may cancel the Bidding/Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Applicants to Bid for the above subject, without incurring any liability to the Applicants, in accordance with provisions of the RFP document.

6. I/ We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Applicant, or in connection with the Bidding/Selection Process itself, in respect of the above mentioned subject License Agreement and the terms and implementation thereof.

7. In the event of my/ our being declared as the Preferred Bidder, I/we agree to enter into a License Agreement in accordance with the draft that has been provided to me/ us prior to the Bid due date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.

8. I/ We have studied all the RFP and Proposal Document carefully and also surveyed the proposed Marts cum Office Space. We understand that except to the extent as expressly set-forth in the License Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding/Selection Process including the award of License Agreement.

9. I/ We shall submit Security Deposit to the Licensor in accordance with the RFP Document.

10. I/ We agree and understand that the Proposal is subject to the provisions of the Bidding Documents. In no case, I/we shall have any claim or right of whatsoever nature if the License rights as mentioned in above subject are not awarded to me/us or our Proposal is not opened or rejected.

11. The financial offer has been quoted by me/us in the financial proposal after taking into consideration all the terms and conditions stated in the RFP document, Draft License Agreement, addenda/ corrigenda, our own estimates of costs and after a careful assessment of the Mart cum Office space/site.

12. I/ We agree and undertake to abide by all the terms and conditions of the RFP Document.

13. I/ We shall keep this offer valid for 180 (one hundred and eighty) days from the Proposal due date specified in the RFP.

14. I/We undertake that I/we am/are not barred by the Authority, or any government entities in India from participating in its tenders/projects or there is no bar subsists as on the Proposal Due Date,

15. I/ We hereby submit our Proposal, RFP document and Draft License Agreement duly signed on each page as token of unconditional acceptance of all terms and conditions set out herewith.

In witness thereof, I/ We submit this Proposal under and in accordance with the terms of the RFP document.

Yours

(Signature, name and designation of the Authorised signatory)

Name and seal of Applicant

Date: \_\_\_\_\_, Place: \_\_\_\_\_

## Form - 2

**Details of Applicant**  
*(On the Letter Head of the Applicant)*

1. Applicant details:
  - a) Name of Applicant \_\_\_\_\_
  - b) Address of the firm \_\_\_\_\_  
\_\_\_\_\_
  - c) Date of incorporation and/or commencement of business, registration no. \_\_\_\_\_
  - d) GST registration details \_\_\_\_\_
  - e) PAN \_\_\_\_\_
  
2. Details of individual(s) who shall serve as the point of contact / communication for Authority with the Applicant:
  - a) Name \_\_\_\_\_
  - b) Contact Number \_\_\_\_\_
  - c) E-mail address (if any) \_\_\_\_\_
  
3. Under which allowable merchandise category is the proposal submitted (Category - I or Category - II):  
\_\_\_\_\_ *(refer point 5 of term sheet for allowable merchandise category and refer point 7 for eligibility criteria under each category).*
  
4. Applicant's main line of Business(s)/ Trade(s):  
\_\_\_\_\_
  
5. Enclosure Checklist: Following shall be enclosed with Envelop-1:

SN	Document	Enclosed (yes/no)	Page No.
I	Duly filled Form 1 and Form 2		
II	Attested copy of Certificate of Incorporation/ registration*		
III	Certificate as per Form 3a or 3b (as applicable) (Financial Capacity)		
IV	Original Power of Attorney as per Form 5		
V	Declaration cum Undertaking as per Form 6		
VII	Earnest Money Deposit (EMD) <i>(Demand Draft / Bankers checkup / acknowledgement of deposit through RTGS / NEFT transfer).</i> <i>MSME/NSIC registered bidders must submit copy of respective registration certificate to avail EMD exemption.</i>		



**Below mentioned valid documents issued in the name of bidder, can be submitted as proof of Incorporation/ Registration**

- SSI Registration
  - Valid Business License or Certificate of Registration issued by State/Central/Local Government authority
  - Registration certificate/license issued by Municipal authorities such as Shop & Establishment Certificate/Trade License
  - GST/CST/VAT/Service Tax Certificate or Letter of Registration for GST/CST/VAT/Service Tax
  - Complete Income Tax return (ITR 4) duly acknowledged by Income Tax authorities.
  - Import - Export certificate (IEC Code) issued by the Director General of Foreign Trade.
6. It is hereby declared that I/We have submitted only 1 (One) tender for this Mart cum Office space and shall adhere to all terms and conditions as specified in the RFP document.

For and on behalf of

(Name of the Applicant) \_\_\_\_\_

Signature

(Name of the Authorized Signatory) \_\_\_\_\_

Designation: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\* Applicant firm/company shall submit attested copy of registration / incorporation certificate and power of attorney in favour of Authorized Signatory.

**Form – 3 a**  
**Financial Capacity of the Applicant Firm/ Bidder (Applying under Category – I)**  
(Certificate from Statutory Auditor/ Chartered Accountant)

S. No.	Financial Year	Annual Revenue (In Lakhs)
1	2018 - 2019	
2	2017 - 2018	
3	2016 – 2017	

Certificate from Statutory Auditor/ Chartered Accountant

This is to certify that \_\_\_\_\_ (Applicant / bidder) has the turnover from specified manufacturing / trade of Varanasi region products (i.e. Handloom / Handicraft / Carpet) as indicated above.

Name of the Audit Firm:

Seal of the Audit Firm:

Date:

Name and Signature of Authorized Signatory

**Form – 3 b**  
**Financial Capacity of the Applicant Firm/ Bidder (Applying under Category – II)**  
(Certificate from Statutory Auditor/ Chartered Accountant)

S. No.	Financial Year	Annual Revenue (In Lakhs)
1	2018 - 2019	
2	2017 - 2018	
3	2016 – 2017	

Certificate from Statutory Auditor/ Chartered Accountant

This is to certify that \_\_\_\_\_ (Applicant / bidder) has the turnover from manufacturing/ trade of GI products of ~~other region/States~~ of India as indicated above.

Name of the Audit Firm:

Seal of the Audit Firm:

Date:

Name and Signature of Authorized Signatory

## Form - 4

## Financial Bid Statement

*(On the Letter Head of the Applicant, to be submitted in separate sealed envelope)*

I/We hereby offer to take the **Mart cum Office space with Identification Number** \_\_\_\_\_ for sale of allowable merchandise **under (Category –I or Category – II)** \_\_\_\_\_ on License basis selected by me/us as per details indicated in Annexure-1 of RFP, at Deendayal Hastkala Sankul (Trade Centre & Museum), Varanasi, Uttar Pradesh:

- a) I/we shall pay to Licensor a monthly License amount of **Rs.** \_\_\_\_\_ (in figures) (rupee \_\_\_\_\_) (in words) **per Month** plus taxes as applicable for the Licensed Mart cum Office space payable in advance as per terms and conditions mentioned in the RFP.
- b) I/we shall pay to Licensor a monthly common area maintenance charges kept fixed at Rs. 6000 / per month plus taxes as applicable per licensed space for 1st year (for the date of signing of license agreement) and expect an annual escalation of 05% every year applicable in common area maintenance charges.
- c) I/we shall also pay Electricity charges as per actual consumption of my licensee space.
- d) I/we undertake that the licensed Mart cum Office space shall not be utilized for business / trade of any merchandise other than the category identified in the RFP for this Mart cum Office space.
- e) I/we understand that License Fee shall be worked out on monthly basis for the individual Mart cum Office and have reviewed all the details mentioned in Annexure 1 and as confirmed in this letter.
- f) I/we acknowledge and confirm that we have undertaken an independent due-diligence of all aspects of licensed space including but not limited to technical and financial viability, legal framework, operational requirements and based on same, we are hereby submitting our Proposal in accordance with terms and conditions of this RFP.
- g) I/we confirm that I/We shall be responsible for making required safety and security arrangements for the licensed space, and acknowledge that, the Licensor shall not be liable for any security or safety related matters of the licensed space.
- h) I/we confirm that all applicable terms and conditions as specified in the RFP and License Agreement shall be adhered to by me/us during the entire License Period.
- i) I/we understand that allocation of Mart cum Office space will be done on ranking of the bid, as per financial bid submitted for individual Mart cum Office space. I/we undertake that we shall provide all required inputs from our side within time indicated by the Authority, to avoid cancellation of my bid.
- j) I/we hereby acknowledge that Authority reserves all rights to modify, cancel or make appropriate reservations as per Authority's discretion in the selection process.
- k) The arithmetical errors shall be rectified on the following basis. If there is a discrepancy between words and figures, the amount whichever is greater shall prevail.
- l) I/we understand that all stamp duties for registration of Mart cum Office space required for the execution of License agreement in pursuance of this Bid, shall be borne by Licensee.
- m) This offer is being made by me/ us after taking into consideration all the terms and conditions stated in the bid document, and after careful assessment of the Mart cum Office spaces offered, all risks and contingencies and all other conditions that may affect the financial bid.
- n) I/we agree to keep my/ our offer valid for 180 days from the due date of submission of this Bid.

Authorized signatory

Name & Seal of the Applicant

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact \_\_\_\_\_

[on non-judicial stamp paper of Rs. 100/-]

**Power of Attorney by Applicant / Firm in favor of Designated Person**

Dated \_\_\_\_\_

**POWER OF ATTORNEY**  
TO WHOMSOEVER IT MAY CONCERN

Shri -----(Name of the Person, domiciled at ----- (Address), acting as -----  
------(Designation and name of the Firm), and whose signature is attested below, is hereby  
authorized on behalf of -----(Name of Bidder) to sign and submit the proposal, negotiate and settle  
terms and conditions, finalize, approve, sign and execute Agreements, Documents, Endorsements, Writings,  
etc. as may be required by Authority/Licensor for "**Licensing of Marts cum Office Space at Deendayal  
Hastkala Sankul (Trade Centre & Museum), Varanasi, Uttar Pradesh**" and is hereby further authorized  
to sign and file relevant documents in respect of the above.

(Attested signature of Shri-----)

We hereby ratify and confirm that all acts done by our attorney ----- (name of designated person)  
shall be binding on us as if same had been done by us personally.

IN WITNESS WHEREOF, we have hereunto set our respective hands this ----- day  
of -----2018—in the presence of the following witnesses,

Witness 1

Witness 2

Signature\_\_\_\_\_

Signature \_\_\_\_\_

Name\_\_\_\_\_

Name \_\_\_\_\_

Address\_\_\_\_\_

Address \_\_\_\_\_

Signature:.....

[Signature of authorized signing officer]

Name:.....

[Name of authorized signing officer]

Title:.....

[Title of authorized signing officer]

*\* Any change in the designated person should be informed to Authority/Licensor along with a similar Power  
of Attorney in favor of such person.*

**Declaration cum Undertaking**  
*(on letter head of Applicant)*

**To,**  
**Office of Development Commissioner (Handicrafts),**  
**Ministry of Textiles, Govt. of India**

I/We hereby declare that, in case we are allotted the Licensed space:

- a) I/we shall display and sell only handmade products in the Licensed area,
- b) I/we shall adhere to the 'Disaster Management Protocol',

\_\_\_\_\_

**Signature of Applicant**

**Date:** \_\_\_\_\_

**List of Abbreviations used in the Bid Document**

1. Avg.: Average
2. BAF: Bid Application Form
3. BMS: Building Management System
4. CCTV: Close Circuit Tele Vision
5. CAM: Common Area Maintenance
6. CPPP: Central Public Procurement Portal
7. DD: Demand Draft
8. EMD: Earnest Money Deposit
9. GOI: Government of India
10. Govt.: Government
11. GST: Goods and Services Tax
12. ITB: Instructions to Bidders
13. LF: License Fee
14. LOI: Letter of Intent
15. MSME: Micro, Small & Medium Enterprises
16. Min.: Minimum
17. Max.: Maximum
18. MOT: Ministry of Textiles, Government of India
19. NHDC: National Handloom Development Corporation
20. NEFT: National Electronic Funds Transfer
21. NSIC: National Small Industries Corporation
22. NIT: Notice Inviting Tender
23. No.: Number
24. O/o: Office of
25. O&M: Operations and Maintenance
26. PAN: Permanent Account Number
27. PO: Pay Order
28. PoA: Power of Attorney
29. RFP: Request for Proposal
30. Rly.: Railway
31. RTGS: Real Time Gross Settlement
32. SN: Serial Number
33. SD: Security Deposit
34. Sq.ft: Square feet
35. Sqm: Square Meter
36. TAN: Tax Account Number
37. WSC: Weaver Service Centre

**Draft License Agreement**