

STATE AGENCY FOR DEVELOPMENT OF HANDLOOM CLUSTERS

(An autonomous Organisation under Handlooms, Textiles & Handicrafts Department, Government of Odisha)

At: Directorate of Textiles, Odisha, Satyanagar, Bhubaneswar-751007

Tele: 0674-2572256, Email: sadhacorissa@gmail.com, www.sadhacodisha.org

Letter No. 668 /, Dated the 12Th Nov'2021, Bhubaneswar
SADHAC/295/2021

QUOTATION CALL NOTICE FOR "CONTENT WRITING WORK" FOR PREPARATION OF
BROCHURE/LEAFLETS OF GEOGRAPHICAL INDICATION PRODUCTS.

Sealed quotations are invited from Individuals/Firms having valid GSTN with up-to-date GST return in case of firm and PAN number in case of individuals to take up the work for "Content writing" for preparation of brochures/Leaflets of G.I Registered Handlooms and Handicrafts Products of Odisha registered under Geographical Indication Act 1999.

The state has 30 districts, each being unique in its own way. Some of the distinctions of some places have got governmental approval with the geographical indication tags or GI tags for the state. It is the fact that those items or products get the GI tags have the only legal right to produce and sell that particular variety of products. So far 17 items from Odisha have been registered under G.I.

Objective:

To unlock the commercial potential of G.I Product. Every year many PWCS/Awardees/Entrepreneur's and State marketing societies are participating in National and International exhibition to showcase the unique handloom and handicrafts product of Odisha. So it is necessary to have leaflets of each G.I Product for customer information.

Scope of Work:

- Study the Critical Process involved in manufacturing of the product.
- Defining the uniqueness of each product.
- Create content about the product that adds value to the reader's life. It must be clear, concise and compelling.
- Suggest Picture of process to be considered while designing the leaflets.
- Content for the leaflets may be more than 2000 words and in English language.

Eligibility:

The bidder shall furnish the following documents to establish the bidder's eligibility.

- a) Self attested photocopy of Firm/Agency/organization registration certificate

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- b) Self attested photo copy of PAN number.
- c) GST registration certificate
- d) C.V of the content writer/Individual
- e) Sample reference if any work done in past

Terms & Condition:

- 1) The quotation will be received in sealed cover super scribed" Quotation for Content writing" addressing to Member Secretary, SADHAC,1st floor Directorate of Textiles, Satyanagar,Pin-751007 by speed post / Registered post/Courier or by hand on or before 28-11-21 by 5.00 pm. which will be opened in the presence of selection committee.
- 2) Quotations must be in the enclosed prescribe Performa as Annexure-A on the letter head of the firm.
- 3) The price quoted by the bidder shall be fixed for the duration of the contract and shall not be subjected to adjustment of any account.
- 4) Prices must be quoted in INR only.
- 5) GST or any other local taxes should be clearly mentioned separately in terms of percentage and amount.
- 6) The authority reserved the right to accept or reject any or all bids without assigning any reason thereof.
- 7) Payment for the services will be made only after successful completion of each assignment.
- 8) No separate charges will be paid for suggestion of Pictures to be put for making of Leaflets of G.I products.
- 9) If the selected firm/Individual does not confirm the offer within the stipulated time. The committee may cancel their selection/engagement & opt for 2nd lowest bidder with l-1cost.
- 10) Award of work is binding on the decision of the committee.

At any point of time if the firm/individuals wants to refer any documents/information about the G.I registered handloom and handicrafts product, SADHAC would help them with all the necessary information. The notice is uploaded in our website "sadhacodisha.org".


Deputy Director of Textiles (Hq.)
and Member Secretary.

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Annexure-A

The Member Secretary
SADHAC, Bhubaneswar

Sir,

I/We do hereby submit the quotation for Content writing of G.I Registered handloom and handicrafts products of Odisha.

Sl.No	Particulars Activity	Cost per Word	
1.	Marketing oriented content creation for G.I products Leaflets		
2.	GST@		
	Total		
3.	Email Id		

Full signature of the bidder

Date:

Seal