

Expression of Interest (EOI) for different works

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ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA, AHMEDABAD

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**Entrepreneurship
Development
Institute of India
Ahmedabad**

Notice Inviting Expression of Interest (EOIs) for different works

Last date of receipt of EOI: 19/11/2024 up to 04:00 PM

Introduction

Entrepreneurship Development Institute of India (EDII), Ahmedabad, invites EOIs for different works.

India's heritage is woven with threads of timeless tradition, exquisite craftsmanship, and a rich tapestry of cultural diversity. At the heart of this vibrant legacy lies the artisan, whose hands have shaped the art of our land through generations. This is a testament to these unsung heroes, a bridge connecting the ancient skills of Indian craftsmen to the contemporary world.

The initiative strives to uplift the lives of these artisans by providing them with the necessary support, resources, and opportunities to thrive.

Expressions of interest are invited for different works:

1. Coffee Table Book
2. Production of 5-minute Videos
3. Social Media Agency
4. Updation & Maintenance of the Website
5. Branding & Packaging of Handicraft & Handloom Products
6. Digital Marketing Training

The details of these are listed below:

1. Coffee Table Book

The coffee table book - an ode to artisans' extraordinary creations. Through vivid photographs, compelling narratives, and an immersive journey into the world of traditional crafts, we aim to celebrate and preserve the invaluable contributions of our craftsmen. Each page unfolds a story of dedication, innovation, and the enduring spirit of artisans who breathe life into their work with each meticulous detail.

This book showcases the exceptional artistry that flourishes under this initiative and highlights its transformative impact on the artisans and their communities. The pages will transport into the colourful world of handwoven textiles, intricate embroideries, delicate pottery, and more. Each piece reflects the cultural heritage and regional identity from which it originates, narrating tales of tradition, perseverance, and creativity.

Objective

The primary objective of this coffee table book is to showcase the rich heritage, craftsmanship, and stories of artisans. This book aims to:

- I. Showcase Artistry and Craftsmanship
 - Highlight the intricate details and skills involved in creating art, crafts, or other subjects featured in the book.
 - Present high-quality images and content that capture the essence and beauty of the subject matter.
- II. Promote Cultural Heritage
 - Preserve and promote the cultural heritage associated with it, such as traditional crafts, historical events, or regional art forms.

- Educate readers about the historical and cultural significance of the featured items.
- III. Enhance Brand Visibility
- Highlight the efforts and achievements.
 - Use the book to enhance the visibility and reputation of the brand.
 - Establish a strong visual and thematic identity that aligns with the values and mission.
 - Reach a wide audience, including policymakers, industry leaders, and craft enthusiasts.
- IV. Engage and Inspire the Audience
- Create an engaging and visually appealing experience for readers, encouraging them to appreciate the craft.
 - Inspire readers through compelling stories, images, and designs that evoke emotions and curiosity.
- V. Support Artisans and Communities
- Highlight the work and stories of artisans and communities, providing them with recognition and support.
 - Raise awareness about the challenges and opportunities faced by these groups, fostering appreciation and potential patronage.
- VI. Educate and Inform
- Provide in-depth knowledge and insights about the subject matter, educating readers on various aspects.
 - Include detailed descriptions, historical contexts, and expert commentary to enhance the reader's understanding.
- VII. Create a Collectible Item
- Design the book as a high-quality, collectible item that readers will treasure and display.
 - Focus on premium materials, elegant design, and exceptional craftsmanship to enhance the book's aesthetic and tactile appeal.
- VIII. Support Marketing and Fundraising Efforts
- Leverage the book as a marketing tool to attract attention and support artisans.
 - Utilize the book in fundraising efforts, with proceeds supporting the artisans, communities, or causes featured within.

Scope of Work

The scope of work includes, but is not limited to:

I. Concept Development

- Collaborate to identify the central theme and narrative of the book.
- Develop a comprehensive concept proposal, including a visual and content strategy.

II. Content Collection

- Conduct thorough research to gather relevant information, stories, and context related to the theme.
- Interview artisans, experts, and relevant individuals to collect authentic stories and insights.

- Organize photo shoots to capture high-quality images of the subject matter, ensuring detailed and visually appealing visuals.

III. Writing and Editing

- Write engaging and informative text, including introductions, captions, and narratives that complement the visuals.
- Edit and proofread the text to ensure accuracy, coherence, and consistency in tone and style.
- Writing and editing content to reflect the vision and mission.

IV. Design and Layout

- Develop the overall visual design, including typography, colour schemes, and layout, ensuring it aligns with the theme and brand identity.
- Create a cohesive and aesthetically pleasing page layout, balancing text and images for an engaging reader experience.
- Design additional graphic elements, such as illustrations, charts, or infographics, to enhance the visual appeal.

V. Review and Feedback

- Present drafts and design mock-ups for feedback and approval at various project stages.
- Incorporate feedback and make necessary revisions to ensure the final product meets expectations.

VI. Printing and Production

- Identify and collaborate with a reliable printing company capable of producing high-quality coffee table books.
- Choose appropriate cover, paper, and binding materials to ensure durability and a premium feel.
- Review print proofs to ensure colour accuracy and print quality before mass production.

VII. Final Delivery

- Conduct a thorough quality check of the final printed books to ensure they meet the specified standards.

VIII. Marketing and Launch Support

- Create promotional materials such as flyers, posters, and social media content to support the book launch.
- Assist in planning and executing a launch event to introduce the book to the target audience and media.

IX. Project Management

- Develop a detailed project timeline with key milestones to ensure timely completion of each phase.
- Monitor and manage the project budget, ensuring all expenditures are within the allocated limits.
- Provide regular updates to stakeholders on the progress and potential issues or delays.

2. Production of 5-minute videos (8-10 numbers)

Expression of Interest (EOIs) for different works

Objective

The primary objective of producing videos is to document, promote, and disseminate the rich heritage of Indian handicrafts and artisanship. These videos aim to raise awareness, educate the public, and provide a platform for artisans to showcase their skills and craftsmanship. The videos will serve as a medium to connect artisans with wider markets, enhance their visibility, and support the preservation and growth of traditional handicrafts. They will also show the success stories and the impact of the project.

Scope of Work

The scope of work includes but is not limited to the following tasks:

- I. **Content Development**
 - Research and scriptwriting to highlight various aspects of Indian handicrafts, including history, techniques, and cultural significance.
 - Interviews with artisans, showcasing success stories, skills, and their challenges.
 - Inclusion of expert commentary on the importance of preserving handicrafts.
- II. **Video Production**
 - High-quality filming of artisans at work in their natural environments, capturing the intricacies of their craftsmanship.
 - Use professional-grade shooting equipment, including cameras, lighting, and sound recording devices.
 - Editing and post-production to create polished, engaging videos ready for distribution.
- III. **Graphics and Animation**
 - Integration of graphics, infographics, and animations to explain complex processes and highlight key information.
 - Creating titles, captions, and other text elements to enhance viewer understanding.
- IV. **Language and Accessibility**
 - Production of videos in Gujarati/ Hindi to reach a diverse audience.
 - Provision of English subtitles and voice-overs to ensure accessibility for people with hearing impairments and non-native speakers.
- V. **Distribution and Promotion**
 - Development of a distribution strategy to maximize reach, including online platforms, social media, and traditional media outlets.
 - Use of targeted advertising and promotional campaigns to boost visibility and engagement.
- VI. **Monitoring and Feedback**
 - Collection of feedback from viewers and stakeholders to assess the effectiveness of the videos.
 - Regular monitoring of video performance through analytics and viewer engagement metrics.
 - Making necessary adjustments and updates based on feedback and performance data.
- VII. **Documentation and Reporting**
 - Detailed production process documentation, including scripts, shot lists, and production notes.

- Regular reporting on progress to relevant stakeholders, including government officials and project partners.
- This scope of work ensures that the videos will effectively capture and communicate the value of India's rich handicraft traditions while supporting the artisans who keep these traditions alive.

3. Social Media Agency

Objective

The primary objective is to maintain and enhance the social media presence. The selected agency will develop and implement a comprehensive social media strategy that effectively promotes the initiatives, goals, and achievements. The agency will be expected to engage with diverse audiences, create and curate compelling content, and optimize social media platforms to increase awareness, engagement, and support for Yojana's mission of promoting traditional handicrafts and artisans across India.

Scope of Work

The scope of work includes but is not limited to the following tasks:

- I. **Social Media Strategy Development:**
 - Develop a comprehensive social media strategy aligned with the goals and objectives.
 - Identify key performance indicators (KPIs) to measure the success of the social media efforts.
 - Plan and implement strategies to increase follower base, engagement, and overall reach.
- II. **Content Creation and Management**
 - Create a content calendar that includes a mix of promotional, informational, and engaging posts tailored to different platforms (e.g., Facebook, Twitter, Instagram, LinkedIn, YouTube).
 - Design and produce high-quality images, infographics, videos, reels, and other multimedia content highlighting Yojana's initiatives, success stories, and key messages.
 - Craft compelling and culturally relevant captions, posts, and messages that resonate with the target audience.
 - Regularly schedule posts to ensure consistent and timely content distribution across all platforms.
- III. **Community Engagement**
 - Respond to comments, messages, and queries promptly and professionally, fostering positive interactions and building a community around the Yojana.
 - Identify and engage with relevant influencers, artisans, and cultural promoters to amplify Yojana's reach and message.
 - Actively promote events, webinars, workshops, and other activities on social media.
- IV. **Social Media Campaigns**

Conceptualize and execute thematic social media campaigns around key events, festivals, and initiatives to increase visibility and engagement.

- Manage and optimize paid social media campaigns to effectively enhance reach and target specific demographics.
- Organize online contests, challenges, and other interactive activities to encourage user-generated content and participation.

V. Monitoring and Reporting

- Monitor social media metrics and analytics to assess the performance of content and campaigns.
- Provide detailed monthly reports highlighting key metrics, insights, and recommendations for ongoing improvement.
- Conduct sentiment analysis to understand public perception and respond accordingly.

VI. Reputation Management

- Develop and implement a crisis communication plan to manage any potential negative publicity or issues that arise on social media.
- Regularly monitor social media channels and manage Yojana's online reputation.

VII. Training and Knowledge Transfer

- Conduct training sessions for internal teams on best practices in social media management.
- Provide knowledge transfer on content creation, community engagement, and analytics.

VIII. Compliance and Best Practices

- Ensure all social media activities comply with legal requirements, platform guidelines, and ethical standards.
- Stay updated with the latest social media trends, tools, and best practices to continuously enhance Yojana's online presence.

4. Updation & Maintenance of the Website

Objective

The main objective is to ensure the website remains an up-to-date, secure, and user-friendly platform that effectively communicates Yojana's mission, activities, and achievements. The website is valuable for artisans, stakeholders, and the general public. The aim is to enhance the user experience, maintain technical functionality, improve search engine visibility, and uphold the highest standards of security and accessibility.

Scope of Work

The scope of work includes but is not limited to the following tasks:

I. Website Content Management

- Regularly update website content, including text, images, videos, documents, and other media, to reflect the latest information, events, initiatives, and success stories.
- Manage and maintain the CMS to ensure it is fully functional and user-friendly. Train relevant staff on using the CMS if necessary.
- Ensure that content updates are appropriately reflected across all website language versions, maintaining consistency and accuracy.

- II. **Design and User Experience (UX) Enhancements**
 - Continuously improve the website's user interface (UI) and user experience (UX) based on user feedback and analytics data to enhance ease of navigation and accessibility.
 - Ensure the website is fully responsive and optimized for viewing on various devices, including desktops, tablets, and mobile phones.
 - Ensure the website complies with web accessibility standards (e.g., WCAG) to accommodate users with disabilities.
- III. **Technical Maintenance**
 - Perform regular backups of the website's content, database, and other critical components to prevent data loss and ensure quick recovery in case of any issues.
 - Identify and fix any bugs, glitches, or technical issues that may arise to ensure the website functions smoothly at all times.
 - Monitor and optimize website performance, including load times, server response times, and overall speed, to ensure a seamless user experience.
- IV. **Security Management**
 - Conduct regular security audits to identify vulnerabilities and implement necessary measures to protect the website from hacking, malware, and data breaches.
 - Ensure that SSL certificates are current and that the website maintains secure HTTPS protocols.
 - Implement and maintain measures to protect the privacy and security of user data in compliance with relevant laws and regulations.
- V. **Search Engine Optimization (SEO)**
 - Regularly update meta tags, alt texts, and other on-page SEO elements to ensure the website ranks well on search engines.
 - Optimize website content with relevant keywords, internal linking, and other SEO best practices to enhance visibility and search engine rankings.
 - Conduct periodic SEO audits to identify areas for improvement and implement recommendations.
- VI. **Analytics and Reporting**
 - Set up and maintain analytics tools (e.g., Google Analytics) to monitor website traffic, user behavior, and other key performance indicators.
 - Provide monthly or quarterly reports detailing website performance, including visitor statistics, page views, bounce rates, and other relevant metrics.
 - Analyze the data and provide actionable insights and recommendations for improving the website's effectiveness.
- VII. **Content Development and Uploads:**
 - Creating new content such as articles, blogs, and case studies highlighting Yojana's initiatives and achievements.
 - Upload and integrate multimedia content, including videos, images, and infographics, ensuring they are optimized for web use.
- VIII. **Compliance and Legal Requirements**
 - Ensure the website complies with all relevant laws, regulations, and guidelines, including data protection laws (e.g., GDPR) and accessibility standards.

- Update privacy policies, terms and conditions, and other legal documents as needed.
- IX. Support and Training**
- Provide ongoing technical support to address any issues, ensuring minimal downtime.
 - Offer training sessions for internal staff on managing and updating the website, using the CMS, and understanding website analytics.
- X. Future Enhancements**
- Plan and implement future enhancements to the website as needed, including adding new features, sections, or capabilities in response to evolving needs and technologies.
 - Gather and analyze user feedback to inform and prioritize future updates and improvements.

5. Branding & Packaging of Handicraft & Handloom Products

Objective

The main objective is to develop cohesive and culturally resonant branding and product packaging solutions. This effort aims to elevate the visibility and market appeal of traditional Indian handicrafts and artisanal products, enhancing their competitiveness in domestic and international markets.

Scope of Work

The scope of work includes but is not limited to the following tasks:

- I. Brand Strategy Development**
 - Conduct a comprehensive study of the target market, consumer preferences, and competitors to inform the branding strategy.
 - Develop a strong and cohesive brand identity that embodies the essence reflecting the products' cultural heritage, craftsmanship, and authenticity.
 - Create detailed brand guidelines that include logos, typography, color schemes, and other visual elements to ensure consistency across all products and communication materials.
- II. Packaging Design**
 - Develop innovative and appealing packaging concepts that align with the brand identity and enhance the visual appeal of the products.
 - Propose and select sustainable, durable, and culturally appropriate packaging materials that protect the products while minimizing environmental impact.
 - Create packaging prototypes for review and approval, ensuring the designs are functional, aesthetically pleasing, and aligned with production capabilities.
- III. Cultural and Heritage Representation**
 - Ensure that the packaging design reflects the products' traditional techniques, stories, and cultural significance, celebrating the artisans' heritage and skills.
 - Incorporate storytelling elements into the packaging that convey each product's history, craftsmanship, and cultural context, enhancing consumer engagement and appreciation.

- IV. **Market-Specific Customization**
 - Tailor branding and packaging designs to suit regional markets, considering local preferences, languages, and cultural nuances.
 - Develop packaging solutions that meet international standards and appeal to global consumers, including language, regulations, and market-specific aesthetics considerations.

- V. **Sustainability**
 - Prioritize the use of environmentally friendly materials and processes in packaging design, aligning with global trends and consumer demand for sustainable products.
 - Ensure the branding and packaging process incorporates sustainable practices, from material sourcing to production and distribution.

- VI. **Implementation and Production**
 - Work closely with packaging manufacturers to ensure the designs are produced accurately and cost-effectively, adhering to the agreed-upon specifications.
 - Oversee the production process to maintain high-quality standards, ensuring that the final packaging meets the required durability, functionality, and aesthetic criteria.
 - Guide the packaging's role in the logistics and distribution chain, ensuring that the products are protected and presented effectively during transit and on retail shelves.

- VII. **Marketing and Communication Support**
 - Develop supporting promotional materials that align with the brand identity and packaging design, such as point-of-sale displays, brochures, and digital assets.
 - Provide training and handover documentation to the team, enabling them to manage the brand and packaging post-implementation effectively.
 - Offer ongoing support to refine and enhance the branding and packaging based on market performance and consumer insights.

6. Digital Marketing Training

Objective

The Objective of conducting a Basic Level Training on Digital Marketing for Artisans is to empower them with the essential skills to leverage online platforms, enhance their visibility to reach a wider audience, and ultimately boost sales for their handmade products.

Scope of work

The Scope of work for the training is stated below:

- I. Provide an overview of digital marketing and its various components, emphasizing its importance and potential benefits for artisans.
- II. Train artisans on creating and optimizing social media profiles, understanding audience targeting, engaging with customers, and utilizing paid advertising on platforms like Facebook and Instagram.
- III. Teach artisans how to develop a compelling brand story and effectively communicate it through digital channels to create a unique identity and connect with customers.

- IV. Foster a supportive environment for artisans to network with each other, share experiences, and learn from real-life case studies and success stories.
- V. Provide practical assignments to participants to reinforce their learning and allow them to implement digital marketing strategies. Offer feedback and guidance to help artisans improve their skills and execution.

6. Deliverables

The potential deliverables for a basic level digital marketing training are:

- I. Understanding the basic concepts and principles of digital marketing, including its significance, key channels, etc.
- II. Developing skills in managing social media platforms (e.g., Facebook, Twitter, Instagram), including creating profiles, posting content, engaging with followers, and basic social media analytics.
- III. Exploring the basics of content marketing.

Eligibility Criteria

Interested parties must meet the following criteria:

- I. **Experience and Expertise**
 - Minimum of 3 years of experience in designing and producing high-quality coffee table books or similar publications.
 - A strong portfolio showcasing previous work, particularly in creating coffee table books or other visually-driven publications. The portfolio should demonstrate creativity, attention to detail, and an understanding of the subject matter.
- II. **Technical Skills**
 - Expertise using professional design software such as Adobe InDesign, Photoshop, Illustrator, and other relevant tools.
 - Experience with high-quality photography, including photo editing and retouching, is preferred.
 - Understanding print production processes, including knowledge of paper types, printing techniques, and binding options.
- III. **Content Development**
 - Ability to conduct thorough research to gather accurate and relevant information.
 - Strong writing and editing skills to create compelling and error-free content. Experience in writing for visual publications is an asset.
- IV. **Project Management**
 - Proven track record of completing projects within specified deadlines.
 - Experience in managing project budgets effectively, ensuring cost-efficiency without compromising quality.

- V. **Creativity and Innovation**
 - Demonstrated ability to create unique and engaging designs that capture the subject matter's essence.
 - Skill in visual and textual storytelling, making complex subjects accessible and engaging for readers.

- VI. **Technical and Physical Resources**
 - Access to high-quality design and production equipment, including software and hardware.
 - Established relationships with reputable printing companies capable of producing high-quality coffee table books.

- VII. **Compliance and Legal**
 - Compliance with all relevant legal and regulatory requirements, including copyright laws.
 - Clear understanding and adherence to intellectual property rights, ensuring all content used is appropriately licensed or owned.

- VIII. **Commitment to Quality**
 - Commitment to meticulous attention to detail in all aspects of the project, from design to final print.
 - Established processes for quality assurance to ensure the final product meets high standards of excellence.

Submission Requirements

Interested applicants are requested to submit the following:

- I. **Cover Letter**
 - Briefly introduce the candidate or organization, including an overview of experience and expertise relevant to the project.
 - Express interest in the project and a summary of why the candidate is well-suited for the task.

- II. **Company/ Individual Profile**
 - Detailed background of the company or individual, including history, mission, and vision.
 - Introduce key team members who will be involved in the project, highlighting their qualifications and experience.

- III. **Portfolio**
 - Provide samples of previous work, especially those similar to the proposed work. This can include links to online portfolios or attachments of digital files.
 - Detailed case studies of relevant past projects, including objectives, process, outcomes, and client feedback.

- IV. **Proposal**
 - Outline the proposed concept for the work, including themes, visual style, and narrative approach.
 - Describe the design philosophy and approach to creating layout, typography, and color schemes.

- Detailed plan for content creation, including research, writing, and photography. Mention any proposed collaborations with writers, photographers, or other creatives.
- V. Project Plan
- Proposed timeline for the project, including key milestones and deadlines.
 - Outline the quality assurance processes to ensure high standards are met.
- VI. Budget Estimate
- Detailed budget estimate, including costs for research, writing, photography, design, printing, and any other relevant expenses.
- VII. Compliance and Legal
- Copies of relevant legal documents, such as business licenses, registrations, and certifications.
 - Statement regarding the understanding and compliance with intellectual property laws, including handling permissions and licensing for content used in the book.
- VIII. Additional Information
- Any industry awards or recognitions received that are relevant to the project.
 - Any innovative approaches or unique value propositions to the project.

Submission Instructions

Format: All documents will be submitted in single envelopes titled "Expression of Interest (EOIs) for (Name of the work)". Loose papers shall not be accepted or outright rejected. Hard-bound copies only shall be accepted.

Deadline: 19th November'24

Address: Dy. CAO (Admin),
 Entrepreneurship Development Institute of India;
 (Via Ahmedabad Airport & Indira Bridge); P.O. Bhat 382 428
 Dist. Gandhinagar Gujarat – India

Inquiries: For any questions regarding the EOI submission process, please contact:

Name: Ms. Minal Makwana

Email: gcidc@ediindia.org

Phone : 76000 51352

Selection Process

The selection process will involve:

- Evaluation of the submitted EOIs based on the eligibility criteria and quality of previous work.
- Shortlisting of candidates for further discussions and presentations.
- Final selection based on the proposed approach, creativity, and alignment with the project's objectives.

Proposal Ownership

The bid and all supporting documentation submitted by the bidders shall become EDII property and it reserves the right to accept or reject any request made by any bidder to return or destroy the bid and accompanying documentation.

Confidentiality

All information the applicants provide will be kept confidential and used solely for the selection of this project.

We look forward to receiving your expressions of interest and working together to create a beautiful and impactful work.

Indemnity

The selected Bidder shall indemnify, protect, and save EDII and its personnel against all claims, losses, costs, damages, expenses, action suits, and other proceedings.

Force Majeure

“Force Majeure” means an event beyond the control of the select Bidder not involving the vendor’s fault or negligence and not foreseeable. Such events may include but are not limited to, Acts of God or public enemy, acts of the Government of India in their sovereign capacity, acts of war, fire, floods, strikes, lock-outs, and freight embargoes.

If a Force Majeure situation arises, the select Bidder shall promptly notify EDII in writing of such conditions and the cause thereof within 30 calendar days. In such a case, the time for performance shall be extended by a period not less than the duration of such delay. If the duration of delay continues beyond a period of three months, EDII and the select Bidder shall hold consultations with each other in an endeavor to find a solution to the problem.

General Conditions

- The competent authority of this Institute reserves the right to place orders for all work as required for one or more applicants at the approved lowest rates.
- No increase in quoted price will be allowed during the validity of the bid.
- Taxes applicable will be deducted as per the rules
- All the photographs, DVDs, RAW files, etc., will be the property of the Institute. The photographs are not allowed to be used for any other purpose without the knowledge of the Institute. Written approval is to be obtained for using photographs for any other purpose.
- The applicant would be required to deliver the photographs at the Head Office within the given time of the assignment covered.
- From the time the EOIs are opened and the contract is awarded, the parties should not contact the Institute on any matter related to the selection.

- Any effort by the party to influence the Institute in the examination, evaluation, ranking of EOIs, and recommendations of award of contract may result in the rejection of the party's application.
- Any EOI document received by EDII after the last date for bid submission will be rejected
- Persons tendering are informed that no erasures or alterations by them in the text of the document sent herewith shall be allowed and any such erasures or alterations shall be disregarded. If there is an error in writing, no overwriting should be done, the wrong word or figure should be struck out and the correct one written above or neat it in an unambiguous way.
- The Institute will NOT ACCEPT ANY TENDERS THROUGH EMAIL.
- Advised to visit again the Institute's website <https://www.ediindia.org/the-institute/tenders/> at least 3 days prior to the closing date of submission of EOI for any corrigendum/addendum/ amendment
- The Party shall bear all costs of preparing and submitting its EOI document at EDII.
- Amendments to Notice Inviting EOI, if any, would be published on the website only, and not in the newspaper.
- The Agency should sign all the pages of the EOI documents before submission, as a token of having read & accepted the terms and conditions.
- The Employer also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Tenderer.
- Payment terms: One month after submission of the bill. The rates quoted should be all-inclusive and include GST. A copy of Goods and Services Tax Registration documents is to be submitted along with the offer. In the invoice, the Institute's GST number and the bifurcation of the amount need to be incorporated specifically.
- The Agency should sign all the pages of the documents before submission as a token of having read & accepted the terms and conditions.
- Any dispute, difference, or objection concerning any matter relating to this contract shall be referred to the Sole Arbitration of any person appointed by the EDII at the time of reference.
- The institute shall have the right to reject EOI without assigning any reason and will have the discretion to award the work to more than one firm for the expediency of work. Therefore, EDII reserves the right to choose one or more parties or cancel the EOI process at its sole discretion.
- EDII reserves the right to terminate the contract if the services are unsatisfactory by giving one month's notice. If the party wants to terminate the contract, they must give one month's written notice, giving reasons thereof.
- Jurisdiction for all legal matters will be at Gandhinagar, Gujarat State.

Sd/-

Authorized Signatory

ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA
(Via Ahmedabad Airport & Indira Bridge); P.O. Bhat 382 428 - Dist. Gandhinagar Gujarat – India

VENDOR REGISTRATION FORM

1	Name of the Vendor/Client (Please submit valid proof for the same)	:									
2	Type	:	<input type="checkbox"/> Proprietorship <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> Firm Others Please Specify _____								
3	Status of Vendor	:	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>Manufacturer</td> <td><input type="checkbox"/></td> <td>Authorised Dealer Stockist/</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Service Provider</td> <td><input type="checkbox"/></td> <td>Traders</td> </tr> </table> Others _____	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Authorised Dealer Stockist/	<input type="checkbox"/>	Service Provider	<input type="checkbox"/>	Traders
<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Authorised Dealer Stockist/								
<input type="checkbox"/>	Service Provider	<input type="checkbox"/>	Traders								
4	Registered Address	:									
5	State	:									
6	Name of Contact Person	:									
7	Designation of Contact Person	:									
8	Contact Number	:									
9	Official E Mail Address	:									
10	PAN (Please attach copy for the same)	:									
11	Status of Vendor under GST	:	<input type="checkbox"/> Registered <input type="checkbox"/> Un-registered								
12	GST No./Provisional ID Number (Please attach copy for the same)	:									
13	Payment Terms	:									
14	Are you associated or having relationship with any of the EDII employee?	:	<input type="checkbox"/> Yes <input type="checkbox"/> No								
15	If YES, please provide the relationship details	:									
16	Have you ever worked with the EDII before	:	<input type="checkbox"/> Yes <input type="checkbox"/> No								

17	If YES, please provide the reference	:	
	of transaction done		
18	Name of the Bank	:	
19	Address of the Branch	:	
20	Beneficiary Name (The Bank account to which any payment will be made, preferably, should not be on Individual's name. In case of proprietorship proper KYC should be submitted where name must match with the name provided in 1st row)	:	
21	Bank Account No.	:	
22	Bank Account Type	:	
23	IFSC Code for RTGS/NEFT	:	
	List of Documents to be provided	:	
1	Copy of PAN	:	
2	Copy of GST registration Certificate (All 3 pages) - If registered under GST	:	
3	Cancelled Cheque / Bank Passbook 1st page containing Bank details	:	
4	If Company, Certificate of Incorporation	:	
5	If Partnership firm / LLP, List of Partners	:	

Date:.....

Place:.....