

# **Tender Documents**

**SELECTION OF AGENCY FOR PHOTOGRAPHY & VIDEOGRAPHY DURING  
SISIR SARAS-2024**



**Odisha Rural Development and Marketing Society  
Panchayati Raj & Drinking Water Department, Government of Odisha**

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## **BIDDER DATA SHEET**

Sl. No.	Particular	Details
1.	Name of the Client	Additional Secretary to Govt. & Chief Executive Officer, ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	Quality & Cost Based Selection (QCBS) on 70:30 weightage basis.
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of TENDER CALL NOTICE	01.12.2023
5.	Last date for submission of Pre-bid queries through email to <a href="mailto:ormasmarketing@gmail.com">ormasmarketing@gmail.com</a>	06.12.2023 by 6 PM
5.	Date of Pre-Bid Meeting	07.12.2023 at 12:15 P.M.
6.	Last Date and Time for submission of Bid	26.12.2023 at 12 Noon in <a href="http://www.tendersodisha.gov.in">www.tendersodisha.gov.in</a>
7.	Date & Time for opening of Technical Bid and Presentation	26.12.2023 at 12.30 PM
8.	Date & time for opening of Financial Bid	26.12.2023 at 4.00 PM (Tentative)
9.	Tender Processing Fee (Non-Refundable)	Rs. 1,000/-INR + GST-18 % = Rs. 1,180/- in shall be transferred in the following SB Account Name of the Account Holder:- ORMAS Bhubaneswar Name of the Bank & Branch:- IDBI Bank, Janpath SB Account Number:- 042104000155496 IFSC Code :- IBKL0000042 (Any kind of exemption/ relaxation is not applicable for this assignment)
10.	EMD (Refundable)	Rs. 5,000/- in shall be transferred in the following SB Account Name of the Account Holder:- ORMAS Bhubaneswar Name of the Bank & Branch:- IDBI Bank, Janpath SB Account Number:- 042104000155496 IFSC Code :- IBKL0000042 (Any kind of exemption/ relaxation is not applicable for this assignment)
11.	Place of Opening of Technical& Financial Bid:	Conference Hall of ORMAS, SIRD & PR Campus, Unit-8, Bhubaneswar

For details, please visit: [www.ormas.org](http://www.ormas.org)

## SECTION: 1

### LETTER OF INVITATION

TENDER CALL NOTICE No:-4828

Dated:- 01.12.2023

**Name of the Assignment: Selection of Agency for Photography & Videography during SISIR SARAS.**

1. **CEO, ORMAS, Panchayati Raj & Drinking Water Department**, Government of Odisha (The Client) invites online Tender from eligible bidders for “**Selection of Agency for Photography & Videography during SISIR SARAS-2022-23**”. More details on the proposed assignment are provided at **Section-3: Scope of Work** of this TENDER CALL NOTICE.
2. Agency will be selected under **Quality & Cost Based Selection (QCBS)**.
3. The bid must complete in all respect as specified in the TENDER CALL NOTICE Document must be accompanied with a **Non-refundable** amount of **Rs. 1,000/- + GST 18 % - Rs. 180 = Rs. 1,180/- (Rupees One thousand one hundred eighty)** towards **Tender Processing Fee** (Non-Refundable) and **Rs.5,000/-** towards **EMD** (Refundable failing which the bid will be rejected).
4. The last date and time for submission of Bid complete in all respects is **Dt. 26.12.2023 (12.00 Noon)** in [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) and the date of opening of the technical **Dt. 26.12.2023 (12.30 PM)** & financial bid is **Dt. 26.12.2023 (4.00 PM) (Tentative)** in the presence of the bidder/ bidder's representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.12**). Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
5. This TENDER CALL NOTICE includes following sections:
  - a. Letter of Invitation [**Section – 1**]
  - b. Information to the Bidder [**Section – 2**]
  - c. Scope of Work [**Section – 3**]
  - d. Technical Bid Submission Forms[**Section – 4**]
  - e. Financial Bid Submission Forms (**Section –5**)
  - f. Annexure [**Section – 6**]
6. While all information/data given in the TENDER CALL NOTICE are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/specifications/narrations included in this document.
7. **The Client reserves the right to accept / modify/ reject any/all Bids / cancel the complete tender or part of it at any stage without assigning any reason thereof.**

Sd/-

**Chief Executive Officer, ORMAS,  
Panchayati Raj & Drinking Water Department**

## SECTION: 2

### INFORMATION TO THE BIDDER

**Pre-Qualification/Eligibility Criteria:**

Bidders should conform to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical Bid:

Sl. No.	Eligibility Criteria	Documents Required For Pre Qualification
1.	The Agency must be empanelled with I & PR Department, Govt. of Odisha for the production of audio-visual content as per the latest notification by the Department.	1. Office Order of Information and Public Relations (I and PR) Department, Govt. of Odisha.
2.	The Agency must be registered in India as a Limited Company/ Partnership/ Sole Proprietorship under relevant acts and must be in business for last <b>05 (five) years</b> from the date of incorporation on last date of the submission of proposal.	1. Proof of Certificate of Incorporation / Registration of the Agency 2. Copy of PAN 3. Copy of Goods and Services Tax Identification Number (GSTIN).
3.	The agency should have an average annual turnover of <b>Rs. 10.00 lakhs (Rupees ten lakhs)</b> from the Creative work i.e. Still Photography, Videography during the last three financial years <b>(2020-21, 2021-22, 2022-23)</b> .	Copies of audited balance sheet for the last four financial years and CA certificate certifying that the agency should have an average annual turnover more than <b>Rs. 10.00 lakhs (Rupees ten lakhs only)</b> during the last three financial years from Event Management Services in India. Provisional Audit Report of any of the FYs will not be accepted.
4.	Experience of having successfully completed similar works in Central/ State Governments/ Departments/ PSU's/ Corporate Bodies / National / International Organisations during last three years <b>(2020-21, 2021-22, 2022-23)</b> , should be either of the following.  i. Three Similar assignments costing not less than the amount equal to Rs 2.00 Lakhs (Rupees two Lakhs.) each OR ii. Two similar assignments costing not less than the amount equal to Rs. 3.00 Lakhs (Rupees three Lakhs) each OR iii. One similar assignment costing not less than the amount equal to Rs. 4.00 Lakhs (Rupees four Lakhs.) each	Work orders/ Contract Document / Completion of Work Certificates from the previous clients to be submitted.  Soft copies of the completed assignments should be enclosed in the proposal in a CD/DVD. Project name should be superscripted over the CD/DVD.  (Similar Assignments like documentary films/ corporate films/ viral videos/ animated films/ Television Commercials)
5.	The bidder should have local office in Odisha.	Valid Address Proof (Copy of Telephone Bill/ PAN/ Electricity Bill/ Rent Agreement etc.)
6.	The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed at Tech-5.

**Documents to be submitted along with TECHNICAL BID (PART-A):**

The bidders have to furnish the following documents duly signed in along with their Technical Bid:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the tender process.
- Bid Processing Fee and EMD fee as applicable.
- Copy of Certificate of Incorporation/ Registration of the agency.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- General Details of the Bidder (**TECH – 2**)
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
- List of completed assignments of similar nature (Past Experience Details, **TECH – 4**) along with copies of contracts / work orders / completion certificate from previous clients.
- Self-Declaration from the Bidder on not blacklisted (**TECH-5**)

***NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.***

### **1. Tender Processing Fee :**

The bidder must furnish as part of technical Bid, the required bid processing fee amounting to **Rs. 1,000/- + GST 18 % - Rs. 180 = Rs. 1,180/- (Rupees One thousand one hundred eighty only)** shall be transferred in the following SB Account

**Name of the Account Holder:-** ORMAS Bhubaneswar

**Name of the Bank & Branch:-** IDBI Bank, Janpath

**SB Account Number:-** 042104000155496

**IFSC Code :-** IBKL0000042

Bids received without tender processing fee will be rejected.

### **2. EMD Fee :**

The bidder must furnish as part of technical Bid, the required EMD fee amounting to **Rs. 5,000/-** shall be transferred in the following SB Account

**Name of the Account Holder:-** ORMAS Bhubaneswar

**Name of the Bank & Branch:-** IDBI Bank, Janpath

**SB Account Number:-** 042104000155496

**IFSC Code :-** IBKL0000042

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after successfully completion of the work. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its Bid during the bid validity period as specified in TENDER CALL NOTICE
- Bidder does not respond to requests for clarification of its Bid.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
  - agree to decisions of the contract negotiation meeting
  - sign the contract in time

Any other circumstance which holds the interest of the Client during the overall selection process.

### **3. Pre Bid Meeting:**

A Pre-Bid meeting will be organized by ORMAS to address the queries relating to the overall selection process and scope of the work. The Pre-Bid meeting will be held on **Dt.07.12.2023 (12:15 P.M.)** at ORMAS Conference Hall, SIRD & PR Campus, Unit-8, Bhubaneswar. The client will address the queries submitted by the bidders. Representatives (Maximum 2 member from each bidder) with due authorization letter are allowed to attend the meeting.

The Bidder may request a clarification of any part of the Tender Call Notice prior to the last date for

submission of queries through email, as indicated in the Bidder's Data Sheet. The Client's responses to Bidder queries will be made available to all Bidders and shall be uploaded on the Client's website. It shall be the Bidder's responsibility to check the Client's website for the responses to the queries or requests for clarification.

#### 4. Submission of Bid :

The bid paper should be submitted through Online mode only in [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) .

#### 5. Process of the Bid:

A THREE stage process will be adopted as explained below for evaluation of the Bids.

**Pre-qualification (1<sup>st</sup> Stage):** Pre-qualification Bid will be opened and observed the requisite documents as per the listed documents:

1. Bid Processing and EMD Fee as applicable
2. Copy of Certificate of Incorporation/ Registration of the agency.
3. Copy of PAN
4. Copy of Goods and Services Tax Identification Number (GSTIN).
5. Copy of GST Clearance Certificate.
6. Experience of having successfully completed similar works during last three financial year (2020-21, 2021-22 & 2022-23) should be either of the following.
  - a. Three Similar assignments costing not less than the amount equal to Rs 2.00 Lakhs (Rupees two Lakhs.) each OR
  - b. Two similar assignments costing not less than the amount equal to Rs. 3.00 Lakhs (Rupees three Lakhs) each OR
  - c. One similar assignment costing not less than the amount equal to Rs. 4.00 Lakhs (Rupees four Lakhs.) each
7. Financial Statement of last four year and the agency should have an average annual turnover of **Rs. 10 lakhs (Rupees ten lakhs only)** from the Creative work i.e. Still Photography, Videography during the last four financial years. (2020-21, 2021-22, 2022-23)

**Technical Evaluation (2<sup>nd</sup>Stage):** Technical Bid will be opened and evaluated. The Bids will be evaluated as per the following parameters:

Technical Bid Evaluation Parameters	Maximum Mark	Documents Required
<b>1.</b> Experience of having successfully completed similar works in Central/ State Governments/ Departments/ PSU's/ Corporate Bodies / National / International Organisations during last four years <b>(2020-21, 2021-22, 2022-23)</b> <ol style="list-style-type: none"> <li>i. Three Similar assignments costing not less than the amount equal to Rs 2.00 Lakhs (Rupees two Lakhs.) each = <b>5 mark OR</b></li> <li>ii. Two similar assignments costing not less than the amount equal to Rs. 3.00 Lakhs (Rupees three Lakhs) each= <b>10 marks OR</b></li> <li>iii. One similar assignment costing not less than the amount equal to Rs. 4.00 Lakhs (Rupees four Lakhs.) each or above = <b>20 marks</b></li> </ol>	<b>20</b>	Work orders/ Contract Document/ Completion of Work Certificates from the previous Clients to be submitted.
<b>2.</b> Financial Statement of last four year and the agency should have an average annual turnover of <b>Rs. 10.00 lakhs (Rupees ten lakhs)</b> from the Creative work i.e. Still Photography, Videography during the last four financial years <b>(2020-21, 2021-22, 2022-23). (Scoring pattern: &gt;10 &lt; 15 lakhs = 10 marks, Above 15 lakhs = 20 marks.)</b>	<b>20</b>	Audited Financial Statements
<b>3.</b> The Agency must be registered in India as a Limited Company/ Partnership/ Sole Proprietorship under relevant acts and must be in business for last <b>05 (five) years</b> from the date of incorporation on last date of the submission of proposal. <b>(Scoring pattern: &gt;5 years &lt;10 years = 10 marks, More than 10years = 20 marks.)</b>	<b>20</b>	Work orders showing the agency having experience of minimum 10 years

4. <b>Technical Presentation</b> (The score will be awarded by committee based on the technical and experience aspects) a. Best assignments from past experience b. Type of camera to be used for Photography and videography c. Manpower details d. Innovation and Creativity for this event.	<b>40</b>	
<b>Grand Total</b>	<b>100</b>	
<b>Qualifying Mark for Opening of Financial Bid</b>	<b>70</b>	

Bidders will make a presentation before the client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the concerned bidders during pre-bid meeting. The financial Bids of the technically qualified bidders will be opened on same day / subsequent working day (Tentative). Hence, the bidder should make themselves available for the same. **The bidder whose technical Bid secures a score above the minimum qualifying mark of 70 and above in the technical evaluation stage will be qualified for opening of the financial Bid.**

**FINANCIAL EVALUATION (3<sup>rd</sup> Stage):** The financial Bids of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative. The Financial Bids in respect of the selected agency in achieving the bench mark score of **70 Mark** in "**Technical Bid**" would be opened on the scheduled date & time.

#### 6. Evaluation of the Proposals:

**The mode of evaluation is** Quality cum Cost Basis selection (QCBS). **In the Tender, the** technical proposal carries 70 % weightage **and the** financial proposal carries 30 % weightage.

##### I. **Technical:**

The bidder scoring minimum 70 marks out of 100 marks will be eligible and the secured mark will be assigned as Technical Quote (TQ). Then the Technical Score (TS) will be arrived as follows:

$$TS = \frac{TQ \times 70}{100}$$

##### II. **Financial**

The bidder quoting the lowest price will be assigned as Lowest Financial Quote (LFQ). Then the price of other financial bids quoted by other different bidders will be assigned as Financial Quote (FQ). The Financial Score (FS) will be arrived as follows:

$$FS = \frac{LFQ \times 30}{FQ}$$

The agency having a maximum total score of the Technical Score (TS) and the Financial Score (FS) combine together will be selected.

#### 7. Award of Contract:

The Client will notify the successful bidder in writing by issuing an offer letter / work order. **Sub-contracting is not allowed under this assignment.**

#### 8. Other Terms & Conditions

##### a. **Date & Venue of Mela**

Name of the Event	Date	Venue
SISIR SARAS	05 <sup>th</sup> – 15 <sup>th</sup> January'2024	Biju Patnaik Play Ground, Baramunda, Bhubaneswar



- b. A dedicated staff from the successful bidder (event management team) will sit at the coordination cell throughout the event for proper coordination.
- c. In case of any extension of Mela period, no extra payment will be entertained for the additional days.
- d. The bidder has to quote the rate as per the given format.
- e. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Mela-in-charge. In case of any additional requirement, the successful bidder has to take the prior written permission from the Mela-in-charge.
- f. Non-submission of any document required indicated in the Tender Call Notice will render the Bid to be rejected.
- g. The authority is not bound to accept the highest scorer and reserve the right to reject any or all quotations and tenders without assigning any reasons thereof.

**9. Disclosure:**

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditor, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - Criminal offence or other serious offence punishable under the law of the land, or where They have been found by any regulatory or professional body to have committed professional misconduct;
  - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

**10. Anti-corruption Measure:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial Bids, and recommendation for award of contract, will result in the rejection of the Bid.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**11. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.

**12. Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt of India. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty of **3% of the total contract value**. The amount will be deducted from the subsequent payment.

**13. Client's right to accept any Bid, and to reject any or all Bid(s)**

The Client reserves the right to accept or reject any Bid, and to annul or amend the bidding / selection / evaluation process and reject all Bids at any time prior to award of contract award, without assigning any

reason there of and thereby incurring any liability to the bidders. Misrepresentation/improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Bids have been opened and the highest ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

**14. Number of Bids:**

Each Bidder shall submit only one (1) Bid, in response to this TENDER CALL NOTICE. Any Bidder who submits or participates in more than one Bid shall be disqualified. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process.

## **SECTION: 3**

### **SCOPE OF WORK**

#### **About the Event –SISIR SARAS Fair**

Ministry of Rural Development, Government of India has sanctioned a **National Level Marketing Event named as “SISIR SARAS” to be held from 05<sup>th</sup> – 15<sup>th</sup> January’2024** at the **Biju Patnaik Play Ground, Baramunda, Bhubaneswar**. “SISIR SARAS” is being organised by ORMAS (Odisha Rural Development & Marketing Society), an autonomous body under Panchayati Raj Department in collaboration with Odisha Livelihoods Mission (OLM). Other Government Departments/Agencies involved in Micro Enterprise Development in Rural India are also associated themselves in this event; like: KVIC, KVIB, H & CI and NABARD with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for Rural Entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses. *The overall objective of the mela is to popularize the ethnic and other rural products of Odisha & India and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.*

#### **The Agency Should Provide the Following Services**

##### **Documentation – Photography & Videography**

Documentation of the **SISIR SARAS-2023-24** will be done for better and high quality photos & video to be used in the events/ workshops/ coffee table books/ social media etc.

**Still Photography:-** 2 nos. of Sony A7Riv/ Nikon z6/ Nikon z9 type of mirror less high-end cameras should be used for photography. The photo should be of excellent quality, so that it can be used, for documentation purpose.

##### **Job Responsibility for photography:-**

- The still photographs of each day event activities as well as regular happenings of SISIR SARAS should be captured without missing.
  - (The still photographs should cover all aspects of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Product Photographs, Cultural Programmes, live demonstration, Success Stories, etc.)
- 10 best photos of each day including event activities will be shared by the agency to the ORMAS team by 11 PM of the same day positively for Social Media posting.
- For photography during night, the agency should use proper light and required equipment's for best quality images.
- A set of 200 nos. of best high-resolution photographs of the entire event should be capture and submitted to ORMAS team for the publication of SISIR SARAS Coffee Table Book within 3-4 days of the closing of the event. The photos should be of thematic wise starting from Inaugural Sessions of the event to the closing ceremony. A two member team of ORMAS will coordinate with the agency for the specific assignment.

##### **Videography:**

- 2 nos. of 4K High Definition Video (HDV) Camera should be used for videography for the entire event. Tripod, cordless lapel mic for interview and lights should be used for the videography work.

- A short film of the entire SISR SARAS of 15 minutes duration should be made after the completion of the program. Similarly, another short film of 3-4 minutes duration will also be made for social media and in house exhibition purpose.
- The film should include shots of the program and bytes of guests, visitors, customers, participants and CEO, ORMAS.
- For videography during night, the agency should use proper light and required equipment's for taking interview/bytes.
- Proper voice over, background music etc. must be use while making the short films.
- 10 best case study teasers of 2 minutes duration each of special stalls on the basis of unique products, sale, branding and publicity etc. should be prepared by the agency which must include shots of the stall, sale activities, display, bytes of seller and customers.
- Necessary suggestions and permission should be taken before the shooting of the case study teasers from the concerned officials of ORMAS.
- The short film of mela should be submitted in ORMAS office within 10 days of the completion of the event .
- Drone must be used for taking the aerial view of the mela ground during visitors rush in day time and few shots of the night

**Live Webcast:-**

- Professional HD Telecast Quality video camera likes Sony PXW series OR other equivalent make.
- Audio Mixer: Broadcast standard Audio Mixer with wireless microphones (2 wireless lapel microphone + 1 wireless boom microphone)
- No. of camera and live equipment's should be used as per the requirement for best output.
- Online Switcher: Telecast standard Online Switcher for Live production with stand by switcher.
- Talkback (wireless)
- Preview Monitor
- HD recorder to record the total live visuals in HD format.
- Live Streaming: High quality live streaming to all Electronics & Social Media channels with all accessories.
- Accessories as all connecting cables, tripod, batteries, and others.
- Adequate Technical staff equipped to handle the scope of work.
- High Speed Internet Connection. Dry run/Test run shall be done to test all connectivity and equipment's.
- The soft copies of the total live visuals Including rushes have to be submitted in an external hard drive (in HD Format) to ORMAS.

**N.B. All the documents should be submitted in external hard disk (in HD Format) to ORMAS.**

## SECTION: 4

### **TECHNICAL BID SUBMISSION FORMS**

#### **TECH -1** **COVERING LETTER**

*(ON BIDDERS LETTER HEAD)*

*[Location, Date]*

**To:**

**The Chief Executive Officer, ORMAS  
Panchayati Raj & Drinking Water Department  
Bhubaneswar - 751012**

**Sub: Selection of Agency for Documentation Work of SISIR SARAS-2024[TECHNICAL BID]**

Dear Sir,

I, the undersigned, offer to participate in the selection process for \_\_\_\_\_ in accordance with your Request for Bid No.: \_\_\_\_\_, dated \_\_\_\_\_. We are hereby submitting our Bid, which includes Technical Bid and Financial Bid (separately).

I hereby declare that all the information and statements made in this Technical Bid and Financial Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I confirm that this Bid will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the TENDER CALL NOTICE document. In case any provision of this TENDER CALL NOTICE are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our Bid including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of the Bidder:** \_\_\_\_\_

**TECH -2**  
**Bidder's Organisation (General Details)**

Sl No.	Description	Full Details
1	<b>Name of the Bidder</b>	
2	<b>Address for communication:</b> Tel : Fax: Email id :	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Bhubaneswar</b> <b>If Yes, Please furnish contact details</b>	Yes / No
6	<b>Bid Processing Fee Details</b> Amount : BC/DD No. : Date: Name of the Bank:	
7	<b>Bid Security Declaration</b>	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignment as per the scope of work of the TENDER CALL NOTICE	YES
11	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	YES

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH -3**  
**Bidder Organisation (Financial Details)**

Financial Information in INR			
Details	FY 2020-21	FY 2021-22	FY 2022-23
Turnover from Business (in Cr/ lakh)			
<b>Supporting Documents:</b>  Audited certified financial statements for the last four FYs ( <b>2020-21, 2021-22 &amp; 2022-23</b> ) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional audit report for any of the FYs will not be accepted.  <b><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical Bid failing which the Bid will be out rightly rejected. No scanned copy will be entertained.</i></b>			

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***Signature and Seal of the Company Auditor with Date in original***

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

**[NB: No Scanned Signature will be entertained]**

**TECH - 4**

**(BIDDER'S PAST EXPERIENCE DETAILS)**

**Table -1 (List of completed assignments only of similar nature during last 3 years)  
(FY 2020-21, 2021-22 & 2022-23)**

Sl. no.	Period	Name of the Assignment with details there of	Name of the Client with complete address	*Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

*Note: Bidders are requested to furnish the list of the assignments undertaken during the last four year as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creative from each assignment.*

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_



**TECH - 5**

**FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED**

**Affidavit**

I M/s. .... , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for Empanelment on video documentation work of ORMAS would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of selection and/or thereafter during the term of the Contract.

Dated this .....Day of ..... , 2023

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

Signature : \_\_\_\_\_

**SECTION: 5**  
**FINANCIAL BID SUBMISSION FORMS**

**FIN-1**  
**COVERING LETTER (In Bidders Letter Head)**

[Location, Date]

**TO:**

**The Chief Executive Officer  
ORMAS, Panchayati Raj & Drinking Water Department,  
Government of Odisha, Bhubaneswar, 751012.**

**Sub: Submission of Financial Bid for Documentation service of SISIR SARAS-2024.**

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Bid No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Bid is for the sum of **[Insert amount(s) in words and figures\*]**. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

Sl. No.	Items	Unit	SISIR SARAS		
			Rate per Unit	Quantity (Package)	Total Amount [In Rs.] Excluding GST
1.	Documentation (Still Photography, Videography and Live Webcast) of the entire event	Lump sum		1 Package	
Total Quoted Amount excluding GST					
			Add :-GST (CGST + SGST) – 18%		
Grand Total Quoted Amount including GST					
Rupees in words _____ only including GST.					

I have carefully read and understood the terms and conditions of the TENDER CALL NOTICE and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any Bid you receive.

I remain,

Yours faithfully,

**Authorized Signatory [In full and initials]:**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

## SECTION - 6

### **ANNEXURE-I** **BID SUBMISSION CHECK LIST**

Sl no	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID</b>			
<b>(PART – A)(ORIGINAL)</b>			
1	Filled in Bid Submission Check List <b>(ANNEXURE-I)</b>		
2	Covering Letter <b>(TECH A -1)</b>		
3	Tender Processing Fee of <b>Rs. 1,000/- + GST 18% - Rs. 180 = Rs. 1,180/-</b> (date of deposit/transfer)		
4	EMD of Rs.5,000/- (date of deposit/transfer)		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	General Details of the Bidder <b>(TECH - 2)</b>		
9	Financial Statement details of the bidder <b>(TECH - 3)</b> along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
10	List of completed assignments of similar nature (Past Experience Details) <b>(TECH - 4)</b> along with the copies of work orders for the respective assignments		
11	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career. ) <b>(TECH – 5)</b>		
<b>FINANCIAL BID</b>			
1	Covering Letter <b>(FIN-1)</b>		
2	Summary of Financial Bid		

**Undertaking:**

- *All the information have been submitted as per the prescribed format and procedure.*
- *All pages of the Bid have been sealed and signed by the authorized representative.*

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_