

**EXPRESSION OF INTEREST
FOR
EMPANELMENT OF PRINTING AGENCIES**



creating competence and values in rural Odisha

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

SIRD & PR Campus, Unit – VIII, Bhubaneswar, Odisha – 751012
Tel # 0674-2565870/71, E-mail: ormashq@gmail.com, URL: www.ormas.org

INDEX

Section	BRIEF DESCRIPTION	PAGE
I	Bidders Data Sheet	3
II	Objective and Scope of Assignment	4
III	Bidding terms and Qualification Criteria	5-8
IV	Evaluation and Empanelment Procedure	9-11
V	General terms and Conditions	12-15
VI	TECHNICAL BID SUBMISSION FORMS	16-19
VII	Annexure	20-21

Section – I

Bidder's Data Sheet

Sl. No.	Particular	Details
1.	Name of the Client	Chief Executive Officer, ORMAS Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Name of the Contact Person	Ms. Sonali Majumdar, PE (Procurement) Mobile No. 8328917719 Shri Soumyaranjan Biswal, IEC Coordinator Mobile No. 8895757117
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of Notice Website for downloading the EoI Document	03.07.2023 www.ormas.org
5.	Last date for submission of Pre-bid queries through email to ormashq@gmail.com	10.07.2023 by 6 PM
6.	Date of Pre-Bid Meeting	11.07.2023 at 03:30 P.M.
7.	Last Date and Time for submission of Bid	24.07.2023 by 03:30 P.M.
8.	Date & Time for opening of EoI	24.07.2023 at 04:00 PM
9.	Technical Presentation by the Bidder	Will be intimated later on
10.	Declaration of the result for Empanelment	Will be intimated later on
10.	Bid Processing Fee (Non-Refundable)	1,000/-INR + GST-18 % = Rs. 1,180/- in shape of Banker's Cheque / Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar
11.	EMD Fee (Refundable)	5,000/-INR in shape of Banker's Cheque / Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar
12.	Address for Submission of Bid	The Chief Executive Officer, ORMAS, SIRD & PR Campus, Unit-8, Bhubaneswar PIN-751012, Odisha Mode of Submission: Speed Post / Registered Post / Dropped in the Tender Box at ORMAS office only to the address as specified above during the office hours only. Submission of bid through other mode and late bid will be outrightly rejected.
13.	Place of Opening of Technical Bid:	Conference Hall of ORMAS, SIRD & PR Campus, Unit-8, Bhubaneswar

Sd/-
Chief Executive Officer, ORMAS

Section – II

Objective and Scope of Assignment

1. Introduction:-

To create different marketing channels for the micro enterprises, rural producers to develop sustainable livelihood through adopting appropriate rural technology, product development & diversification with accepted designs, packaging, certification, branding activities etc, *Government in Panchayati Raj & Drinking Water Department* has created "**Odisha Rural Development and Marketing Society (ORMAS)**" on 14th January 1991 and registered under Societies Registration Act-1860, it has been rendering yeomen services in livelihood promotion and rural product marketing in Odisha.

In the past years, ORMAS has played a proactive role in implementing poverty alleviation schemes sponsored by Ministry of Rural Development, Government of India. Such as :-

- **Skilled-in-Odisha** – through DDU-GKY – Promotion of self employment through quality skill development training to youth with placement guarantee. Enrolling youths of families who have completed 100 days in MGNREGA work through Project Life.
- **Livelihoods** – Providing livelihoods facilities to the rural women/ poor's in convergence with different sponsored schemes of Govt. of India and Govt. of Odisha
- **Marketing** – Marketing Linkage through Marketing Events (Organisation and Participation both at National/State/District Level), Sales Tie-up with big giants like Mother Dairy, Reliance Fresh, etc., Rural Product Development (by NIFT Young Professionals or Interns)
- **Shakti Gaon Project** - Indian Oil dealership with SHGs – Distribution of LPGs through SHGs
- **State Scheme**

All these activities have received acclaim both nationally and overseas and brought numerous glories to the state government as well as to the organisation.

2. Target Audience/ Stakeholders:-

- Rural India / Citizens
- Government Departments both at Centre & State
- NGOs & Civil Societies
- Academic Institutions
- Industry Bodies

3. Objectives:-

In order to make a proper repository of all the documentation activities of ORMAS, the requirement of printing of materials of different activities of marketing, livelihoods and skill development very essential. Therefore, we need the support of printing agencies for timely

submission of several documented materials with proper design and printing. Hence to facilitate the process, the empanelment of printing agencies is necessary and most vital for the ORMAS.

Therefore, we may initiate the process for the empanelment of printing agencies with their expertise knowledge, work experience and timely deliverables of assignments. So that, we can assign different types of printing works time to time as per our requirements.

4. Scope of Work:-

The agency will do different types of design, printing and publishing work of ORMAS time to time. The major activities will be;

1. To design & printing of Annual Report of ORMAS.
2. Design & Printing of Annual Diary & Calendar,
3. Design & Printing of Booklets, Brouchers, Leaflets, Flyers, Coffee Table Book and other related works and IEC materials as per the requirement.

Section – III

Bidding terms and Qualification Criteria

1. Terms and Conditions Under EoI:

- The agencies will abide by the terms and conditions laid down herewith and any other condition prescribed by ORMAS from time to time in fulfillment of its objective.
- This Empanelment would not in any way mean that ORMAS would be paying any retainer ship fee or monthly consultancy charges or any other form of remuneration to the empanelled agencies.
- The empanelled agencies by agreeing to these Terms and Conditions shall be liable to for penalty as per the terms of this contract in the event of their failing to adhere to them.
- This EOI is not an offer and is issued with no commitment. The Client reserves the right to withdraw the EOI and change or vary any part thereof at any stage and also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- The Client reserves the right to withdraw this EOI if it determines that such action is in the best interest of the Government.
- Timing and sequence of events resulting from this EOI shall ultimately be determined by the Client.
- No oral conversations or agreements with any official, agent, or employee of the client shall affect or modify any terms of this EOI and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of the client shall be superseded by the definitive agreement that results from this EOI process.

- Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against the client or any of their respective officials, agents, or employees arising out of, or relating to this EOI or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- Applicants, those are found to canvass, influence or attempt to influence in any manner the qualification or selection process, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- Each applicant shall have to submit only one EOI as per the prescribed format.
- By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this EOI, including all forms and annexure hereto, and has fully informed and agreed itself as to all existing terms, conditions and limitations.

2. Evaluation Of Eligibility Criteria :

The eligibility of the bidders' will be evaluated as per the requirements specified in the EOI and adopting the qualifying criteria spelt out in this EOI. The Bidders are required to submit all required documentation in support of the eligibility criteria specified and the required data and information as required for evaluation.

a. 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
1.	The Agency must be incorporated & registered in India, under the India Companies Act/ LLP/ Partnership/ Sole Proprietorship under relevant acts and must be in business for last 5 years 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).
2.	The agency should have an average annual turnover of Rs. 1.00 crores from the printing business, during the last three financial years (2019-20 2020-21 and 2021-22) .	Copies of audited balance sheet for the three financial years (2019-20, 2020-21, 2021-22) and CA certificate certifying that the agency should have an average annual turnover more than Rs. 1.00 crore during the last three financial years from creative work. (Audited financial statements verified by Chartered Accountant indicating his/her membership no. on his seal)
3.	The bidder should have local office in Bhubaneswar or Cuttack.	Valid Address Proof (Copy of Telephone Bill/ PAN/ Electricity Bill/ Rent Agreement etc.)
4.	Experience of having successfully completed similar works during last four years (2019-20, 2020-21, 2021-22 & 2022-23), should be either of the following.	Work orders/ Contract Document / Completion of Work Certificates from the previous clients to be submitted.

	i. Three Similar assignments costing not less than the amount equal to Rs 30.00 lakhs- (Rupees thirty lakhs) OR ii. Two similar assignments costing not less than the amount equal to Rs. 50.00 lakhs (Rupees fifty lakhs) OR iii. One similar assignments costing not less than the amount equal to Rs. 75 lakhs (Rupees seventy-five lakhs)	
5.	The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non obligation.	iv. Self Declaration from the Bidder as per the format enclosed at Annexure-B.
6.	Bid Processing Fee (Non-Refundable)	1,000/-INR + GST-18 % = Rs. 1,180/- in shape of Banker's Cheque / Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar
7.	Earnest Money Deposit (EMD) (Refundable)	5,000/-INR in shape of Banker's Cheque / Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar

3. Documents to be submitted:-

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-A**)
- Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the tender process. (with
- Bid Processing Fee and EMD as applicable.
- Copy of Certificate of Incorporation/ Registration
- 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 financial statements (Balance Sheet etc.) 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.
- Format for Affidavit Certifying that Bidder is not Blacklisted (**Annexure-B**)

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.

4. Language of the Proposal:-

The proposal and all correspondence and documents shall be written in English.

5. Pre-Bid Clarification Pertaining To This Document:-

An interested Agency, requiring any clarification on the EOI Document, shall notify ORMAS in writing and send it by e-mail (ormashq@gmail.com) indicated in the EOI document. All the

queries may be sent one day prior to the pre-bid meeting. The queries shall be answered in the meeting and the clarifications shall be uploaded on the website.

Any clarification issued by ORMAS in response to query raised by interested Agencies shall form an integral part of EOI document and it may amount to an amendment of relevant clauses of the EOI document.

6. Disqualification:-

ORMAS may at its sole discretion and at any time during the evaluation of application, disqualify any applicant, if the applicant:

- Submitted the application after the response deadline;
- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
- Submitted an application that is not accompanied by required documentation or is non-responsive;
- Failed to provide clarifications related thereto, when sought;
- ***Submitted more than one application on its own;***
- Was declared ineligible/blacklisted by the Government of India/State/UT Government;
- Is in litigation with Government of India/ Govt. of Odisha.

7. Submission of Bid :

Bidder must submit their Bids **Registered Post / Speed Post / Courier and dropped in the Tender Box** only to the specified address on or before the last date and time for submission of Bids as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the Bid. Any Bid received after the deadline will be out rightly rejected.

All the eligibility criteria documents, technical forms, annexures, CDs/DVDs/Pendrives (Past experience- AV Materials) shall be sealed and furnished in one envelope sequentially with proper labeling of following information in bold:-

- NAME OF THE ASSIGNMENT:**
- EOI NOTICE NUMBER AND DATE:**
- DEADLINE FOR SUBMISSION OF BID:**
- NAME, ADDRESS AND CONTACT NUMBER OF THE BIDDER:**
- CONFIDENTIAL/ OPEN ONLY BEFORE THE COMMITTEE (Extreme Right hand Side of the Envelope)**

Section – IV

Evaluation and Empanelment Procedure

In order to empanel agencies, ORMAS will constitute an Evaluation Committee to evaluate the proposals submitted for detailed scrutiny. During evaluation of proposals, ORMAS, may, at its discretion, ask the bidders for clarification on their applications. The process for empanelment is as given below-

1. Evaluation process:

Scrutiny of eligibility criteria mentioned at pre-pages for responsiveness to the EoI will be done by the Evaluation Committee to determine whether the documents have been properly signed, qualification criteria fulfilled and all relevant papers submitted and whether the response to EoI is generally in order. The Evaluation Committee can seek additional information from the applicants, if needed. The response to the EoI not conforming to requirements, financial turnover requirement, office location and past work record will be rejected.

- i. The selection of agencies will be based on the evaluation of the technical bids by the Evaluation Committee.
- ii. **Technical Evaluation:** The technical evaluation will be done on the basis of following criteria as per document submitted and technical presentation. The agency is expected to submit the following (as given in table below, both hard and soft copies). Each of the item type has been allocated a particular mark, based on which the final technical score will be calculated.
- iii. The qualifying score will be 70 marks out of 100. Firms who qualify in the technical evaluation will be ranked on the merit basis.
- iv. *Highest technical scorer shall be given preference only when the two or more empaneled bidders have quoted the same lowest price in the financial bid for a specific work.*
- v. **A total of 04 (four) agencies will be empaneled for one year initially which may be extended further based on the performance and contract renewed maximum up to 3 (three) years.**

Table-A

Sl. No.	Type	Maximum Marks	Documents required
1.	Experience of having successfully completed similar works during last four years (2019-20, 2020-21, 2021-22 & 2022-23), should be either of the following. <ol style="list-style-type: none"> i. Similar assignments costing not less than the amount equal to Rs 30.00 lakhs- (Rupees thirty lakhs) Each assignment carries 4 marks maximum 40 marks OR ii. Similar assignments costing not less than the 	40	Work orders/ Contract Document and Completion Certificates from the previous clients to be submitted.

	amount equal to Rs. 50.00 lakhs (Rupees fifty lakhs). Each assignment carries 5 marks maximum 40 marks OR iii. Similar assignments costing not less than the amount equal to Rs. 75 lakhs (Rupees seventy-five lakhs). Each assignment carries 10 marks maximum 40 marks.		
2.	Turnover (last 3 financial years): Average annual turnover of these three consecutive financial years (2019-20, 2020-21 and 2021-22) along with audited balance sheet & P/L statement of last three consecutive financial years) >01 crore <02 crore: 5 marks >02 crore<03 crore: 7 marks >03 crore: 10 marks	10	Audited financial statements for the FY (2019-20, 2020-21 and 2021-22)
3.	Expertise of Multi-lingual Printing - Bi-lingual – 2 marks for each assignment maximum up-to 10 marks Additional Marks - - Odia, Hindi & English – 2.5 marks for each assignment maximum up to 10 marks	20	Work orders/ Contract Document and Completion Certificates from the previous clients to be submitted.
4.	Technical Presentation	30	
5.	Total	100	
	Qualifying Marks	70	

2. Empanelment:-

- i. Bidder/ Agencies shortlisted for empanelment will be required to submit a signed copy of the EoI as an acceptance of the terms and conditions laid down by ORMAS. After signing of the EoI document, no variation or modification in the terms of the agreement shall be made except by written amendment signed by both parties. **Mere empanelment with ORMAS does not guarantee allocation of work.**
- ii. No bidder will be eligible to have empanelment in more than one name (either in his/her own name or in the name of his/her close relative (spouse, dependent children/parents/brothers/sisters and other dependents)

3. Allocation of Work:-

- i. The empanelment shall be initially for one year from the date of accepting the terms and conditions by the empanelled agencies **which may be extended further based on the performance and contract renewed maximum up to 3 (three) years.** ORMAS reserves the right to extend the same on yearly basis up to one additional years based on periodic reviews to assess the performance during the specified duration of empanelment at the same terms and conditions. ORMAS shall be free to curtail the empanelment at any time during the period of empanelment, without assigning any reason

ORMAS reserves the right to award the work to any of the empaneled agencies, based on the merit of their credentials (Ideas, Creatives, execution plan etc).

As and when required, ORMAS will ask for price bid from the empaneled bidder/ agencies within respective categories. The terms and conditions of submission of price shall be provided along with Invitation to Bid. The work shall be awarded on Least Cost Basis along with the terms and conditions mentioned in the Invitation to Bid.

- ii. The selected agency shall not assign the project to any other agency to perform its obligation under the agreement.
- iii. ORMAS may at its own discretion may allocate work to more than one agency at a time depending on the quantum, nature and criticality of work.
- iv. In case, the ORMAS does not find the creative of the agency up to its satisfaction, ORMAS may ask the agency to make changes up to five times/ or till satisfaction. Even after providing reasonable opportunity, if agency fails to perform, then ORMAS reserves its right to get it done from any other empaneled agency/agencies for which the agency will have no obligation and not raise any dispute in this context, at any point of time.
- v. ORMAS will not be liable to make any payment or amount on account of conceptualization/designing/artwork etc. for the concepts/designs prepared by the agency but not selected. The agency should not have any objections to the said procedure and shall not dispute/claim any amount at any time in future.
- vi. In case, when the time period is too short to get the assignment done from all the empaneled agencies or any other exigencies, the job may be entrusted to any of the empaneled agency/es or any other agency which ORMAS deems fit to meet the deadline.

Section – V

General Terms and Conditions

1. Performance Bank Guarantee (PBG):-

The empaneled agencies have to furnish a Performance Bank Guarantee (PBG) amounting to **₹1,00,000/- (Rupees one lakhs) only** in shape of Banker's Cheque / Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

2. Penalties:-

If during execution of the Project, following problems were to be found, then a penalty of 0.5% of the Contract value per week (subject to maximum of 10%) may be imposed by ORMAS:-

- Quality of deliverable is not up to the mark, (till the quality is improved to the required extent)
- Delays in deliverables
- Not assigning adequate resources in time
- Not engaging resources on a dedicated basis, even when required
- Assigning resources that do not meet the client's requirements as per the approved time schedule or the quality of deliverable.

3. Payment Schedule:-

For all kinds of production jobs no advance payment shall be made. Payments will be made only after satisfactory completion and certification by the concerned section nodal officer (Joint CEO/ Deputy CEO) of each job and on submission of authenticated bills to ORMAS.

4. Validity of the Proposal:-

The period of validity of proposal is 180 days from the last date of submission of application.

5. Conflict of Interest:-

ORMAS requires that the Agency provide professional, objective and impartial advice and at all times hold ORMAS's interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

6. Confidentiality:-

Confidentiality shall be maintained for the information relating to the examination, clarification and comparison of the proposal. Violation of this clause may result in the rejection of the proposal.

7. Fraud & Corruption:-

ORMAS requires that Agencies selected for the particular assignment must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, Government of Odisha:

- a. Defines, for the purposes of this provision, the terms set forth as follows:
 - i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of ORMAS or any personnel of Agencies in contract executions.
 - ii. "Fraudulent practice" means a mis-presentation of facts, in order to influence a procurement process or the execution of a contract, to ORMAS and includes collusive practice among Respondents (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive ORMAS of the benefits of free and open competition;
 - iii. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution contract.
 - iv. "Collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - v. "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the selection process; or (ii) having a conflict of interest; and
 - vi. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the selection process.
- b. Will reject a proposal for award, if it determines that the Agency recommended for the award of the Creative Campaign, has been determined by ORMAS to having been engaged in corrupt, fraudulent or unfair trade practices.
- c. Will declare a firm ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

8. Change Orders:-

ORMAS may at any time before completion of work under project awarded to empanel Agency, change the work content by increasing / reducing the quantities of the services. In such a

case, the Agency will have to perform the service in the increased/decreased quantity at the same contract rates within the time stipulated for providing services to ORMAS.

9. Delivery of Documents:-

As per the time schedule agreed between the Parties for specific projects given to the empaneled Agency from time to time, the Agency shall submit all the deliverables on due date as per the delivery schedule. The Agency shall not without ORMAS prior written consent disclose the Contract, video to any person other than an entity authorized by the ORMAS for the performance of the Contract. In case of termination of the Contract all the documents used by Agency in the execution of project shall become property of ORMAS.

10. Copyrights/ Intellectual Property Rights:-

Copyrights and other intellectual property rights in all materials, ideas and work or any kind generated by the activities of the Agency performed hereunder shall vest in ORMAS, to the extent copyright belongs to the Agency, provided that ORMAS has paid the Agency for its services.

11. Applicable Law:-

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.

12. Disputes:-

In case any dispute will arise between the parties, the same shall be resolved mutually by the parties and in case any further dispute subsides the same shall be referred to the Principal Secretary, PR & DW Department within 30 days whose decision shall be treated as final and binding on the parties.

13. Assignments:-

The Agency shall not assign the project to any other agency, in whole or in part, to perform its obligation under the Contract, without the ORMAS's authorized representative's prior written consent. **Sub-contracting of the services allotted is not allowed in any manner.**

Termination & Withdrawal:-

- a. Without prejudice to any other right or remedy it may have, either party may terminate this Agreement at any time by giving one month advance notice in writing to the other party.
- b. ORMAS reserves the right to withdraw/ terminate empanelment of applicant in any of following circumstances:
 - i. Applicant becomes insolvent, bankrupt, resolution is passed for the winding up of the applicant' organization

- ii. Information provided to ORMAS is found to be incorrect;
 - iii. Empanelment conditions are not met within the specified time period;
 - iv. Misleading claims about the empanelment status are made;
 - v. Clear evidence is received that empaneled agency has breached copyright laws/ plagiarised from another source;
- c. If the agency does not execute the contract to the satisfaction of the ORMAS then the ORMAS may invoke any or all of the following clauses.
- i. Forfeit the Performance Guarantee Amount
 - ii. Terminate the contract without any liability of ORMAS towards the empanelled agency.

14. Indemnity:-

The applicants will indemnify ORMAS against any misuse of ORMAS Name and logo. For any misuse of ORMAS name and logo, the applicant themselves will be held responsible. ORMAS will take necessary legal and other actions for such cases. ORMAS will not be responsible for any miscommunication or harm caused to any party because of any misrepresentation of its name and logo by the applicant.

Section - VI
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
SIRD & PR Campus, Unit-VIII, Bhubaneswar - 751012**

Sub: Empanelment of PRINTING AGENCIES for ORMAS

Ref:- EoI No. _____ dated _____, ORMAS, Bhubaneswar

Madam,

I, the undersigned, offer to participate in the selection process for **"EMPANELMENT OF PRINTING AGENCIES FOR ORMAS"** in accordance with your **EXPRESSION OF INTEREST**

Notice No.: _____, dated _____.

I attach hereto the response as required by the EoI, which constitutes our proposal.

The details of the Contact Person on behalf of the bidder are given below:

Name	
Designation	
Address for Communication	
Mobile No.	
E-mail Id	

I confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to client is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its empanelment process.

I fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short-listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so, for undertaking the assignment. I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I agree for unconditional acceptance of all the terms and conditions set out in the RFP document.

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	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details Amount : BC/DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Details of the Organizational Capability	(Please attached a separate sheet describing the manpower and infrastructure details availability with the bidder) . Manpower details should include this basic information i.e. age, qualification, experience (in years), notable skills and achievements
11	Accept all the terms and conditions as specified in the EXPRESSION OF INTEREST	YES

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

Name and Designation with Date and Seal: _____

TECH -3

Bidder Organisation (Financial Details)

(To be furnished in the letter head of the Auditor/ Chartered Account)

The Annual Turnover for the last three consecutive financial years of M/s. _____ are given below and certified that the statement is true and correct.

Financial Information in INR			
Details	FY 2019-20	FY 2020-21	FY 2021-22
Annual Turnover from the Printing business (In Rupees)			
Average Annual Turnover (for the above three years) in Rupees ----- ----->			

Supporting Documents:

Audited certified financial statements for the last three FYs (**2019-20, 2020-21 & 2021-22**) (Submission of copies of Profit/ Loss Account and Balance Sheet for the respective financial years is mandatory along with this form). **Provisional Statement of account** shall not be considered.

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

Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal)

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

Communication Address of the Bidder: _____

TECH - 4**(BIDDER'S PAST EXPERIENCE DETAILS)****(Previous Assignment Details in last 04 years)****1. Where assigned for the printing work**

Sl. no.	Name of the Assignment with details there of	Types of Service Provided	Name of the Client with complete address	Duration of the Assignment	*Contract Value (in INR)	Period	Status (Completed/ Ongoing/ etc.)
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 3 Financial Years (2019-20, 2020-21 & 2021-22) 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 / Empanelment Letter from the previous Clients need to be furnished along with the above information. Bidders are requested to attach at least 5 best creative videos from each assignment.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

SECTION - VII
ANNEXURE-A
BID SUBMISSION CHECK LIST

Sno	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
(PART – A)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. 1,180/- in form to DD/ BC		
4	EMD of Rs. 5,000/- in form to DD/ BC		
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 (TECH - 2)		
9	Financial details of the bidder (TECH – 3) 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) (TECH – 4) along with the copies of work orders for the respective assignments/ empanelment letter (Soft copies of creative works in CD/DVD/Pendrive)		
11	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career.		

Undertaking:

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *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: _____

Signature : _____

ANNEXURE-B

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 of Printing Agencies 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 thisDay of....., 2023

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

Name and Designation with Date and Seal: _____

Signature :_____