

**EXPRESSION OF INTEREST**

**ENGAGEMENT OF AGENCIES FOR PROVIDING COMMON FEEDING SYSTEM  
TO ELECTRONIC MEDIA CHANNELS**



**GOVT. OF ODISHA  
I & PR DEPARTMENT**

**MARCH, 2020**

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### BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Director, I & PR Department, Govt. of Odisha
2.	Method of Selection	Cost Based Selection (CBS) Method
3.	Date of Issue of EOI	04.03.2020
4.	EOI Due Date	20.03.2020 by 3.30 P.M.
5.	Date of Opening of EOI	20.03.2020 at 4.30 P.M.
6.	Address for Submission of Proposal	<p>The Director Information &amp; Public Relations Department, Government of Odisha, Bhubaneswar, Odisha Telephone No-2394890/ 2398610(Fax), Email -<a href="mailto:iprenews@gmail.com">iprenews@gmail.com</a></p> <p>Mode of Submission: Speed Post / Registered Post / Courier only to the address as specified above during the office hour only. Submission of bid through other mode and late bid will be rejected.</p>
7.	Place of Opening of Proposal:	Conference Hall of I & PR Department

*For Details please visit: [www.inpr.odisha.gov.in](http://www.inpr.odisha.gov.in)*

**SECTION: 1**

**LETTER OF INVITATION**

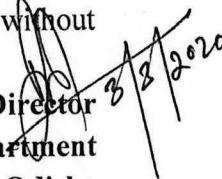
**GOVERNMENT OF ODISHA  
INFORMATION & PUBLIC RELATIONS DEPARTMENT  
LETTER OF INVITATION**

No. 3321 /IPR , BBSR.  
(IPR-AVP-MISC-0026-2019)

Dated: 03/03/2020


**Name of the Assignment: ENGAGEMENT OF AGENCIES FOR PROVIDING COMMON  
FEEDING SYSTEM TO ELCTRONIC MEDIA CHANNELS**

1. **Director, I&PR Department, Govt. of Odisha (The Client)** invite sealed proposal from the different Agencies to provide Common Feeding Systems to different Electronic Media Channels for live coverage of different Government Programmes. More details on the proposed service can be visited at the I & PR Department website: [www.inpr.odisha.gov.in/](http://www.inpr.odisha.gov.in/) [www.asl.ori.nic.in/enews/iprtender.aspx](http://www.asl.ori.nic.in/enews/iprtender.aspx).
2. Agency will be selected under **Cost Based Selection (CBS)** procedure as prescribed in the RFP Document.
3. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post/ Courier** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
4. The last date and time for submission of proposal complete in all respects is **20.03.2020 by 3.30 P.M.** and the date of opening of the bid is **20.03.2020 at 4.30 P.M.** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (Sl. no.7). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
5. This RFP includes following sections:
  - a. Letter of Invitation [Section – 1]
  - b. Information to the Bidder [Section – 2]
  - c. Financial Proposal Submission Form [Section – 3]
6. While all information/data given in the EOI 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/data included in this document. The Client reserves the right to accept / reject any /all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

  
**Director**  
**I & PR Department**  
**Government of Odisha**

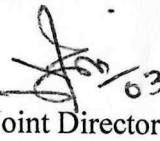
Memo No 3322, Date 03/03/2020

Copy forwarded to System Analyst for information and necessary action. He is requested to take appropriate steps for uploading the Expression of Interest in the website of Information & Public Relations Department [www.inpr.odisha.gov.in/](http://www.inpr.odisha.gov.in/) [www.as1.ori.nic.in/enews/jprtender.aspx](http://www.as1.ori.nic.in/enews/jprtender.aspx).

 03/3/2020  
Joint Director


Memo No 3323, Date 03/03/2020

Copy forwarded to Dy. Secretary to Govt. (Advertisement Section) for information and necessary action. He is requested to publish the Expression of Interest in two leading Odia News Papers and one leading English daily on 04.03.2020.

 03/3/2020  
Joint Director

Memo No 3324, Date 03/03/2020

Copy forwarded to Superintendent, Issue Section for information and necessary action. He is requested to display the EOI in the Notice Board of this Department.

 03/3/2020  
Joint Director

Memo No 3325, Date 03/03/2020

Copy forwarded to the Dairy Superintendent for information and necessary action. He is requested to receive and hand over the bids to the Joint Director in charge of AVP Section to keep the bids in safe custody.

 03/3/2020  
Joint Director

**SECTION: 2**

**INFORMATION TO THE BIDDER**

## 1. BACKGROUND AND SCOPE OF THE ASSIGNMENT:

### Scope of the work:

To provide Common Feeding Systems to different Electronic Media Channels for live coverage of different Government Events/Programmes.

### Terms and Condition:

1. The Agency should have minimum one (1) year of experience in providing Common Feeding System to different Electronic Media Channels. Experience in providing Common Feeding System in Govt. Events will be preferred. (Supporting documents to be submitted)
2. The Agency should have capacity to provide Common feeding system at least to 15 nos. of Electronic Media Channels at a time.
3. The Agency should have a local office in the State of Odisha with adequate manpower and infrastructure support to handle the Programme/Event.
4. The Agency should have
  - i. 3 to 8 setup H.D Cameras broadcast quality with all relevant accessories for Live telecast with manpower for both audio/video
  - ii. The Agency should have Audio System for Live Telecast, Jimmy Setup, Drone Setup.
  - iii. R.F Cameras (Wireless), range should be 500 meters & above
  - iv. Extra switcher for standby backup, Video output both SD & HD (Splitter for minimum 20 outputs)
  - v. Mixer with good quality microphone preferable Wireless.
  - vi. The bidders must have his/her own setup. (Supporting documents to be submitted)
5. Minimum Turnover of the Agency should be at least Rs.50,00,000/- (Rupees Fifty Lakh) only per annum.
6. The Agency should have mechanism to provide the Common feeding system in both HD and Standard Format and also mechanism for web media.
7. The Agency should deposit a **sum of Rs. 1,00,000/- (Rupees One Lakh Only) in shape of Demand Draft in favour of Director, I & PR Department, Govt. of Odisha** (refundable) security which can be refunded after successful completion of the assignment during the period of agreement.
8. The Agency should maintain confidentiality that all videos shall be Government property and cannot be shared with anyone.
9. The period of agreement is for a period of one year from the date of assignment and this can be extended by mutual consent.
10. If any of the information submitted by the Agency is found to be false or incorrect in any manner, the Agency cannot be taken into consideration for giving such assignment.



## 2. RECEIPT OF PROPOSAL:

Towards this end, Expression of Interest is invited from the Agencies to submit their proposals for the above assignment. Proposal will be opened on **20.03.2020 at 4.30 P.M.** in the Conference hall of I & PR Department. Proposal may be submitted through **Speed Post / Registered Post / Courier** to the Director, I&PR Department in the address **The Director, Information & Public Relations Department, Government of Odisha, Bhubaneswar, Odisha** in a sealed envelope. The last date for receipt of proposals is **20.03.2020 by 3.30 P.M.**

## 3. PROPOSAL VALIDITY:

The Offer submitted and the prices quoted therein shall be valid for one year from the date of opening of bid. Bid valid for any shorter period shall be rejected by the Client.

## 4. TECHNICAL BID REQUIREMENTS:

The bidder needs to submit the following self certified documents along with the technical bid:

- 1) Copies of the up to date IT Return
- 2) Copy of PAN Number
- 3) Copy of GSTIN
- 4) Documentary evidence regarding local office in the state of Odisha with adequate manpower and infrastructure support.
- 5) An undertaking that the firm is not blacklisted/debarred from any Government organization/Department during the recent past

## 5. PROPOSAL EVALUATION AND EMPANELMENT:

A two stage evaluation process will be adopted as explained below for evaluation of the bids:

- **Pre-qualification Evaluation (1<sup>st</sup> Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not.
- **Financial Evaluation (2<sup>nd</sup> Stage):** The financial proposals of the bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price for each component will be announced during the meeting.

The Price Bid has to be submitted as per prescribed Format at Section: 3. **Cost Based Selection (CBS)** method will be followed during the overall selection process. The client will select the **lowest evaluated price bid (L1)** among all the bids. The empanelment will be done for a period of 1 year from the date of finalization of rate.

## **6. SUBMISSION OF PROPOSAL:**

The Technical and Financial Proposal should be put into separate envelope and submitted inside one single envelope super-scribing the title of the RFP as "Common Feeding Systems to different Electronic Media Channels for Live coverage of different Government Events/Programmes". Bidders must submit their proposals through **Registered Post/ Speed Post/ Courier** to

To,

**The Director,  
Information & Public Relations Department,  
Government of Odisha, Bhubaneswar – 751001**

**SECTION: 3**

**FINANCIAL PROPOSAL SUBMISSION FORMS**

**COVERING LETTER**

**(In Bidders Letter Head)**

[Location, Date]

To

**Director,  
Information & Public Relations Department,  
Government of Odisha,  
Bhubaneswar – 751001**

**Subject: Engagement of Agencies for providing Common Feeding System to different Electronic Media Channels .**

I, the undersigned, offer to provide the services for [ \_\_\_\_\_ ] in accordance with your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Proposal is submitted as per the prescribed format. The quoted amount is exclusive 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 RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, **up to expiration of the validity period of the proposal of 30 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive. We thank you for providing us an opportunity to participate in the selection process. Please find our financial offer as per Commercial bid format along with this covering letter.

I remain,

Yours faithfully,

***Authorized Signatory [In full and initials]:  
Name and Designation of Signatory with Date and Seal:  
Address of the Bidder:***

**SUMMARY OF FINANCIAL BID**

Description of Activity	Price Schedule in INR
To provide Common Feeding System to different Electronic Media Channels for live coverage of different Government Events/Programmes .  Itemwise rate to be quoted.	(1)  (2)  (3)  (4)
Taxes as applicable _____	
<b>Total</b>	

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

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

**Address of the Bidder:**