

REQUEST FOR PROPOSAL

EMPANELMENT OF AGENCIES FOR PROVIDING LIVE COMMON FEED TO ELECTRONICS & SOCIAL MEDIA CHANNELS



I&PR DEPARTMENT GOVT. OF ODISHA

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Government of Odisha
Information & Public Relations Department
Lok Sampark Bhawan, Bhubaneswar

* * * * *

No. 12371 / I&PR, Bhubaneswar,

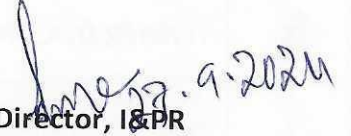
Dated: 27/09/2024

(IPR-AVP-MISC-0069-2023)

**PROPOSAL FOR EMPANELMENT OF AGENCIES FOR PROVIDING LIVE COMMON FEED TO
ELECTRONICS & SOCIAL MEDIA CHANNELS.**

1. **Director, I&PR Department, Govt. of Odisha** (The Client) invites sealed Request For Proposal(RFP) from the different Agencies to provide live Common Feed to Electronics & Social Media channels for live coverage of different Government Programmes **during the financial year 2024-25.**
2. Details about scope of work, eligibility requirement and other details may be seen from the website of I&PR Department www.inpr.odisha.gov.in/website of Odisha Govt. <http://www.odisha.gov.in>. The RFP document may be downloaded from the said website of I&PR Department/ website of Govt. Odisha.
3. Last date for receipt of sealed RFP on **dtd. 15.10.2024 at 5.00 PM.**
4. Date for opening of sealed RFP on **dtd. 18.10.2024 by 11.30 AM** in the Office of the **Director, I&PR, Lok Sampark Bhawan, Unit-V, Bhubaneswar Pin- 751001.**
5. Bidders data sheet:

Sl. No.	Particular	Details
1.	Name of the Client	Director, I&PR Department, Govt. of Odisha
2.	Method of Selection	Least Cost Selection (LCS) Method (L-1)
3.	RFP Due Date	Dtd. 15.10.2024 by 5.00 PM
4.	Address for Submission of Proposal	The Director Information & Public Relations Department, Government of Odisha, Lok Sampark Bhawan, Unit-V, Bhubaneswar, Odisha-751001 Telephone No- 2394890 Email – iprenews@gmail.com 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.


Director, I&PR

Memo No. 12372 /IPR., BBSR, Dated 27/09/2024

Copy forwarded to the OSD to Principal Secretary to Govt., I&PR/ SEA to Director I&PR / Director (Technical) for kind information of Principal Secretary to Govt. and Director, I&PR. and Director (Technical) respectively.

[Signature]
27/9/2024
Addl. Director

Memo No. 12373 , Date 27/09/2024

Copy forwarded to the System Analyst, I &PR. Dept. for information and necessary action. He is requested to take appropriate steps for uploading the Request for Proposal (RFP) in the website of Information & Public Relations Department www.inpr.odisha.gov.in/ website of Odisha Govt. <http://www.odisha.gov.in>.

[Signature]
27/9/2024
Addl. Director

Memo No. 12374 , Date 27/09/2024

Copy forwarded to the System Analyst, State Portal, Odisha Secretariat for information and necessary action. He is requested to upload the Request for Proposal (RFP) in the State Govt. Portal.

[Signature]
27/9/2024
Addl. Director

Memo No. 12375 , Date 27/09/2024

Copy forwarded to the Joint Director (Advertisement Section) for information and necessary action. He is requested to publish the Request for Proposal (RFP) in two leading Odia News Papers and one leading English daily on dtd. **28.09.2024**.

[Signature]
27/9/2024
Addl. Director

Memo No. 12376 , Date 27/09/2024

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

[Signature]
27/9/2024
Addl. Director

Memo No. 12377 , Date 27/09/2024

Copy forwarded to the Dairy Superintendent for information and necessary action. He is requested to receive the sealed RFP by Speed Post/ Registered Post/Courier only and hand over the bids to the Addl. Director in charge of AVP Section to keep the bids in safe custody.

[Signature]
27/9/2024
Addl. Director

Memo No. 12378 , Date 27/09/2024

Copy forwarded to O.E-II Section/Caretaker for information and necessary action.

They are requested to keep ready conference hall on dtd. **18.10.2024 at 11.30 AM** for the above purpose.

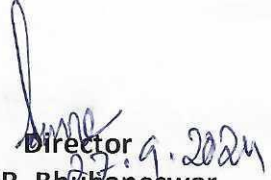
[Signature]
27/9/2024
Addl. Director

Government of Odisha
Information & Public Relations Department
Lok Sampark Bhawan, Bhubaneswar

TENDER DOCUMENT: 1

REQUEST FOR PROPOSAL

1. **Director, I&PR Department**, Govt. of Odisha (The Client) invites sealed Request for Proposal (RFP) from the different Agencies to provide live Common Feed to different Electronics & Social Media channels for live coverage of different Government Programmes **during the financial year 2024-25**.
2. Specifications, requirements may be seen from the website of I&PR Department www.inpr.odisha.gov.in / website of Odisha Govt. <http://www.odisha.gov.in>.
- 3 The Tender documents shall be submitted in the office of the undersigned duly signed by the authorized signatory of the firm/agency on each page and authenticated with seal in token of having read, understood and accepted the terms and conditions of the contract. Request for Proposal (RFP) submitted other than the prescribed terms and condition shall be rejected.
- 4 Tender calling authority has the right to accept or reject the Tender(s) at any stage without assigning any reason thereof.
5. Date of Issue of RFP is on dtd. **27.09.2024 at 04.00 PM**.
6. Last date for receipt of sealed RFP will be on dtd. **15.10.2024 at 05.00 PM**.
7. Opening of sealed RFP on dtd. **18.10.2024 at 11.30 AM** in the Office of the **Director, I&PR, Lok Sampark Bhawan, Unit-V, Bhubaneswar, Pin-751001**. Telephone No- 2394890/ Email – iprenews@gmail.com.
8. The applying Agencies/Firms are required to attend the Bid opening meeting or depute their authorized representatives to remain present during opening of RFP is on dtd. **18.10.2024 at 11.30 AM** at the Office of the **Director, I&PR, Lok Sampark Bhawan, Unit-V, Bhubaneswar, Pin-751001**. Telephone No- 2394890/ Email– iprenews@gmail.com.
9. The RFP received after the stipulated date and time will not be taken into consideration and liable for rejection.
10. This is to certify that this tender document **contains 23 pages**.


Director
I&PR, Bhubaneswar
(Tender Calling Authority)

TENDER DOCUMENT: 2

INFORMATION TO THE BIDDER

1. OBJECTIVE

Government of Odisha intends to hire the services of Agencies/Firms for providing live common feed to Electronics and Social Media channels with a view to give wide publicity of various developmental and welfare policies/schemes of the Government as well as other activities, events and VIP visits.

2. SCOPE OF WORK

Government of Odisha is launching various welfare schemes for the benefit of general public. It is organizing events to celebrate Independence Day, Republic Day, Utkal Diwas and Other National & State level events including visit of Hon'ble President, Prime Minister and other VVIPs visit to Odisha etc. such events may require live coverage in TV, social media platforms.

3. ELIGIBILITY CRITERIA:

1. The bidder must have been a legally valid entity registered under the Indian Companies Act or must have been Individual/Proprietorship firm/Partnership firm. Supporting documents regarding legal status of the bidder shall be submitted.(Copies shall be furnished)
2. The bidder should have valid GST registration for legally carrying out its business activities. The bidder should submit up-to-date GST Return copies.(Copies shall be furnished)
3. The bidder should have a valid PAN. The bidder should submit IT Return copies for last consecutive three financial years (i.e. 2021-22, 2022-23, and 2023-24.)(Copies shall be furnished)
4. The bidder should have a local office in Twin City Bhubaneswar - Cuttack. (Supporting documents to be furnished)
5. The bidder should have a minimum turnover of Rs. 15 Lakhs in each of the any three financial years out of last five financial years. (i.e. FY18-19, FY19-20, FY20-21, FY-21-22 FY22-23). The bidder must submit annual turnover certificate of last five financial years duly certified by C.A. (indicating membership no. of C.A. with seal) ending on 31-03-2023 with audited balance sheet of last three financial years and corresponding income tax returns.
6. The bidder must not have been barred or blacklisted by any State/Central Government Departments or any PSUs.
7. The bidder must have executed minimum five programme assignments including two of Govt. /PSUs in the field of multi camera live common feed for telecast/webcast services in the last ten years i.e. 2014-15 to 2023-24 (work orders to be furnished of the concerned organisation)
8. The Agency should have equipment of live coverage manufactured in preceding five years.

TECHNICAL REQUIREMENT DETAILS:

(PER EVENT /LIVE COMMON FEED & WEBCAST-EIGHT HOURS)

CATEGORY-A

Package for 6 Camera Online setup for live common feed to Electronics & Social media channels for Telecast/webcast with all accessories: - The Vendor has to provide the following equipments with handling facilities/manpower to execute the assigned work.		
SL No	EQUIPMENTS SPECIFICATION/DESCRIPTION	
1	*Professional HD Telecast Quality video camera likes Sony PXW series or other equivalent make. *RF device for Camera (Wireless operation), range should be 500 meters and above. *Audio Mixer: Broadcast standard Audio Mixer with microphones-4 Nos.(2 wireless lapel microphone + 2 wireless boom microphone) *Online Switcher: Telecast standard Online Switcher for Live production/telecast 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.(Hardware/Software) * Both SD & HD (Distributer for minimum 20 outputs.) *Accessories as all connecting cables, tripod, batteries, lights, On-line UPS etc. *Adequate Technical staff equipped to handle the scope of work. *Test run/Dry run shall be done to test all connectivity and equipments. *The soft copies of the entire live visuals to be submitted in SSD (in HD format) to I&PR Department. * Sharing provision for Electronics & Social Media channels & sharing the link to the organizer one hour before the programme.	

(PER EVENT/ LIVE COMMON FEED & WEBCAST-EIGHT HOURS)

CATEGORY-B

Package for 3 Camera Online setup for live common feed to Electronics & Social Media channels for Telecast/webcast with all accessories: - The Vendor has to provide the following equipment with handling facilities/manpower to execute the assigned work.		
SL No	EQUIPMENT SPECIFICATION/DESCRIPTION	
1	*Professional HD Telecast Quality video camera likes Sony PXW series OR other equivalent make. *RF device for Camera (Wireless operation), range should be 500 meters and above. *Audio Mixer: Broadcast standard Audio Mixer with microphones-4 Nos.(2 wireless lapel microphone + 2 wireless boom microphone) *Online Switcher: Telecast standard Online Switcher for Live production/telecast 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.(Hardware/Software) * Both SD & HD (Distributer for minimum 20 outputs.) *Accessories as all connecting cables, tripod, batteries, lights, On-line UPS etc. *Adequate Technical staff equipped to handle the scope of work. *Test run/Dry run shall be done to test all connectivity and equipments. *The soft copies of the entire live visuals to be submitted in SSD (in HD format) to I&PR Department. *Sharing provision for Electronics & Social Media channels & sharing the link to the organizer one hour before the programme.	

(PER EVENT /LIVE WEBCAST-EIGHT HOURS)

CATEGORY- C

Package for 3 Camera Online setup for live webcast with all accessories: - The Vendor has to provide the following equipment with handling facilities/manpower to execute the assigned work.

SL No	EQUIPMENT SPECIFICATION/DESCRIPTION	
1	*Professional HD Telecast Quality video camera likes Sony PXW series OR other equivalent make. * RF device for Camera (Wireless operation), range should be 500 meters and above. * Audio Mixer: Broadcast standard Audio Mixer with wireless microphones (2 wireless lapel microphone + 1 wireless boom microphone) * Online Switcher: Telecast standard Online Switcher for Live production/telecast 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. * Dry run/test run shall be done to test all connectivity and equipments. * The soft copies of the entire live visuals including rushes have to be submitted in SSD (in HD format) to I&PR Department. * Sharing provision for Electronics & Social Media channels & sharing the link to the organizer one hour before the programme.	

CATEGORY-D

Sl.No.	Items
1	* Movie Jimmy Jib with manpower
2	*Drone Camera with manpower
3	*Additional One Camera with manpower & all accessories
4	*40X Extension Zoom lens

Terms and Conditions

The brief scope of work for providing multi camera live common feed for telecast /webcast service under the contract is given below.

1. Request for Proposal (RFP) is invited from eligible Agencies fulfilling the laid down eligibility criteria to submit their proposals. The details relating to the eligibility criteria, terms and conditions and other information relating to this RFP can be downloaded from the Government of Odisha Portal and also from I&PR Website:- <http://inpr.odisha.gov.in/>. Request for Proposal (RFP) shall be opened on **18.10.2024 at 11:30 AM** in the Conference Hall of I&PR Department. Proposal may be submitted to the Director, I&PR Department in the address mentioned in the Sl. No. 6 of the Bidder Data Sheet in a sealed envelope. The last date for receipt of the proposal is on dtd. **15.10.2024 at 05:00 PM**.
2. Selected Agencies will have to sign an Agreement with the I&PR Department for a period of **two years**. If the Agency fails to sign the Agreement within the stipulated period the selection of the Agencies will stand cancelled automatically. The cost to this effect will be borne by the selected bidder. The period of contract/empanelment is extendable on account of administrative exigency subject to satisfactory performance and acceptance of assignment on the existing terms and conditions and at the persisting rate.
3. Wherever specific terms & conditions have not been spelt out in the document, OGFR of State Govt. shall apply.
4. The Empanelment of Agencies with I&PR Dept. doesn't guarantee awarding work
5. There shall be no over-writing in the RFP documents and other papers submitted. Any alteration should be initialed with seal by the same person who signs the Tender document.
6. Submission of more than one competitive bid having materially different contents by the Firm in response to the same RFP is prohibited and both the bids shall be rejected.
7. No advance payment shall be made in any circumstance for execution of work. Full payment will be made after receiving services from the firm and after certification done by the concerned Officer that satisfactory service has been rendered by the Agencies as per the specification of work order.
8. TDS under IT & GST shall be deducted as per law.
9. If any of the services performed by the Agencies fail to conform to the specifications of the assigned work due to indifferent, negligent and non-supportive attitude at their end, I&PR Department shall terminate the contract because of such failure and depanel the agency. Further a sum up to 50% value of the contract commensurate to the scale of default shall be fined & recovered from the former. This shall be without prejudice to other remedies available under law and the agreement with I&PR Department.
10. No payment of any kind will be made in case of partial or complete loss of data (live visual) by the Agencies and no further work will be allotted to the agency for the next time.

11. In case of breach of contract, the performance security will be forfeited and the Agencies shall be blacklisted/ recommended for blacklisting.
12. The Agency is expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to I&PR Department's interest.
13. I&PR Dept. reserve the right to de-empanel the Agencies, if it fails to perform the work as per the quality standard and time line. Neither not doing the renewal of any individual agency because of non-adherence to the terms and conditions nor the eventuality of opting out by any agency will invalidate the rest of the panel both in the period of contract and in the period of eventual extension.
14. I&PR Department will have the right to drop any Agency without assigning any reason thereof and also reserve the right to modify the terms and conditions for selection of Agencies.
15. If a Bidder withdraws or modifies his bids/ violates the Terms and Conditions of the Bid documents during period of validity etc., the EMD will be forfeited and the agency shall be suspended for the period of 3 years from participating in any Tenders of Govt. of Odisha and that of the PSUs controlled by the former.
16. I&PR Department will not be responsible for any loss, damage, injury caused at the time of execution of the contract. The firm shall own the whole responsibility.
17. Any supply of poor quality/ downscaled visuals shall be summarily rejected and will be subject to non-payment of the executed work. For such poor quality of execution by the Agencies no further work will be allotted.
18. After completion of the programme, the agency must submit the GST bills/invoices along with the soft copies of the total live visuals (Rushes + Live programme) in SSD (In HD Format) to I&PR Department within seven days from the date of the programme.
19. The agency shall be intimated about the job viz. live common feed for telecast/webcast assignment etc. at a short notice within couple of hours.
20. The live common feed provided by the agency should be without any interruption, failure or glitches in the live transmission. Any deviation will attract penalty. Major breakdown will attract total forfeiture of payment relating to a programme.
21. District Administration/Programme Organising Department/I&PR Department shall arrange the high speed Internet connections i.e. Internet Lease Line with 100 MBPS (1:1) at the programme venue with uninterrupted power supply.
22. No charges shall be paid to the agency, in case of cancellation of any live common feed by I&PR Department minimum 12 hours prior to the event in Bhubaneswar and at a location having distance of up to 50 km from Bhubaneswar.
23. No charges shall be paid to the agency, in case of cancellation of any live common feed by I&PR. Department minimum 24 hours prior to the event beyond 50 km distance from Bhubaneswar.
24. All the visuals shall be treated as Government property (confidential) and should not be used by any unauthorized person / third party under any circumstances.
25. The agency should not sub-contract part or complete work undertaken by him without written permission of I&PR Department.
26. The bidder must have executed minimum five programme assignments including two of Govt. /PSUs in the field of multi camera live common feed for telecast/webcast service in the last ten years i.e. 2014-15 to 2023-24 (work orders to be furnished of the concerned organisation).

27. Bidders to ensure that their offers are complete in all respect. Any deviation or non-compliance arising one of misrepresentation of fact may lead to rejection of their offer irrespective of stage.
28. The period of rate contract will be for two years from the date of assignment which can be extended upon mutual consent.
29. An undertaking is to be furnished that the firm is not black listed/debarred from any Govt. / PSU organization during recent past.
30. Preference will be given to L-1 bidder in award of work to provide live Common Feed to different Electronics/Social Media channels for live coverage of different Government Programmes. Other technically qualified bidders shall be empanelled if they agree to execute the work as per the L-1 rates. The empanelled agencies will be entrusted with the excess work which is beyond the working capacity of L-1 bidder. The client reserves the right to distribute the work among empanelled agencies at different places of State as per requirement. The empanelment doesn't guarantee that the work will be provided to the firms empanelled.
31. All the crucial figures i.e. Rates & amount should be written in figures followed by words in a bracket in Tender documents.
32. There shall be no over-writing in the tender documents and other papers submitted. Any alteration should be initialled with seal by the same person who signs the Tender documents.
33. All the rates and amounts shall be quoted in round figure and in Indian Rupees (INR).
34. All the disputes shall be subjected to the jurisdiction of Civil Courts situated at Bhubaneswar.
35. Each page of this RFP Document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
36. All the documents and papers submitted with the bid should be either in English or in Odia and shall be authenticated under the seal and signature of the bidder.
37. In case of any dispute/ambiguity arises in the documentation, decision of I&PR Department/Tender calling authority is final.
38. Test run/Dry Run shall be done much before the programme starts to test connectivity and equipment.
39. This RFP document is two-Bid format for submitting the offer. It contains the "Technical" and "Financial" Bid format (**Financial contains three Bids i.e. Bid-I, II & III**). Both the Bid shall be submitted in separate sealed covers identified as "Technical" and "Financial" Bid. Both the sealed cover should be put inside a bigger single envelope super-scribing the title of the RFP for **"Online setup for providing live common feed to Electronics & Social Media channels "** and boldly written with the name of the agency, RFP number & last date of submission .
40. Financial Bid of the technically qualified agencies will be opened and the L-1 rates will be derived for each specification separately in most transparent manner.
41. If the L-1 rates will not be feasible for providing **"live common feed to Electronics & Social Media channels for Telecast/webcast with all accessories"** then I&PR Department reserves the right to discover the rates in most transparent manner by constituting a committee. Similar exercise will be done in case of irrationally high quotes.

ELIGIBILITY CONDITIONS REQUIREMENTS

1. Bid Processing Fees:

The bidder must furnish the required bid processing fee (Non-refundable) amounting to Rs. 5,000/- (Rupees Five Thousand) Only in shape of DD from any scheduled commercial bank in favour of "D.D.O., I.&P.R. Department" payable at Bhubaneswar. Proposals received without bid processing fee will be rejected.

2. EMD:

Bid Security (E.M.D.): The tender document shall accompany with an Earnest Money Deposit (EMD) of Rs. 20,000/- without which the tender shall be rejected. The Earnest Money Deposit should be in favour of **DDO, Information and Public Relations Department Government of Odisha, Bhubaneswar** in the form of DD/FDR/Banker's Cheque / NSC / Postal Savings Pass Book in an envelope along with the sealed covers of "Technical" bid. The EMD may be forfeited. (a) if they withdraw or modify their bids/ violate the Terms and Conditions of the Tender documents during the period of bid validity and shall be suspended for the period of 3 years from participating in any Government/ PSU Tenders. (b) in case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender document. EMD shall be refunded to unsuccessful bidders not disqualifying themselves otherwise. The DD/FDR/Banker's Cheque etc. shall be refunded in original with or without reverse endorsement as required for the refund. EMD of the successful bidder shall be retained till the agreement is signed and Performance Security is deposited. The EMD shall be exempted to MSME units/ start-ups as per the extant policy of appropriate Govt..

3. Performance Security:

The qualified and empanelled bidder(s) shall have to furnish a Performance Security amounting to Rs. 50,000/- (Fifty Thousand) only in the form of NSC/Post Office Saving Bank Account/ FDR from any Nationalized Bank/Scheduled Bank situated in Bhubaneswar ,Odisha/ Bank Guarantee /e-BG duly pledged in favour of "D.D.O., I&PR Department" within 7 days of notifying the acceptance of proposal for the award of contract as per the format at Annexure-E, the performance security shall be valid for a period of three months beyond the entire contract period (i.e. Performance Security) must be valid from the date of effectiveness of the contract to a (period of 3 months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the above requirements shall constitute sufficient grounds for the forfeiture of the EMD. The Performance Security shall be released immediately after three months of expiry of contract period, if there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Security.

4. Financial Evaluation: Least Cost Selection (LCS) method will be followed during the overall selection process. The client will select the lowest evaluated price bid among all the qualified bids. For the purpose of evaluation, the total evaluated cost shall be inclusive of all overhead expenses and applicable taxes for which the client makes payment to the agency. The successful bidder shall be selected taking into consideration of the lowest bid (L-1) in

most transparent manner. The Tender Calling Authority can negotiate the rates with the L-1 bidder and finalize the rates accordingly. The authority is not bound to accept the L-1 rates. If the L-1 bidder fails to sign the agreement negotiations with Firms other than the (L-1) lowest bidder i.e. L-2 bidder shall be held obtaining prior approval of the Government.

5.PERIOD OF EMPANELMENT:

The empanelment of selected agencies shall be ordinarily for **two years** from the date of signing of the Agreement. The period can be extended for further if necessary basing on the requirement on mutual agreement by both the parties in writing on the same rates, terms and conditions. Similarly the Deptt. of I&PR reserves the right to revoke the panel at any point of time irrespective of the completion of one year on administrative exigency.

6.Termination of Contract

The contract with individual agency can be terminated by the Deptt. during the period of contract by giving 15 days notice in case of violation of any terms & conditions of the contract or in public interest. In case of violation of contract by any empanelled Agency/Firm, the performance security can be forfeited by the Department towards levy of fine/ recovery and termination of contract including blacklisting the concerned Firm. In case the agency is not interested in continuing with the contract, he can give 2 (Two) months' notice in advance citing reasons for the same.

7. Documents required to be submitted (Self Attested)

1. The bidder must be a legally valid entity / company registered under the Indian Companies Act or registered Individual / Proprietorship firm/ Partnership firm. Supporting documents regarding legal status of the bidder shall be submitted.(Copies shall be furnished)
2. The bidder should have valid GST registration for legally carrying out its business activities. The bidder should submit up-to-date GST Return filing copies.(Copies shall be furnished)
3. The bidder should have a valid PAN. The bidder should submit IT Return copy for last consecutive three assessment years (i.e. 2021-22, 2022-23, and 2023-24.)(Copies shall be furnished)
4. Annual Turnover Certificate of any three financial years out of five financial years (i.e. FY18-19, FY19-20, FY20-21, FY21-22 & FY22-23) duly certified by C.A. (indicating membership no. of C.A. with seal) ending on 31.03.2023 with audited balance sheet of last three financial years and corresponding income tax return filing of said three financial years. **(Annexure-A)**
5. Demand Draft of **Rs. 5,000/- (Rupees Five thousand only)** towards cost of tender paper and processing fee in favour of ' D.D.O., I&PR Department ' (Non-refundable)
6. Work order(s) as Proof of Past experience from GOVT/PSU/ other Organization as per eligibility criteria SL-7 must be attached **(Annexure-B)**.

7. The Agencies must not have been barred or blacklisted by any State/ Central Government Departments/ Govt. PSUs and also should not have indulged in any criminal offence.(An Affidavit to this effect shall be furnished). **(Annexure-C)**
8. EMD of **Rs. 20,000/- (Twenty Thousand only)** In form of DD/NSC/Post Office Savings Bank Account/ FDR from any nationalized Bank/ duly pledged in favour of “**DDO, I&PR Deptt.**” payable at Bhubaneswar.
9. Declaration of having office in Twin City Bhubaneswar-Cuttack. **(Annexure-D)**
10. The agency should utilize the equipment for live coverage/feed to different electronics channels of different Government Programmes, which have been manufactured within five years. (An undertaking should be submitted by the bidder in this regard.)

Annexure-A

FORMAT FOR FINANCIAL CAPABILITY OF THE AGENCIES:

Sl. No.	Financial Year	Annual Turnover (In INR)	Profit after Tax (PAT)
1	FY 2018-19		
2	FY 2019-20		
3	FY 2020-21		
4	FY 2021-22		
5	FY 2022-23		

Enclose certificate issued by Chartered Accountant stating the details of annual turnover during the above financial years along with audited financial statement.

Annexure-B

DETAILS OF PAST EXPERIENCE

Sl. No.	Description of Assignment	Work Order No. and date.	Address details of client	Remarks
1				
2				
3				
4				

TENDER DOCUMENT: 3
TECHNICAL PROPOSAL SUBMISSION FORMS
COVERING LETTER
(In Bidder's Letter Head)

To

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

Subject: Selection of “Agencies to provide live coverage of different Government Programmes and live Common Feed to different Electronics and Social Media channels.”

Dear Sir,

I, the undersigned, request you to participate in the selection process for _____ in accordance with your Request for Proposal No. _____ dated _____. We are hereby submitting our technical proposal sealed in envelope.

I hereby declare that all the information and statements made in this Technical Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. 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 hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP documents. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TENDER DOCUMENT: 4

FORMAT- I: DETAILS OF THE BIDDER

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 Please furnish contact details	
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
9	Whether willing to carry out assignments as per the scope of work of the RFP	
10	Whether accept all the terms and conditions as specified in the RFP	

Authorized Signatory [*In full and initials*]:

Name and Designation with Date and Seal:

FORMAT - II: LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE

Parameter	Information	Supporting Documents	Page No.
Company/Firm Name and Existence		Certificate of Incorporation/ Registration (refer Table below for appropriate documentation)	
Type of Organization	Private Limited Company/ Registered Individual /Partnership Firm /Proprietorship firm		
Name of Registration Authority			
Registration No.			
Date of Registration			
Place of Registration			
GST Registration, Return filling Status	Registration No.	Registration Proof: up to date GSTR 3B filing copies	
PAN	PAN No.		
IT Returns of last 03 consecutive years			

FINANCIAL PROPOSAL SUBMISSION FORMS

COVERING LETTER

(In Bidder's Letter Head)

To

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

Subject: Selection of “Agencies to provide live coverage of different Government Programmes and live Common Feed to different Electronics and Social Media channels”.

I, the undersigned, offer to provide the service (to provide live coverage of different Government Programmes and live Common Feed to different Electronics and Social Media channels) in accordance with your Request for Proposal No. _____, Dated: _____. Our attached Financial Proposal is [.....Insert amount(s) in words and figures] per event per category. This 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 documents.

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 **90** 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-I
FOR THE VENUE UPTO 50 KM FROM BHUBANESWAR

(HIRING OF THE SERVICE OF THE AGENCIES FOR PROVIDING LIVE COMMON FEED TO ELECTRONICS AND SOCIAL MEDIA CHANNELS FOR WIDE PUBLICITY OF VARIOUS DEVELOPEMENTAL AND WELFARE POLICIES/SCHEMES OF THE GOVERNMENT)

PACKAGE (TOTAL AMOUNT) INCLUDING ALL CHARGES

Sl. No.	Specification	Rate per Event/ live Common Feed & Webcast-Eight hours in (INR) exclusive of taxes.	GST @ (____%)	Total
1	CATEGORY-A	In figure _____ In words _____		
2	CATEGORY-B	In figure _____ In words _____		
3	CATEGORY-C	In figure _____ In words _____		
	CATEGORY-D (1)	In figure _____ In words _____		
	CATEGORY-D (2)	In figure _____ In words _____		
	CATEGORY-D (3)	In figure _____ In words _____		
	CATEGORY-D (4)	In figure _____ In words _____		

N.B. Taxes will be paid by the client as per the applicable rate under GST Act.

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

SUMMARY OF FINANCIAL BID -II
FOR THE VENUE BEYOND 50 KM UPTO 200 KM FROM BHUBANESWAR

(HIRING OF THE SERVICE OF THE AGENCIES FOR PROVIDING LIVE COMMON FEED TO ELECTRONICS AND SOCIAL MEDIA CHANNELS FOR WIDE PUBLICITY OF VARIOUS DEVELOPEMENTAL AND WELFARE POLICIES/SCHEMES OF THE GOVERNMENT)

PACKAGE (TOTAL AMOUNT) INCLUDING ALL CHARGES

Sl. No.	Specification	Rate per Event/ live Common Feed & Webcast-Eight hours in (INR) exclusive of taxes.	GST @ (____ %)	Total
1	CATEGORY-A	In figure _____ In words _____		
2	CATEGORY-B	In figure _____ In words _____		
3	CATEGORY-C	In figure _____ In words _____		
	CATEGORY-D (1)	In figure _____ In words _____		
	CATEGORY-D (2)	In figure _____ In words _____		
	CATEGORY-D (3)	In figure _____ In words _____		
	CATEGORY-D (4)	In figure _____ In words _____		

N.B. Taxes will be paid by the client as per the applicable rate under GST Act.

Authorized Signatory [*In full and initials*]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

SUMMARY OF FINANCIAL BID-III
FOR THE VENUE BEYOND 200 KM FROM BHUBANESWAR

(HIRING OF THE SERVICE OF THE AGENCIES FOR PROVIDING LIVE COMMON FEED TO ELECTRONICS AND SOCIAL MEDIA CHANNELS FOR WIDE PUBLICITY OF VARIOUS DEVELOPEMENTAL AND WELFARE POLICIES/SCHEMES OF THE GOVERNMENT)

PACKAGE (TOTAL AMOUNT) INCLUDING ALL CHARGES

Sl. No.	Specification	Rate per Event/ live Common Feed & Webcast-Eight hours in (INR) exclusive of taxes.	GST @ (____%)	Total
1	CATEGORY-A	In figure _____ In words _____		
2	CATEGORY-B	In figure _____ In words _____		
3	CATEGORY-C	In figure _____ In words _____		
	CATEGORY-D (1)	In figure _____ In words _____		
	CATEGORY-D (2)	In figure _____ In words _____		
	CATEGORY-D (3)	In figure _____ In words _____		
	CATEGORY-D (4)	In figure _____ In words _____		

N.B. Taxes will be paid by the client as per the applicable rate under GST Act.

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

**DECLARATION FOR NON-BLACKLISTING/
NON-INDULGENCE IN CRIMINAL ACTIVITY**

(In shape of affidavit to be executed on Rs. 10/- Non judicial stamp paper by Public Notary/Executive Magistrate)

To

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

Subject: “Self Declaration – Non-Blacklisting”.

Sir,

In response to the “Request for Proposal” (RFP) dated_____ I/We do hereby declare that there is no case with Police/ Court/ regulatory authority non-indulgence in criminal activity against the proprietor/ firm/ partner. Also I/We have not been suspended/ delisted/blacklisted by any other Government/ Ministry department/ Public sector under taking/ Autonomous Body/ Financial Institution/ Court. We also certify that our firms/ company or any other of the partners are not involved in any scam and disciplinary proceedings settled or pending adjudication.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

DECLARATION CERTIFICATE
(Having Office in Bhubaneswar-Cuttack)
(to be given on Bidder's letter head)

I/We do hereby declare that we possess a full-fledged office at Twin City Bhubaneswar-Cuttack for providing live coverage of different Government Programmes and live Common Feed to different Electronics and Social Media channels as per the Terms and Conditions. Further, we have no objection in case I&PR. Department desire to inspect and physically verify the same and shall provide the required assistance for the same. The detailed address is.....

(Signature & Seal of the firm)

PERFORMANCE BANK GUARANTEE FORMAT

To,

WHEREAS..... (Name and address of the Consultant) (hereinafter called "the Consultant") has undertaken, in pursuance of RFP no..... dated to undertake the service (Description of services) (here-in after called "the contract").

AND WHEREAS it has been stipulated by (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby declare that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of, 202

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank & Branch