

Tender Call Notice

for

**Video Documentation
under DDU-GKY-2019-20**



SIRD & PR Campus, Unit – 8, Bhubaneswar, Pin - 751012
Phone No. [0674] 2565871, Fax- 2565872, www.ormas.org




Notice No. 388

Date: 7/2/2020

TENDER CALL NOTICE

Sealed tenders are invited in the prescribed format from the registered firm / sole Proprietor having valid PAN and GSTIN Certificate for **Preparation of Audio Visual Video Documentation on DDU-GKY scheme** implemented by ORMAS. The details of the terms and conditions of the above work can be downloaded from www.ormas.org for use. Interested bidders may submit their sealed tender paper in the prescribed format mentioning "**Tender Call Notice- Preparation of Audio Visual Video Documentation** under ORMAS" on the cover of the envelope to the office of the Chief Executive Officer, Odisha Rural Development & Marketing Society (ORMAS), SIRD & PR Campus, Unit – VIII, Bhubaneswar, Pin – 751012 through Speed Post/ Post/ Courier/ Tender Box latest by 12.02.2020 up to 03:00 pm. The tender shall be opened on the same date at 3.30 pm.

Authority reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of tender, without assigning reason thereof.


02/02/2020

Chief Executive Officer



Sealed tenders are invited in the prescribed format from the registered firm / sole Proprietor having valid PAN and GSTIN Certificate for **Preparation of Audio Visual Video Documentation on DDU-GKY scheme** implemented by ORMAS. The requisites and format of the tender completed in all respect should reach the undersigned on or before 12.02.2020 by 3.00 P.M through registered post/ speed post/ post/ Courier/ Tender Box.

A. Description of Assignment:-

Sl. No.	Name of the item	Duration
1.	Video documentation	5-10 minutes

B. Introduction

Odisha Rural Development and Marketing Society (ORMAS), an autonomous body under Panchayati Raj & Drinking Water Department Government of Odisha, formed under Societies Registration Act, 1860 and 14th January 1991.

Odisha is a leading performing state across the country in implementation of DDU-GKY. It is foremost in many interventions and invented best practices in due course of implementation of DDU-GKY in partnership with the PIAs. It has also best performed in mobilization & counselling. Even after that, there is a need to strengthen the mobilization & counselling process by using effective electronic media tools.

Use of electronic media tools are effective mechanism to mobilize youth under DDU-GKY. It was observed in due course of mobilization & counselling processes that larger no. of community mobilizers as well as potential youth have less clarity about sector/ trades, job roles, career progression and location of placement. This has been further affecting in decision making by potential youth for opting DDU-GKY as option for career for skill training. Presently, leaflet and brochures are provided to youth & community mobilizers at the time of awareness & counselling but there is a need to develop a short video documentary for demystification of sectors / trades.

C. Objective: The objective of producing such video are:

- Enhancing awareness and knowledge levels of potential youth about sector / trades offered under DDU-GKY
- Generating demand for DDU-GKY training in different trades / sector as per interest of youth
- Strengthening the enabling environment that reinforce positive attitudes towards DDU-GKY

D. Scope of Work: -

The duration of the video may not exceed 10 minutes as it will be used in different awareness generation and training programme in districts, blocks and gram panchayats.

The detail script will be provided by the IEC Team (DDU-GKY) of ORMAS.

E. Bid Price

1. The Quotation shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
2. All duties, taxes and other levies payable by the Agency under the quotation shall be excluded in the total price.
3. The rates quoted by the Agency shall be fixed for the duration of the contract and shall not be subjected to adjustment on any account.
4. The Prices should be quoted in Indian Rupees only.

F. Bid Validity: Bid validity period is 30 days from the bid due date i.e. last date of submission of tender.

G. Submission of Tender:

Bidder must submit their tenders through **Registered Post / Speed Post / Courier / Tender Box** to the specified address on or before 12.02.2020 at 3.30 PM. The ORMAS will not be responsible for postal delay / any consequence in receiving of the proposal. Any Proposal received after the deadline will be out rightly rejected. The bidder shall submit the prerequisite documents along with Price quotation in one envelope.

H. Evaluation of Tender

- A. The ORMAS will evaluate and compare the quotations determined to be substantially responsive i.e. which
1. are properly signed; and
 2. Confirm to the terms and conditions, and specifications.
 3. Filled in Indian Currency
 4. Quoted in Unit

I. Eligibility Criteria:-

The bidder shall furnish the following documents to establish the bidder's eligibility:-

1. The agency must be a registered firm / Sole Proprietorship and must have audio visual production houses experience in Odisha.
2. The firm / agency should have its own office / organization within Bhubaneswar.
3. The bidder must submit the GSTIN / PAN Certificate
4. The agency must have completed atleast one similar assignment in the FY 2016-17, 2017-18 & 2018-2019).

Following document to be submitted:-

- a. Photo copy of the PAN
- b. Photo copy of the GSTIN Certificate.
- c. Proof of the work done / Experience

J. Other Terms & Conditions

- i. The price and work order is valid for one year.
- ii. Joint CEO, ORMAS will act as Nodal Officer for monitoring & supervision of the entire activity and performance.
- iii. The contract will be awarded to the Agency/ sole proprietor whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- iv. The authority is not bound to accept the lowest quotation and reserve the right to reject any or all quotations and tenders without assigning any reasons thereof.
- v. Notwithstanding the above, the authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- vi. 100% Payment shall be made immediately as far as possible after successful delivery as per specification.
- vii. Rate quoted shall be indicated both in words as well as in figures. Where there is difference between the amounts quoted in words and figures, amount quoted in words shall prevail.
- viii. The bidder shall quote the price within the latest approved I&PR rate. Above the I&PR rate shall not be considered.
- ix. If any price quoted by the bidder found equal or tie, the maximum nos. of government assignment shall be considered for awarding the assignment..
- x. The Agency has to quote the rate as per the given format.
- xi. No part of the work will be sub-let.
- xii. The Agency or the representative of the Agency shall attend the tender opening meeting as per the schedule fixed.
- xiii. Non-submission of any document required indicated in the tender document will render the Bid to be rejected.

K. Payment:

- ✓ The firm has to submit the finished product / output in full HD format along with rushes (shooting materials) to the Department.
- ✓ 100% payment shall be made after successful receiving the deliverables from the agency.
- ✓ The Authority shall review the deliverables as well as the invoice against the assignment

L. Anti-corruption Measure:

- a. Any effort by Agency(s) to influence the ORMAS in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for work order shall be rejected if it is determined that the recommended Agency 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 ORMAS shall blacklist the Agency either indefinitely or for a stated

period of time, disqualifying it from participating in any related bidding process for the said period.

M. Legal Jurisdiction:

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

N. Penalty:

Any unjustified and unacceptable delay in delivery shall render the Agency liable for liquidated damages and thereafter the ORMAS shall fix suitable penalty in full or part from invoice.

O. Arbitration:

In the event of any question, dispute or difference arising under these conditions contained in the Work Order in connection with this contract, the same shall be referred to the CEO, ORMAS, Bhubaneswar whose decision will be treated as final and binding on both the parties.

Bidder's Profile

1.	Name of the registered firm / Proprietor	
2.	Details of Address: (Registered Office and Operating Branch) Mobile No. E-Mail Address:	
3.	PAN No. (with copy attached)	
4.	GST No. (Registration copy attached)	

DECLARATION

I / We hereby declare that no criminal case is pending against me / us / Organization / Agency / Firm in any Police Station / any Court. All the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am / we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am / we are willing to abide by the terms and conditions laid down by ORMAS, Bhubaneswar. In case of any lapse on my / our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, penalty may be imposed which will be deducted from my bills as deemed proper by the competent authority.

**Signature of the Agency/ sole Proprietor
with seal**

Place:
Date:

Price Bid Format

Video documentation

Sl. No	Particulars	Duration	Price excluding GST	Price including GST
1	Video documentation	5- 10 minutes		

Rupees.....

In words.....

I / We agree to supply the above services in accordance with the required specifications for a total order price of Rs..... (*amount in figures*) [Rs. (*amount in words*)] Excluding GST within the period specified in the Invitation for Tender i.e. within 30 days on placement of orders. In case of more minutes or less minutes, the payment same shall be made on pro-rata basis .We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Place:

Date:

Signature of bidder with seal

.....End of the Documents.....