



OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, RAYAGADA

Tel. No. 06856 291125, E-Mail ID cdvorayagada@gmail.com

EXPRESSION OF INTEREST (EOI)

EOI No. 4094 Dt. 23.10.2024

EOI FOR DOCUMENTARY VIDEO, FOR ORGANISATION OF DISTRICT LEVEL "MATSYA O PRANISAMPAD MELA" FROM 19th NOVEMBER TO 20th NOVEMBER 2024 AT RAILWAY GROUND, RAYAGADA..

Expression of interest (EOI) is invited by Chief District Veterinary Officer, Rayagada and District Fishery Officer, Rayagada, from intending bidders/reputed Event Management Organization/Reputed Videographer, for event management to conduct District level "Matsya O Pranisampad Mela" scheduled to be organised from date 19th November to 20th November, 2024 at the RAILWAY GROUND, RAYAGADA, in which 1400 numbers of farmers will be participated. For documentation of every activity in the Mela, a Documentary Video & Photography in a high resolution Camera is to be done. For Documentary Video & Photography of the MOPS Mela the **maximum quoted value is Rs. 1,80,000/- (One Lakh & Eighty Thousand Only)**. The interested reputed Photographers/Event Management Organizations/ bidders may offer their sealed EOI including GST for supply Documentary Video of the Total Event, latest by **06.11.2024 up to 5.00 PM** which will be opened by the District Tender evaluation committee on **07.11.2024 at 10.00 A.M** at the office of C.D.V.O Rayagada. The bidder may remain present or send their authorized representative while opening of Technical & Financial bid. The EOI in sealed cover are to be sent by speed Post/Rgd. Post or may be dropped in the drop box placed in the office of the Chief District Veterinary Officer, Rayagada during office hours on working days only. The interested bidders can download the entire bid Document from Collectorate, Rayagada web site rayagada.nic.in and submit the tender papers along with bid processing fees of **Rs. 500/- (Rupees Five Hundred only)** to the under signed. The proposals received after due date will not be entertained. The authority reserves the right to cancel any or all the quotations in part or whole without assigning any reason thereof.

Contact Person :

1. Chief District Veterinary Officer, Rayagada : Convenor, Tel :- 06856 291125
2. District Fishery Officer, Rayagada : Convenor, Tel :- 9777950486


District Fishery Officer
Rayagada


Chief District Veterinary Officer
Rayagada

SECTION I
IMPORTANT EVENTS OF THE E.O.I

Sl. No.	Particulars of important events	Date	Time
1	Date and Time of Release of Bid	23.11.24	11.00 A.M
2	Date from which the bid documents will be submitted	24.11.24	10.00 A.M
3	Last date of submission of E.O.I(bid) documents	06.11.24	5.00 P.M
4	Date and time of opening of Technical Bid	07.11.24	10.00 A.M
5	Date of Opening of Financial Bid	07.11.24	10.00 A.M
6	Sample presentation of Video & Photo to Tender Committee	07.11.24	10.30 A.M
7	Selection of qualified bidder	07.11.24	4.00 P.M
8	Videography & Photography	19.11.24 & 20.11.24	8 AM to end to Event

SECTION II

GENERAL DEFINITION AND SCOPE OF CONTRACT

1. General Definitions

- **Department** means Fisheries and Animal Resources Development Department, Govt. of Odisha.
- **Government** means Government of Odisha.
- **Bid/EOI Inviting Authority** is the Chief District Veterinary Officer, Rayagada & District Veterinary Officer, who on behalf the Government or the funding agencies calls and finalizes bids and ensure supply and procurement under this bid document.
- **Tender Evaluation Committee and Technical Committee** are Committees so constituted by the Collector & D.M Cum Chair Person, Rayagada to decide on supply/purchase of Kit Bags for Event Management.
- **Blacklisting/debarring** – the event occurring by the operation of the conditions under which the bidders will be prevented for a period of 3 years from participating in the future bids of Tender Inviting Authority/User Institution, the period being decided on the basis of number of violations in the bid conditions and the loss/hardship caused to the Tender Inviting Authority/User Institution on account of such violations.

2. Scope:

- The bids are invited for Documentary Video for organization of 2 days MATSYA O PRANISAMPAD MELA from 19.11.2024 to 20.11.2024.
- The bidders cannot withdraw their bids after opening of technical bid within the minimum bid validity period and also after accepting the Letter of Award.
- Withdrawal or non-compliance of agreed terms and conditions after the execution of agreement will lead to invoking penal provisions and may also lead to black listing.

SECTION III
GENERAL INSTRUCTION TO BIDDERS

- Sealed tenders are invited in two bid system from reputed firms having valid GST Registration for “**DOCUMENTARY VIDEO FOR MATSYA O PRANISAMPADA MELA 2024**” to be organized in the **Railway Ground, Rayagada** from **19.11.2024 to 20.11.2024**.
- The bids complete in every respect should reach the O/o the Tender Inviting Authority latest by **06.11.2024, 5:00PM** by Speed Post /Regd. Post/ Tender Drop Box kept at the office of the C.D.V.O, Rayagada.
- Any tender received after the due date & time will be rejected and this Office shall not be responsible for any postal delay.
- The bidder(s) shall have to submit their bid of EOI in two separate sealed envelopes, that is one for technical bid by super-scribing “**Cover A (Technical Bid)**” & second for “**Cover B (Price Bids)**.” The Technical Bid and Final Bid should be put into a Third Cover, which should be super-scribed as “**BID FOR DOCUMENTARY VIDEO FOR MATSYA O PRANISAMPADA MELA 2024**” and should be addressed to:
Chief District Veterinary Officer, At-Near Kalimandir Chhak, Rayagada
Po-Rayagada/ Dist- Rayagada, Pin- 765001
- The Sealed tenders “Cover A” (Technical Bid) submitted by the bidders will be opened in the Office of the CDVO, Rayagada on **07.11.2024, 10.00 A.M.**
- The bidders or their duly authorized representatives may remain present during the tender evaluation. However their absence will not debar them from participating in the bidding process.
- The interested bidders can download the entire Tender Document from Collectorate, Rayagada web site rayagada.nic.in and submit the tender paper along with required documents and all the requested fees.
- The bidders can take the tender documents from of the O/o the CDVO, Rayagada from account section by making a Govt. deposit of **Rs.500 /-** (Rs-five hundred only) towards cost of tender paper and tender processing free.

SECTION IV
GENERAL TERMS AND CONDITIONS

- The Tender Inviting Authority working in the F & ARD Department, Govt. of Odisha requires Documentary Video of all events on the eve of MATSYA O PRANISAMPAD MELA” to be held in the **Railway Ground, Rayagada** from **19.11.2024 to 20.11.2024**.
1. Rate should be quoted in Indian Currency with paisa in two decimals only against each item as the payments will be made in Indian currencies only.
 2. The bidder shall not quote the rate for any item other than the item specified in the list.
 3. The GST shall be charged as per the guidelines given by the Finance Dept., Govt. of Odisha/ India from time to time.
 4. The bidder should have valid PAN & GST registration.
 5. The bidder should have valid up-to-date TAX (Income Tax & GST) return certificate.
 6. The bidder should have experience of Documentation on Videography in events in the Govt Departments for at least 3 years.
 7. The video documentation of all events in the Mela will be done for two days.

8. The bid shall have a validity period of 180 days from the date of opening of the technical bid. The bidders can't withdraw their bid after opening of technical bid or after accepting the Letter of Award.
9. The bid documents should be clearly written / typed without any correction, interpolations, and overwriting. Each page of the tender document should bear the dated signature of the bidder and should be clearly numbered.
10. If any information or document furnished by the bidder is found to be misleading / incorrect at any stage, the bid will be rejected.
11. In the event of the last date of submission of bid being declared as a holiday for the purchaser's office, the due date of submission of bids and opening of bids will be the following next working date & same time.
12. The quoted rates should be final and shall not be subject to any escalation during the validity of the bid.
13. The bidder should submit/furnish a certificate to the effect that the price quoted by them is not more than the open market price.
14. All legal disputes, if any relating to purchase etc. are subject to jurisdiction in the courts of law situated at District Session Court, Rayagada or Hon'ble High Court of Odisha.
15. If the approved lowest eligible supplier fails to start the work within the stipulated period i.e from 18.11.2024, the Tender Inviting Authority reserves the right to procure the same from the L2/L3 supplies at L1 rate, if they agree to supply at L1 approved rate or negotiated rate and claim the performance security amount by invoking the rights conferred in Banker's Guarantee form.

The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.

Sd/-
Chief District Veterinary Officer, Rayagada
District Fishery Officer, Rayagada

Tender processing Fee and EMD:

- a) The bidder shall deposit an amount of **Rs.500/- (Rupees five hundred only)** in the name of Chief District Veterinary Officer, Rayagada towards cost of tender paper and **BID processing fee** (non-refundable) **in shape of Account payee demand draft/ online transfer in favour of Chief District Veterinary Officer, Rayagada.**
- b) The demand draft / online transaction slip of online transfer or Govt. money receipt of Rs. 500/- is to be attached with the technical bid documents (non-refundable).
- c) An amount of Rs. **4,000/- (Rupees Four Thousand)** towards **BID security fee (EMD)** in the name of Chief District Veterinary Officer, Rayagada through Account payee demand draft/ fixed deposit pledged to CDVO, Rayagada/bank guarantee from any commercial bank need to be submitted along with the bid documents. The BG form should have validity of at least 45 days beyond the BID Validity period.
- d) The bid security will be returned to unsuccessful bidders without interest within 30 days from opening of Technical bid. The bid security of successful bidder will be adjusted during deposition of Performance security.
- e) **Performance Security:-** An amount of **Rs. 10,000/- (Rupees Ten Thousand only)** will be deposited by the qualified bidder in shape of Banker's Cheque / Demand Draft in favor of "C.D.V.O Rayagada" drawn in any scheduled commercial bank payable at Rayagada only. The Performance security amount will be refunded back to the bidder after 60 days from the completion of the event.
- f) Local MSEs only registered in Odisha with the respective DICs Khadi, Industry Board, HRCI, Village, and OSIC, NSIC shall be exempted from submission of EMD, subject to submission of the valid registration certificate from the concerned authority. None of the bidders other than those specified above are exempted from submission of EMD.
- g) The online transfer of money made and A/C payee demand draft can be made in favor of the following bank particulars of Tender Inviting Authority. For online transfers the transaction slip should be attached with the BID documents.

Chief District Veterinary Officer, Rayagada

Account No: 11038920092

IFSC: SBIN0000169

SBI Main Branch Rayagada

SECTION V

Eligibility Criteria:

Bidders should confirm 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	Supporting Documents required
1	The Bidder should have been in the business of Documentary Videos in event Management to the State Government / Corporate Bodies / for at least <u>3 years</u> (as on 30 th September 2024).	<ul style="list-style-type: none">• Copy of Adhar Card• Copy of PAN• Copy of Goods and Services Tax Identification Number (GSTIN).• Latest GST clearance in GST 3B Form recent• IT Return for the financial years (2021-22, 2022-23 and 2023-24).• Copy of 1st Page of S.B Pass Book/Cancelled Cheque as proof of Bank Account details.
2	The bidder should have an average annual turnover of Rs. 5.00 lakhs during the last 3 financial years (2021-22, 2022-23 and 2023-24) .	Copies of audited Income/expenditure, receipt/payment, balance sheet duly certified by concerned Chartered Accountant (C.A) Firm for the last three financial years and C.A certificate certifying that the agencies/ firm/ Proprietor should have an average annual turnover more than Rs.5.00 lakhs during the last three financial years. Provisional Audit Report for any of the FYs will not be accepted.
3	Experience of having successfully completed similar works during last three years (2021-22, 2022-23 and 2023-24) should be either of the following.	Work orders/ Contract Document / Completion of Work Certificates from the authorities for doing similar works are completed, to be submitted. Photos to be attached as supporting documents along with experience certificates.
4.	The Bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed.
5	Concern bidders should write to the CDVO, Rayagada on their letter head expressing his interest to participate in the E.O.I process.	<ul style="list-style-type: none">• Expression on Interest on bidder's Letter Head.• Declaration that the price quoted is not more than open market price
6	Refundable EMD of Rs. 4,000/- (Rupees Four Thousand) only in shape of DD from any scheduled commercial banks favoring the C.D.V.O, Rayagada) should be furnished along with other documents.	Original D.D must be submitted in the Tech. bid Cover.
7	The bidder should present the samples of Documentary Videos & Photo before the Tender Evaluation Committee at 10.30 A.M on 07.11.2024 after opening of Technical bid.	Samples must be presented on 07.11.24 by 10.30 A.M

N.B.- All the supporting documents should be duly self attested by the bidder.

SECTION VI
Schedule of Requirements (CORRIGENDUM)

The bidder must demonstrate the numbers of events of Govt. documentary Videos he has successfully completed before the Tender Evaluation Committee at the office of C.D.V.O as briefly described below with specifications, which may be altered/ substituted according to requirement and feasibility.

- The documentary Video must be of high quality of 4K at 60FPS.
- The documentary Video will be done for two days from 19.11.2024 & 20.11.2024 covering all aspects of the events of the Mela.
- Short interviews from the successful farmers must be incorporated in the video.
- The successful bidder will submit his documentary video along with the all the event photographs in a pen drive and the selected photos printed in an Album.

A representative sample for which the price is quoted by the bidder should mandatorily be submitted along with the bid document. In the absence of sample the financial bid will not be opened.

Sd/-
Chief District Veterinary Officer, Rayagada
District Fishery Officer, Rayagada

SECTION VII
(Technical & Financial bid submission)

Technical Bid

Annexure-I in COVER – A

SI No	Document type (To be self-attested and numbered)
1	Covering letter on Bidder's letterhead requesting to participate in the bidding process.
2	Bid Processing fee as mentioned above
3	Earnest Money Deposit (EMD or BID security fee) as mentioned above.
4	Copy of Certificate of Incorporation/ Registration
5	Details name, address, telephone, no Fax, e-mail of the firm in the format.
6	Copy of Adhar Card, PAN Card& GST registration certificate.
7	Copy of latest GST payment receipt.
8	Copy of latest I.T Rerun for the last three years (2021-22, 2022-23 and 2023-24).
10	Proof of experience of having completed similar works in last 3 years
11	Declaration for not being back listed by any Govt. institution
12	Declaration that price quoted by them is not more than the open market price in
13	Copy of 1 st page of bank pass book or a cancelled cheque as proof of Bank account details.

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. Bidders are advised to study all instructions, terms & conditions and other information as mentioned in the EOI Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the authorized representative. Failure to comply with the EOI requirements will result in outright rejection of the proposal.

DECLARATION

1. I..... Son/ Daughter/ Wife of Shri..... Proprietor/ Partner/ Director/ authorized signatory of the agency mentioned above state that I am competent to sign this declaration and execute these tender documents.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/ documents furnished along with the above application are true & authentic to the best of my knowledge and belief. I/ We do hereby undertake that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.
4. Certified that I shall not claim for any compensation for submission of bid documents in the EOI.

**Place
Date**

**Signature of Authorized person
Full Name:
Seal**

COVER-B (PRICE BID)

- a. The tender format giving the quoted rate for the items required should be sent in a separate sealed cover hereinafter called Cover "B" (price Bids) format.
- b. Cover -B (Price Bid) will be opened only of the bidders who qualify in evaluation of Technical Bid (Cover-A) by the Tender Evaluation Committee.**
- c. The Price Bid should be quoted inclusive of Insurance, Packing, transportation, Door Step Serving and inclusive of GST (mentioned separately) if any.
- d. The bid shall be valid for a period of 180 days from the date of opening of the bid.
- e. The quoted rates shall be final and shall not be subject to any escalation during the bid validity period.

Financial Bid
Annexure-IV COVER-B

Agency/Firm name:-

Address:-

Sl. No	Name of the item	Size	Price quoted per unit in Rs	GST Rs	Total in Rs
1	Documentary Video & Photos	All events of the Mela			
Grand Total					

(Total Rupees -----)

NB:

- 1. The maximum unit price for Documentary Video is Rs. 1,80,000/-
- 2. Unit price quoted more than the above unit price will be rejected.
- 3. The price quoted should include all hidden expenses like insurance, transportation, onsite delivery, maintenance, watch and ward etc.
- 4. The bidder should carefully read the schedule of requirement in section VI and quote the rate accordingly.**

Place

Signature of Authorized person

Date

Full Name :

Seal

8. Evaluation:

- a. The technical bids will be opened and evaluated by the Tender Evaluation Committee at the prescheduled date and time mentioned in the Tender document and will be evaluated by the Technical parameters.
- b. A representative sample for which the price is quoted by the bidder should mandatorily be submitted along with the bid document. In the absence of sample the financial bid will not be opened.**
- c. Such samples submitted by bidder will be evaluated by the Tender Evaluation Committee. Sample evaluation score (SE Score) of the bidder will be calculated as:**
- d. If the approved lowest eligible supplier fails to supply items within the stipulated period, to meet the need, the tender inviting authority reserves right to procure the same from the L2/L3 supplier at L1

rate, if they agree to supply at L1 approved rate or negotiated rate and claim the performance security amount by invoking the rights conferred in Bankers Guarantee form.

9. Delivery

The approved firm/bidder has to reach the ground positively by 8.00 AM on 19.11.2024 up to completion of the Mela event. He will deliver the pen drive along with the photos in an Album within 60 days of completion of Mela.

10. Payment:

After completion of delivery and all formalities mentioned above and production of original bills by the successful bidder, 100% payment shall be made by the CDVO, Rayagada through electronic transfer.

11. Penalties:

Violation of any term and condition laid down as above shall make liable the bidder to have the forfeiture of performance security and to be blacklisted.

Sd/-

C.D.V.O Rayagada, C.D.O Rayagada

DECLARATION for not being black listed (Annexure-II)

I/We (Name & Designation) having My/our firm at do hereby declare that I/We have carefully read all the terms & conditions of bid documents of the Chief District Veterinary Officer, Rayagada, Odisha, event management to conduct District level "Matsya O Prani Sampad Mela" scheduled to be organised from date **19th November to 20th November, 2024** at the **Railway Ground Rayagada**. I will abide with all the terms & conditions set for in the bid paper Reference no.....

I/We do hereby declare that, I/We have not been de-recognized/ debarred/ blacklisted by any State Govt./ Union Territory/ Govt. of India/Govt. organization/ Govt. Veterinary institutions for Non-Standard Quality of event management.

That, I am not a defaulter in event management of any items to Chief District Veterinary Officer, Rayagada, Odisha, or any other indenting officers of the State of Odisha after being Lowest responsive bidder in past three years.

I/We do hereby declare that I/We will supply the Kit Bags as per the terms, conditions & specifications of the EOI documents. I/We further declare that my/our performance security deposit will be forfeited if I/we fail to manage the Event for any item after getting order from the purchaser. I/we further declare that we will manage the event and the ordered items as mentioned in the bid documents.

I/We agree that the EOI/Tender inviting Authority can debar/ blacklist me/us for period of 3 years. If, any information furnished by us is proved to be false at the time of inspection/ verification and is not complying with the Tender terms & conditions.

Signature of the bidder:

Date:

Name & Address of the Firm:

Affidavit before Executive Magistrate/Notary Public

Annexure-III

DECLARATION FOR LOWER THAN MARKET PRICE

We, M/S-----who is a reputed firms for Documentary Video declare that price quoted by us for all required items for the Event Management of “ Matsya O Pranisampad Mela” is not more than the open market price or also under GeM Rate Contract/CGHS/NPPA or rates fixed by Govt. of India where such rate exists.

Signature of Bidder/ Authorized Bidder
with seal

**DOCUMENT- D 9
ANNUAL TURNOVER STATEMENT**

The annual turnover of M/S.....Address..... Who is a reputed firm for event management for the last three years are given below and certified that the statement is true and correct.

SL No	Year	Turnover in Rupees (Rs.)	Annual Average Turnover Rs.
	2021-2022		
	2022-2023		
	2023-2024		
Place		Signature of the Auditor with date	
Place		Signature of the Chartered Accountant with date	
Name of the Chartered Accountant :			
Registration Number of the C.A :			
Seal			

NB :This certificate should be supported by figures in PLAccount & Income Tax Return.

Document No. D-17

**(To be submitted with Technical Bid)
BID SECURITY DECLARATION FORM
(Rule 170 of General Financial Rule 2017)**

Bid Ref. No. _____

Date: _____

To

The Chief District Veterinary Officer, Rayagada, Odisha

I/We, the undersigned, declare that:

I/We accept that I/We may be suspended to submit bids for contract(s) with you for a period of one years from the date of bid opening if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified my/our bid during the period of bid validity specified in the form of bid;

or

b) Having been notified of the acceptance of our bid by the purchaser during the period of bid validity, i.e. fail or refuse to execute the contract, or fail or refuse to submit the Performance Security of the amount specified in the bid.

Signature of the bidder

Seal

Date:

Name & Address of the firm

DOCUMENT No. D7

PERFORMANCE STATEMENT

(For the period of last three year)

(Please furnish order copies of the client serially, the names of which are mentioned below)

Name of Bidder:

Name of the Item : Event Management

SL No.	Order placed by	Order no. & Date	Item Name	Specification & Qty	Total Value of Product	Bill No Dt. Of Supply

(Attach Xerox copy of bills of supply)

Signature and seal of the Bidder

Model Bank Guarantee Format for Performance Security

[Ref. Para 22(i)]

To

The Chief District Veterinary Officer, Rayagada, Odisha

WHEREAS.....(name and address of the bidder) (here in after called "the supplier") has undertaking, in pursuance of contact no.....dated..... to CDVO Rayagada (Here in after called "the contract"). AND WHEREAS it has been stipulated by you in the said contract that the supplier 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 obligation in accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a bank guarantee; NOW THEREFORE we hereby affirm that we are guarantors and responsible to you on behalf of the supplier, 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 supplier 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 ground or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the supplier 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 guarantee shall be valid until theday of20.....

We theBranch.....undertake not to revoke the guarantee during its currency except with the previous consent of the CHIEF DISTRICT VETERINARY OFFICER, RAYAGADA in writing. We theBranch..... further agree that a mere demand by CHIEF DISTRICT VETERINARY OFFICER, RAYAGADA, is sufficient for us Branch at to pay the amount covered by the Bank Guarantee without reference to the Agency and protest by said Agency cannot be a valid ground for us.....Branch to decline payment to CHIEF DISTRICT VETERINARY OFFICER, RAYAGADA.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, Name & Address of the Banks and address of the Branch

Memo No 4095

Date 23.10.2024

Copy submitted to the Collector Cum Chairman Organizing Committee" Matsya O Pranisampad Mela" Rayagada for favor of kind information and necessary action.



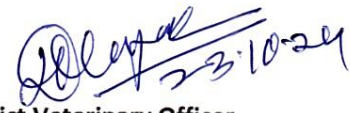
Chief District Veterinary Officer

Rayagada

Memo No 4096

Date 23.10.2024

Copy submitted to the Director, Animal Husbandry & Veterinary Services Odisha, Cuttack for favor of kind information and necessary action.



Chief District Veterinary Officer

Rayagada