



CHIEF DISTRICT VETERINARY OFFICER, SUNDARGARH
FISHERIES & ANIMAL RESOURCES DEVELOPMENT, GOVERNMENT OF ODISHA

Bid Reference No: **3826**

Date: **08.11.2024**

TENDER CALL NOTICE

FOR

**PREPARATION OF DOCUMENTARY
VIDEO ON
"MATSYA O PRANI SAMPADA MELA 2024"**

Maximum Tender Value: 2,12,000/-

E-mail-odisun-nads@nic.in

Contact person:

Chief District Veterinary Officer, Sundargarh

Tel -9853869812

District Fishery Officer, Sundargarh

Tel- 9348552640

Leah
8-11-2024
www.Odisha.Veterinary.Offic...
Sundargarh

IMPORTANT DATES OF THE TENDER

Date of publication of Bid Document in Website	:	11.11.2024
Last Date & Time of Receipt of Bid Document	:	19.11.2024
Date & Time of Opening of Tender Technical BID (Cover-A)	:	20.11.2024
Date & Time of Opening of Price Bid (Cover-B)	:	20.11.2024

Place for Opening of Documents,
Pre-Bid Conference And
Address for Communication
For Receipt of Bid Document :

Cebs
8-11-2024
Chief District Veterinary Officer,
Office Chamber of the
Sundargarh

GENERAL TERMS AND CONDITIONS

1. The Quotation Inviting Authority working in the F&ARD Department, Govt. of Odisha requires Preparation of Documentary Video of the 'MATSYA O PRANISAMPAD MELA-2024' to be held in the Nishamani High School Ground, Sundargarh on **04.12.2024 & 05.12.2024**.
2. Rate should be quoted in Indian Currency with paisa in two decimals including GST only against the item as the payments will be made in Indian currencies only.
3. The GST shall be charged as per the guide lines given by the Finance Dept., Govt. of Odisha /India from time to time.
4. The bidder should have valid PAN & GSTIN registration.
5. The bidder should be an **Empaneled Agency of Govt. of Odisha I&PR department** for production of Audiovisual vide Notification No. 1584/IPR,BBSR date: 25.01.2024.
6. The bidders can't withdraw their bid after accepting the Letter of Award.
7. The Quotation documents should be clearly written /typed without any confection, interpolations, and overwriting. Each page of the Quotation document should bear the dated signature of the bidder and should be clearly numbered.
8. If any information or document furnished by the bidder is found to be misleading / incorrect at any stage, the bid will be rejected.
9. The quoted rates should be final and shall not be subject to any escalation during the validity of the bid.
10. All legal disputes, if any relating to purchase etc. are subject to jurisdiction in the courts of law situated at Sundargarh or Hon'ble High Court of Odisha.
11. If the approved lowest eligible vender fails to do video documentation & deliverable items within the stipulated period tender inviting authority reserves the right to do the same from the L2/L3 venders at L1 rate, if they agree to supply at L1 approved rate or negotiated rate and claim the performance security amount by invoking the right conferred in Banker's Guarantee form.
12. Self attested documents/papers in support of previous experience.
13. The Maximum bidding amount is limited to Rs. 2,12,000/- (Rupees Two Lakh twelve thousand) only including GST as applicable.
14. If the quoted price are same / more than 1 L1 bidder then selection of the successful bidder will be decided through lucky draw before the committee.
15. **The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.**
16. **Quotation processing Fees and EMD:**
 - a) The bidder shall deposit a **non refundable amount of Rs.1000/- (Rupees One Thousand only)** toward cost of tender paper and BID processing fee (non-refundable) **in shape of Account payee demand draft/ online transfer.**
 - b) An amount of Rs.5,000/- (Rupees Five thousand) towards BID security through Account payee demand draft pledged to CDVO Sundargarh/bank guarantee from any Commercial bank need to be submitted along with the bid documents. The Bank guarantee form should have validity of at least 45 days.
 - c) The bid security will be returned to unsuccessful bidders without interest. The BID security of successful bidders will be adjusted during the collection of performance security.



SCHEDULE OF REQUIREMENTS

- The audio visuals documentary should be prepared with high resolution camera .
- The documentary Audio Viosual should be of 05 minutes length.
- The agency should submit the final out put of the audio visual in soft copy & Hard copy (Pendrive) in 4K & FHD in Movie & MP4 Format. All rushes viduals in 4K, Phota Data, Final complete project file with in 7 days from completion of the mela. All audio mixed and unmixed files in MP3 etc in SSD only.
- The content building and script writing of the documentary will be done by the agency after approval by the Covener and Co-convener of the programme..
- The agency has to do necessary modification of the success stories & District profile video made for MOPSM 2023 for fisheries & ARD section and to submit 2 days before for display in MOPSM 2024 on **04.12.2024 to 05.12.2024 at NKK Ground.**
- **The videography documentation should be done for 2 sheduled dates of the MOPSM for fisheries & ARD.**

13. Payment:

After completion of programme and submission of Bills and vouchers and all formalities mentioned above, 100% payment shall be made by the CDVO Sundargarh through electronic transfer/Cheque. No advance payment will be made in any circumstances prior or during the programme.

14. 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.

15. All legal disputes, if any relating to purchase etc., are subject to jurisdiction in the courts of law situated at Baragarh or the Hon'ble High Court of Odisha.

SL No	Documents type to be submitted	
1	Forwarding letter in the pad of the firm with all the relevant a list of documents	
2	Details of name of the firm and address (Registered Office and Operating Branch) Office: Residence: Mobile: e-mail-Id:	
3	Financial BID	
4	Details of BID Security amount	
5	Enclose Photo copy GST Registration number	
6	Enclose Photo copy of PAN	
7	Copy of Latest GST payment receipt	
8	Declaration for not being blacklisted	
9	Certificate/ letter of Empanneled Agency of Govt. of Odisha I&PR department for production of Audiovisual vide Notification No. 1584/IPR,BBSR date: 25.01.2024.	
10	Experience Certificate	
11	Banks details: Bank Name, Account No. IFSC Code (Copy of Pass Book/ Cancelled Cheque)	
12	Rate Quoted	

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 this Quotation documents.
2. I have carefully read and understood all the terms and conditions of the Quotation
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 Quotation at any stage besides accruing of liabilities towards prosecution under
appropriate law.

Place

Date

Signature of Authorized person

FullName:

Seal

Annexure-II**DECLARATION for not being black listed**

I/We.....(Name & Designation) having My/our firm at.....do hereby declare that I/We have carefully read all the term & conditions of Quotation of the Chief district Veterinary Officer, Sundargarh, Odisha for supply of Snacks, Tea and Lunch for 'Matsya o Prani sampad Mela-2024' of Sundargarh District. I will abide with all the term & conditions set for in the Quotation paper Reference No.....

I/We do hereby declare that I/We have not been de-recognized/debarred/ black listed by any State Govt. Union Territory/ Govt. of India/Govt. organization/ Govt. Veterinary institutions for supply on Non-Standard Quality (NSQ) items/ part-supply/non-supply.

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

I/We do hereby declare that I/We will supply the approved items as per the terms, conditions & specifications of the Quotation documents. I/We further declare that my/our performance security deposit will be forfeited if I/we fail to supply any item after getting order from the purchaser. I/we further declare that we will supply the ordered items manufactured only by the manufacturers as mentioned in the bid documents.

I/We agree that the Quotation 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 Quotation terms & conditions.

Signature of the bidder

Date:

Name & Address of the Firm:

Affidavit before Executive Magistrate/ Notary Public



Financial Bid

Agency/ Firm Name:

Address:

1: Name of the Item:

2: Quoted Base Price: (in Rs.):

3: GST: (in Rs.):

4: Total Price:(in Rs.):

(Total Rupees _____)

Place:

Date:

Signature of Authorized Person

Full Name:

Seal

