



OFFICE OF THE ZILLA PARISHAD: KORAPUT

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EXPRESSION OF INTEREST (EOI)

Expression of Interest (EOI) is invited by CDO-cum-EO, Zilla Parishad, Koraput from intending Individuals/ bidders/ registered firms for production/ capturing of short video films for One year which is extendable further for another one year on the same rates, terms and conditions, with mutual consent of both parties. The participants will showcase some of their Videos (2/3) /documentary films in finalization of successful bidder.

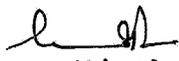
Name of Work	Tender Document fee	Estimated Annual Cost	Earnest Money Deposit (EMD)	Last Date of Receiving sealed bids	Date of Tender Opening (Technical Bid)
Production of Short video films for Zilla Parishad, Koraput	Rs. 1000/-	Rs. 2,00,000/-	Rs. 2,000/-		

1. A set of tender document can be purchased from Office of the Zilla Parishad, Koraput, Main Road, Koraput, In front of Koraput Municipality on any working day from 07.12.22 to 13.12.22 between 10.00 AM to 05.30 PM at a non-refundable tender fee of Rs. 1,000/- (Rupees One Thousand only) payable through demand draft of any nationalized bank drawn in favor of "CDO-cum-EO, ZP," payable at Koraput.
2. Tender Document can also be downloaded from 'Tenders' link of the District Headquarters website www.korapat.nic.in and may be submitted along with above prescribed tender form fee by stipulated date & time. In case, tender documents are downloaded from website cost of tender documents i.e. Rs.1,000/- shall be deposited along with E.M.D.
3. Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in third sealed cover super-scribed "Bid for Production of Short video films for Zilla Parishad, Koraput" must reach the undersigned on or before 14.12.22 till 05:30 PM by Speed Post/ Regd. Post/ Courier only.
4. The bid documents containing eligibility criteria and detail terms and conditions of the tender can be downloaded from the website <https://Korapat.nic.in>.

Complete address for submission of bid:

The CDO-cum-EO, Zilla Parishad (ZP), Main Road, (In front of Koraput Municipality, Koraput) Koraput - 764020

The Authority reserves every right to reject any or all the Tender without assigning any reason thereof.


05.12.22
CDO-cum-EO
Zilla Parishad, Koraput

Tender for Production of Short video films for Zilla Parishad, Koraput

Tenderers are requested to read the tender document carefully including its terms and conditions, procedures to fill the tender form and tender assessment criteria.

ELIGIBILITY CRITERIA

1. **EXPERIENCE** : The bidder must have minimum three years of experience of Production of Short video films in bulk to Govt. Departments/PSUs/Nationalized Banks. Copies of two such Purchase Orders (of Rs.50,000/- or more) received during each of the last three years should be enclosed.
2. **ANNUAL TURNOVER** : Annual Turnover should be Rs. 2 lakhs or more during last 3 financial years i.e. 2019-20, 2020-21 & 2021-2022. Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 years i.e. 2019-20, 2020-21 & 2021-2022 to be submitted along with the technical bid.
3. **STATUTORY REGISTRATIONS** : The tenderer must have valid PAN No. and GST No. Photocopy of PAN Card of the Firm/Dealer/Proprietor and Tax return for last 3 years is to be submitted with the technical bid. Original Tender Document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of tender.
4. Demand Draft of Earnest Money Deposit and cost of tender document, in case the same has been downloaded from website.
5. Complete audited annual turnover report with profit& Loss, balance sheet, income and expenditure reports for last 3 years i.e. 2019-20, 2020-21 & 2021-2022
6. Copies of two Purchase Orders (of Rs. 50,000/- or more) received from Govt. Departments/PSUs/Nationalized Banks during each of the last three years i.e. 2019-20, 2020-21 & 2021-2022 in support of the experience.
7. The undertaking (Annexure-“C”) duly signed by the tenderer.

GENERAL INSTRUCTIONS TO TENDERERS

1. **SEALED TENDERS** are invited from reputed suppliers fulfilling the eligibility criteria mentioned in these tender documents for the supply of stationery items as per the list enclosed.
2. **SALE OF TENDERS, LAST DATE OF RECEIPT AND OPENING OF TENDERS**

Issue of Tenders: A set of tender document can be purchased from CDO-cum-EO, Zilla Parishad, Koraput on any working day from 07.12.22 to 13.12.22 between 10.00 AM to 05.30 PM at a non-refundable tender fee of Rs. 1000/- (Rupees One Thousand only) payable through demand draft of any nationalized bank drawn in favour of “CDO-cum-EO, ZP” payable at Koraput.

Tender Document can also be downloaded from ‘Tenders’ link of the district Headquarters website www.koraput.nic.in and may be submitted along with above prescribed tender form fee by stipulated date & time. In case, tender documents are downloaded from website cost of tender documents i.e. Rs. 1,000/- shall be deposited along with E.M.D. Cost of Tender document is not refundable.

Sign of Tenderer with seal

Last date of Receipt: The sealed tenders, complete in all respect, numbered, signed with stamp of the firm on each page, should be reaching at the Office of the Zilla Parishad, Koraput by the stipulated date and time. Late Bids i.e. bids received after the specified date and time of receipt will not be considered. Telegraphic/Telex/Fax/E-mail/ conditional/ incomplete Tenders will not be entertained and shall be rejected.

Opening of Tenders: The Tender will be opened at 11.30 AM on 15.12.22 in the office chamber of the CDO-cum-EO, ZP, Koraput in the presence of the authorized representatives of the tenderers, who wish to be present at that time. Technical Bids will be scrutinized, by an evaluation committee constituted by the CDO-cum-EO, ZP, Koraput to check all requisite and relevant documents and their authenticity. Financial Bids of the tenderers, whose Technical Bids are accepted, will be opened on the same date of opening of tender in the office chamber of the CDO-cum-EO, ZP, Koraput in the presence of the authorized representatives of the qualifying tenderers, who wish to be present at that time.

The committee will verify the sample video documentation submitted by the successful bidders. The work order will be issued to the bidder who will have better documentation quality in all respect.

Signing of Tender: Each page of the Tender document and papers submitted along with, should be numbered, signed and stamped by the authorized signatory.

3. **VALIDITY OF TENDERS:** The validity of rates quoted will be for a period of one year from the date of award of contract. However, the CDO-cum-EO, ZP, Koraput may extend the validity for further period of one year on same terms, conditions and rates depending on satisfactory performance of the firms.

4. **PROCEDURE FOR SUBMITTING TENDERS**

The Tenders are to be submitted as per two bid system i.e. Technical bid and Financial Bid.

- i. Technical bid should contain the papers to fulfill all the eligibility criteria, proofs of experience, proofs of turnover, proof of address, undertaking as per instructions etc.
- ii. Financial bid should contain the rates quoted for the services to be provided as per the instructions given in this tender document.

Both the bids should be submitted in two separate sealed envelopes super scribed as "Technical Bid for Production of Short video films for Zilla Parishad, Koraput" and "Financial Bid for Production of Short video films for Zilla Parishad, Koraput" respectively. An Earnest Money Deposit of Rs. 4,000/- (Rs. Four Thousand only) in the form of Demand Draft only of any nationalized bank should be placed at the top of the technical bid. In case, tender documents are downloaded from website cost of tender documents i.e. Rs. 1000/- shall also be deposited along with E.M.D. Both the envelopes containing technical bid and financial bid should be put in a third sealed envelope and should be super scribed "Tender for supply of stationery items". Sealed tenders should be addressed to the CDO-cum-EO, Zilla Parishad, Koraput.

Sign of Tenderer with seal

5. **PRICES:**

1. Price should be quoted for all the items listed in Annexure "B" without any overwriting/erasing/cutting. Use of white fluid/ correction fluid/ correction tape is strictly prohibited.
 2. Price Bids should be inclusive of all taxes, freight charges and packing charges.
 3. Conditional bids shall be rejected.
 4. The rates for the quoted items should not be higher than those quoted in any other organization/institution or the M.R.P.
 5. Successful tenderer shall not be entitled to any hike in prices for any reason other than statutory levies during the period of contract.
 6. The tenderers are advised to quote their rates on the basis of costing/profitability of individual items because the CDO-cum-EO, ZP, Koraput reserves the right to exclude any item(s) from purchase at the time of placing purchase order. Further, the quantities mentioned in the price bid are only tentative in nature and actual procurement quantities of items may differ as per requirement.
6. **RIGHT OF REJECTION OF TENDER:** The CDO-cum-EO, Zilla Parishad, Koraput reserves the right to accept or reject any or all the tenders without assigning any reason.
7. **EVALUATION OF BIDS:** On the basis of assessment of general conditions and receipt of EMD, Technical Bids of only qualified bidders shall be considered for evaluation by the Technical Evaluation Committee constituted by the Competent Authority. Thereafter, on the basis of the evaluation of Technical Bid/Bids, the price bid/bids of only those technically accepted offers, shall be opened for evaluation. The final award of tender shall be made to the lowest qualified bidder on the basis of total cost of procurement (inclusive of all taxes) worked out in the price bid. The tenderers may note that quantities mentioned in the price bid are only tentative in nature and are meant only for the purpose of evaluation of tender. Actual procurement quantities of items may differ as per requirement.

Sign of Tenderer with seal

TECHNICAL BID

Annexure "A"

1. Name of Firm : _____
2. Address for Correspondence: _____

3. Tele No./Fax No. and E-mail address: _____
4. Person responsible for conduct of business: _____
5. PAN No.: _____
6. GST No.: _____
7. Annual Turnover: 2019-2020 _____
2020-2021 _____
2021-2022 _____
8. Details of Purchase Orders received from Govt. Departments/PSUs/Nationalized Banks
2019-2020 (1) _____ Value Rs. _____
(2) _____ Value Rs. _____
2020-2021 (1) _____ Value Rs. _____
(2) _____ Value Rs. _____
2021-2022 (1) _____ Value Rs. _____
(2) _____ Value Rs. _____

I _____, proprietor/partner/director of _____
_____(Name of the company/firm) hereby declare that the information given in this form
is true and correct to the best of my knowledge and belief.

Dated: _____

Signature with Stamp: _____

Place: _____

PRICE BID

Sl. No.	Price quoted per minute (in Rs.)
1	

Date:

Place:

Signature & Seal of the Tenderer

Undertaking

To,

The CDO-cum-EO
Zilla Parishad, Koraput

Sir,

I/We do hereby solemnly declare and undertake that:

- 1) The terms & conditions of the tender is acceptable in complete. If any information in the tender submitted by me is found incorrect/false, at any time, the tender/ contract is liable to be rejected.
- 2) The firm is in this business since last three years.
- 3) The items quoted by me/us have not been and are not being supplied to any other Govt organization at rates lower than those quoted here and the rates quoted in this tender are not more than M.R.P. of the items.
- 4) The items quoted are of standard quality and workmanship
- 5) The firm is not black listed in any Govt. org./institution.
- 6) I/We give the rights to the CDO-cum-EO, ZP, Koraput to forfeit the performance security deposited by me/us if any delay/failure occurs on my/our part to supply the items within the prescribed time or the items of desired quality.

For and on behalf of the firm
(Firms Name& Address)

(Signature of Authorized Signatory)

Name:

Designation:

Seal: