

**DISTRICT RURAL DEVELOPMENT AGENCY, NABARANGPUR  
(DEVELOPMENT)**

No 4240 /IV-109/2021-(Dev.)

Date. 11 .08.2021

**SHORT TENDER CALL NOTICE**

Sealed Tenders are invited for the interest & professional firms/agencies for Documentation ( Video,Audio & Still Photography) of earmarked Schools of Nabarangpur District under 5T High School Transformation Programme as per the details given below for District Administration , Nabarangpur. The Tenders in all respect should reach the undersigned on or before 19/08/2021 by 1.30 PM through Registered Post/Speed Post only. The undersigned is not responsible for non-receipt/late receipt of sealed teander and incomplete tender will not be considered.

The undersigned reserves to accept or reject any tenders without any reason thereon.

For tender form and other details visit:-[www.nabarangpur.nic.in](http://www.nabarangpur.nic.in)

**1- TERMS AND CONDITIONS**

- a- The rate for documentation & videography will be maximum Rs.50,000/- (Rupees Fifty thousand) inclusive of all taxes per each school and subject for acceptance of the photos, videos of all the three stages of recording (before, during and after) as per Govt. instructions.
- b- The payment will be made after completion of work in respect of allotted schools on the basis of quality .In case of non acceptance of Photos,videos on the ground of poor quality, you are not entitled for any compensation as the work exercise is a failure.
- c- The duration of the documentation must be minimum 2-3 minutes.
- d- The documentation must be with bytes from different stakeholders including PRIs/ Alumni/ SMC/ Students (Aspirational and Satisfaction levels)
- e- Documentation of each school must be covered with separate school stories.
- f- The agency must capture the videography of school infrastructure ( School ambience, smart classroom, playground, e-library, laboratory, sports infrastructure, garden MDM hall, toilets, drinking water facility etc.)
- g- Activities- related photographs include class room teaching & learning, students in playground, prayer class etc should be captured.
- h- Stakeholder meeting like parent-teacher interaction, alumni interaction and SMC meeting should be captured.
- i- Images should be greater than 20 megapixel with a least 72 DPI & shots must be taken from at least three angles ( Front, Left, Right) with three different position.
- j- Original and editable photo,video should be sent through mail/Storage device without any editing / compressing.
- k- The check list (enclosed) for documentation & videography should be followed strictly.

- l- The undersigned is not responsible for any loss or damage of the electronic materials/equipments or person of the agency.
- m- Notwithstanding the above, the Collector & DM Nabarangpur, reserves the right to accept or reject any tender and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter. The bidders may be present in person or through one of their representatives(s) during the opening of tender as per the date and time fixed by the project Director, DRDA, Nabarangpur.
- n- Affidavit by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices as of 31.07.2021 must be submitted on original letter head of the bidder with signature and stamp. (Form-4)
- o- All court cases arising out of this work order is subjected to the jurisdiction of Civil court of Nabarangpur.

## **2- TECHNICAL BID**

- a- Attested copy of PAN Card/GST Registration Certificate.
- b- Attested copy of Bank Account Details.
- c- Bid Letter (Technical Bid & Financial Bid with all documents)(Form-2)
- d- Particulars of the Bidder.(Form-3)
- e- Copy of Power of Attorney in the name of the authorized signatory, if required.
- f- Self Certification (undertaking) own DSLR Camera for still photos & Digital Video Camera for process video.
- g- Minimum 4 years experience and expertise in documentary video and photography in Govt. Sector.
- h- The rate for documentation & videography will be maximum Rs.50,000/- (Rupees Fifty thousand) inclusive of all taxes per each school. The Financial bid of only those bidders shall be opened who will qualify Technical Bid. However, the bidder having lowest Price quoted will be awarded the work order subject to the acceptance of quality of sample Photos, Video (5 minutes of any documentary) to be presented before the tender committee members.
- i- Earnest Money Deposit of amount Rs 12,000/- (Rupees Twelve Thousand) only in shape of Account Payee Demand Draft or Banker's Cheque in favour of the Project Director, DRDA Nabarangpur of the concerned district, payable at the district headquarter from any scheduled commercial bank must accompany with the technical bid. EMD of all unsuccessful bidders would be refunded by the DRDA, Nabarangpur within 180 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be kept as part of Performance Guarantee till acceptance of final deliverable.

- j- The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- k- The tender paper submitted without EMD, mentioned above, will be summarily rejected.
- l- The bidders shall submit their tender paper as per the following manner
  - a) Technical Bid should remain in the sealed envelope -1 superscribing "Technical Bid"
  - b) Financial Bid should remain in the sealed envelope-2 superscribing "Financial Bid"
  - c) The two envelopes containing copies of Technical Bid and Financial Bid shall be put in another single sealed envelope clearly marked "Proposal for Documentation ( Video,Audio & Still Photography) of earmarked Schools of Nabarangpur District under 5T High School Transformation Programme"
- m- The outer envelope thus prepared shall also indicate clearly the name, address, telephone number, e-mail ID and fax number of the bidder.
- n- All the pages of the tender paper must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of bid.
- o- The original bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the tender paper.
- p- All pages of the bid shall be initialed and stamped by the person or persons who sign the bid.
- q- Tender received late and incomplete will not be considered.
- r- The Tender will be opened on the same day i.e on 19.08.21 at 5.00 PM in the present of the officials/bidder/authorized person.
- s- Any effort by a bidder to influence the tendering agency in its decision on bid evolution or placement of work order may result in rejection of the bidders offer.
- t- Collector, Nabarangpur reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments. Such amendments shall be hoisted in the district administration website and shall be published in the same newspaper in which the tender call notice is published.
- u- The bids are liable to be rejected if any of the above condition are not complied with proper required documents

### **3-FINANCIAL BID**


Financial Bid must be submitted in the prescribed format (Form-5)

#### 4- VALIDITY OF TENDER

- a- Tender shall remain valid for a period of not less than 60 days after the last date as specified in the tender documents

Interested bidders may submit their Sealed tender for "Proposal for Documentation ( Video,Audio & Still Photography) of earmarked Schools of Nabarangpur District under 5T High School Transformation Programme" on cover of the envelop to the Project Director, DRDA, Nabarangpur latest by 1.30 PM of 19/08/2021 through registered or speed post.

Memo No. 4241 /2021

  
COLLECTOR, NABARANGPUR  
Dated.. 11 /08/2021

Copy to the Sub-Collector, Nabarangpur/ Dy. Collector, Nizarat, Collectorate, Nabarangpur/All BDOs/ EOs, Nabarangpur /Umerkote/ PA ITDA, Nabarangpur / DEO, Nabarangpur/DPC,SSA, Nabarangpur with a request to affix the above tender call notice in their notice board for wide publicity.

Memo No. 4242 /2021

  
COLLECTOR, NABARANGPUR  
Dated.. 11 /08/2021

Dated.. 11 /08/2021

Copy submitted to the Chief Executive Officer, MO School Abhiyan, Odisha, Bhubaneswar for information.

  
COLLECTOR, NABARANGPUR  
Dated.. 11 /08/2021

**Appendix-I: Technical Bid**

**Form 1: Compliance Sheet for Eligibility Criteria**

RFP NO: \_\_\_\_\_, Date: \_\_\_\_\_

Please check whether following have been enclosed in the respective covers, namely, letter of Technical Bid.

Sl. No.	Compliance Document	Provided (Yes/ No)	Page No in the Technical Bid
1	Copy of GST Registration Certificate		
2	Copy of PAN		
3	Bank Account Details		
4	Earnest Money (DD No.: _____, Amount:_____ _____, Bank.: _____, Date: _____)		
5	Bid Letter (Technical Bid) [In Form 2]		
6	Particulars of the Bidder [In Form 3]		
7	Affidavit of not be under Ineligibility(In Form 6]		
8	Copy of Power of Attorney in the name of the Authorized signatory		
9	Self Certification ( under taking) Own DSLR Camera		
10	Document on 4 years Experience and expertise.		

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Form 2: Bid Letter (Technical Bid)

RFP NO: \_\_\_\_\_, Date: \_\_\_\_\_

<Location, Date>

To

**The Project Director  
DRDA Nabarangpur District**

**Subject:** Submission of the Technical bid for Documentation ( Video, Audio & Still Photography) of earmarked Schools of Nabarangpur District under 5T High School Transformation Programme

Dear Sir,

We, the undersigned, offer to provide our services to the Project Director, DRDA, Nabarangpur with your request for proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Technical bid and the Financial bid sealed in separate envelopes.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 180 days as stipulated in the RFP document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature  
*[In full and initials]:*  
Name and Title of Signatory

Name of the Firm:

Address:

Location:

Date:

**Form 3: Particulars of the Bidder**

RFP NO: \_\_\_\_\_, Date: \_\_\_\_\_

1. Name of the Organization:

2. Status of Registration of Orgn.

3. Address of Office

4. Telephone No

Fax No

5. Email Address

6. Website

7. Registration No & Date

8. No. of employees :

Technical	Managerial	Support	Total
<input type="text"/>			

9. No. of years of proven experience of providing similar services in Govt. sector :

Signature of witness

Signature of the Bidder

Date:

Date:

Place:

Place:

Company Seal

Form 4: Affidavit of not be under Ineligibility

Before the Executive Magistrate/ Notary Public Sri \_\_\_\_\_

AFFIDAVIT

I, Sri/Smt. \_\_\_\_\_ aged about \_\_\_\_\_

S/o./D/o./W/o. \_\_\_\_\_ Proprietor/ Partner/ Director of  
M/s. \_\_\_\_\_ At- \_\_\_\_\_ Po- \_\_\_\_\_, P.S- \_\_\_\_\_,

Dist- \_\_\_\_\_ do hereby solemnly affirm and state as follows:

- 1) That pursuant to the tender call notice dt. \_\_\_\_\_ of DRDA, Nabarangpur for documentation ( Video, Audio & Still Photography) of earmarked Schools of Nabarangpur District under 5T High School Transformation Programme, I/my firm/company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Govt. Organization or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That I/my firm/company not have any record of poor performance, abandoned work, having inordinately delayed completion and having faced Commercial failures etc. for any State Government or Government of India organization/department.
- 5) That the facts stated above are true to the best of my knowledge and belief.

Identified by me

Deponents

Advocate

The above deponent being present before me & duly identified by Sri \_\_\_\_\_ Advocate states on oath that the facts stated above are true to the best of his/her knowledge.

Deponent

Executive Magistrate/

\*Strike out whichever is not applicable.

Notary Public \_\_\_\_\_



**Form 5: Financial Proposal**

RFP NO: \_\_\_\_\_, Date: \_\_\_\_\_

All the prices quoted below are inclusive of all taxes and duties.

Sl. No.	Proposed Position	Maximum Unit Rate in(Rs.)	No of Schools	Total Rate (Rs)
(A)	(B)	(C)	(D)	(E=C X D)
1	Documentation ( Video, Audio & Still Photography) of earmarked Schools of Nabarangpur District under 5T High School Transformation Programme ( including of all taxes)	Rs.50,000/-	12	Rs.6,00,000/-

SL	Particulars	Unit Rate in (Rs.)	No of School	Total Rate (Rs.)
A	Total Quoted Price including of all taxes		12	
	Quoted Price in words ( :			

Signature of witness

Signature of the Bidder

Date:

Date:

Place:

Place:

Company Seal