

**DISTRIC MINERAL FOUNDATION JHARSUGUDA**

No. 154 / Date 17-02-2020

**E.O.I. BY AGENCIES FOR EMPANELMENT TO TAKE UP IEC ACTIVITES IN  
ODISHA**

Expression of interest (EOI) is invited from different agencies for developing communication materials like, Spots, Documentary film in Odia and local dialects of Odisha, TV spots and performance of other IEC activities. Agencies fulfilling the requisite criteria will be empaneled by this Office for a period of 3(Three) years. Payment for development of these communication materials will be as per I&PR approved rate or approved rate of any other deptt. and Govt.Organization.

The details of EOI can be downloaded from the website of District Office, Jharsuguda i.e. [www.jharsuguda@nic.in](http://www.jharsuguda@nic.in). The undersigned reserves the right to reject any or all the EOIs without assigning any reason thereof.

  
Collector, Jharsuguda  
&  
Chairperson-Cum-Trustee  
DMF, Jharsuguda

**Expression of Interest for Empanelment of Agency under District Mineral Foundation Scheme**

**Instruction to Bidders**

1. Sealed EOIs are invited by District Mineral Foundation, Jharsuguda from the agencies having valid GST, PAN number for IEC activities in respect of different development schemes/projects being implemented in the district.
2. Key Information:

Sl.No.	Particulars	Information
1.	Cost of Eoi document (non- refundable)	<b>Rs.3,000/-</b>
2.	Last date and time for receipt of EOIs	03.03.2020 by 5.30 P.M through Speed post or Registered post only
3.	Address for submission of EOI documents	Collector Jharsuguda & Chairman-cum-Managing Trustee, DMF, Jharsuguda, 1 <sup>st</sup> Floor, Behind Collectorate, Jharsuguda-768204, Odisha

3. **Cost of EOI Document:**

- i) The bidder shall submit the EOI along with the cost of Bid Document for **Rs.3,000/- (Rupees Three Thousand)** only (non-refundable) in the form of Demand Draft drawn on any Nationalized Banks in India in favour of **“District Mineral Foundation, Jharsuguda”** payable at Jharsuguda.
- ii) Any Eoi Document not accompanied by the cost of EOI Document in the shape of demand draft shall be rejected as non-responsive.

4. **Late Bids:**

The Purchaser shall not consider any offer that arrives after the dateline fixed for submission of bids i.e. **5.30 P.M. of 03.03.2020**. Any bid received by the Purchaser after the dateline for submission of bids shall be declared late, rejected and returned unopened to the Bidder.

5. **Eligibility Criteria**

The agencies intending to submit the EOI for conducting IEC activities in different schemes in Jharsuguda district should fulfill the following eligible condition.

- i) The agency should have been a registered firm/agency/organization with GST & MSME No.
- ii) Should have a branch office in Odisha
- iii) Should have valid GST number.
- iv) Should have valid PAN number.
- v) Should have sound financial status of at least Rs.15.00 lakh average annual turnover for last 3 years.
- vi) Should have 10 years' experience of production and Development of IEC materials like Radio Jingles, Spots, and Magazine Programmes, short play Documentary film and events in Odia language.
- vii) Should have executed/ worked in such above-mentioned activities for at least 7(seven) no of Govt. Organizations during the last three years for similar type of assignments as mentioned in this notice for EOI (Copies of such empanelment / work orders/ Content developed by the agency to be furnished).
- viii) The Firm should not have been blacklisted by any quarter (Declaration should be furnished with bid).
- ix) The firm must be empaneled or have worked with I & P.R. Deptt. Or Film Development Corporation.

## 6. **Scope of Work**

1. Developing following communication materials in Odia and different local dialects of Odisha.
  - Documentary film of 5 to 10 minutes duration
  - TV spots.
  - Printing of Booklet & IEC activity.
  - Printing and preparation of brochures, leaflet and magazines
  - Preparation and fixation of standies banners and wall writing,

The content as well as final product should be vetted by an in-house Committee.

## 7. **Term of Payment:**

The payment will be made against the assigned work as mentioned above as per the rate prescribed by the Department of I&PR, Govt of Odisha. or the rates approved by govt. agencies and departments in the process of open bidding and consequent price discovery for the items not covered by I&PR Deptt.

## 8. **Format and Signing of EOI document:**

The EOI Documents shall be signed by a person duly authorized to sign on behalf of the Bidder.

## 9. Check List

Check list of enclosures:

- a) Applicant's/Company's Profile
- b) Copy of IT returns of last of three consecutively concluded financial year.
- c) Declaration that firm has never been black listed by any Govt Department.
- d) Cost of EOI paper.
- e) Copy of GST Certificate
- f) Copy of PAN/TAN Number
- g) Documents/Contents in proof of past work experience.
- h) Name of the contact person with mobile, email address and postal address.
- i) Turn over certificate of last 3 years i.e. up to 2018-19 showing annual average of Rs.15 lakhs.

## 10. Procedure for Empanelment.

EOI proposal of the agencies shall be evaluated based on the agency's satisfaction of eligibility criteria and acceptance of the scope of work.

## 11. Withdrawal/Amendment to Eol

At any time prior to the last date of receipt of Eol, this office may for some reason, on its own initiative, modify the Eol document by an amendment. In order to provide the prospective bidders reasonable time and hence to take the time of amendment into account, the Department/this office may at its discretion, extend the last date for receipt of Eol and /or make other changes in the yardstick's requirement for invitation of Eol.

This office reserves the right to withdraw the Eol at any stage without any liability or obligation for such withdrawal, without assigning any reason thereof.

## 12. Rejection of Application/Bid:

The Eol/Bid submitted shall be liable to be rejected, if:

- i) Hard copy not received in proper sealed cover with superscription of the name of Eol
- ii) It is not in prescribed format and not containing all required details/information/documents.
- iii) It is not signed.
- iv) It is received after the due date and time.
- v) Eol received by telex, fax, telegram or e-mail.

## 13. Opening of Tender

The Eol shall be opened preferably on 03.03.2020 after 5.30 PM or on any other date convenient to the Eol evaluation committee.

14. The Authority reserves the right to:

- i) To reject any/all applications without assigning any reason thereof.
- ii) To relax or waive off any of the conditions stipulated in this document as deemed necessary in the best interest of the authority.
- iii) To include any other items in the scope of work at any time during the course of implementation of the mentioned scope of work.

15. **Other Terms & Conditions:**

- i) Empanelment with the selected agencies shall be **for a period of three years**. However, the authority reserves the right to cancel the empanelment before the prescribed period.
- ii) Prior to award of work to any of the empaneled agencies, a security deposit of 5% of the project cost will be obtained from the executive agency.
- iii) The empanelment can be terminated with a 30 days' notice if it is found that the performance of the agency is not satisfactory.

**Submission of EOI**

The EOIs have to be submitted in the prescribed formats (Annexure- I, II, III,) along with the relevant documents to be furnished in the relevant formats. The formats duly filled in along with the documents signed by the authorized signatories shall be put in an envelope and the sealed envelope should be super-scribed as **"EOI for Empanelment of Agency for IEC activities in Jharsuguda district"**. The Eois must reach the office of the District Mineral Foundation, 1<sup>st</sup> Floor, Behind Collectorate, Jharsuguda-768204.

\* The courts/judicial forums to decide any legal dispute relating to performance and payment will be the courts/forums located in Jharsuguda besides the Odisha High Court in Cuttack.

Annexure-I

INFORMATION ABOUT THE BIDDER

(The relevant documents has to be arranged serially as per the order mentioned below for the ease of scrutiny)

1	Name of the Organization	
2	Address of the organization with telephone Nos. (Registered Office)	
3	Address of <b>Branch office in Bhubaneswar</b> (In case the registered office is not at Bhubaneswar)	
4	Legal status / entity of the agency (Whether the agency is a Proprietorship / partnership or Private Ltd. Company)	(Attach photocopy of the registration certificate of the firm / company)
5	Year of Establishment	
6	Telephone Nos: (of Registered / Branch office at <b>Bhubaneswar</b> ) Landline : Mobile:	
7	Fax No.	
8	Email IDs	
9	Name of authorized signatory ( <b>in capital letters</b> )	
10	Specimen signature of the authorized signatory	
11	Telephone number of authorized signatory / Organization	
14	GST Registration no.	(Attach photocopy of GST registration certificate issued)
15	PAN/TAN	(Attach Photocopy of PAN/TAN)

16	Copy of IT returns of last three years	(Attach photocopy of the last three years Income tax filing certificate)
17	Details of Bank Account	Name of Account Holder: Name of Bank with Branch: Account Type: Account No.: IFS Code:
18	Whether all documents submitted and signed by the authorized signatory of the organization. (Yes/No)	

**DECLARATION**

I / we hereby certify that the terms and conditions of the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my knowledge. I / we understand that in case any information provided above are found to be false at any stage, our Firm / Agency will be blacklisted / debarred by you and will not have any dealing with your organization in future.

(Signature and seal of the authorized signatory)

Place:

Date:

Annexure-II

(To be furnished in the letter head of the Agency)

Name of the Clients for which Agency has undertaken the similar nature of works

A) Govt. Organizations (Other than Odisha if any)	1. 2. 3. 4.
B) Govt. of Odisha Organizations	1. 2. 3. 4.
C) PSUs	1. 2. 3. 4.

attach additional sheets if the space provided is insufficient

(Photocopies of the empanelment letter/agreement etc. from the organizations in support of the above mentioned organizations are to be submitted serially with page marked in the order as mentioned above for easy scrutiny)

Signature and seal of the authorized signatory

Place  
Date

Seal

