


INSTITUTE ON MANAGEMENT OF AGRICULTURAL EXTENSION (IMAGE)
(AN AUTONOMOUS INSTITUTE OF GOVERNMENT OF ODISHA)

Siripur, BHUBANESWAR-751003, Odisha
Ph. - (0674) 2562151, Fax - 2561879, E-mail: imagebbsr@rediffmail.com

Letter No. 2045 Dt: 02.06.2021

From,

Sri Pradeep Kumar Rath,
Director, IMAGE

To,

The Odisha State Portal Group,
Dept. of Information and Technology,
Secretariat, Bhubaneswar, Odisha

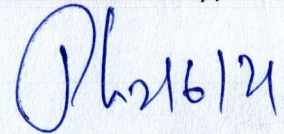
Sub:- **Publication of corrigendum notice on EoI towards empanelment of agencies for Documentation and Preparation of Video CDs at State level.**

Sir,

With reference to the subject cited above, enclosed please find herewith one corrigendum notice (EoI towards empanelment of agencies for Documentation and Preparation of Video CDs at State level) both in hard & soft form for publication in the "All Advertisements" section of Odisha Government Portal www.odisha.gov.in.

Encl: As above

Yours faithfully,



Director, IMAGE

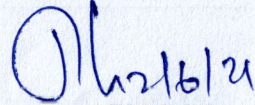


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Siripur, BHUBANESWAR-751003, Odisha
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**Expression of Interest for empanelment of Agencies for Documentation
and Preparation of Video CDs at State Level**

CORRIGENDUM

The Initial Screening and Evaluation of EoI proposal relating to this office EoI call notice No. 1462 dt. 05.04.2021 towards empanelment of Agencies for Documentation and Preparation of Video CDs at State Level has been rescheduled to be held on **16.06.2021 at 16.00 Hrs.** and **23.06.2021 at 11.00 Hrs** respectively. Again, in order to enable more interested agencies to take part in the empanelment it has been decided to receive the EoI proposal from such interested agencies and the dateline for the purpose has been fixed to **16.06.2021 at 14.00 Hrs.** Further the agencies who have already submitted their EoI document within 14.00 Hrs. of 10.05.2021 relating to above mentioned EoI call notice need not required to submit their EoI document again.


Director, IMAGE


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Letter No.....185.7..... Dt: 06/05/2021.....

From,

Sri Pradeep Kumar Rath,
Director, IMAGE

To,

The Odisha State Portal Group,
Dept. of Information and Technology,
Secretariat, Bhubaneswar, Odisha

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Sir,

With reference to the subject cited above, enclosed please find herewith one corrigendum notice (EoI towards empanelment of agencies for Documentation and preparation of Video CDs at State level) both in hard & soft form for publication in the "All Advertisements" section of Odisha Government Portal www.odisha.gov.in.

Encl: As above

Yours faithfully,


Director, IMAGE



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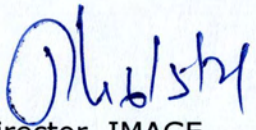
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**Expression of Interest for empanelment of Agencies for
Documentation and preparation of Video CDs at State Level**

CORRIGENDUM

In view of prevailing restrictions owing to COVID-19 pandemic, the sessions for initial screening and evaluation of EoI proposals scheduled to be held on 10.05.2021 & 18.05.2021 respectively relating to this office **EoI call notice 1462 dt 05.04.2021** towards Empanelment of Agencies for Documentation & Preparation of video CDs at State level stands postponed. New dates for above mentioned two sessions will be announced at a later date. Participating agencies are requested to keep themselves updated through the information uploaded on the Odisha Government Portal www.odisha.gov.in and the Departmental website www.agriodisha.nic.in regularly.


Director, IMAGE




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**Expression of Interest for empanelment of Agencies for Documentation
and Preparation of Video CDs at State Level**

CORRIGENDUM

In continuation to this office EoI call notice No. 1462 dt. 05.04.2021 towards empanelment of Agencies for Documentation and Preparation of Video CDs at State Level, the following changes are hereby made to the EoI call notice by virtue of this corrigendum.

1. Period of empanelment with the selected agencies shall be for two years. On satisfactory performance and with mutual consent, the empanelment period may be extended for another one year.
2. The bidder should have valid GSTIN & PAN and have cleared of all dues regarding Service Tax/GST and Income Tax up to 31st March, 2020.
3. Various crucial dates and times relating to the EoI call notice have been extended as follows:-
 - (i) Submission of EoI document- 10.05.2021 at 14.00 hours.
 - (ii) Initial screening- 10.05.2021 at 16.00 hours.
 - (iii) Evaluation of EoI proposal- 18.05.2021 at 11.00 hours.


Director, IMAGE

**EXPRESSION OF INTEREST FOR
EMPANELMENT OF AGENCIES FOR
DOCUMENTATION AND PREPARATION OF VIDEO CDs AT STATE LEVEL**

Institute on Management of Agricultural Extension, here in after known as IMAGE, an Autonomous Society under the Government of Odisha established under Indian Society Act, 1860 is intending to invite sealed Expression of Interest from credible agencies/ firms with experience and expertise in video documentation as per the details mentioned in the “Scope of Service Chapter”. The prospective agencies/ firms interested in video documentation who fulfil the basic requirements may send their Eoi in sealed envelope super scribed as **“Eoi for Empanelment of Agencies for Documentation & Preparation of Video CDs at State Level”** by (Name of the Agency/ Firm).....till **26.04.2021 (up to 14:00 hours)** to the Director IMAGE, Siripur, Bhubaneswar, Odisha,751003.

CONTENTS OF TENDER DOCUMENT

Sl. No	Description of contents	Page Number
1	Introduction and contents	1
2	Eoi dates	2
3	Scope of work and general instruction for service providers	3-6
4	Other Terms and conditions	7
5	General Eligibility Criteria	8
6	EOI Formats	9-15
7	Agreement	16

**Eol Specification for
EMPANELMENT OF AGENCIES FOR
DOCUMENTATION AND PREPARATION OF VIDEO CDs AT STATE LEVEL**

**INSTITUTE ON MANAGEMENT OF AGRICULTURAL EXTENSION (IMAGE)
SIRIPUR, BHUBANESWAR, ODISHA.**

- ❖ **Eol Call Notice No.** : 1462 Dtd.05.04.2021

- ❖ **Type of Eol** : **AGENCIES FOR DOCUMENTATION
AND PREPARATION OF VIDEO CDs AT
STATE LEVEL**

- ❖ **Issued to** : **M/s.**

- ❖ **Date of Receipt** : **Dtd. 26.04.2021 up to 14:00 Hrs.**

- ❖ **Date of Opening** : **Dtd. 26.04.2021 at 16:00 Hrs.**

**EoI FOR EMPANELMENT OF AGENCIES FOR
DOCUMENTATION AND PREPARATION OF VIDEO CDS AT STATE LEVEL**

**INSTITUTE ON MANAGEMENT OF AGRICULTURAL EXTENSION (IMAGE)
(An Autonomous Society under the Department of Agriculture & Farmers'
Empowerment, Government of Odisha, Bhubaneswar)**

DISCLAIMER COMPREHENSIVE

The information contained in this EoI document provided by or on behalf of (IMAGE) to **the agencies/firms**, are based on the terms and conditions set out in this EoI Document. The purpose of this document is to supply with information that may be useful to agencies/ firms in making their offers pursuant to the "**EoI Document**". The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. IMAGE, its employees make no representation or warranty and shall have no liability to any agency/person, including any agency/ firm under any law, statute, rules or regulations or tort, for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EoI document or otherwise. IMAGE may in its absolute discretion reserves the right to reject, cancel, terminate, change or modify all or any part of the EoI at any time without assigning any reason whatsoever or providing any notice and without accepting any liability for the same . The Agencies / Firms interested to compete shall bear all its costs associated with or relating to the EoI. Submission of Proposal document by the agency/ firm shall be deemed to have been done after careful study and examination of the document. The proposal should be responsive and complete in all respects.

INTRODUCTION

Institute on Management of Agricultural Extension (IMAGE), here in after known as Institute, is a Govt. of Odisha Agency established under Indian Society Registration Act, 1860. IMAGE has been declared as the Nodal Agency for funding the ATMA model of Agricultural Extension system in the State, with responsibility to receive grants-in-aid for Extension programmes, disburse it to the ATMAs, and monitor the progress of the programme and submit feed backs to the State and Central Governments in addition to implementation of State Level activities under the scheme. IMAGE has been assigned to develop module and organize need based trainings for senior and middle level extension functionaries in Agriculture & allied department of the state government as well as to provide consultancy in the field of agricultural extension & allied activities. Considering the operational flexibility, the institute (IMAGE) is taken as implementation partner of different State & Centrally sponsored schemes of different Directorates under Department of Agriculture & Farmers Empowerment and Fisheries & Animal Resource Development, Odisha.

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. The Institute on Management of Agriculture Extension (IMAGE), Siripur, Bhubaneswar- 751 003, (hereinafter referred to as the Institute) being the State Nodal Agency for the Centrally Sponsored Scheme “**Support to State Extension Programme for Extension Reforms**” and implementation partner for State & Centrally sponsored schemes of different Directorates under Department of Agriculture & Farmers Empowerment and Fisheries & Animal Resource Development, Odisha requires the services of reputed, well established and financially sound Video Documentation Agencies/ Firms to provide services of video documentation and preparation of video CDs in respect of activities under different schemes at State level.
2. The contract for providing services will be as per the prevailing approved rate of I & PR Department, Odisha and/ or recommendations of pricing committee of the concerned Directorates as the case may be.
3. The contract for providing the services is likely to commence from a date to be specified and would continue for a period of one year. The period of the contract may be further extended for another year or till next empanelment whichever is earlier depending on satisfactory performance of the agency. The Institute, however, reserves right to cancel the empanelment after one year.
4. The various crucial dates relating to “**Eol for Empanelment for Documentation and Preparation of Video CDs**” are cited as under :
 - (a) Period of Issue of Eol Document : **06.04.2021 to 26.04.2021**
(During working days office hours only.)
 - (b) Date and time for submission of Eol Document : **26.04.2021 at 14.00 hours**
 - (c) Date and time for
 - (i) Initial Screening : **26.04.2021 at 16.00 hours**
 - (ii) Evaluation of Eol Proposal : **30.04.2021 at 11.00 hours**
Who qualify in initial screening
5. The agency is required to submit Eol in the prescribed formats (**Format-A, B, C, D, E & F**) along with relevant documents as asked to be furnished in the relevant formats. The formats duly filled in along with the documents signed by the authorized signatory shall be put in an envelope and the sealed envelope should be super scribed as “**Eol for Empanelment of Agencies for Documentation & Preparation of video CDs at State Level**”. The Eol must be reach at IMAGE, Bhubaneswar on or before **26.04.2021 at 14:00 hours**.
6. **Any conditional Eol shall not be considered and will be summarily rejected in the very first instance.**
7. **All entries/ information should be mentioned in English Language only.**
8. All entries in the Eol forms should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted. In such cases, the Eol shall be summarily rejected. The financial information has to be filled in both figures and words and in case of any difference in two, the information given by words alone shall be reckoned**

for the purpose of this EoI. However, the cuttings, if any, in the EoI/ documents must be initialed by the authorized person.

9. Initial screening shall be made based on the agency's compliances to the eligibility criteria and acceptance of scope of work at **16:00 hours on 26.04.2021** in the **office of Director, IMAGE, Siripur, Bhubaneswar -3**, in the presence of one representative of the bidder, if any, who wish to be present on the spot at that time.
10. The EoI proposal of the agencies meeting the eligibility criteria only shall be evaluated and marking shall be awarded based on the following parameters & criteria.

Sl. No.	Evaluation Parameter	Total Mark	Criteria for award of Mark
A	Turnover: Average annual turnover along with audited balance sheet & P/L statement of the last three consecutive financial years i.e. 2017-18, 2018-19 & 2019-20) (Details to be furnished in Format C)	20	>10 lakh ≤15 lakhs: 10 marks >15 lakh ≤ 20 lakhs: 15 marks >20 lakh:20 marks
B	Experience: No. of video documentation on Agriculture & allied activities from any PSU/ Govt. Organization/ Private Organization conducted during the last three financial years. (Work Order/ Contract copies and copies of certificates towards successful completion from client organization must be furnished on the basis of which marking shall be awarded) *Note: Renewal shall be taken as one work order/ contract, no other documents will be accepted for awarding marks. (Details to be furnished in Format D)	20	>15 nos: 20 marks >10 nos ≤15 nos: 10 marks >5 nos ≤10 nos: 5 marks
C	Receipt of Awards/ Recognition (Details to be furnished in Format E)	10	
D	Technical Presentation	50	
	Total Score	100	

11. EoI proposals of the agencies who scored at least 70 marks or more shall be eligible for consideration of the empanelment.
12. The Director, IMAGE/ Competent Authority reserve the right to accept/cancel any or all EoI(s) without assigning any reason.
13. **FORCE MAJEURE:** If at any time during the period of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge the obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under

the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or fifteen days, whichever is more; either party may at its option terminate the contract.

14. DISPUTE RESOLUTION:-

- a. Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Principal Secretary, Department of Agriculture & Farmers' Empowerment, Govt .of Odisha.
- b. The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and period of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Bhubaneswar only.
- c. The courts at Bhubaneswar shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

OTHER TERMS & CONDITIONS

1. Initially the empanelment with the selected agencies shall be for a period of one year which may be renewed for another year or till next empanelment whichever is earlier depending on satisfactory performance of the agency. However, the authority reserves the right to cancel the empanelment after one year.
2. The empanelment can be terminated with a 30 days' notice period, if it is found that the performance of the agency is not satisfactory.
3. Payment to the agency on the assignment will be made by assigning authority/ office, for the deliverables submitted by the agency. Payment will be made as per the prevailing approved rates of Information & Public Relation Department, Govt. of Odisha and/or recommendations of pricing committee of concerned directorates of the Department of Agril. & Farmers' Empowerment and Fisheries & ARD, Odisha as the case may be, after successful completion of the assignment. The schedule of payment will be as follows.
 - 1st installment after issue of work order/ signing of Agreement for assignment: 20%
 - 2nd installment on submission of draft deliverables: 50%
 - 3rd installment on acceptance of final deliverables: 30%
4. The agencies found eligible in scoring have to execute an agreement with the Director, IMAGE for empanelment.
5. The agreement shall commence from date of signing and shall continue initially for a period of one year unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of performance, breach of contract etc or change in requirements.
6. The agreement shall automatically expire on completion of one year from the date of agreement unless extended further by the mutual consent of the agency/ firm and the Authority (ies). All matters relating to extension of period of contract or its terms and conditions shall be decided by the Director, IMAGE.
7. The agreement may be extended, on the same terms and conditions for a further specific period mutually agreed upon by the agency/ firm and the Director, IMAGE.
8. The empanelled agencies/ firms shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority/ Institute.
9. The empanelled agency/ firm will be bound by the details furnished by it to the Authority/ Institute while submitting the EOI or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
10. The Director, IMAGE reserves the right to terminate the Agreement during initial period also after giving 30 days notice to the agency/ firm.
11. The Institute shall not be responsible for any financial loss or any injury to any person deployed by the agency/ firm in the course of their performing the functions / duties, or for payment towards any compensation.

GENERAL ELIGIBILITY CRITERIA

Bidders must 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 EoI.

Sl. No.	Eligibility Criteria	Supporting Documents Required
1	Single entity (Proprietorship Firm/ Partnership Firm/ Pvt. Ltd. Company) legally registered under appropriate authority in India. Consortium or Joint Venture is not allowed.	Copy of certificate of Incorporation / Registration of the bidder
2	The bidder should have an average annual turnover of more than Rs. 10.00 Lakh from video documentation business only during the last three consecutive financial years (2017-18, 2018-19 and 2019-20).	Copies of audited balance sheet / Income Expenditure Statement from any chartered firm for the last three consecutive financial years certifying that the firm had an average annual turnover more than Rs. 10.00 lakh from video documentation business only during the three financial years (2017-18, 2018-19 and 2019-20).
3	The bidder should have valid GSTIN & PAN and have cleared up all dues regarding Service Tax & Income Tax up-to 31 st March 2020.	Copies of GSTIN & PAN and copies of clearance certificated in respect to Service Tax & Income Tax up-to 31 st March 2020.
4	The bidder should have conducted video documentation and preparation of video CDs on Agriculture & allied activities for at least 5 nos. from any PSU/ Govt. Organization/ Private Organization during the last three financial years. (2017-18, 2018-19 and 2019-20).	Copies of Work Orders / Contract Document / Completion Certificate from the previous Clients
5	The bidder should not have been blacklisted by the Central Government / any State Government or their agencies in India.	Self-Declaration by the authorized representative on the bidder's letter head.

NB:

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summary rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, 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.

EOI FORMATS
Eol APPLICATION
FORMAT-A

(In Agency's/ Firm's Letter Head)

To

The Director,
Institute on Management of Agricultural Extension (IMAGE),
Siripur, Bhubaneswar-751003

Sub: Eol for Empanelment of agencies for documentation & preparing of video CDs at State Level.

With reference to your Eol document dated.....I/ We, having examined all relevant documents and understood their contents hereby submit our proposal for agencies for the subject cited above. The proposal is unconditional and unqualified.

I/ We acknowledge that the authority will be relying on the information provided in the proposal and the documents accompanying the proposal of this selection, and we certify that all information provided in the proposal and in the Appendices are true and correct, nothing has been omitted which renders such information misleading, and all documents accompanying such proposal are true copies of their respective originals.

This statement is made of the express purpose of appointment as the agency for the aforesaid project.

I/ we shall make available to the authority any additional information it may deem necessary or require for supplementing the proposal.

I/ we declare that:

- a. We have examined and have no reservations to the Eol documents, including any addendum issued by the authority.
- b. I/ we do not have any conflict of interest.
- c. I/ we have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State Government.
- d. I/ we hereby certify that we have taken steps to ensure that the conformity with the provisions of this Eol, no person acting of us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

I/ we understand that you may cancel the selection process at any time and that you neither bound to accept any proposal that you may receive nor to select the vendor without incurring any liability to the Applicants in accordance with the Eol document.

I/ we further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted or convicted by any agency of the Government or by a Court of Law for any offence committed by us or by any of our Associates.

I/ we hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority (an/ or the Government of India) in connection with the selection of vendor of in connection with the selection process itself in respect of the above mentioned project.

I/ we agree and understand that the proposal is subject to provisions of the EoI document. In no case shall I/ we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/ us or our proposal is not opened or rejected.

I/ we agree to keep this offer valid for 120 days from the proposal due date specified in the EoI.

In the event of my/ our firm being selected as one of the empanelled vendor, I/ we agree and undertake to provide the services in accordance with the provisions of the EoI.

I/ we have studied EoI and all other documents carefully. We understand that we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.

I/ we agree and undertake to abide by all the terms and conditions of the EoI document. In witness thereof, I/ we submit this proposal under and in accordance with the terms of the EoI document.

I/ we have carefully gone through the Terms & Conditions contained in the EoI Document regarding this empanelment. I/ we hereby declare that my company has not been debarred/ black listed by any Government/ Semi Government Organizations in India. I/ we further certify that i am competent officer in my company to make this declaration.

In accordance with the above I/ we would like to declare that:

- I/ we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required this assignment.
- I/ we are not blacklisted by any Central/ State Government/ Public Sector undertaking in India.

The information provided in the tender document is true and no false representation has been made.

Yours faithfully

(Signature, name and designation of the authorized signatory)

FORMAT-B

(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 Registered Office of the organization with telephone nos. & mail id	
3	Address of Branch Office in Bhubaneswar (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 Bhubaneswar)	Landline : Mobile:
7	Fax No.	
8	Email Ids	
9	Name of Authorized Signatory(in capital letters)	
10	Specimen signature of the authorized signatory	
11	Telephone number of authorized signatory/ organization	
12	GST No.	(Attached photocopy of GST registration certificate issued)
13	PAN	(Attached Photocopy of PAN)
14	Latest Income Tax Filing Certificate	(Attached photocopy of the latest income tax filing certificate)
15	Income Tax Clearance Certificate up to 31.03.2020	(Attached photocopy of the Income Tax Clearance Certificate)
16	Latest Goods & Service Tax Filing Certificate	(Attached photocopy of the latest service tax filing certificate)
17	Goods & Service Tax Clearance Certificate up to 31.03.2020	(Attached photocopy of the Goods & Service Tax Clearance Certificate)
18	Whether all documents submitted signed by the authorized signatory of the organization (Yes/ No)	

DECLARATION

I/ we hereby certify that the terms and conditions given with 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 on/ our knowledge. I/ we hereby declare that our organization has not been blacklisted/ debarred by any organization till date. I/ we understand that in case any information submitted by us in this EoI 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.

Place: _____ (Signature and seal of the authorized signatory)

Date: _____

(Seal)

FORMAT-C

(To be furnished in the letter head of the Auditor/ Chartered Account)

ANNUAL TURN OVER STATEMENT

The Annual Turnover **from video documentation business** for the last three consecutive financial years of M/s _____ are given below and certified that the statement is true and correct.

Sl. No.	Year	Turnover in (Rs.)
1.	2017-2018	-
2.	2018-2019	-
3.	2019-2020	-

Average Annual Turnover (for the above three years) in (Rs.) _____

Date:

Signature of Auditor / Chartered Accountant

Place:

(Name in Capital)

Seal

Membership No.

Note:

To be issued in the letter head of the Auditor/ Chartered Accountant mentioning the Membership No.

*Note: **Provisional Statement of account** shall not be considered.

(Please enclose **audited balance sheet & P/L Statement** of each **financial year** in support of the turnover figure furnished above)

FORMAT D

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

Name of the Clients for which conducted Video Documentation/ Films

- A) PSUs : 1.
2.
3.
4.
.....
- B) Govt. Organizations : 1.
(other than Odisha if any) 2.
3.
4.
.....
- C) Govt. of Odisha Organizations : 1.
2.
3.
4.
.....
- D) Private Organization : 1.
2.
3.
4.

(Attached additional sheets if the space provided is insufficient)

(Photocopies of the Work Orders / Contract Document / Completion Certificate etc. from the organizations **in support of** the above mentioned assignments are to be submitted **serially** in the order as mentioned above for **ease of scrutiny**).

Place (Signature and seal of the authorized signatory)

Date

(Seal)

FORMAT-E

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

1. Year wise details of the Awards/ Recognition Received from Client Organization towards video documentation:

- 1.
- 2.
- 3.
- 4.

(Photocopies of the certificates of awards/ recognition towards video documentation from concerned client organization during last three consecutive financial years i.e. 2017-18, 2018-19 & 2019-20 only has to be furnished, no other document will be considered for awarding marks)

Place
Date

(Signature and seal of the authorized signatory)
(Seal)

FORMAT-F

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

1. Name and address of the Proprietor/ Partners of the Agency:

Sl. No.	Name	Address
1		
2		
3		

2. Names and address of the Directors of the Agency:

Sl. No.	Name	Address
1		
2		
3		

3. Give details of Key Staff Strength (Permanent/ Free lancer) with specialization

Sl	Name	Brief Qualification	Designation	*Specialization	Remarks(Full Time/ Part Time)

* Attach additional sheets if the provided space is insufficient.

4. Do you have the appropriate computerized scanning, processing facilities at Bhubaneswar : Yes/ No (Strike out which is not appropriate)

If, yes, furnish the details in the table mentioned below:

Sl.	Details of Equipment	Details of Software

5. Give details of major publicity campaigns undertaken by you. (Enclose copy of the art pulls of the campaigns you think to be your best so far):

6. Any other relevant information you may like to furnish for your credibility:

Place

(Signature and seal of the authorized signatory)

Date

(Seal)

AGREEMENT

This agreement is made on this _____ day of _____ between the Director, Institute on Management of Agricultural Extension (IMAGE), Siripur, Bhubaneswar-3, here-in-after referred to as the "Authority (ies)" which expression shall, where the context so requires or admits, also include its successors or assignees of the one part.

AND

M/s _____ represented by Sri _____ here-in-after called the "Video Documentation Agency" which expression shall, where the context so requires or admits, also include its successors or assignees of the other part.

Whereas, the "Authority" desires that the services of " _____ " are required in _____ Office

And whereas the "Video Documentation Agency" has offered its willingness to the same in conformity with the provisions of the agreement.

And whereas the IMAGE, Bhubaneswar has finalized the terms and conditions of the agreement to empanel the "Video Documentation Agency".

Now this agreement witnesses as below:-

1. That the Annexure containing the Terms & conditions shall be deemed to form and to be read and construed as part of this agreement.
2. That the "Authority" hereby further agrees to empanel the "Video Documentation Agency" and engage in video documentation works of different activities of various State & Centrally sponsored schemes as per requirement in the manner prescribed in the said Terms and Conditions.
3. That in the event of any dispute that may arise it shall be settled as per the Terms and Conditions of the contract.
4. That this agreement is valid for a period of one year, unless otherwise terminated by the competent authority.

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have unto set their respective hands and seals on the day and year first written above.

**Signature of the officer
Authorized to sign on behalf of
Video Documentation Agency**

**Signature of the Authority
an officer acting in the
premises**

**For and on behalf of
IMAGE.....**

In the presence of witness:-

- | | |
|--------------|--------------|
| 1.Name..... | 1.Name..... |
| Address..... | Address..... |
| 2.Name..... | 2.Name..... |
| Address..... | Address..... |

(SUBJECT TO REVISION AT THE TIME OF AGREEMENT)