



## REQUEST FOR PROPOSAL

“PRINTING, MOUNTING, AND DISPLAY OF HOARDINGS (AS AND WHEN REQUIRED) IN DISTRICT HQS., SUB-DIVISIONAL HQS., BLOCK HQS., MUNICIPAL CORPORATION, MUNICIPALITY, AND N.A.C. AREAS ACROSS THE STATE ”.

GOVT. OF ODISHA

I & PR DEPARTMENT

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### BIDDER DATASHEET

Sl. No.	Particular	Details
1.	Name of the Client	The Director, Information & Public Relations Department, Govt. of Odisha



2.	Method of Selection	Cost-Based Selection (CBS i.e. L-1) Method
3.	Date of Issue of RFP	28-12-2022
4.	Proposal Due Date	19-01-2023
5.	Date of Opening of Proposal	20-01-2023
6.	Address for Submission of Proposal	<p>The Director Information &amp; Public Relations Department, Government of Odisha, Bhubaneswar, Odisha</p> <p>Telephone No. -2394890/ 2398610 (Fax) Email -<a href="mailto:iprenews@gmail.com">iprenews@gmail.com</a></p> <p>Mode of Submission: <b>Speed Post/ Registered Post/ Courier</b> only to the address specified above during office hours only. Submission of the bid through other mode and a late bid will be rejected.</p>
7.	Place of Opening of Proposal	Conference Hall of I& PR Department

**SECTION: 1**

**LETTER OF INVITATION**

**RFP No: 15675**

**Dated: 28/12/2022**

**Name of the Assignment: SELECTION OF AGENCIES FOR “PRINTING, MOUNTING AND DISPLAY OF HOARDINGS (AS AND WHEN REQUIRED) IN DISTRICT HQS., SUB-DIVISIONAL HQS., BLOCK HQS., MUNICIPAL CORPORATION, MUNICIPALITY AND N.A.C. AREAS ACROSS THE STATE”.**

1. **Director, I&PR Department, Govt. of Odisha (*The Client*)** invites sealed proposals from the eligible agencies/bidders for “**PRINTING, MOUNTING AND DISPLAY OF HOARDINGS (AS AND WHEN REQUIRED) IN DISTRICT HQS., SUB-DIVISIONAL HQS., BLOCK HQS., MUNICIPAL CORPORATION, MUNICIPALITY AND N.A.C. AREAS ACROSS THE STATE**”. More details on the proposed service are provided in **Section-2: Information to the bidder** of this RFP Document.
2. Agency will be selected under **Least Cost Based Selection (LCBS)** procedure as prescribed in the RFP Document.
3. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post / Courier** only. The Client shall not be responsible for any delay in receipt of the Tender papers. Submission of the proposal through any other mode will be rejected. The proposal received after due and time will not be considered.
4. The last date and time for submission of the proposal completed in all respects **are Dt. 19-01-2023 at 1.00 p.m.** and the date and time for the opening of the technical bid in presence of the bidders or their authorized representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. No. 7**) is **Dt. 20-01-2023 at 11.00 a.m.** Representatives of the bidders may attend the meeting with a due authorization letter on behalf of the bidder.
5. This RFP includes the following sections:
  - a. Bidders Data Sheet [**Section- A**]
  - b. Letter of Invitation [**Section – 1**]
  - c. Information to the Bidder [**Section – 2**]
  - d. Technical Proposal Submission Form [**Section – 3**]
  - e. Financial Proposal Submission Form [**Section – 4**]
6. While all information/data given in the RFP are accurate within the consideration of the scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for the accuracy of the information and it is the responsibility of the bidder to check the validity of information/data included in this document. The Client reserves the right to accept/reject any/all proposals / cancel the entire selection process at any stage without assigning any reason thereof. No claim whatsoever shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejection. In case of any dispute/ambiguity arises in the documentation, the decision of the Tender calling authority is final, binding, and cannot be challenged.
7. **A pre-bid meeting will be held at 11.00 a.m. on 06-01-2023 in the office of the I&PR Department and the prospective bidders may participate in the pre-bid meeting to put forth their views /suggestions on the scope of work/ tender document. It is the prerogative of the tender inviting authority to accept or reject the views /suggestions of prospective bidders.**

**Sd/-**  
**Director,**  
**I & PR Department**  
**Govt. of Odisha**

## **SECTION: 2**

### **INFORMATION TO THE BIDDER**

#### **1. OBJECTIVE:**

I&PR Department intends to hire the services of the Agencies for Mounting and Display Hoardings for the advertisement of various Developmental and Welfare Policies / Schemes of Government as and when required.

#### **2. SCOPE OF WORK**

I & PR Department, Government of Odisha is looking for Agencies for **“MOUNTING AND DISPLAY OF HOARDINGS (AS AND WHEN REQUIRED) IN DISTRICT HQS., SUB-DIVISIONAL HQS., BLOCK HQS., MUNICIPAL CORPORATION, MUNICIPALITY AND N.A.C. AREAS ACROSS THE STATE”**. Request for Proposal is invited from the eligible agencies fulfilling the laid down eligibility criteria for conducting the said work.

- a. The hoardings will be required to be displayed at prominent locations with good visibility such as marketplaces, main roads, junctions, bus stands, in front of the office of the District Magistrate/ District Collector/BDO, other important offices, etc. to give proper visibility to government campaigns.
- b. I & PR Department, Government of Odisha will specify the size and locations of the hoardings for its campaigns as per the requirements and budget of the campaign. However, preference will be given to hoardings located in prime locations.
- c. The hoarding should be erected on the iron girders with the iron structure for the flex in such a manner that it is strong enough to withstand all hazards to the maximum extent possible. Such structure erected should have all the required permission/authorization etc., if any from the local concerned governing authorities.
- d. The Height of the hoarding must be above 10 ft. from the ground and may increase proportionally to larger size Hoarding.
- e. The instructions issued from time to time in this regard will be binding on the agencies.
- f. In case of any injury to any person(s) during erection, mounting or fall of the hoarding/structure after its display, the client will not be responsible in any manner for the same. The Agency shall be responsible for any such loss.

- g. The agencies shall provide a detailed list of available sites with latitude and longitude for which they have rights/working arrangements with the required proof.
- h. Agency shall obtain all statutory and other clearances from local authorities as per rule. No payment or reimbursement shall be done for the same.

### 3. **KEY DELIVERABLES:**

The agencies shall have to perform the following assignments during the period of the contract:

1. It shall be the duty of the Agency to inform the Collector / D.I.&P.R.O./Designated officer of the sponsoring Department or his duly authorized Officer of the District, about the details of hoardings displayed under intimation to this Department.
2. The Agency shall ensure all safety precautions for the people of the locality as per law. It shall be liable to meet all legal requirements as required by Law.
3. The Agency shall maintain the prescribed minimum standards of Star Canvass Flex, front-lit flex 260 GSM weight.
4. The Agency shall ensure that it does not infringe any provisions of the Copyright Act and such other Acts. In case of any violations in this regard, the Agency shall be liable for action as per Law.
5. Photographs with the date of mounting and GPS coordinates are required as proof/ evidence towards mounting of hoardings.
6. GIS tagging facilities for mounting hoardings must be ensured by the Agencies. Besides any other modalities/technical intervention fixed by the Client and sponsoring Department for ensuring transparency in the installation and monitoring of installed hoardings shall be binding on the agencies
7. The Agency will have to ensure an uninterrupted and continuous display of hoardings throughout the booking period. In case of damage to the flex due to any reason, it shall be the responsibility of the Agency to replace the flex at his own cost and Client will not make any additional payment in this regard.
8. During the campaign period, the agency shall submit a weekly report by email in the prescribed proforma on the hoarding to the Client, concerned Department, and District administration. It should contain pictures with time and location stamped on it.
9. Printing and mounting charges will be paid extra only if there is a change in the design by the Client.
10. In case of any damage to the hoarding due to extra ordinary natural calamities, the Printing and mounting charges will be paid extra after due inquiry.
11. In case of dismantling/change of Hoardings due to any instruction of the client or nodal sponsoring department, the remounting charges will be given extra.
12. If it is observed that during the period of the contract that the agency installed any

other hoardings on the site of displayed hoarding, the payment for the entire period of the hoarding of the particular site will be deducted.

#### 4. **ELIGIBILITY CRITERIA:**

1. The bidder must be a registered company under the Indian Companies Act or a registered Individual / Partnership firm or Proprietorship firm.
2. The bidder should have valid GST registration for legally carrying out its business activities.
3. The bidder should have a valid PAN. The bidder shall provide the details of the ownership of the company.
4. The bidder should have a local office in the State of Odisha with adequate manpower and infrastructure support.
5. The bidder must have executed a minimum work of similar nature worth Rs. 1 crore during the past five years in any Govt. /PSU Organization.
6. The bidder should have a minimum turnover of Rs 1 crore per annum in the last three financial years. The bidder must submit an annual turnover certificate of the last three financial years duly certified by C.A. (indicating membership no. of C.A. with seal) ending on 31-03-2021 with an audited balance sheet of the last three financial years.
7. The bidder must not have been barred or blacklisted by any State / Central Government Departments/ Govt. Agencies or any PSUs. The bidder shall submit an affidavit to this extent.
8. The bidder with unsatisfactory performance, if any, will not be eligible for participation in the tender process.

#### 5. **TECHNICAL REQUIREMENT DETAILS:**

An Agency can apply for a maximum of 6 (SIX) different zones in a Single Bid. But the Financial Bid for different zones shall be submitted separately in the financial sealed cover indicating clearly the zone on the cover as well as in the financial bid document.

#### 6. **TERMS AND CONDITIONS:**

The State of Odisha has been divided into eight zones.

**Zone-1:- Sundergarh (Except Rourkela Municipal Corporation), Jharsuguda, Bargarh, Deogarh, and Sambalpur (Except Sambalpur Municipal Corporation)**

**Zone -2:- Balasore, Mayurbhanj, Keonjhar, Bhadrak and Jajpur**

**Zone-3:- Angul, Dhenkanal, Kendrapada, Jagatsinghpur and Cuttack (Except Cuttack Municipal Corporation)**

**Zone -4:- Koraput, Rayagada, Nabarangpur, Malkangiri and Kalahandi**

**Zone -5:- Balangir, Nuapada and Subarnapur**

**Zone-6:- Gajapati, Phulbani, Boudh, and Ganjam (Except Berhampur Municipal Corporation)**

**Zone-7:-Puri, Nayagarh, and Khurda (Except Bhubaneswar Municipal Corporation)**

**Zone-8:- Bhubaneswar Municipal Corporation, Cuttack Municipal Corporation, Berhampur Municipal Corporation, Rourkela Municipal Corporation, and Sambalpur Municipal Corporation.**

- II. Request for Proposal is invited from eligible Agencies fulfilling the laid down eligibility criteria to submit their proposals. The details relating to the eligibility criteria, terms and conditions, and other information relating to this RFP can be downloaded from the Government of Odisha Portal all Tender Section and also from I & PR Website:- <http://inpr.odisha.gov.in/>. The tender shall be opened on **20-01-2023 at 11:00 AM** in the Conference Hall of the I&PR Department. The proposal may be submitted to the Director, I&PR Department at the address mentioned in the SI No. 6 of the Bidder Data Sheet in a sealed envelope. The last date for receipt of proposals is **19-01-2023 at 1:00 PM**.
- III. The bidders must have previous experience in mounting hoardings.
- IV. Selected Agency will have to sign an Agreement with the Director, I.&P.R. Department for a period of **two years**. If, the Agency fails to sign the Agreement within the stipulated period the selection of the Agency will stand canceled automatically. The cost to this effect will be borne by the selected bidder. This could be extended for a further period, if necessary, based on the requirement. The terms & conditions of the contract shall remain unaltered.
- V. This Tender Document is a two-bid format for submitting the offers. It contains the "Technical" and "Financial" bid formats. Both the bids shall be submitted in separate sealed covers identified as "Technical" and "Financial" bids. Both the sealed covers, should be put inside a bigger sealed cover and boldly written with the name of the supplier/bidder, the tender call notice numbered and the last date for submission. "Financial bids" of the technically qualified agencies shall only be opened.
- VI. Wherever specific terms & conditions have not been spelled out in the document, OGFR of State Govt. shall apply.
- VII. Preference will be given to zone-wise L-1 bidders for awarding the work of display of hoardings in their respective zones. Other technically qualified bidders of respective zones shall be empanelled if they agree to execute the work of display of hoardings as per the L-1 rates. The client reserves the right to distribute the work of display of hoardings among empanelled agencies. The quantum of work to be assigned to each agency shall be decided by the client taking into consideration the time constraints for mounting of number of hoardings at different places and the

requirement of appropriate hoarding sites/sizes as per availability with the agency.

- VIII. The empanelment doesn't guarantee that the work of display of hoardings will be assigned to the firms empanelled.
- IX. The qualified bidders must submit the numbers, size,s and locations of hoardings under their disposal at Dist. level, Sub-Div. Level,. Block level, Municipal Corporation level, Municipality level, and N.A.C. level for which they have rights /working arrangements at the time of executing agreement.
- X. The Agencies should submit agreement or any other authentic document as proof of the above. They should submit photograph of these hoarding sites with Geo-tagged location addresses. A list of hoardings and photographs of those hoarding places available with the Agencies should be submitted soon after the selection of the agencies.
- XI. Distribution of hoarding work will be entrusted to the Agency taking into account their right to the location of the hoarding at different places.
- XII. If the agency fails to execute the assigned work satisfactorily, the agreement is liable to be canceled without giving any reasons thereof. No payment shall be made if the Agreement is canceled.
- XIII. All the crucial figures i.e. Rates & amount should be written in figures followed by words in a bracket in the Tender document.
- XIV. There shall be no overwriting in the tender documents and other papers submitted. Any alteration should be initialed with a seal by the same person who signs the Tender document.
- XV. All the rates and amounts shall be quoted in Indian Rupees (INR).
- XVI. Submission of more than one competitive bid by the same Firm in response to the same Tender call Notice is prohibited and both bids shall be rejected.
- XVII. No advance payment shall be made in any circumstances for the execution of work. Full payment will be made after receiving service from the firm and after certification given by the concerned Officer that full satisfactory service has been rendered by the agency as per the specification of the work order.
- XVIII. If the campaign period is less than one-month payment shall be made on prorata basis.
- XIX. TDS under IT & GST shall be deducted as per law.
- XX. All the disputes shall be subjected to the jurisdiction of Civil Courts situated at Bhubaneswar.
- XXI. Each page of this Tender Document should be signed by the bidder with the seal in token of having read, understood, and accepted the terms and conditions of this contract.



- XXII. All the documents and papers submitted with the bid should be either in English or in Odia and shall be authenticated under the seal and signature of the bidder.
- XXIII. In case of any dispute/ambiguity arising in the documentation, the decision of the I & P.R. Department /Tender calling authority shall be final.
- XXIV. After the issuance of the work order, there will be five days of operational time. The agencies must complete the display of the hoardings within five operational days in case of a mass campaign and the calculation of execution of work will be taken into account only from the sixth day.
- XXV. The work order for a specific campaign will be issued to the Agencies based on the rights of the Agency on specific location/hoarding space in consultation with the sponsoring/indenting Department.
- XXVI. Any supply of poor quality / downscaled photos shall be summarily rejected and would be subject to non-payment of the executed work. For such poor quality of execution of work by the Agency, no further work will be allotted.
- XXVII. The agency shall not sub-contract part or complete work assigned to him by the Client Department.
- XXVIII. Bidders to ensure that their offers are complete in all respect. Any deviation (the agency is found to be false) of non-compliance may lead to rejection of their offer at any stage.
- XXIX. I&PR Department will not be responsible for any loss, damage, or injury caused at the time of execution of the contract. The firm shall own the whole responsibility.
- XXX. While allocating the hoarding the client shall have the sole right to choose the place of hoarding and accordingly can allot the same to the Agency.
- XXXI. All the information submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder, If the information/documents submitted by the bidding agency is found false/ fabricated/manipulated, it will be construed as criminal offence. The bidding Agency shall be black listed and action as deemed proper shall be initiated.

#### 7. **Bid Validity Period:**

The Offer submitted and the prices quoted therein shall be valid for **90 days** from the date of opening of Bid. A bid valid for any shorter period shall be rejected by the Client.

#### 8. **Bid Processing Fee :**

The bidder must furnish as part of the technical proposal, the required bid processing fee (Non-refundable) amounting to **Rs. 10,000/- (Ten Thousand ) Only** in the shape of DD from any scheduled commercial bank in favour of **“D.D.O., I.&P.R. Department”** payable at Bhubaneswar. **Proposals received without a bid processing fees will be rejected.**

#### 9. **EMD/Bid Security Declaration:**

Bidder should submit “Bid Security Declaration” in lieu of Bid Security deposit with the

stipulation that if they withdraw or modify their bids/violate the terms and conditions of the Tender Documents during the period of validity etc., they will be liable for suspension for the period of three years from participating in any Government/PSU tenders.

#### 10. **Performance Security:**

The qualified bidder shall have to furnish a Performance Security amounting to **Rs. 1,00,000/- (One lakh) only** in the form of NSC/Post Office Saving Bank Account/ FDR from any Nationalised Bank/Scheduled Bank situated in Bhubaneswar / Odisha/ electronic Bank Guarantee( e-BG) duly pledged in favour of “**D.D.O., I.&P.R. Department**”, within 7 days of notifying the acceptance of the proposal for the award of contracts per the format at **Annexure-I**, the performance security shall be valid for a period of three months beyond the entire contract period (i.e. Performance Security) must be valid from the date of effectiveness of the contract to a **(period of 3 months beyond the contract period)** as its commitment to perform services under the contract. Failure to comply with the above requirements shall constitute sufficient grounds for the forfeiture of the Performance Security. The Performance Security shall be released immediately after three months of the expiry of the contract period if there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Security.

#### 11. **Financial Bid & Financial Evaluation:**

The Financial Bid is to be submitted as per the prescribed Format at **Section: 4** separately for each zone in a sealed cover.

**Least Cost Based Selection (LCBS)** method will be followed during the overall selection process. The client will select the lowest evaluated price bid among all the qualified bids. For the purpose of evaluation, the total lowest evaluated cost (**cost of Printing of Star Canvass Flex+cost of Mounting of Hoardings+ cost of Rental Charges of Display of Hoardings per month**) shall be inclusive of all overhead expenses and applicable taxes for which the client makes payment to the agency. The successful bidder shall be selected taking into consideration of the lowest bid (L-1) in the most transparent manner. The Tender Publishing Authority can negotiate the rates with the L-1 bidder and finalize the rates accordingly. The authority is not bound to accept the L-1 rates. If the L-1 bidder fails to sign the agreement then negotiations with Firms other than the (L-1) lowest bidder i.e. L-2 bidder shall be held upon obtaining prior approval of the competent authority.

The State has been divided into eight Zones. A bidder can participate in a maximum 6 (six) different zones.

#### 12. **Period of engagement**

The period of engagement of selected agencies shall be for **two years** from the date of signing of the agreement. The period of engagement can be extended for a further period if necessary, based on the requirement.

#### 13. **Termination of Contract**

The contract can be terminated by the Client during the period of the contract by giving 15 days notice in case of violation of any terms & conditions of the contract or in the public interest. In case of violation of the contract by the Company /Firm, the Performance Bank Guarantee can be forfeited by the Client apart from levy of fine/ recovery and termination of contract including blacklisting the concerned Firm. In case the agency is not interested in continuing with the contract, he can give 2 (Two) months' notice in advance citing reasons for the same.

### 13. **Documents required to be submitted**

The following **self-attested** documents are to be submitted.

1. Income Tax returns filing copies of the Agency for the last three consecutive years.
2. GST Registration Certificate with up-to-date return filing copies.
3. Annual Turnover Certificate of last three financial years duly certified by C.A. (indicating membership no. of C.A. with seal) ending on 31-03-2021 with an audited balance sheet of last three financial years.
4. Demand Draft of Rs. 10,000/- (ten thousand) only towards cost of tender paper and processing fee in favour of 'D.D.O., I.&P.R. Department' (Non-refundable).
5. Work orders for Mounting of Hoardings in respect of work experience as mentioned in Sl.No.5 of Point No.4 (Eligibility Criteria) of Section-2-, the certificates obtained from the work order issuing Authority (Govt./PSU Organisation) must be attached.
6. Copy of PAN Card.
7. Registration Certificate of the firm with details of the ownership of the company.
8. Non-Blacklisting declaration as mentioned in 'Eligibility Criteria' should be submitted in the shape of an affidavit.
9. EMD/Bid Security Declaration Certificate. **(Annexure-II)**

### 14. **Submission of Proposal:**

The **Technical** and **Financial Proposal** should be put into separate envelopes and **submitted inside one single envelope super-scribing the title of the RFP as “ PRINTING, MOUNTING AND DISPLAY OF HOARDINGS (AS AND WHEN REQUIRED) IN DISTRICT HQS., SUB-DIVISIONAL HQS., BLOCK HQS., MUNICIPAL CORPORATION, MUNICIPALITY AND N.A.C. AREAS ACROSS THE STATE”**.

Bidders must submit their proposals through **Registered Post/ Speed Post/ Courier** to

**The Director,**

**Information & Public Relations Department,**

**Government of Odisha, Bhubaneswar – 751001**

SECTION: 3

TECHNICAL PROPOSAL SUBMISSION FORMS

COVERING LETTER

(In Bidder's Letter Head)

[Location,

Date]

To

The Director,  
Information & Public Relations Department,  
Government of Odisha,  
Bhubaneswar – 751001

**Subject: SELECTION OF AGENCIES FOR “PRINTING, MOUNTING, AND DISPLAY OF HOARDINGS (AS AND WHEN REQUIRED) IN DISTRICT HQS., SUB-DIVISIONAL HQS., BLOCK HQS., MUNICIPAL CORPORATION, MUNICIPALITY AND N.A.C. AREAS ACROSS THE STATE”.**

Dear Sir,

I/We, the undersigned, request you to participate in the selection process for \_\_\_\_\_in accordance with your request for proposal No. \_\_\_\_\_dated\_\_\_\_\_. I/We are hereby submitting our proposal which includes the technical proposal and financial proposal sealed in separate envelopes.

I/We hereby declare that all the information and statements made in this Technical Proposal are true and correct and I accept that any misinterpretation contained in it may lead to the disqualification of our proposal. Our proposal will be valid for acceptance up to **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I/We hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP is found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

**FORMAT- I: DETAILS OF THE BIDDER**

Sl. No.	Description	Full Details
1	<b>Name of the Bidder</b>	
2	<b>Address for communication:</b> Tel : Fax: Email id :	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. Email id :	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Odisha</b> <b>Please furnish the address &amp; contact details</b>	
6	<b>Bid Processing Fee Details</b> Amount: BC/DD No. : Date: Name of the Bank:	
7	PAN Number	

<b>8</b>	Goods and Services Tax Identification Number (GSTIN)	
<b>9</b>	Whether willing to carry out assignments as per the scope of work of the RFP. (Yes or No)	
<b>10</b>	Whether accept all the terms and conditions as specified in the RFP (Yes or No)	

**Authorized Signatory [In full and initials]:**

\_\_\_\_\_

**Name and Designation with Date and Seal:**

\_\_\_\_\_

**FORMAT - II: LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE**

Parameter	Information	Supporting Documents	Page No.
Company/Firm Name and Existence		Certificate of Incorporation/ Registration (refer to Table below for appropriate documentation)	
Type of Organization	Private Limited Company/ Registered Individual /Partnership Firm /Proprietorship firm		
Name of Registration Authority			
Registration No.			
Date of Registration			

Place of Registration			
GST Registration, Return filling Status	Registration No.	Registration Proof: up-to-date GSTR 3B filing copies	
PAN	PAN No.		
IT Returns of the Last 03 consecutive years			

**SECTION: 4**

**FINANCIAL PROPOSAL SUBMISSION FORMS**

**COVERING LETTER**

**(In Bidder's Letter Head)**

*[Location, Date]*

**To**

**The Director,  
Information & Public Relations Department,  
Government of Odisha,  
Bhubaneswar – 751001**

**Subject: SELECTION OF AGENCIES FOR “PRINTING, MOUNTING AND DISPLAY OF HOARDINGS (AS AND WHEN REQUIRED) IN DISTRICT HQS., SUB-DIVISIONAL HQS., BLOCK HQS., MUNICIPAL CORPORATION, MUNICIPALITY AND N.A.C. AREAS ACROSS THE STATE”.**

I/We, the undersigned, offer to provide the service for **[Insert title of assignment]** in accordance with your Request for Proposal No.\_\_\_\_\_, Dated:\_\_\_\_\_. Our attached Financial Proposal is [Insert amount(s) in words and figures] per month per unit. This amount is exclusive of the taxes applicable as per GST Act. I/We do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

I/We understand that you are not bound to accept any proposal you receive. We thank you for providing us with an opportunity to participate in the selection process. Please find our financial offer as per the Commercial bid format along with this cover letter.

I remain,

Yours faithfully,

**Authorized Signatory [In full and initials]:**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

**SUMMARY OF FINANCIAL BID**

**“PRINTING, MOUNTING AND DISPLAY OF HOARDINGS (AS AND WHEN REQUIRED) IN DISTRICT HQS., SUB-DIVISIONAL HQS., BLOCK HQS., MUNICIPAL CORPORATION, MUNICIPALITY AND N.A.C. AREAS ACROSS THE STATE”.**

<b>Sl. No.</b>	<b>Specification</b>	<b>Rate per Sq. Ft. (in INR) exclusive of taxes</b>	<b>GST @ (____%)</b>	<b>Total</b>
1	<b>Printing of Star Canvass Flex</b>	In Figure _____ In word _____		
2	<b>Mounting of Hoardings on permanent structure</b>	In Figure _____ In word _____		
3	<b>Rental charges for Display of hoardings on permanent structure (per month)</b>	In Figure _____ In word _____		
4	<b>Mounting of hoardings on temporary structure (per month)</b>	In Figure _____ In word _____		



5	<b>Wall wrapping</b> (Rental charges per month)	In Figure _____  In word  _____		
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The bidders should mention the Zone / Zones for which applied. (Refer to terms and conditions).

**N.B.** Taxes will be paid by the client as per the applicable rate under GST Act. Rates per Sq. Ft. offered above shall remain fixed till the completion of the contract.

**Authorized Signatory [In full and initials]:**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

**Annexure – I**

**PERFORMANCE BANK GUARANTEE FORMAT**

**To,**

WHEREAS..... (Name and address of the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFP no..... dated ..... to undertake the service ..... (Description of services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by \_\_\_\_\_(Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby declare that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of ..... (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under

this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the ..... day of ....., 202

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of the claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

**(Signature of the authorized officer of the Bank)**

.....

**Name and designation of the officer**

.....

.....

**Seal, name & address of the Bank & Branch**

**Annexure-II**

**BID SECURITY DECLARATION FORMAT**

**On Bidder's LetterHead**

I/We, the authorised signatory of M/s. ....participating in the subject Short Tender call Notice No. .... dated ..... For the assignment of ....., do hereby declare that:

- i. That I/We have availed the benefit of waiver of EMD while submitting our offer against the subject Short Tender Call Notice and no EMD being deposited for the said Short Tender Call Notice.
- ii. That in the event we withdraw/modify our bid during the period of validity or I/we fail to execute a formal contract agreement within the timeline or I/we fail to submit a Performance Security within the given timeline or I/we commit any breach of Short Tender Call Notice Condition/Contract which attracts penal action and I/we will be blacklisted from being eligible for bidding/award of all future contract(s ) of Government of Odisha for a period of three years from the date of committing such breach.

**Authorized Signatory [In full and initial]:**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

