

REQUEST FOR PROPOSAL (RFP)

SELECTION OF AGENCY FOR DIGITAL WALL
PAINTING FOR IEC ON
DIFFERENT SCHEMES OF GOVT. OF ODISHA

I&PR DEPARTMENT
GOVERNMENT OF ODISHA

INDEX

SL NO	BRIEF DESCRIPTION	PAGE
01	RFP DATA SHEET	04
02	LETTER OF INVITATION (LOI)	05
03	INFORMATION TO THE BIDDER	06
04	TERMS AND CONDITIONS	09
05	TECHNICAL PROPOSAL SUBMISSION FORM	14
06	FINANCIAL PROPOSAL SUBMISSION FORM	16



Government of Odisha
Information & Public Relations Department
Lok Sampark Bhawan, Bhubaneswar

No. 19142 / I&PR, Bhubaneswar,

Dated: 08/12/2023

(IPR-FP-GP-0022-2023)

**SELECTION OF AGENCY FOR DIGITAL WALL PAINTING FOR IEC ON
DIFFERENT SCHEMES OF GOVT. OF ODISHA**

1. **Director, I&PR Department, Govt. of Odisha** (The Client) invites Request for Proposal (RFP) from the eligible individual/agencies for Digital Wall Painting of Different schemes of Govt. of Odisha throughout the State.
2. Details about the scope of work, eligibility requirements etc. may be seen from the website of I&PR Department www.inpr.odisha.gov.in/website of Odisha Govt. <http://www.odisha.gov.in>. The RFP document may be downloaded from the said website of I&PR Department/ website of Govt. Odisha.
3. Pre bid meeting of prospective bidders on 14.12.2023 at 11 A.M in the Conference Hall of I&PR Department, Lok Sampark Bhawan Unit-V, Bhubaneswar Pin-751001.
4. Last date for receipt of sealed Proposal is on **dtd. 28.12.2023 at 05.00 PM.**
5. Date for opening of RFP is on **dtd. 29.12.2023 at 11.00 A.M** in the Conference Hall of **I&PR Department, Lok Sampark Bhawan, Unit-V, Bhubaneswar Pin-751001.**

Sl. No.	Particular	Details
1	Name of the Client	The Director, I&PR Department, Govt. of Odisha
2	Method of Selection	Least cost based selection (LCBS i.e. L-1) method
3	Date of Issue of RFP	Dtd. 08.12.2023
4	RFP Due Date	Dtd. 28.12.2023 at 05.00 PM
5	Date of Opening of Proposal	Dtd. 29.12.2023 at 11.00 AM.
6	Pre Bid Meeting	Dtd. 14.12.2023 at 11.00 AM.
7	Address for Submission of Proposal	The Director, Information & Public Relations Department, Government of Odisha, Lok Sampark Bhawan, Unit-V, Bhubaneswar, Odisha-751001 Telephone No- 2394890 Email – iprenews@gmail.com Mode of Submission: Speed Post/Registered Post/Courier only to the address as specified above during the office hour only. Submission of Proposal through any other mode and late submission Proposal will be rejected.
8	Place of Opening of Proposal	Conference Hall of I&PR Department

[Signature]
Director, I&PR, 12.2023

Memo No. 19143 /IPR., BBSR, Dated 08/12/2023

Copy forwarded to OSD to Principal Secretary to Govt., I&PR, Sr. P.S. to Director, I&PR and Director(Technical) for kind information of Principal Secretary to Govt., Director, I&PR and Director(Technical) respectively.

[Signature]
Addl. Director 8/12/23

Memo No 19144 , Date 08/12/2023

Copy forwarded to the System Analyst, I&PR Dept. for information and necessary action. He is requested to take appropriate steps for uploading the Request for Proposal (RFP) in the website of Information & Public Relations Department www.inpr.odisha.gov.in/website of Odisha Govt. <http://www.odisha.gov.in>.

[Signature]
Addl. Director 8/12/23

Memo No 19145 , Date 08/12/2023

Copy forwarded to System Analyst/State Portal, Secretariat for information and necessary action. They are requested to hoist the Request for Proposal (RFP) in the State Govt. Portal.

[Signature]
Addl. Director 8/12/23

Memo No 19146 , Date 08/12/2023

Copy forwarded to Joint Director (Advertisement Section) for information and necessary action. He is requested to publish the Request for Proposal (RFP) in two leading Odia News Papers and one leading English daily on dtd. 09.12.2023.

[Signature]
Addl. Director 8/12/23

Memo No 19147 , Date 08/12/2023

Copy forwarded to Superintendent, Issue Section for information and necessary action. He is requested to display the Request for Proposal (RFP) in the Notice Board of this Department.

[Signature]
Addl. Director 8/12/23

Memo No 19148 , Date 08/12/2023

Copy forwarded to Dairy Superintendent for information and necessary action. He is requested to receive the sealed bid documents by Speed Post/ Registered Post/Courier only and hand over the bids to the Addl. Director in charge of AVP Section to keep the bids in safe custody.

[Signature]
Addl. Director 8/12/23

Memo No 19149 , Date 08/12/2023

Copy forwarded to O.E.-II Section/Care taker for information and necessary action. They are requested to keep ready Conference Hall on dtd. 14th and 29th of December 2023 at 11.00 AM for the above purpose.

[Signature]
Addl. Director 8/12/23

**Government of Odisha
Information & Public Relations Department
Lok Sampark Bhawan, Bhubaneswar**

REQUEST FOR PROPOSAL (RFP)

1. **Director, I&PR Department**, Govt. of Odisha invite sealed Request for Proposal (RFP) from the Eligible selection of agency for Digital Wall Painting of different schemes of Govt. of Odisha throughout the State.
2. Details technical Specifications, probable requirements etc. may be seen from the website Of I&PR Department www.inpr.odisha.gov.in/ and website of Odisha Govt. <http://www.odisha.gov.in>.
3. The Application shall be submitted in the office of the undersigned duly signed by the authorized signatory on each page and duly authenticated with seal in token of having read, understood and accepted the terms and conditions of the RFP. Application submitted otherwise than in the manner prescribed in the RFP shall be rejected.
4. I&PR Department have the right to accept or reject the Tender(s) without assigning any reason thereof.
5. Date of Issue of RFP is on dtd. **08.12.2023**.
6. Last date for receipt of sealed RFP is on **dtd. 28.12.2023 at 05.00 PM**.
7. Date for opening of RFP is on dtd. **29.12.2023 at 11:00 AM** in the Conference Hall of **I&PR Department, Lok Sampark Bhawan, Unit-V, Bhubaneswar, Pin-751001**. Telephone No- 2394890/ Email- jprenews@gmail.com.
8. The prospective bidders may attend a **Pre Bid** meeting to be held on **dtd. 14.12.2023 at 11:00 AM** in conference hall of the **I&PR Department, Lok Sampark Bhawan, Unit-V, Bhubaneswar, Pin-751001** to put forth their views/suggestion on the scope of work/tender document. It is prerogative of the tender inviting authority to accept or reject the views/ suggestion of prospective bidders. In eventual acceptance necessary modification of RFP will be done.
9. The concerned Agencies are required to attend the Bid Opening Meeting or depute their authorized Representatives to remain present during opening of the RFP on dtd. **29.12.2023 at 11:00 AM** in Conference Hall of **I&PR Department, Lok Sampark Bhawan, Unit-V, Bhubaneswar, Pin-751001**. Telephone No- 2394890/ Email- jprenews@gmail.com.
10. The RFP received after the stipulated date and time shall not be taken into consideration and liable for rejection.
11. All disputes which may arise relating to tender are subject to judicial jurisdiction of the competent Court at Bhubaneswar only.
12. It is to certify that this tender document **contains 20 pages**.

**Director,
I&PR, Bhubaneswar
(Tender Calling Authority)**

SECTION: 1**LETTER OF INVITATION****RFP No:****Dated:**

Name of the Assignment: SELECTION OF AGENCIES FOR DIGITAL WALL PAINTING OF DIFFERENT SCHEMES OF GOVT. OF ODISHA THROUGHOUT THE STATE.

Director, I&PR Department, Govt. of Odisha invites sealed proposal from the eligible agencies / bidders for selection of agency for Digital Wall Painting of different schemes of Govt. of Odisha throughout the state. More details on the proposed service are at **Section-2: Information to the bidder** of this RFP Document.

1. AGENCIES will be selected under **Least cost based selection (LCBS i.e. L1) method** prescribed in the RFP Document.
2. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post / Courier** only. The I & PR. Dept. shall not be responsible for any delay in receipt of the Tender papers. Submission of proposal through any other mode will be rejected. The proposal received after due date and time will not be considered.
3. The last date and time for submission of proposal complete in all respects is **dttd.28.12.2023 at 05.00 PM.** and the date and time for 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 **dttd.29.12.2023 at 11.00 AM.** Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
4. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best knowledge of I & PR. Department. The I&PR Dept. holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The I&PR Dept. 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 and cannot be challenged.
5. This RFP includes following sections
 - I. Bidders data sheet
 - II. Letter of invitation
 - III. Information to the bidder
 - IV. Technical proposal submission form
 - V. Financial proposal submission form

**Director, I&PR Department
Govt. of Odisha**

Section-2

INFORMATION TO THE BIDDER

1. OBJECTIVE:

I&PR Department, Government of Odisha wishes to empanel eligible Agencies for Digital Wall Painting in order to undertake IEC and different schemes of Government of Odisha throughout the State. The empanelled Agencies will work with the Department till the completion of term, unless disabled by suspension/ removal on valid grounds.

2. Scope of Work:

- The assignment is to hire suitable and experienced agencies for digital wall painting work in all districts of Odisha including blocks and G.P.s basing on the need of Government. The Programme targets to paint large scale Digital Wall Paintings in landscapes of high visibility, building facades, water tanks, water ATMs, govt. walls, private Walls etc. The shape of wall painting shall be either rectangular or in square form as per the availability of space in selected areas (to be decided by the authority)
- The work shall include scrapping, scrubbing and cleaning of wall, painting with primer and all weather seal coats (Asian paint / Berger paints / Dulux or equivalent brand). Durability should be of at least 5 years span.
- The labour and man power required for execution of the art work shall be the responsibility of the selected bidder.
- Cost involved or incidentals shall be borne by the selected bidder. I&PR Department shall only be liable to pay the amount at the approved and consented by the panelists.
- Periodical supervision of the painted site and the periodicity will be case based to be spelled out in the work order.
- To ensure measures of environmental management.
- The location and area for wall paintings will be broadly decided by I&PR and other user Depts. However search of sites and surface will be the responsibility of the vendor.
- Required bid security (EMD) and tender processing cost as mentioned in this document has to be submitted.

3. Digital Wall Painting Specification:

Usage / Application	Outdoor wall
Artist	Digital Wall painting media
Pattern	Digital wall painting media
Material	Non plastic material, non-bearable, water proof , water resistant and UV
Substance	Non PVC, Eco Solvent synthetic material
Content	Media Consist of water based coating and release liner
Description	Smooth bright white opaque water based coating of high dynamic sensitivity of water
Temperature Sustainability	0 Degree to 150 Degree Centigrade
Basic Weight	35 GSM Plus or Minus 5 GSM
Adherent/Fixing	No Adhesive or Gumming
Fixing Technology	Water based solution to melt in any kind of even or uneven surface
Total Caliper of Media	155/170 plus or minus 8 GSM
DPI	It should be of higher resolution, typically, around of 300 DPI to ensure that the painting looks crisp and clear
Shelf Life	At least 5 years
Substance	Water Bond
Size	To be decided

1.

4. .ELIGIBILITY CRITERIA:

- The bidder must have been a registered company under the Indian Companies Act or registered individual/partnership firm or Proprietorship firm/unit and must have at least three years' experience in visual outdoor advertisement.
- The bidder should have valid GST registration for legally carrying out its business with Government.
- The bidder should have a minimum turnover of Rs. 10 Lakhs in each year for any three financial years out of last five years (i.e., FY18-19, FY19-20, FY20-21, FY21-22, FY22-23). The bidder must submit annual turnover certificate of five financial years duly certified by C.A. (indicating membership no. of C.A. with seal) ending on

31-03-2023 with audited balance sheet of last three financial years with the income tax return filing of said three financial years.

- The bidder should have local office in Bhubaneswar and Cuttack with adequate manpower and accessories.
- The agencies must have prior experience of executing outdoor advertisement work with any Government / Semi government / Corporation / PSUs / WHO / UNICEF / UNFPA etc.
- The selection shall be done on the basis of an evaluation of scores secured by the agency out of 100 marks, Parties scoring at least 60 to be short listed.
- The bidder must not have been barred or black-listed by any State/Central Government Departments/Govt. Agencies or any PSUs. To this effect, the bidders must have to attach duly sworn in Affidavit with the bid-paper.
- The agency must not have indulged in any criminal offence. (An affidavit to be attached).
- The bidder should have a valid PAN card and must have filed IT return for last 3 assessment years (FY21-22, FY22-23, FY23-24).

1.

5. **EVALUATION AND SELECTION PROCEDURE:**

- In order to select the agencies, I&PR Dept. will evaluate the proposal as per RFP. During the evaluation, I&PR Dept. may ask the agencies to clarify on their proposal submitted.
- Evaluation process: Scrutiny of eligible criteria mentioned above for responsiveness to RFP will be done by the I&PR Dept. to determine whether the documents have been properly signed, eligibility criteria fulfilled and all relevant

documents submitted and whether the response to RFP is in order. The response to the RFP not conforming to the eligibility criteria, financial turnover requirements, and past work experience will be rejected. The short listing of agencies will be based on above evaluation of RFP by I&PR Dept. (In the 1st stage). The agencies who qualify in the eligibility criteria shall go to the next stage i.e. Technical Evaluation (2nd) stage.

- Agencies who qualify in the technical evaluation stage (2nd stage) shall be shortlisted for selection.
- The Technical Evaluation (2nd) stage will be done on the basis of criteria and documents submitted in the table below. Each of the items shall be allocated a particular mark, basing on which the final technical score shall be calculated. The agencies who will score 60% or above shall be eligible for selection.
- Financial bid of the technically qualified (2nd stage qualified) agencies will only be opened and accordingly L-1 rate will be derived in most transparent manner.

PARAMETERS FOR TECHNICAL EVALUATION & SCORING.

Sl. No	PARAMETER	DIVISION OF MARKS	Documents to be attached
1	Turnover of Agencies for any 3 financial years out of five financial years (i.e. FY18-19, FY19-20, FY20-21, FY21-22, FY22-23)	From Rs.10 Lakhs to Rs.20 Lakhs- 20marks Above Rs.20 Lakhs to Rs.30 Lakhs - 30marks Above Rs. 30 Lakhs- 35 marks	Annual turnover certificate of last five financial years duly certified by C.A.
2	No of outdoor advertisement work order received in last 10 years (From 2013).	02-09 work orders-20 marks 10-20 work orders-30 marks More than 20 work orders-40Marks	Work Order from Govt. /PSU Organizations.
3	Experience in the field of digital wall painting in the Govt. Organization/Dept./Ministry (In shape of Years).	02-05 work orders-10 marks 06-10 work orders-20 marks More than 10 work orders-25Marks	Work Order from Govt. /PSU Organizations/Reputed private organization.

6. TERMS AND CONDITIONS:

- Selected Agencies will have to sign an Agreement with Department of I&PR for a period of three years. If the Agency fails to sign the Agreement within the time specified in the letter of offer of selection will stand cancelled automatically. The cost to this effect will be borne by the selected bidder. The term may be extended for a further period, if necessary basing on the requirement by mutual agreement between two parties. The terms and conditions of the contract shall remain unaltered in eventual extension.
- The 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" bid. Both the sealed covers should be put inside a bigger sealed cover and boldly written with the name of supplier/bidder, the tender call notice number and the last date for submission. The "Financial bids" of the Technical evaluation (2nd stage) qualified agencies shall only be opened.
- Technically qualified bidders shall be empanelled if they agree to execute the work of Digital Wall Painting as per the L-1 rates. The I&PR Dept. reserves the right to distribute the work among the empanelled agencies for Digital Wall Painting.
- All the crucial figure i.e. Rates & Amount should be written in figures followed by words in a bracket in the tender document.
- All the rates and amounts shall be quoted in Indian Rupees (INR).

- The rates quoted by the agencies shall be excluding GST and Taxes will be paid as per the applicable rate under GST Act.
- Wherever specific terms and conditions have not been spelt out in the document, OGFR of the State Govt. shall apply.
- The client reserves the right to distribute the work among empanelled agencies as per requirement.
- The empanelment of agencies doesn't guarantee award of work to all the empanelled Digital Wall Painting agencies.
- All the crucial figures i.e. rates and amount should be written in figures followed by words in a bracket in the Tender document.
- There shall be no over-writing in the tender documents and other papers submitted. Any alteration should be initialed with seal by the same person who signs the Tender document.
- All the rates and amounts shall be quoted in Indian Rupees (INR) in round figure.
- Submission of more than one competitive bid by the same firm in response to the same Tender Call Notice is prohibited and both the bids shall be rejected.
- No advance payment shall be made in any circumstances for execution of work. Full payment will be made after receiving services from the firm and after certification by the concerned quarter that the performance is satisfactory.
- TDS under IT and GST shall be deducted as per law.
- All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Bhubaneswar.
- Each page of this Tender Document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
- 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.
- In case, any dispute/ambiguity arises in the tender papers/decision of I&PR Department/Tender calling authority shall be final.
- The agency shall not sub-contract part or complete work assigned to him by the Client Department.
- Bidders need to ensure that their offers are complete in all respect. No back out or revision will be entertained.
- I&PR Department will not be responsible for any loss, damage, injury caused at the time of execution of the contract. The firm shall own the whole responsibility.
- In case of delay in execution of assigned work by the Agencies, I&PR Department may impose a penalty as well as debar and blacklist the defaulting Agencies from applying in future .
- If services performed by the Agencies fail to conform to specifications of the assigned work due to indifferent, negligent and non-supportive attitude of the agencies, the department can revoke the contract because of such failure. This shall be without prejudice to other remedies available under law and agreement with I&PR Department.
- IN case of the breach of contract, the Performance Bank Guarantee will be forfeited and the Agencies shall be blacklisted/recommended for blacklisting.
- A notice served through email/special messenger/telephone/whatsapp to the agencies will be sufficient to initiate action against the Agencies.
- The agencies are expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to I&PR Department's interest.

- I&PR Dept. will reserve the right to de-panel the Agencies, for non-performance as per the quality standard and timeline to undertake the assigned work.
- After completion of the assignment, the agencies will have to submit the GST bills/invoices to I&PR Department.
- The agencies will be responsible for ensuring timely delivery of all services and conformity to the technical standards.
- The assigned empanelled bidder must complete the assignment in the stipulated period as per the work-order.
- I&PR Department at its own discretion may allocate work to more than one agency at a time depending on the quantum nature and priority of the works.
- In case I&PR Department do not find the work up to satisfaction the department may ask the agency to make changes to its satisfaction. Even after providing reasonable opportunity, if the agency fails to perform, then I&PR Department reserve the right to get it done by any other agencies for which the agencies will have no obligation and not raise any bill, dispute in this context, at any point of time.

7. **TENDER COST AND BID PROCESSING FEES :**

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

8. **EMD:**

Bid Security (E.M.D.): The tender document shall accompany with an Earnest Money Deposit (EMD) of Rs 20,000/- without which the tender shall be rejected. The Earnest Money Deposit should be in favour of **DDO, Information and Public Relations Department** Government of Odisha, Bhubaneswar in the form of DD/FDR/Banker’s Cheque / NSC / Postal Savings Pass Book in an envelope along with the sealed covers of “Technical” bid. The EMD may be forfeited (a) if they withdraw or modify their bids/ violate the Terms and Conditions of the Tender documents during the period of validity and shall be suspended for the period of 3 years from participating in any Government/ PSU Tenders.(b) in case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender document. EMD shall be refunded after the rejection of a bid in other cases. The DD/FDR/Banker’s Cheque etc. shall be refunded in original with or without reverse endorsement as required for the refund. EMD of the successful bidder shall be retained till the agreement is signed and Performance Security is deposited.

9. **PERFORMANCE SECURITY:**

The qualified bidder(s) shall have to furnish a Performance Security amounting to **Rs. 50,000/- (Fifty Thousand) only** in the form of NSC/Post Office Saving Bank Account/ FDR from any Nationalized Bank/Scheduled Bank situated in Bhubaneswar ,Odisha/ Bank Guarantee /e-BG duly pledged in favour of **“D.D.O., I.&P.R. Department”**, within 7 days of notifying the acceptance of proposal for the award of contract as per the format at **Annexure-E**, 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 EMD. The Performance Security shall be released immediately

after three months of expiry of 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.

10 . PRICE BID & FINANCIAL EVALUATION:

Least Cost Based Selection (LCBS) method will be followed during the overall selection process. The I&PR Dept. will select the lowest evaluated price bid among all the technical evaluation (2nd stage) qualified bids. For the purpose of selection, the lowest evaluated cost including all expenses shall be selected . The successful bidder shall be selected taking in to consideration of the lowest bid L-1 in most transparent manner .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 obtaining prior approval of the Government.

If the L-1 rate is found to be abysmally low or abnormally high, the I&PR Dept. reserves the right to derive a workable rate by a structured exercise.

The price bid is to be submitted as per the prescribed format.

11. . PERIOD OF EMAPNELMENT :

The period of engagement of selected agencies shall be for **Three years** from the date of signing of the Agreement. The period of engagement can be extended for a further period if necessary basing on the requirement on mutual agreement by both the parties in writing on the same rates, terms and conditions.

12. . TERMINATION OF CONTRACT/AGREEMENT:

The contract can be terminated by I&PR Dept. during the period of contract by giving 15 days notice in case of violation of any terms & conditions of the contract or in the public interest. The violation of contract by the agencies, the Performance Security can be forfeited by I&PR Dept. apart from imposing of fine/ recovery and termination of contract including blacklisting the concerned agencies. If the Agencies 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 (SELF ATTESTED):

- Income Tax return filing copies of the Agency for last three consecutive assessment years i.e.2021-22,2022-23 & 2023-24.
- GST Registration Certificate with up-to-date return filing copies.
- Annual Turnover Certificate of last five years (i.e., FY18-19, FY19-20, FY20-21, FY21-22,FY22-23) duly certified by C.A. (indicating membership no. of C.A. with seal) with audited balance sheet of last three financial years (**Annexure-A**)
- 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).
- Proof for providing digital painting services obtained from service receiving Authority must be attached (**Annexure-B**).
- Copy of PAN Card.
- Registration Certificate of the firm with details of the ownership of the company.
- Non-Blacklisting and non indulge in criminal proceeding declarations should be submitted in shape of an affidavit (**Annexure-C**)

- EMD of Rs.20,000/- (Twenty Thousand) DD/NSC/Post Office Savings Bank Account /FDR form any Nationalized Bank/Duly pledged in favour of "D.D.O., I.&P.R. Department", payable at Bhubaneswar.
- Self certified declaration of having office in Bhubaneswar (**Annexure-D**)

Annexure-A

FORMAT FOR FINANCIAL CAPABILITY OF THE AGENCIES:

Sl. No.	Financial Year	Annual Turnover (In INR)	Profit after Tax (PAT)
1	FY 2018-19		
2	FY 20219-20		
3	FY 2020-21		
4	FY 2021-22		
5	FY2022-23		

Enclose certificate issued by Chartered Accountant stating the details of annual turnover during the above financial years along with audited financial statement.

Annexure-B1

DETAILS OF PAST EXPERIENCE

Sl. No.	Description of Assignment	Work Order No. and date.	Value of Contract/work Order Amount (In INR)	Address details of Client
1				
2				
3				
4				
5				
6				
7				

Annexure-B2

Details of Experience in Digital Wall Painting

Sl. No	Name of the Award	State/National/International Award	Year of Award	

TENDER DOCUMENT: 1
TECHNICAL PROPOSAL SUBMISSION FORM
COVERING LETTER
(In Bidder's Letter Head)

To

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

Subject: “Selection of agency for Digital Wall Painting of different schemes of Govt. of Odisha”

Dear Sir,

I, the undersigned, request you to participate in the selection process for _____ in accordance with your Request for Proposal No. _____ dated _____. We are hereby submitting our technical proposal sealed in envelope.

I 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 disqualification of our proposal. 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 hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP documents. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TENDER DOCUMENT: 2

FORMAT- I: DETAILS OF THE BIDDER

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year :	
5	Local office in Odisha Please furnish contact details	
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	PAN Number (Copy)	
8	Goods and Services Tax Identification Number (GSTIN)Registration Certificate	
9	Whether willing to carry out assignments as per the scope of work of the RFP	
10	Whether accept all the terms and conditions as specified in the RFP	
11	Proof of ownership of Production HOUSES/AGENCIES	

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TENDER DOCUMENT: 3

FINANCIAL PROPOSAL SUBMISSION FORM
COVERING LETTER
(In Bidder's Letter Head)

To

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

Subject: "Selection of agency for Digital Wall Painting of different schemes of Govt. of Odisha"

I, the undersigned, offer for "Selection of agency for Digital Wall Painting of different schemes of Govt. of Odisha" throughout the state. In accordance with your Request for Proposal (RFP) No. _____ Dated _____ 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 documents.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations , up to expiration of the validity period of the proposal ofdays . I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive. We thank you for providing us an opportunity to participate in the selection process. Please find our financial offer with this covering letter.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

PRICE BID FORMAT

SL NO.	Name of the Activity	Amount per Square Feet Excluding GST (Including all other Expenses)	GST(.....%)	Total Amount Including GST
1	Digital wall painting (Throughout the State)			

NB: Taxes will be paid by the client as per the applicable rate under GST act.

Authorized signatory (in full and initials):

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____

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 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 (Copy)	PAN No.		
IT Returns of last 03 consecutive years			

Annexure-C

DECLARATION FOR NON-BLACKLISTING/NON-INDULGENCE IN CRIMINAL ACTIVITY

(In shape of affidavit to be executed on Rs. 10/- Non judicial stamp paper by Public Notary/Executive Magistrate)

To

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

Subject: “Self Declaration – Non-Blacklisting”.

Sir,

In response to the “Request for Proposal” (RFP) dated _____ I/We do hereby declare that there is no case with Police/ Court/ regulatory authority and non-indulgence in criminal activity against the proprietor/ firm/ partner. Also I/We have not been suspended/ delisted/blacklisted by any other Government/ Ministry department/ Public sector under taking/ Autonomous Body/ Financial Institution/ Court. We also certify that our firms/ company or any other of the partners are not involved in any scam and disciplinary proceedings settled or pending adjudication.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]: _____

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____

ANNEXURE-D

DECLARATION CERTIFICATE

(Having Office in Bhubaneswar)

(to be given on Bidder’s letter head)

I/We do hereby declare that we possess a full-fledged office at Bhubaneswar for production of audio visual contents as per the Terms and Conditions. Further, we have no objection in case I&PR. Department desire to inspect and physically verify the same and shall provide the required assistance for the same. The detailed of the address is
.....
.....
.....

(Signature & Seal of the firm)

ANNEXURE-E**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) (here-in 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 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