


**OFFICE OF THE DISTRICT EDUCATION OFFICER, BALASORE**  
**At /Po- Balasore , Dist-Balasore, Pin-756001**  
**NOTICE FOR INVITING EXPRESSION OF INTEREST**

No: 16273 Date: 07.11.2022

Expression of interest are invited from reputed agency having registered office in Odisha for the purpose of making documentation and other IEC activities of 185 transformation High Schools taken up in 3<sup>rd</sup> phase of Balasore district. The interested bidders are requested to submit their expression of interest in sealed envelope for 2 bid system i.e. Technical Bid & Financial Bid. The detail notice can be downloaded from the district website [www.baleswar.nic.in](http://www.baleswar.nic.in) and the bidders shall submit cost of tender paper of Rs. 5,000/- (Rupees Five Thousand ) only in shape of Bank Draft/Demand Draft drawn in favour of in the shape of Demand Draft drawn in favour of "District Education Officer, Balasore" payable at Balasore which is non-refundable.. The filled in expression of interest shall reach to the address the office of the District Education Officer, Balasore, At /Po- Balasore , Dist-Balasore, Pin-756001 , latest by 21.11.2022 (3:00 PM) through registered post only. Expression of interest will be opened on dated 22.11.2022 at 4:00 PM in the office chamber of District Education Officer, Balasore in presence of bidder, authorized representative and committee members.

  
07/11/2022

**District Education Officer, Balasore**

**Bid Document for High Resolution Photo Graphs, Video Coverage  
and Short film Production on Transformation High School Under  
5T initiative**

- a) Period for Receipt of Tender Document : From 09.11.2022 to 21.11.2022 up-to 03:00 PM.
- b) Date and time and venue for opening of the tender: Date: 22.11.2022, Time 4:00 P.M., Venue: **Office Chamber of the** District Education Officer, Balasore.
- c) Tender Application Form Cost: Rs.5000.00 (Rupees Five Thousand) only (non-Refundable)
- d) EMD: Rs.50, 000. 00 (Rupees fifty thousand) only Enclosed in tender application form. (Refundable)
- e) Security Deposits: 5% of total order value to be deposited, after selection of the bidder in tender.
- f) Bid Amount per Transformation High School : Rs.30,000/- (Rupees Thirty Thousand only) excluding GST
- g) Date for Commencement of Work: After **2 days** of issue of work order.
- h) General Terms & Conditions : at Annexure - A
- i) Technical Bid details : at Annexure – B
- j) Financial Bid : at Annexure – C



**General Terms & Conditions**

01. **Tender Application Cost:** The intending bidder may apply by downloading bid form and document from the web site [baleswar.nic.in](http://baleswar.nic.in) and apply accordingly along with Bank Draft for **Rs.5000.00**(Rupees Five Thousand) only which is non-refundable, & the DD should be drawn in favour of "**DEO, Balasore**" payable at Balasore as cost of the tender application cost.
02. **Place and Date of receiving the tender:** Tender shall be received at the office of the **District Education Officer, Balasore, At /Po- Balasore, Dist-Balasore, Pin-756001** through Registered Post only in the office on or before Dt. **21.11.2022 at 3.00 PM** and the sealed envelope superscribing "**IEC work for Transformation of High School Under 5T Initiative**" to the office of the **District Education Officer, Balasore, At /Po- Balasore , Dist-Balasore, Pin-756001**.
03. **Opening of Date:** - The sealed documents shall be opened at the the office of the **District Education Officer, Balasore, At /Po- Balasore , Dist-Balasore, Pin-756001** on **22.11.2022 at 4:00 PM** in presence of bidders or their authorized representatives and the Purchase Committee. The Collector, Balasore reserves the right to cancel/reject all or any /part of the notice without assigning any reason thereof. In case of any unavoidable circumstances, if the tender could not be opened on the scheduled date, then next date will be communicated to the bidders as per decision of the Collector, Balasore.
04. **Technical Requirement & Rate(s) Quoted:** The bidders are required to submit Technical Bid (Annexure-B) & Financial Annexure (Annexure-C) in to separate involves covered in a single envelope clearly super- scribing "**IEC work for Transformation of High School Under 5T Initiative**".



05. **Evaluation of tender documents:** The technical bid will be opened and evaluated first. Thereafter, financial bid will be opened for successfully qualifying technical bidders. The agency shall qualify the minimum eligible criteria mentioned in the technical bid.
06. **Award of Contract:** The Award of contract will be issued to most responsive and lowest price offered bidder but limited to maximum price fixed @ Rs. 30,000/- per Transformation High School.
07. **Sample:** as mentioned in Annexure – C the bidder must produce sample during opening of tender.
08. The intending bidder should submit an affidavit in non judicial stamp paper that the bidder has not been **blacklisted** by any Govt. organization.
09. **Price:** Price quoted by the bidder should include all local taxes, transportation cost & etc, but excluding GST.
10. **EMD :** The intending bidder should submit the EMD of Rs.50,000.00 (Rupees Fifty Thousand) in shape of Bank Draft drawn in favour of "District Education Officer, Balasore" payable at Balasore along with bid documents and the EMD of unsuccessful vendors will be refunded within a period of 30 days after finalization of the tender paper.
11. **Performance Security:** The successful bidder has to furnish performance security @ 05% in shape of Bank Draft/Bank Guarantee within two days from the date of receipts of acceptance letter. The Security amount shall be refunded after Completion of the work.
12. **Agreement:** The selected bidder will have to sign an agreement with the undersigned for execution of work for the total number of High Schools taken up for transformation under 5T in Balasore district. The number of Transformation High School will be communicated separately during placement of work order.
13. **Penalty:** If the proposer fails to work within dateline they will be imposed a penalty of 0.5%.
14. **Forfeit of EMD:** If the selected bidder fails to execute the agreement or deposit the required performance security within the prescribed date after being intimated, its EMD will be forfeited.



15. The Collector & DM, Balasore reserves the right to accept/reject any or all the tenders without assigning any reason thereof.
16. **Payment:** The billing amount will be paid through RTGS only after Completion of Pre-intervention(1<sup>st</sup> Phase Documentation of before transformation work), During-Intervention(2<sup>nd</sup> Phase documentation of ongoing transformation work) & Post-Intervention(3<sup>rd</sup> Phase documentation of Final outcome of the transformation work) at each Transformation High School point by the concerned BDOs.  
**No advance payment will be made to selected bidder.**  
After Completion of Post-Intervention, the agency will be demanding payment subject to submission of Digital Still Photograph across all stages to be submitted for all schools (**5 number** of Copies-one for School, Second for BDO, Third for DEO, Fourth for District Level Office and Fifth for State) and Submission of one Short film for each school in five copies to be distributed as per specification.
17. **Insolvent:** The authority may at any time terminate the contract by giving written notices to the bidder if the bidder becomes bankrupt or otherwise insolvent. In this event termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter.
18. **Jurisdiction:** Any dispute arising in respect of the Bid shall be instituted within the jurisdiction of Balasore, Odisha only.

Date: 07.11.2022

  
07/11/2022  
**District Education Officer, Balasore.**

**TECHNICAL BID FOR IEC WORK**

<b>Sl. No.</b>	<b>Information</b>	<b>Required Information.</b>
1	Name of Agency.	
2	Name of Authorized Person.	
3	Registered office in Balasore District.	
4	Address.	
5	Contact No.	
6	PAN No.	
7	GST No (encl. Photocopy)	
8	Cost of Tender Paper details: Rs. 5,000/-	
9	EMD amount in details: Rs. 50,000/-	
10	IT returns of last 3 years of the agency.(2018-2019),(2019-2020) & (2020-2021)	
11	Audited Statement of accounts of the agency of last 3 years. (2018-2019),(2019-2020) & (2020-2021)	
12	Annual turnover of the agency of last 3 years with average turnover of Rs. 3,00,00,000/- (Three Crore) per year. (2018-2019),(2019-2020) & (2020-2021)	
13	Experience of 5 years in undertaking similar nature of work.	
14	Any work Completion Certificate or work order of Rs. 50 Lakhs(Single Work order)	

- The bidder shall submit the self- attested copy of all the documents in support of the above information.

I hereby declare that the above statements are true and correct to the best of my knowledge and belief,

Place:

Date:

**Seal & Full Signature of the Vendor**

**Rate(s) Quoted:**  
**Financial Bid for undertaking documentary work on Transformation  
of HS under 5T Initiative in Balasore district.**

SI No	Items	Unit	Technical Requirement: Terms & Conditions	Amount (Inclusive of transportation , Printing etc.) but excluding GST ( For entire scope of work)	
				In Figures	In Words
1	Still Photo Graphs, Video Coverage and Short Film Production, Documentation on Transformation of High Schools under 5T Initiative	1	<p><b>High Resolution &amp; Quality Photo Graphs, Video &amp; Short Film</b></p> <p>1. <b>Pre-Intervention:</b> Video &amp; Still Photos coverage of the School in its existing stage. (1<sup>st</sup> Time)</p> <p>2. <b>During-Intervention:</b> Work on Progress (2<sup>nd</sup> Time)</p> <p>3. <b>Post-Intervention:</b> Finally we cover it a 3rd time when all work has been satisfactorily completed (3<sup>rd</sup> Time)</p> <p>4. Video bytes of HM, PRI members, Alumni's, Students, Block Authorities &amp; District Authorities.</p> <p>5. Digital Still Photographs across all stages to be submitted for all schools (5 nos. of Copies)</p> <p>6. Graphics, Voiceover, Music, Editing.</p> <p>7. Submission of 1 final sort film and documentation for each school. (5 nos. of Copies)</p>		

Note: The bidder/quotation should submit sample for each item during opening of tender paper for finalization of bidder.

The rate shall be quoted for entire scope of work.

**Seal & Full Signature of the bidder**