

DIRECTORATE OF ECONOMICS & STATISTICS, ODISHA, BHUBANESWAR

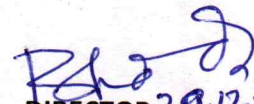
Letter No. 7707/DE&S/SSS/____/2023/Date 30.12.23

QUOTATION CALL NOTICE

Directorate of Economics and Statistics, Odisha, Bhubaneswar invites SEALED QUOTATION in prescribed formats from reputed Agencies for development of Audio & Video Visual Contents (each of 2-3 minutes duration) in two languages (English and Odia) on Statistical activities taken up under Support for Statistical Strengthening (SSS) CSS Scheme. This Audio & Video visual Content is to be submitted to MoSPI, Gol and uploaded on website of DES, Odisha.

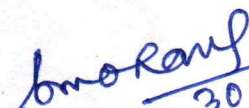
Eligibility criteria and other detail documents about quotation are available in the website which can be downloaded from DE&S website (www.des.orissa@nic.in). Agencies fulfilling eligibility criteria are required to submit their application along with requisite documents in a sealed envelope addressed to the Director, Economics and Statistics, Odisha, Arthaniti 'O' Parisankhyan Bhawan, HOD Building Campus, Keshari Nagar, Unit-V, Bhubaneswar-751001. The interested Agencies are to submit their applications by due date i.e 16.01.2024 at 05.00 P.M on the above address through Registered Post/Speed Post/Personally by hand. Application received after the due date and time will not be considered. The applicant must clearly mention "Quotation for hiring of Agencies for development of Audio & Video visuals contents on Statistical activities taken up under Support for Statistical Strengthening (SSS) CSS Scheme by DE&S, Odisha" on the body of the sealed cover. Short listed Agencies are required to make a power point presentation before the expert committee. The date of presentation will be informed to the short-listed Agencies on the date of opening of quotation.

The undersigned reserves the right to alter the date of opening of quotation and also to reject any or all the quotations without assigning any reason whatsoever.


DIRECTOR 30.12.2023

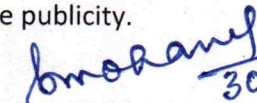
Memo No. 7708/DES/SSS/____/2023 Date 30.12.23

Copy to the Office Notice Board for information of all concerned.


JOINT DIRECTOR 30/12/2023

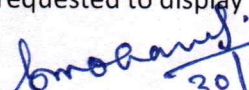
Memo No. 7709/DES/SSS/____/2023/Date 30.12.23

Copy to DD (Computer Centre), DES, Odisha for information and necessary action. He is requested to display the quotation in the official website of DES for wide publicity.


JOINT DIRECTOR 30/12/2023

Memo No. 7710/DES/SSS/____/2023/Date 30.12.23

Copy submitted to State NIC, Bhubaneswar for information. He is requested to display the quotation in the official website of Govt. of Odisha for wide publicity.


JOINT DIRECTOR 30/12/2023



SCHEDULE OF QUOTATION PROCESS

Directorate of Economics and Statistics, Odisha, Bhubaneswar invites quotations from reputed agencies for development of Audio & Video visual Content (each of 2-3 Minutes duration) in two languages (English and Odia) on Statistical activities taken up under Support for Statistical Strengthening (SSS) CSS Scheme. This Audio & Video visual Content is to be submitted to MoSPI, Gol and uploaded on website of DES, Odisha.

Agencies fulfilling eligibility criteria are required to submit their application along with requisite documents in a sealed envelope addressed to the Director, Economics and Statistics, Odisha, Arthaniti 'O' Parisankhyan Bhawan, HOD Building campus, Keshari Nagar, Unit-V, Bhubaneswar-751001.

Important Dates and Information

Heads	Dates
Date of issue of quotation	30/12/2023
Last date and time of submission of Proposals	16/01/2024 up to 5:00 PM
Date and Time for Opening of the Technical Proposal & Financial Proposal.	18/01/2024 at 3:00 PM, Conference Hall, DE&S, Odisha, Bhubaneswar
Submission of Proposal	Applications submitted without supporting documents, OR after the prescribed date shall be rejected. The applicants must clearly mention on the envelope "Quotation for hiring of Agencies for development of Audio & Video visuals contents on Statistical activities taken up under Support for Statistical Strengthening (SSS) CSS Scheme undertaken by DE&S".
Address	Director, Economics and Statistics, Odisha, Arthaniti 'O' Parisankhyan Bhawan, HOD Building Campus, Keshari Nagar, Unit-V, Bhubaneswar-751001.
Validity	The period of validity of tender is 90 days from the last date of receipt application.

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TERMS AND CONDITIONS

1. Objective

Hiring of Agency for development of audio – video visual contents (each of 2-3 minutes of duration) in 2 languages English and Odia on Statistical Field activity undertaken by DES.

2. Scope of Work

The agency selected by DES will be required to develop short audio – video visual contents (each of 2-3 minutes of duration) in 2 languages English and Odia on Statistical Field activity.

3. Deliverables:

Assignment	Duration (Per Video)	Time Frame
Audio Video Visual content on statistical field activities undertaken by DES	Each video of 2-3 minutes of duration	Within 5 days of receiving of Work order.
Virtual Reality 360 degree videos	Each video of 2-3 minutes of duration	Within 5 days of receiving of Work order.

- a) The Agency will be responsible for carrying out all the conceptual, creativity, designed, development, technical & production work which are required for production of the audio video visuals content.
- b) Story boarding and script writing based on the content required for the development of the videos as per client's briefing. Script writing and content building will be done by the agency in consultation and approval of the DES.
- c) Videos will be dropped with the subtitles in 2 languages (Odia & English)
- d) Shooting of all the contents for the video shall be done in full HD format only.
- e) Costume made renderings and animation with actual high resolution video shoots including Aerial photography via drone camera to demonstrate the entire area of operation.
- f) All the raw data and recordings with final outfit shall be the ownership of DES and the same has to be submitted along with the final submission.

4. Eligibility Criteria

- i) The agency must have the average annual turnover of minimum INR 20 Lakhs from the production of Audio-Visuals creatives and related jobs during last 3 financial years.
- ii) Agency shall have adequate experience of producing creativity, media planning, and video (film/documentary/TV) content.
- iii) The bidding agency shall have adequate infrastructure, dedicated and experienced technical and skilled person to execute the work.

- iv) The final submissions in the form a short audio-video visuals (360 degree) effect and voice over in Odia & English.
- v) Biding agency shall possess valid registration under GST, up-to-date GST submission receipt, and up-to-date income tax returns for last consecutive three years.

5. Technical Proposals

- i) Document information to be submitted as per requisites with their application in the prescribed format. (Annexure-I)
- ii) Performance against the parameters must be duly supported with self-attested documentary evidences on following items:
- iii) Copy of registration certificate (if any) of any organization for undertaking such work.
- iv) Copy of registration certificate of the Agency for undertaking such work. v) Particulars of similar jobs carried out in past 3 years.
- vi) Details of similar work at hand and value thereof a minimum of 3 work order or completion certificate for each of the project must be enclosed.
- vii) Financial status indicating the annual turnover for last 3 years.
- viii) Balance sheet/audited statement for past 3 years ix) Latest income tax, GST, and other applicable taxes and clearance certificate thereof.

6. Financial Proposal

Financial Proposal is invited from the agency along with the technical proposal in the below mentioned format separately.(Annexure-II)

Duration of Video	Quoted Rate excluding GST (in INR)	GST (in INR)	Total Quoted Rate including GST (in INR)	Remarks
For 1 minute				

N.B. Financial proposal should be submitted in a separate envelop.

7. Method of Selection

- A. In the first phase, the Technical Proposals shall be evaluated on the basis of eligibility criteria as mentioned in this T&C. All the proposals received will be scrutinized to assess their eligibility based on the eligibility criteria. Those proposals which do not meet the qualifying criteria will be rejected forthwith, or at any stage of detection.
- B. Financial Evaluation shall be carried out from the shortlisted agencies after the technical evaluation. The selection will be based on least cost selection method.

8. The sealed quotations (Quotation) will be received up to 05.00 PM on 16/01/2024 through Regd. Post/ Speed post/ personally in hand only.

9. Any interested party can submit his quotation in the office of the Directorate of Economics & Statistics, Odisha, and Bhubaneswar by Regd. Post / Speed Post/

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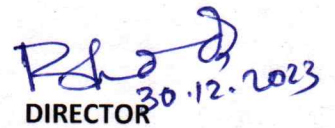
personally in hand. The quotation sent by registered post should be submitted in such a way that the same reaches the destination on or before the date and time prescribed for receipt. The quotation received after the due date and time will not be accepted. The authority is not responsible for any postal delay.

10. The quotation will be opened at **3.00 PM on 18/01/2024** in presence of the quotation/ authorised representative in the conference hall of DES.
11. The delivery of items should be within 5 days of acceptance of work order.
12. The rate in the Quotation should be free from corrections and errors. In case there is any difference in rates written in figures and words the rate quoted in words will prevail.
13. The Xerox copy of valid GST Clearance/ ITCC Certificate /DIC registration (if any) duly self-attested & Application fees for **Quotation of Rs.200/-** in shape of DD should accompany the quotation, failing which the quotation will be liable for rejection.
14. The quotationer will furnish **EMD of Rs 5,000/-**(Rupees five thousand) only in the shape of Bank Draft made in any Nationalised bank in favour of the Director, Economics & Statistics, Odisha, Bhubaneswar payable at Bhubaneswar towards EMD along with the quotation.
15. The EMD Cost will be kept as **security deposit** for the Quotationer. The EMD Cost is liable for forfeiture in case of default or failure to execute the work on time.
16. The EMD of the unsuccessful quotationer's will be refunded soon after finalization of the quotations.
17. The quotations received without fulfilling the terms and conditions are liable for rejection.
18. The authority reserves the right to reject or accept the quotation without assigning any reason thereof and no intimation will be given to the bidders. In this matter no dispute will be entertained.
19. The quotationers are requested to submit the sample video prepared by the agency earlier.
20. The Agency shall submit the raw data and recordings with final outfit in CD /Pen Drive forms to DES during the final submission.
21. Conditional bids will be rejected outright.
22. Payment of approved rates will be made only after completion of work and acceptance of audio – video visual contents by DE&S and final submission in time.
23. **Penalty**
 - i. Time of completion, being essence of the contract, the successful Agency/Bidder is bound to complete the allotted work within stipulated time frame as per the job order failing which penalty to the extent of 2% of the total cost of the work allotted for delay of each fortnight shall be imposed upon the Agency.

- ii. Failure of successful Agency/Bidder to execute the work in full, in a time bound manner, will be considered as breach of contract.
- iii. A notice sent through email / special messenger to the Agency will be sufficient to initiate action against the Agency and will be considered as the notice served to the Agency.
- iv. That the jurisdiction of all kinds of disputes between the parties to this agreement shall be in Odisha. The contract shall be governed by laws of India and all Government rules issued from time to time and in force at time of execution of contract.

24. Dispute Settlement, Jurisdiction.

Jurisdiction for filing any suit in case of dispute shall be in the Local Court at Bhubaneswar only.


30.12.2023
DIRECTOR



ANNEXURE I

APPLICATION FORMAT FOR SELECTION OF AGENCY FOR AUDIO & VIDEO VISUALS

01. Name of the Agency/Firm :-
02. Name of the Authorised Person/Proprietor/Partner:-
03. Address:
04. CONTACT No:-
05. PAN No:-
06. GST Registration No with date:-
07. No. of years in audio & visual production:-
08. Cost of Application for Quotation paper Rs.200/-, DD NO._____ and Date:_____
09. EMD amount in details:-
DD. No_____/Bank_____/Amounts. Rs.5,000.00/date_____
10. Enclosed
 - i) Xerox copy of PAN Card & IT Return for copy FY 2020-21 to 2022-23 ii) Xerox copy of GST Registration certificate.
 - iii) Draft for EMD & Cost of Quotation Paper

11. Financial Capability of Agency

SI. NO.	Financial Year	Annual Turnover (in INR)
1	FY 2020-21	
2	FY 2021-22	
3	FY 2022-23	

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

12. List of Major Client Serviced in Last three years.

Sl. No.	Name of the Client	Year	Scope of Work	Work Order Amount (In INR)

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

Place:

Signature of the Quotationer

Date:

Handwritten signature

ANNEXURE II

Financial Proposal

Name of the Agency/Firm :-

GSTIN Number

Duration of Video	Quoted Rate excluding GST (in INR)	GST (in INR)	Total Quoted Rate including GST (in INR)	Remarks
For 1 minute				

(Authorized Signatory)

Name :

Designation:

Company Seal :

Place and Date :

[Handwritten signature]