

# OFFICE OF THE PROJECT DIRECTOR ATMA MALKANGIRI

At- MV-2, DNK Malkangiri, PO- Malkangiri (Odisha)  
PIN- 764045, e-mail- ddamal.dag@nic.in

No. 2372

## NOTICE

Date. 16/08/2023

### Expression of Interest (EOI) for audio visual and video documentation under NFSM, OMM and ATMA for the year 2023-24

Expression of Interest (EOI) is hereby invited by the Project Director, ATMA Malkangiri from the intending bidders/reputed firms for **audio visual and video documentation** on different schemes i.e. under NFSM All, OMM/ IFS/ STATE PLAN/IECA/AROMATIC PADDY and ATMA All implemented under agriculture sector in Malkangiri District for the year 2023-24. The EOI documents must be submitted through **registered post/speed post** service latest by **23.08.2023 upto 12.00 p.m.** and the EOI will be opened on the same day i.e. **on dated 23.08.2023 at 3.00 p.m.** The EOI should reach in a sealed cover with super scribing as EOI for video documentation under different schemes of Project Director, ATMA, Malkangiri. The EOI should contain two envelopes separately, one for technical bid and another for financial bid. The DD/banker's cheque towards EMD amount, processing fees and quoted rate should be enclosed with the financial bid and all other documents should be enclosed in the technical bid.

#### **Terms and Conditions under EOI:**

- The agencies will abide by the terms and conditions laid down herewith and any other condition prescribed by the Project Director, ATMA, Malkangiri from time to time in fulfillment of its objective.
- This Empanelment would not in any way mean that the undersigned would be paying any retainer ship fee or monthly consultancy charges or any other form of remuneration to the empanelled agencies.
- Project Director, ATMA, Malkangiri shall retain the absolute copyright and all such production related rights including the rights for adaptations, translation, reproduction, alteration and archiving without any restriction of time period of all such creative and their inputs which might be produced by the agency for executing a work. Such creative could be used in any such future campaigns that the Government may consider appropriate.
- The empanelled agencies by agreeing to these Terms and Conditions shall be liable for penalty as per the terms of this contract in the event of their failing to adhere to them.
- This EOI is not an offer and is issued with no commitment. The undersigned reserves the right to withdraw the EOI and change or vary any part thereof at any stage and also reserves the right to disqualify any bidder, without any reason thereof.

- The undersigned reserves the right to withdraw this EOI if it determines that such action is in the best interest of the Government.
- The bidding processing fee will be **Rs.2, 000/- (Non-refundable)** should be deposited in shape of account payee banker's cheque /DD in the name of Project Director, ATMA, Malkangiri and payable at Malkangiri.
- Earnest Money Deposit (EMD) will be of **Rs.7,000/- (Refundable)** should be submitted in shape of account payee banker's cheque/DD in the name of Project Director, ATMA, Malkangiri and payable at Malkangiri for the selected party, the same will be treated as Security Money till the end of the contract period.
- Timing and sequence of events resulting from this EOI shall ultimately be determined by the undersigned.
- Applicants, those are found to canvass, influence or attempt to influence in any manner the qualification or selection process, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- Each applicant shall have to submit only one EOI as per the prescribed format.
- By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this EOI, including all forms and annexure hereto, has fully informed and agreed itself as to all existing terms, conditions & limitations.
- **Last date for receiving of the EOI is 23.08.2023 up to 12.00 p.m. beyond the time period the EOI will not be accepted.**

**List of Documents to be submitted:**

1. Profile of the Agency.
2. Self-certificate stating that the agency has not been blacklisted in the past as per the format attached as Annexure.
3. Average annual turnover for 4 (Four) consecutive financial years i.e., 2019-20, 2020-21, 2021-22, 2022-23 **must be 40 lakhs in each year or above**, turnover statement of the last 4 years must be duly certified by the Chartered Accountant.
4. The agency must furnish a copy of his/her GSTIN Registration Certificate.
5. The Agency must have conducted documentation & preparation of video CDs for at least **15 similar agricultural assignments** under Department of Agriculture & Farmers Empowerment, Govt of Odisha during the last 3 consecutive financial years and should

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have conducted in at least **12 Districts of Odisha** (Copies of the work orders/Agreement to be furnished serially year wise).

6. The Agency must have been empanelled by the Director IMAGE Bhubaneswar. (Copy to be attached).
7. The authority reserves the right to accept or reject any or all the EOIs without assigning any reasons thereof. Besides the applications received in incomplete forms after due date will also be taken as rejected.
8. The authority reserves the right to one to two agency selected as per financial norms per minute rate.
9. Agency registration certificate with PAN details to be furnished.
10. Willingness for audio visual/ video documentation with **rate of charges per minute** should clearly be mentioned on the letter pad of the bidder/agency.
11. Audit reports for last 4 consecutive financial years i.e. 2019-20, 2020-21, 2021-22 and 2022-23 (If completed) and Account details should be furnished.
12. Income Tax return filing (ITR) must be furnished for last 4 consecutive financial years i.e. 2019-20, 2020-21, 2021-22 and 2022-23 (If completed).
13. If a bidder who participated in the earlier EOI process wants to participate in this bidding (**Refloated EOI**), the processing fees as specified in the criteria need not be re deposited for them; however, new bidders must deposit the processing fees as specified in the EOI. Fresh EMD must be submitted by the bidders who are willing to participate in this EOI Process.

**Memo No.**

2373

Copy to Notice Boards of, O/o Project Director, ATMA, Malkangiri O/o Collector and DM, Malkangiri/O/o- DIPRO, Malkangiri for information and necessary action.

*Asoka*  
16/08/2023  
**Project Director**

**ATMA, Malkangiri**

**Date. 16/08/2023**

**Memo No.**

2374

Copy forwarded to the DIO, NIC Malkangiri for kind information and necessary action. He is requested to publish the same in Malkangiri District domain website till 07.08.2023.

*Asoka*  
16/08/2023  
**Project Director**

**ATMA, Malkangiri**

**Date. 16/08/2023**

*Asoka*  
16/08/2023  
**Project Director**

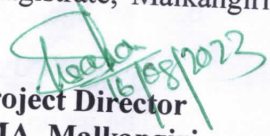
**ATMA, Malkangiri**

Memo No.

2375

Copy submitted to the Director of Agriculture and Food Production, Odisha Bhubaneswar/ Director IMAGE, Bhubaneswar/ Collector cum District Magistrate, Malkangiri for favour of kind information and necessary action.

Date. 16/08/23

  
Project Director  
ATMA, Malkangiri

Annexure: 1

**FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT  
BLACKLISTED**

**Self-Certificate**

I, M/s. ...., (the name of the Bidder and addresses of the registered office) hereby

certify and confirm that we or any of our promoter(s)/Chief Executive Officer/ Directors/Managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for Empanelment on audio visual/ video documentation/ Wall paintings/ Kalajathas(Road shows) of PROJECT DIRECTOR, ATMA -cum- PD, ATMA, Malkangiri would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of selection and/or thereafter during the term of the Contract.

Dated this .....Day of....., 2023....

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

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

Signature

:

EVALUATION FORM

(Technical Bid)

1.	Name of the Agency/ Bidder/Firm	
2.	Full address of the bidder/Agency/Firm	
3.	Self-Certification copy of bidder/firm is not blacklisted (Write Yes/No for copy submission)	
4.	Self-certified copy of agency registration certificate with PAN no (Write Yes/No)	
5.	ITR for last 4 consecutive financial year i.e of 2019-20,2020-2021,2021-2022 and 2022-23 ( If available )	
6.	Self-certified copy of GST Certificate (Write Yes/No)	
7.	Self-certified photo copy of bank details and Address Proof	
8.	EMD and bidding processing fees in shape of account payee banker's cheque/DD.	
9.	Audit report and photocopy of annual turnover for 4 (Four) consecutive financial year i.e 2019-20, 2020-2021, 2021-2022, (2022-23 may be given if available) must be furnished.	
10.	Letter issued by the Director, IMAGE Bhubaneswar towards empanelment for video documentation	
11.	Copies along with abstract of video documentation order (At least 15) received from agriculture sector in Odisha from at least 12 Districts.	
12.	Work experience in Malkangiri should be highlighted separately.	

**DECLARATION BY THE BIDDER:**

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the EOI document for which I/We have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the EOI documents are fully acceptable to me/us and I/We will abide by the conditions of the terms and conditions. This is also certified that our principal documentary firm/Agency have no objection in signing the purchase of contract if the opportunity for the documentation of the films under the NFSM(All) scheme, OMM, State Plan(All) scheme and ATMA (All) scheme etc. against this EOI process is given to me/us.

**Date:-**

**Signature of the Bidder**

**Name:-**

**Seal of the firm**