

**OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER-CUM-PD  
ATMA, MALKANGIRI**

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

**NOTICE**

No. 1549

Date.12.08.2020

**Expression of Interest (EOI) for audio visual/ video documentation/ Wall paintings/Kalajathas (Road shows) etc under NFSM, OMM and ATMA for the year 2020-21**

Expression of Interest (EOI) is invited by Chief District Agriculture Officer cum Project Director ATMA, Malkangiri from the intending bidders/reputed firms for audio visual/ video documentation/ Wall paintings/Kalajathas (Road shows) on different schemes i.e. under NFSM, OMM, ATMA and State Plan schemes implemented under agriculture sector in Malkangiri District for the year 2020-21. The EOI documents must be submitted to the mail id- [ddamal.dag@nic.in](mailto:ddamal.dag@nic.in) of this office latest by 23.08.2020 upto 5.30 p.m. The final selected bidder/agency decided by the Committee will be informed to all applied agencies by mail.

**Terms and Conditions Under Eoi:**

- The agencies will abide by the terms and conditions laid down herewith and any other condition prescribed by CDAO cum PD ATMA from time to time in fulfillment of its objective.
- This Empanelment would not in any way mean that the undersigned would be paying any retainership fee or monthly consultancy charges or any other form of remuneration to the empanelled agencies.
- CDAO cum PD ATMA 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 to 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, should it be so necessary at any stage.
- 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.1000/- (Non-refundable) and the same should be remitted through online payment to this office Account No- 30338588596, IFS Code- SBIN0001325, SBI- Malkangiri latest by 23.08.2020.
- Earnest Money Deposit (EMD) will be of Rs.5000/- (Refundable) which will be remitted through online payment to the above mentioned account no of this office latest by 23.08.2020.
- The EOI should be submitted through email to this office mail id- [ddamal.dag@nic.in](mailto:ddamal.dag@nic.in) latest by 23.08.2020.
- 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 receive of the EOI is 23.08.2020 upto 5.30 p.m. beyond the time period the EOI will not be accepted.
- The bidders should submit all the EOI documents through this office e-mail only.

**List of Documents to be submitted:**

1. Self certificate stating that the agency has not been blacklisted in the past as per the format attached as Annexure.
2. Average annual turnover of 3 (Three) consecutive financial years i.e. 2016-17, 2017-18 and 2018-19 must be 10 lakhs or above (turnover statement of the last 3 years certified by the appropriate authority is to be furnished).
3. The agency must furnish a copy of his/her GSTIN Registration Certificate and clearance upto February 2020.
4. The Agency must have conducted documentation & preparation of video CDs for atleast 10 to 15 similar agricultural assignments under Department of Agriculture & Farmers

Empowerment, Govt of Odisha during the last 3 consecutive financial years. (Copies of the work orders/Agreement to be furnished serially year wise).

5. The Agency must have been empanelled under I&PR Department or Department of A&FE, Odisha.
6. The authority reserves the right to accept or reject any or all EOI without assigning any reasons thereof. Besides the applications received in incomplete forms after due date will also be taken as reject.
7. The total valuation of this contract will be around Rs.6-8 lakhs.
8. Agency registration certificate with PAN details to be furnished.
9. Willingness for audio visual/ video documentation/ Wall paintings/ Kalajathas(Road shows) with rate of charges should be clearly mentioned on the letter pad of the bidder/agency.
10. Audit reports for last 3 consecutive financial years i.e. 2016-17, 2017-18 and 2018-19 and Account details should be furnished.

  
CDAO cum Project Director  
ATMA, Malkangiri 12.8.2020

**Memo No. 1550**      **Date.12.08.2020**

Copy to Notice Boards of, O/o CDAO cum PD ATMA, Malkangiri/O/o Collector and DM, Malkangiri/O/o- DIPRO, Malkangiri for information.

  
CDAO cum Project Director  
ATMA, Malkangiri 12.8.2020

**Memo No. 1551**      **Date. 12.08.2020**

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 23.08.2020.

  
CDAO cum Project Director  
ATMA, Malkangiri 12.8.2020

**Memo No. 1551 (A)**      **Date. 12.08.2020**

Copy submitted to the Director of Agriculture and Food Production, Odisha Bhubaneswar/ Collector cum District Magistrate, Malkangiri for favour of kind information and necessary action with reference to Directorate of Agriculture letter no 16212 dated 22.07.2020.

  
CDAO cum Project Director  
ATMA, Malkangiri 12.8.2020

Annexure:

**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 CDAO - 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 ..... , 2020....

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

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

**Signature**

: \_\_\_\_\_

Annexure:

(Technical Bid)

**EVALUATION FORM**

1.	<b>Name of the Agency/ Bidder/Firm</b>	
2.	<b>Full address of the bidder/Agency/Firm</b>	
3.	<b>Self Certification copy of bidder/firm is not blacklisted (Write Yes/No for copy submission)</b>	
4.	<b>Self certified copy of agency registration certificate with PAN no (Write Yes/No)</b>	
5.	<b>Tax clearance upto February 2020 (Write Yes/No)</b>	
6.	<b>Self certified copy of GST Certificate (Write Yes/No)</b>	
7.	<b>Self certified photo copy of bank details and Address Proof</b>	
8.	<b>EMD and processing fee through online payment ref:</b>	
9.	<b>Audit report and photocopy of annual turnover for 3 (three) consecutive financial year.</b>	

**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, OMM and ATMA etc. against this EOI process is given to me/us.

**Date:-**

**Signature of the Bidder**

**Name:-**

**Seal of the firm**