



ଜିଲ୍ଲା ମୁଖ୍ୟ କୃଷି ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, ମାଲକାନଗିରି

OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER,
MALKANGIRI

At- MV 02, Lathiaguda PO- Malkangiri, 764045 Mail: ddamal.dag@od.gov.in

Letter No.CDAOMALKGR-SCHEM-SCHM-0037-2026/1515// Agril.2026 Date:11.06.26

To,

The District e-Governance Manager (DeGM)

Collectorate, Malkangiri.

Sub: - Float of Publication of Expression of interest for selection of Agency to conduct Video Documentation & supply of Display Board under the State Plan Scheme & Central Sector scheme during the year 2026-27.

Sir,

With reference to the subject cited above, I am enclosing herewith the Expression of Interest (Eoi) for selection of Agency to conduct Video Documentation & supply of Display Board under the State Plan Scheme & Central Sector scheme during the year 2026-27 for floating the EOI in the district website- www.malkangiri.odisha.gov.in.

Therefore, you are requested to publish the above in the district website- www.malkangiri.odisha.gov.in for wide publicity and information of the general public.

Enclosed: - As above

Yours faithfully,

Signature valid

Signed by: Anil Kumar Praharaj,
CDAO,
Chief District Agriculture Officer, Malkangiri.
Date:11-Jun-2026 15:02:38



CDAOMALKGR-SCHEM-SCHM-0037-2026/2/2026

**OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER,
MALKANGIRI**

At- MV-2, Lathiaguda Malkangiri, PO- Malkangiri (Odisha)

PIN- 764045, e-mail- ddamal.dag@nic.in

NOTICE

No. CDAOMALKGR-SCHEM-SCHM-0037-2026 | 511 /Agril.2026 Date. 11/06/2026

**Expression of Interest (EOI) for Video Documentation & Display Board under all
State & Central Plan Schemes during the year 2026-27**

Expression of Interest (EOI) is hereby invited by the **Chief District Agriculture Officer, Malkangiri** from the intending bidders/reputed firms for **Video Documentation & Display Board** on different schemes i.e. under the “**State Plan Scheme & Central Sector Schemes during the year 2026-27**”. The EOI documents must be submitted through **Registered Post/Speed Post** service latest by **20.06.2026 up to 12.00 p.m.** and the Eoi will be opened on i.e. **on dated 20.06.2026 at 3.00 p.m.** The EOI should reach in a sealed cover with super scribing as “EOI for Video Documentation under State Plan Scheme & Central Sector Scheme for the year 2026-27 of CDAO Malkangiri along with DD No./Date and Amount towards EMD and bidding processing fees. The Eoi should contain two envelopes, one for technical bid and another for financial bid. The DD/Banker’s cheque towards EMD amount and processing fees 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 **Chief District Agriculture Officer, 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 retainership fee or monthly consultancy charges or any other form of remuneration to the empaneled agencies.
- The **Chief District Agriculture Officer, 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 empaneled 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

Signature valid

Signed by: Anil Kumar Praharaj,
CDAO,
Chief District Agriculture Office,
Malkangiri
Date: 11-Jun-2026 14:41:59

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.5,000/- (Non-refundable)** should be deposited in shape of account payee banker's cheque/DD in the name of "**Chief District Agriculture Officer, Malkangiri**" and **payable at Malkangiri**.
- Earnest Money Deposit (EMD) will be of **Rs.35,000/- (Refundable)** should be submitted in shape of account payee banker's cheque/DD in the name of **Chief District Agriculture Officer, Malkangiri** and **payable at Malkangiri** for the selected party, the same will be treated as Security Money till the end of the contract period.
- Each applicant shall have to submit only one EOI as per the prescribed format. If any agency fails to submit the required documents as specified in the EOI within the due date and time and all documents are properly signed, stamped, and submitted as per the requirements. Their application may be considered incomplete and may not be considered for empanelment.
- 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.
- 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 20.06.2026 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 & along with copy of Company Registration.
2. The Agency must have been empaneled by the I & PR Department Govt. of Odisha vide its **Notification No.1584, dated 25.01.2024.** (Agreement Copy to be attached).
3. Self-certificate stating that the agency has not been blacklisted in the past as per the format attached as Annexure.
4. Minimum average turnover under Audio Visual Work for 3 (Three) consecutive financial years i.e.2023-24, 2024-25 & 2025-26 **must be 50 lakhs or above** (turnover statement of the last 3 years must be duly certified by the Chartered Accountant is to be furnished). The annual financial statement must be duly certified by the Chartered Accountant
5. The agency must furnish a copy of his/her GSTIN Registration Certificate with Audited Balance sheet, GSTR 3B returns for the last three months for confirming tax payments and compliance & Income Tax Return for the year 2023-24, 2024-25 & 2025-26.

Signature valid

Signed by: Anil Kumar Praharaj,
CDAO,
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Date:11-Jun-2026 14:41:59

6. The Agency must have conducted documentation & preparation of video CDs for at least 20 similar agricultural assignments under Department of Agriculture & Farmers Empowerment, Govt of Odisha during the last 3 consecutive financial years (i.e. 2023-24, 2024-25 & 2025-26) and with a minimum **10 Districts of Odisha** covered. (Copies of the work orders/Agreement to be furnished serially year wise & preference will be given to who have more experience & worked under Agriculture Department of Malkangiri district).
7. Willingness for supply of Display Board with **rate of charges per square foot** should clearly be mentioned on the letter pad of the bidder/agency.
8. The payment terms for the audio-visual work after completion of work are clear i.e. Payment will be made according to the rates approved by the Information & Public Relations (I&PR) department. This ensures transparency and adherence to established rates for the project.

Signature valid

Signed by: Anil Kumar Praharaj
CDAO,
Chief District Agriculture Office,
Malkangiri
Date: 11-Jun-2026 14:41:59

Memo No. 1512 /2026

Date: 11/06/2026

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.

Signature valid

Signed by: Anil Kumar Praharaj,
CDAO,
Chief District Agriculture Office,
Malkangiri
Date: 11-Jun-2026 14:41:59

Memo No. 1513 /2026

Date: 11/06/2026

Copy forwarded to the DeGM, Malkangiri for kind information and necessary action. He is requested to publish the same in Malkangiri District domain website till 19.06.2026, 5 PM.

Signature valid

Signed by: Anil Kumar Praharaj,
CDAO,
Chief District Agriculture Office,
Malkangiri
Date: 11-Jun-2026 14:41:59

Memo No. 1514 /2026

Date: 11/06/2026

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

Signature valid

Signed by: Anil Kumar Praharaj,
CDAO,
Chief District Agriculture Office,
Malkangiri
Date: 11-Jun-2026 14:41:59

Chief District Agriculture Officer,
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/ Display Board/Wall paintings/ Kalajathas(Road shows) of PROJECT DIRECTOR, ATMA -cum- CDAO, 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 thisDay of , 20....

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature: _____

(Technical Bid)

EVALUATION FORM

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 3 consecutive financial year	
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 3 (Three) consecutive financial year	
10.	Letter issued by the I & PR Department Govt. of Odisha vide its Notification No.1584, dated 25.01.2024. (Agreement Copy to be attached).	
11.	Copies along with abstract of video documentation order received from agriculture sector in Odisha from at least 20 Districts. (Preference to be given who have work experience in Malkangiri district)	
12.	GSTR 3B of last quarter	

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 State Plan & Central Sector Scheme against this EOI process is given to me/us.

Signature of the Bidder

Date: -

Name: -

Seal of the firm

