

**TENDER FOR SELECTION OF AGENCY FOR
ORGANIZING NATIONAL LEVEL SHORT FILM
FESTIVAL ON DISABILITY ISSUES ON
OCCASION OF INTERNATIONAL DAY OF
PERSONS WITH DISABILITIES-2024**

**Department of Social Security and Empowerment of
Persons with Disabilities**

**LOKSEVA BHABAN, BHUBANESWAR-751001
Ph.No.0674-2390116, FAX-0674-2391976
E-mail- ssepodisha@gmail.com**

TENDER NOTICE

Bid Reference No. 8048

Dated 08.10.2024

Bids in sealed cover are invited under two-bid system from reputed and experienced agencies/ production houses for organizing the National level Short Film Festival on Disability Issues with the final event **at Janata Maidan, Bhubaneswar, Odisha on 3rd December, 2024**. The details of the bidding process are as follows:

Sl. No	Bidding Schedule	Deadline	Timeline
1	Date of Issue	T	09.10.2024
2	Bid Submission Due Date and Time	T+15	24.10.2024 up to 5:30 P.M
3	Opening of Technical Bid	T+16	25.10.2024 at 11:30 A.M at Conference Hall of SSEPD Department, Lokaseva Bhavan, Bhubaneswar
4	Opening of Financial Bid	T+21	30.10.2024 at 11:30 A.M at Conference hall of SSEPD Department, Lokaseva Bhavan, Bhubaneswar

Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing "**Technical Bid**" and sealed Cover-II containing "**Financial Bid**" should be placed in a third sealed cover super-scribed '**BID DOCUMENT - FOR ORGANIZING NATIONAL LEVEL SHORT FILM FESTIVAL ON DISABILITY ISSUES ON OUTSOURCING BASIS THROUGH SERVICE PROVIDER AGENCY TO SSEPD DEPARTMENT, BHUBANESWAR**' must reach the undersigned on or before by 24.10.2024 up to 5:30 PM **Speed Post/Registered Post/Courier** only.

The bid documents containing eligibility criteria, scope of the work, terms and conditions of the Tender and Agreement can be downloaded from the website <https://ssepd.odisha.gov.in>. The complete address for submission of bid is as follows:

Director,
Department of Social Security and Empowerment of Persons with Disabilities
Lokaseva Bhavan, Bhubaneswar, PIN- 751001

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SECTION-I

INSTRUCTION TO BIDDERS

A. General Information:

1. SSEPD Department invite sealed tenders from reputed and experienced agencies/ production houses for organizing National Level Short Film Festival on Disability Issues with the final event at **Janata Maidan, Bhubaneswar** of Odisha under two bid systems (Technical & Financial) as per the requirement.
2. The interested bidders may contact **Additional Secretary to Government, SSEPD Department, Contact No. 9437478373**, if any query is there regarding the tender or the scope of the work to be performed.

Eligibility criteria:

SL. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none">• Registered under the Companies Act 2013.• Registered under the Indian Partnership Act 1932.• Registered under the Indian Trusts Act 1882.• Registered under the Societies Registration Act 1860,• Registered under the Limited Liability Partnership Act 2008.	Certificate of Incorporation/Registration
2	The bidder must have experience of at least Three Years in business (up to the last date of submission of bid) for providing similar type of services i.e. organizing National/State level Film Festivals and having production company or hosting Award Shows at State / National level etc.	Copies of the work orders and certificates from the previous clients on successful completion of the work.
3	The Registered Office / Branch Office of the Service Provider must be located within the jurisdictional area of Odisha preferably in	Valid address proof of the office (Copy of the Telephone / Electricity

	Bhubaneswar	Bill)
SL. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
4	Must have annual financial turnover of at least Rs.1.00 Crore during the last three financial years ending FY 2023-24 in organizing such events.	Copies of audited Income/ Expenditure Statement and Balance sheet for the concerned period.
5	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the passbook and transaction statement for the last 6 month.
6	The agency should not have been blacklisted by any Central / State government, or any other public sector undertaking or a corporation as on the date of this RFP	An undertaking to this effect to be furnished by the bidder as per the prescribed format [Form - T2]
7	Must not have any pending judicial proceedings for any criminal offence against the proprietor/Director/Persons to be deployed by the Service Provider	An undertaking to this effect to be furnished by the bidder as per the prescribed format [Form -T3]
8	Other Statutory Documents:	Copies of: <ul style="list-style-type: none"> • PAN. • GSTIN • IT return for the last 3 assessment years i.e. 2021-22, 2022-23 and 2023-24

Bidders should submit the required documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to out-right rejection of the Bid. Submission of forged documents will also result in the rejection of the bid.

B. Submission of Bid:

The proposal complete in all respect as specified must be accompanied with a Non-refundable amount **Rs.10,000/-** (Rupees Ten Thousand Only) towards **Bid Processing Fee** and a sum of **Rs.2,18,000/-** (Rupees Two Lakh Eighteen Thousand Only) towards **Bid Security/ EMD** as applicable in form of **Demand Draft** in favour of **“Director, SSEPD Deptt., Bhubaneswar”** drawn in any scheduled commercial bank and payable at Bhubaneswar; failing which the bid will be out rightly rejected. The bid should be sent through Speed Post/Registered Post/ Courier so as to reach the authority by **24.10.2024 up to 5:30 P.M.**

The authority will not be responsible for any postal delay. Bids without bid processing fee and Bid Security/EMD as applicable shall be out rightly rejected. Bids submitted after due date will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

The bid has been invited under two bid systems i.e. Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes super scribing:

‘TECHNICAL BID- TENDER FOR ORGANIZING NATIONAL LEVEL SHORT FILM FESTIVAL ON DISABILITY ISSUES ON OUTSOURCING BASIS THROUGH SERVICE PROVIDER AGENCY TO SSEPD DEPARTMENT, BHUBANESWAR’

and

‘FINANCIAL BID- TENDER FOR ORGANIZING NATIONAL LEVEL SHORT FILM FESTIVAL ON DISABILITY ISSUES ON OUTSOURCING BASIS THROUGH SERVICE PROVIDER AGENCY TO SSEPD DEPARTMENT, BHUBANESWAR’

Both the sealed envelopes must be kept in a third sealed envelope super-scribing:

‘BID DOCUMENT - FOR ORGANIZING NATIONAL LEVEL SHORT FILM FESTIVAL ON DISABILITY ISSUES ON OUTSOURCING BASIS THROUGH SERVICE PROVIDER AGENCY TO SSEPD DEPARTMENT, BHUBANESWAR’

Selected bidder will have to deposit a Performance Security (8% of the contract value i.e. **Rs. 8,72,000/-**) in the form of Performance Bank Guarantee (PBG)/ Fixed Deposit Receipt (FDR) from any scheduled Bank situated within Bhubaneswar in favour of **Director, SSEPD Deptt., Bhubaneswar** as per the prescribed format provided in the tender document at **Section VIII** for a period of three months beyond

the contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee.

Submission of Bid Security/ EMD and Performance Security for the Service Providing Agency registered as MSME/ Start Ups will be guided by the latest circular of the Finance Department, Government of Odisha.

The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider agency as per the existing terms and conditions of the tender.

C. List of Documents for submission

Bidders are required to furnish the following documents along with the Technical Bid:

- a) Covering letter along with power of attorney on the Bidder's letter head (Form T-1).
- b) Demand Draft in support of Bid processing fee and EMD as applicable.
- c) Copy of Certificate of Incorporation/ Registration of the service provider agency.
- d) Copy of GSTIN
- e). Copy of PAN
- f) Copies of IT returns for the last three assessment years (i.e. from 2021-22 to 2023-24)
- g) Copy Bank Account details
- 1) Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 years.
- k) Copies of work orders and successful completion certificates from the previous organizations/authorities for providing similar types of services during last 3years.

1) Undertaking regarding non-blacklisting (On stamp paper of Rs. 10 in shape of affidavit from Notary (Form **T-2**)

m) Undertaking regarding non-pending of any judicial proceedings for any criminal offences (On Bidder's letterhead) (Form **T-3**)

Any deviation from the prescribed procedures / required information / formats/ conditions shall result in out-right rejection of the bid. Any conditional bid shall be out- rightly rejected.

All entries in the bid document should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The Performance Security shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the service agreement.

The bid shall be valid for a period of 90 days from the date of opening of the bids and no request for any variation in quoted rates and/withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfilment of the terms and conditions of the bid documents. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at (L-1) price. However, the decision of the authority shall be final during the overall selection process. In case of tie in the financial quote among the multiple technically qualified bidders, the bidder having highest score in the technical presentation stage will be considered for award of contract.

The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

SECTION-II

EVALUATION OF TENDER

A three-stage evaluation process will be adopted as explained below for evaluation of the bids:

- **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the bids will be done to determine whether the bids complied with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not as per the requirements of the tender. **Bid not complying to the tender eligibility conditions and requirements, will be outrightly rejected.**
- **Technical Evaluation (2nd Stage):** The bids will be evaluated for those bidders who qualify the preliminary evaluation stage. Evaluation of the qualified bids shall be made as per the following technical parameters:

Sl. No.	Technical Parameters	Maximum Mark
1	A) The bidder must have past experience of at least three years in business (up to the last date of submission of bid) for providing similar type of services i.e. organizing National/State level Film Festivals and having production company or hosting Award Shows at State of National level. [20 Mark] <ul style="list-style-type: none">• 3 years = 10 Mark• 3 to 5 years = 15 Mark• More than 5 years = 20 Mark B) Local office in Bhubaneswar = 5 Mark	25
2	Numbers of similar kinds of services/ events organized successfully in the past. <ul style="list-style-type: none">• 1 event = 5 Mark (Maximum 5 successful completion of events)	25

3	Average Annual financial turnover during each of the last 3 financial years (As per the Eligibility condition: Sl. No. 4) Minimum 1.00 Cr INR = 10 Mark 1.00 Cr to 2.50 Cr INR = 20 Mark More than 2.50 Cr INR = 25 Mark	25
4	Technical Presentation Understanding of scope of the work, Methodology to execute the work, Experience of the bidder relevant to the present assignment, key staff and other manpower	25
GRAND TOTAL		100

The bidder whose technical bid secures above **60 Mark out of 100** in the technical evaluation stage, will be qualified for opening of the financial proposal.

- **FINANCIAL EVALUATION (3rd Stage):** The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

Least Cost Selection Method will be followed during the financial evaluation stage to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the *lowest and competitive bid price* subject to fulfillment of the terms and conditions of the tender. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at L-1 price. However, the decision of the authority shall be final during the overall selection process. **In case of tie in the financial quote among the multiple technically qualified bidders**, the bidder having highest score in the technical presentation stage will be considered for award of contract.

SECTION-III

SCOPE OF THE WORK

Specifications & Other Details

The list of items, events and its specifications for smooth organization of the National level Short Film Festival on Disability Issues are given below.

Sl. No.	Description	Requirement Items
1	<p>Pre-Production – Design of a web-portal/ link featuring the objectives, themes, priorities, terms and conditions, legal aspects, selection criteria, key dates, jury members, Gmail account for submission of films etc. as per the concept note of the Film Festival at Enclosure-1 Creating a short video/teaser for the film festival with message from Hon'ble Minister, Principal Secretary, SSEPD Department Selection and invitation of Local Jury Members for scrutiny of the films. It should comprise of notable persons from film industry as well as experts from disability sector, arrangements for their accommodation/transport and other requirements Selection and invitation of Grand Jury Members to select the awardees. It should comprise of notable film industry members of national acclamation, arrangements for their travel, accommodation and other requirements</p>	
2	<p>Promotions and Social Media Marketing – Organizing a launching ceremony at a premium hotel in Bhubaneswar for announcement of the FILM FESTIVAL and release of teaser/short video by Principal Secretary, SSEPD and other officials in presence of notable persons from disability sector and Film Industry Arrangements for hosting the program and refreshment of about 100 invitees Invitation to print and electronic media for wide coverage of the initiative Promotion through SSEPD Department social media handles with well-designed content and graphics, making short videos involving social media influencers etc. Any other innovative ideas for promotion of the event</p>	
3	<p>Hoarding / branding – Branding of this program through Hoardings in major</p>	

	<p>cities in the State such as Bhubaneswar, Cuttack, Rourkela, Sambalpur, Balasore, Berhampur, Jeypore etc</p> <p>Posters/Pamphlets in Colleges/Universities across the State and email intimation to all film making colleges in India</p> <p>Campaign and promotion through Media coverage by press release, Making print media partner to one leading odia and one English newspaper and TV media partner and Radio partner chocolates etc for coverage of the event towards wide publication</p> <p>Other supportive ideas/ instructions in discussion with the Department</p>	
4	<p>Film screening –</p> <p>Submitted films will be screened for two days at one or multiple cinema hall in Bhubaneswar as per convenience for the local jury to shortlist at least 5 films in each category as per the awards mentioned in the Concept Note at Enclosure-1</p> <p>Arrangements for booking of a screen and travel/accommodation and refreshments for the jury members, officers from SSEPD Department to be present during the screening (about 20-30 persons)</p> <p>Screening of the shortlisted films for the grand jury for selection of finalist and awardees in each category will be before the grand final event on 3rd December, 2024</p> <p>Screening of the shortlisted films in one hall at Bhubaneswar, Puri, Rourkela, Sambalpur and Berhampur on 2nd December, 2024 for about 250-300 disabled children with escorts and district officials and arrangements for their refreshment</p> <p>Panel discussion at these places after screening, by engaging sessions featuring a diverse line-up of experts, filmmakers, activists and community representatives will delve into a wide range of topics, from the representation of specially abled individuals in media to the impact of advocacy on policy changes.</p> <p>All the films to be submitted to SSEPD Department after the event</p> <p>Any other suggestions in concurrence with Department</p>	
Grand Finale Event at Janata Maidan on 3rd December, 2024		
1	<p>One main hall of tent structure with water proof ceiling of minimum 10000 Sq ft area and walling in consultation with the Department</p> <p>Carpeting the entire venue and extension from the main gate as required</p>	
2	Stage of 30*30 size, backdrop design and wings as	2

	required, Tent house (pagoda) of 16*10 sq ft. for registration and misc. usage	
3	One main gate (with innovative design) and one entrance gate of standard size	2
4	Standeers, cut-outs and other designs in consultation with the Department	As required
5	VIP sofa with 2-3 sitting capacity below the stage	30
6	VIP chair, dias and other requirements on the stage	As required
7	Chairs for participants	600
8	Helium Ballon at Janata Maidan with the theme	1
9	Sand Art at the entrance in area size of about 20*20 ft	1
10	Backdrop-LED on the stage 12*12	1
11	Small LEDs of standard size off the stage	As required
12	Lights and sound DG set for Power Back up	As required
13	Anchoring (One Male and One Female Anchor)	2
14	Jury members stay, transport, fooding	Outside Jury members will get flight tickets in economy class (to and fro journey)
15	Others guest transportation	As required
16	Transportation and accommodation of Awardees from other states or districts in Bhubaneswar	Awardees will get transportation cost for 2 nd Class AC train (to and fro journey)
17	Refreshments (one piece sandwich, one samosa, one vegetable chop, one spring roll, one dry sweet, fruit juice of 200 ml)	500
18	VIP Snacks	100
19	Serving boy, volunteers and hostess	As required
20	Water Bottle	2000
21	Prize money(dummy cheque of sun board), Trophy/memento, Good quality Utariya for the awardees	50
22	Good quality Uttariyas, Memento, flower bouquet for the guests	50
23	Flower decoration on the main gate, stage and backdrop	As required
24	Brandings of the final event in social media, posters and banners/hoarding etc. as per discussion with the Department	As required
25	Photography, videography, documentation and media coverage of all events	
26	Live streaming and VJ	1
27	T-shirt with brandings in consultation with Department	500

SECTION-IV

GENERAL TERMS AND CONDITIONS

1. For all intents and purposes, the Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under this agreement.
2. The Service Provider must employ adult labour only. Employment of child labour will lead to the termination of the contract. Persons to be deployed by the Service Provider should be above 18 years of age and physically sound to perform the duties.
3. The Service Provider will be overall responsible for the manpower deployed for performing the services. The Authority shall not be responsible for any financial loss or any injury to any persons deployed by the Service Provider in the course of their performing the functions / duties, or for payment towards any compensation.
4. The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements. The Service Provider shall depute one full time supervisor in concerned office of the authority, for overall management of the services to be rendered at the site.
5. It shall be the responsibility of the Service Provider to verify the qualification and experience of the outsourced manpower. The authority reserves the right to verify and check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel, it comes to notice of authority that he/she has misrepresented the fact about his / her qualification / experience, the Service Provider will have to disengage such persons immediately. Besides, actions as deemed proper shall be initiated against the Service Provider for breach of Contract.
6. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. Any breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
7. The resources deployed for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain confidentiality.
8. The Service Provider shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances,

compensations relating to the manpower to be deployed by it at the Authority's location.

9. The manpower to be deployed by the Service Provider should not have any adverse police records / criminal cases against them. The Service Provider should make adequate enquiries about the character and antecedents of the persons whom they are recommending.
10. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
11. The Service Provider shall nominate a coordinator who shall be responsible for periodic interaction with the client so that optimal services of the resources deployed could be availed without any disruption.
12. The entire financial liability in respect of resources deployed in the client's location shall be that of the Service Provider and the client will in no way be liable for the same. The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the resources deployed at the client's location.
13. The engagement of outsourced resources shall be purely on contract basis. The Service Provider shall at all times make it absolutely clear to the outsourced manpower resources hired through them.
14. The Service Provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority. The Service Provider shall provide uniform along with Photo ID Card to the manpower resources deployed at the location at its own cost.
15. The Authority shall not be liable for any compensation in case of any fatal injury / death caused to any manpower resource while performing / discharging their duties / for inspection or otherwise.
16. In case of any theft or pilferages, loss or other offences, the Service Provider will investigate and submit the report to the Authority and maintain liaison with the Police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
17. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of Service Provider. In case of frequent lapses on the part of the personnel deployed by the Service Provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
18. The Service Provider shall not be allowed to transfer, assign, pledge or sub-

contract its rights and liabilities under this Agreement to any other agency or organization. **Sub-contracting is not allowed under this agreement.**

19. In case of dispute resolution relating to rights / liabilities arising out of the agreement, the same shall be disposed off at the level of the Principal Secretary, SSEPD Department. In the event of failure of Service Provider to provide services as per the term and conditions of the agreement, the Performance Security shall be forfeited.
20. The Service Provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
21. In the event of any dispute arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
22. The agreement can be terminated by the SSEPD Department by giving notice in advance. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement.
23. The Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Mis-representation of documents / information, leads to termination of agreement.
24. All disputes shall be under the jurisdiction of Secretary, SSEPD Department.
25. **Standards of Performance**

The bidder shall perform the services and carry out their obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The bidder shall always act in respect of any matter relating to this contract as faithful advisor to the Authority.

The bidder shall always support and safeguard the legitimate interests of the Authority, in any dealings with the third party. The bidder shall abide by all the provisions / acts / rules etc. of Information Technology prevalent in the country. The bidder shall conform to the standards laid down in tender in totality.

SECTION- V
TECHNICAL BID
COVERING LETTER
(BIDDER LETTER HEAD)

[Location, Date]

To

The Director,

SSEPD Deptt., Lokseva Bhaban, Bhubaneswar, Odisha-751001

Sub: Tender for organizing National level Short Film Festival on Disability Issues on outsourcing basis through service provider agency to SSEPD Department, Bhubaneswar.

Dear Sir,

I, the undersigned, offer to participate in the tender process **for providing services of organizing National level Short Film Festival on Disability Issues** in accordance with your Tender Notice No.:-----, Dated-----
- We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the bid document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit out-rightly.

I remain,

Yours faithfully,

Authorized Signatory
with Date and Seal

Name and Designation: _____

Address of the Bidder: _____

{FORM-T1}

1.	Name and Designation of the Bidder	
2.	Details of Bid Processing Fee:	DD NO.:
		Date:
		Amount{Rs.}
		Name of the issuing Bank:
3.	Bid Security/ EMD	DD NO.:
		Date:
		Amount{Rs.}
		Name of the issuing Bank:
4.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		Fax No.:
		E-Mail Address:
5.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
6.	Bank Name	Account Number:
		Bank and Branch Name
		IFSC Code
7.	PAN No. {Attach self-attested copy}	
8.	GSTIN {Attach self-attested copy.}	
9.	Acceptance to all the terms & conditions of the tender {Yes/No}.	
10.	Power of Attorney/ Authorization letter for signing the of the bid documents	
11.	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
12.	Kindly mention the total number of pages in the tender document	

13. **Financial Turnover of the bidder for the last 3 financial years.***

Financial Year	Turn Over Amount (In INR)	Average Turnover (In INR)
2023-24		
2022-23		
2021-22		

**from the date of issue of tender*

14. **Details of the similar type service provided by the bidder in last 3 years:**

Sl. No.	Period	Name of Authority/Client with Complete Address	Type of services provided with details	Contract Amount (in INR)
1				
2				
3				
4				

15. **Declaration**

I Shri _____ Son/Daughter/Wife of Shri _____
Proprietor/ Director/ Authorized signatory of (Name of the Agency), competent to sign this declaration and execute this tender;

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false information / fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorised Representative with seal)

Place:.....

Date:.....

Enclosures:

1. Bid Processing Fee in the form of Demand Draft in original
2. EMD in the form of Demand Draft in original
3. Copy of tender document (each page must be signed and sealed)
4. Duly filled Technical Bid and Financial Bid
5. List of Documents as applicable

FORM-T2

UNDERTAKING

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting]

I hereby undertake that, our organisation has not been blacklisted/debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature

[In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

FORM-T3

UNDERTAKING

***[On the Bidder's Letter Head regarding not have any pending judicial proceedings
for any criminal offences]***

I hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signature

[In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

SECTION-VI
FINANCIAL BID
COVERING LETTER
(BIDDER LETTER HEAD)

[Location, Date]

To

The Director,

SSEPD Deptt., Lokseva Bhaban, Bhubaneswar, Odisha-751001

Sub: Tender for organizing National level Short Film Festival on Disability Issues on outsourcing basis through Service Provider Agency to SSEPD Department, Bhubaneswar.

Sir,

I, the undersigned, offer to provide the services for organizing **National level Short Film Festival on Disability Issues** in accordance with your Tender No. _____ Dated: _____. Our attached financial price is **[Insert amount(s) in words and figures) for the proposed service.** This amount is **exclusive** of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **90days**. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory

[In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

(FORM-F1)

Sl.	Items/ Description	Qty	Rate	Base Price	Total Cost	GST & any other tax
1	2	3	4	5	6	7
1	Pre-Production					
2	Promotions and Social Media Marketing					
3	Hoarding / branding					
4	Film screening					
Grand Finale Event on 3rd December, 2024						
5	One main hall of tent structure with water proof ceiling of minimum 10000 Sq ft area and walling in consultation with the Department Carpeting the entire venue and extension from the main gate as required					
6	Stage of 30*30 size, backdrop design and wings as required, Tent house (pagoda) of 16*10 sq ft. for registration and misc. usage					
7	One main gate (with innovative design) and one entrance gate of standard size					
8	Standeers, cut-outs and other designs in consultation with the Department	As required				
9	VIP sofa with 2-3 sitting capacity below the stage	30				
10	VIP chair, dias and other requirements on the stage	As required				
11	Chairs for participants	600				
12	Helium Ballon at Janata Maidan with the theme	1				
13	Sand Art at the entrance in area size of about 20*20 ft	1				
14	Backdrop-LED on the stage	12*12				
15	Small LEDs of standard size off the stage	As required				
16	Lights and sound	As required				
17	Anchoring (One Male and One Female Anchor)	2				
18	Jury members stay, transport, fooding	Outside Jury members will get flight tickets in				

		economy class (to and fro journey)				
19	Others guest transportation	As required				
20	Transportation and accommodation of Awardees from other states or districts in Bhubaneswar	Awardees will get transportation cost for 2 nd Class AC train (to and fro journey)				
21	Refreshments (one piece sandwich, one samosa, one vegetable chop, one spring roll, one sweet, fruit juice of 200 ml)	500				
22	VIP Snacks	100				
23	Serving boy, volunteers and hostess	As required				
24	Water Bottle	2000				
25	Prize money(dummy cheque of sun board), Trophy/ memento, Good quality Uttariya for the awardees	50				
26	Good quality Uttariyas, Memento, bouquet for the guests	50				
27	Flower decoration on the main gate, stage and backdrop	As required				
28	Brandings of the final event in social media, posters and banners/hoarding etc. as per discussion with the Department	As required				
29	Photography, videography, documentation and media coverage of all events					
30	Live streaming and VJ	1				
31	T-shirt with brandings in consultation with Department	500				

- **Bidder with lowest evaluated competitive price for the required service will be awarded with contract.**
- In case of tie in the financial quote among the multiple technically qualified bidders, the bidder having highest score in the technical presentation stage will be considered for award of contract.

Place:.....

Date:.....

(Sign and seal of Authorised Representative)

SECTION-VII

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID(ORIGINAL)			
1	Covering Letter in Bidders Letter Head and General details of the Bidder (FORM-T1)		
2	Bid Processing Fee as applicable		
3	EMD as applicable		
4	Copy of Incorporation/Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copy of ITR for the last five Assessment years from 2019-20 to 2023-24		
8	TECHNICAL BID duly filled in(Covering Letter,FORM-T1,T2and T3)		
9	Financial details of the bidder along with all the supportive documents such as copies of income/Expenditure Statement and Balance Sheet for the last 5 years		
10	Power of Attorney in favour of the person signing the bid of behalf of the bidder.		
11	List of completed /on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments from the authorities		
12	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during the recent past.(FORM-T2)		
13	Undertaking for not having any police case pending against the bidder (FORM-T3)		

FINANCIAL BID(ORIGINAL)			
1	Covering Letter in Bidder Letter Head		
2	Duly Filled in Financial Bid (FORM-F1)		

It is to be ensured that:

- All information has been submitted as per the prescribed format only.
- Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.
- All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]:_____.

Name and Designation with Date and Seal:_____.

SECTION-VIII

SERVICE AGREEMENT

(To be made on Rs 100.00 Non-Judicial Stamp Paper)

This **SERVICE AGREEMENT** is made on _____ between, _____ (hereinafter called as the “**Authority**”) of the 1st Party and, _____ its principal place of business at _____

(hereinafter called the “**Service Provider**”) of the 2nd Party.

WHEREAS

- (a) the “Service Provider”, having represented to the “Authority” that the service provider has offered to provide the service in response to the Tender Notice No: _____, Dated: _____ issued by the Authority;
- (b) the “Authority” has accepted the offer of the Service Provider to provide the required services as per the terms and conditions as set forth in this Service Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED between the two parties as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
Appendix A: The General Terms and Conditions of Agreement;
Appendix B: The Scope of Work;
Appendix C: Agreement Price and Payment Term;
2. The mutual rights and obligations of the Authority and the Service Provider shall be as set forth in the Agreement, in particular:
 - (a) The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
 - (b) The Certificate on the satisfactory performance of the services by the Service Provider shall be issued by an officer authorized by the Authority and in consideration of the Certificate of the satisfactory performance of Service Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.
3. **Mode of Payment**
The Service Provider will open a specific Bank Account for payment by the Authority in the beneficiary account towards the services performed by the Service Provider. The Service Provider will furnish the details of the Bank Account to the Authority within 7 days of the signing of the Agreement.
This Agreement constitutes the agreement between two parties in respect to

obligations.

Now this agreement witnesses as below:

- a) That in consideration of the payment to be made by the “**Authority**” to the “**Service Provider**”, the “**Service Provider**” hereby agrees with the “**Authority**” to provide services in conformity with the provisions of the terms and conditions of the Agreement.
- b) That the “**Authority**” hereby further agrees to pay the “**Service Provider**” the Agreement price at the time and in the manner prescribed in the said terms and conditions.
- c) Financial limit under this Agreement varies with changes in statutory dues and government taxes as applicable from time to time.
- d) That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the Agreement.
- e) That this agreement is valid up to _____.

For and on behalf of [Authority]

Witness 1:

Witness 2:

For and on behalf of [SERVICE PROVIDER]

[Name and Designation of the Representative with seal]

Witness 1:

Witness 2:

PERFORMANCE BANK GUARANTEE FORMAT

To

The Director

SSEPD Department, Lokaseva Bhavan, Bhubaneswar

WHEREAS (Name and address of the Agency) (hereinafter called "the Agency") has undertaken, in pursuance of Contract No. _____ dated _____ to undertake the organization of National level short Film Festival on Disability Issues (herein after called "**the contract**").

AND WHEREAS it has been stipulated by the Director, SSEPD in the said contract that the Agency shall furnish you with a Bank Guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Agency such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of _____ (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the _____ day of _____ year. Our branch at _____ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ branch a written claim or demand and received by us at our

_____ branch on or before Dt. _____ Otherwise bank shall
be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank & Branch

