

REQUEST FOR PROPOSAL (RFP)

SELECTION OF ADDITIONAL PRODUCTION
HOUSES/AGENCIES FOR PRODUCTION OF
AUDIO VISUAL CONTENTS

I&PR DEPARTMENT

GOVERNMENT OF ODISHA

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Government of Odisha
Information & Public Relations Department
Lok Sampark Bhawan, Bhubaneswar

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No. 5737 / I&PR, Bhubaneswar,
(IPR-AVP-MISC-0002-2023)


Dated: 04/04/2026

SELECTION OF ADDITIONAL PRODUCTION HOUSES/AGENCIES FOR PRODUCTION OF AUDIO
VISUAL CONTENTS

1. **Director, I&PR Department, Govt. of Odisha** (The Client) invites Request for Proposal (RFP) from the eligible AV Production Houses/Agencies for production of audio visual contents.
2. Details about the scope of work, eligibility requirements etc. may be seen from the website of I&PR Department www.inpr.odisha.gov.in/website of Odisha Govt. <http://www.odisha.gov.in>. The RFP document may be downloaded from the said website of I&PR Department/ website of Govt. Odisha.
3. Last date for receipt of sealed Proposal is on **dtd. 20.04.2026 at 03.00 PM.**
4. Date for opening of RFP is on **dtd. 21.04.2026 at 11.00 AM** in the Conference Hall of I&PR Department, Lok Sampark Bhawan, Unit-V, Bhubaneswar Pin-751001.

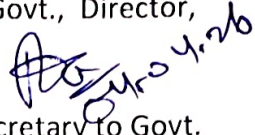
BIDDER'S DATA SHEET:

Sl. No.	Particular	Details
1	Name of the Client	The Director, I&PR Department, Govt. of Odisha
2	Method of Selection	Technical Evaluation
3	Date of Issue of RFP	Dtd. 05.04.2026 at 10.00 AM
4	RFP Due Date	dtd. 20.04.2026 at 03.00 PM
5	Date of Opening of Proposal	dtd. 21.04.2026 at 11.00 AM
6	Address for Submission of Proposal	The Director, Information & Public Relations Department, Government of Odisha, Lok Sampark Bhawan, Unit-V, Bhubaneswar, Odisha-751001 Telephone No- 2394890 Email – iprenews@gmail.com Mode of Submission: Speed Post/Registered Post/Courier only to the address as specified above during the office hour only. Submission of Proposal through any other mode and late Proposal will be rejected.
7	Place of Opening of Proposal	Conference Hall of I&PR Department


Director, I&PR
04.04.2026

Memo No. 5738 /IPR., BBSR, Dated 04/04/2026

Copy forwarded to OSD to Addl. Chief Secretary to Govt., I&PR/ JEA to Director, I&PR and Director(Technical) for kind information of Addl. Chief Secretary to Govt., Director, I&PR and Director(Technical) respectively.


Deputy Secretary to Govt.

Memo No. 5739, Date 04/04/2026

Copy forwarded to the System Analyst, I&PR Dept. for information and necessary action. He is requested to take appropriate steps for uploading the Request for Proposal (RFP) in the website of Information & Public Relations Department www.inpr.odisha.gov.in/ website of Odisha Govt. <http://www.odisha.gov.in>.


Deputy Secretary to Govt.

Memo No. 5740, Date 04/04/2026

Copy forwarded to Deputy Secretary to Govt. (Advertisement Section) for information and necessary action. He is requested to publish the Request for Proposal (RFP) in two leading Odia News Papers and one leading English daily on dtd. **05.04.2026**.


Deputy Secretary to Govt.

Memo No. 5741, Date 04/04/2026

Copy forwarded to Superintendent, Issue Section for information and necessary action. He is requested to display the Request for Proposal (RFP) in the Notice Board of this Department.


Deputy Secretary to Govt.

Memo No. 5742, Date 04/04/2026

Copy forwarded to Dairy Superintendent for information and necessary action. He is requested to receive the sealed bid documents by Speed Post/ Registered Post/Courier only and hand over the bids to the Deputy Secretary to Govt. in charge of AVP Section to keep the bids in safe custody.


Deputy Secretary to Govt.

Memo No. 5743, Date 04/04/2026

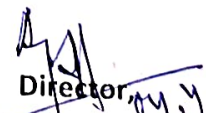
Copy forwarded to O.E.-II Section for information and necessary action. They are requested to keep ready Conference Hall on dtd. **21.04.2026** at **11.00 AM** for the above purpose.


Deputy Secretary to Govt.

Government of Odisha
Information & Public Relations Department
Lok Sampark Bhawan, Bhubaneswar

REQUEST FOR PROPOSAL (RFP)

1. **Director, I&PR Department, Govt. of Odisha** invite sealed Request for Proposal (RFP) from the eligible additional AV Production Houses/Agencies for production of Audio Visual contents.
2. Details technical Specifications, probable requirements etc. may be seen from the website of I&PR Department www.inpr.odisha.gov.in/ and website of Odisha Govt. <http://www.odisha.gov.in>.
3. The Application shall be submitted in the office of the undersigned duly signed by the authorized signatory on each page and duly authenticated with seal in token of having read, understood and accepted the terms and conditions of the RFP. Application submitted otherwise than in the manner prescribed in the RFP shall be rejected.
4. I&PR Department have the right to accept or reject the Tender(s) without assigning any reason thereof.
5. Date of Issue of RFP is on dtd. **05.04.2026 at 10.00 AM.**
6. Last date for receipt of sealed RFP is on dtd. **20.04.2026 at 03.00 PM.**
7. Date for opening of RFP is on dtd. **21.04.2026 at 11.00 AM** in the Conference Hall of **I&PR Department, Lok Sampark Bhawan, Unit-V, Bhubaneswar, Pin-751001.** Telephone No- 2394890/ Email – iprenews@gmail.com.
8. The concerned Agencies are required to attend the Bid Opening Meeting or depute their authorized Representatives to remain present during opening of the RFP on dtd. **21.04.2026 at 11.00 AM** in Conference Hall of **I&PR Department, Lok Sampark Bhawan, Unit-V, Bhubaneswar, Pin-751001.** Telephone No- 2394890/ Email– iprenews@gmail.com.
9. The RFP received after the stipulated date and time shall not be taken into consideration and liable for rejection.
10. All disputes which may arise relating to tender are subject to judicial jurisdiction of the competent Court at Bhubaneswar only.
11. It is to certify that this tender document **contains 23 pages.**


Director, I&PR Deptt., Bhubaneswar
(Tender Calling Authority)

SECTION: 1

LETTER OF INVITATION


RFP No: 5737

Dated: 04/04/2026

Name of the Assignment: SELECTION OF ADDITIONAL AV PRODUCTION HOUSES/AGENCIES FOR PRODUCTION OF AUDIO VISUAL CONTENTS.

Director, I&PR Department, Govt. of Odisha invites sealed proposal from the eligible agencies / bidders for selection of additional AV Production Houses/Agencies for production of audio-visual contents. More details on the proposed service are at **Section-2: Information to the bidder** of this RFP Document.

1. AGENCIES will be selected under **Technical Evaluation** as prescribed in the RFP Document.
2. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post / Courier** only. I& PR. Dept. shall not be responsible for any delay in receipt of the Tender papers. Submission of proposal through any other mode will be rejected. The proposal received after due date and time will not be considered.
3. The last date and time for submission of proposal complete in all respects is **dtd. 20.04.2026 at 03.00 PM.** and the date and time for opening of the technical bid in presence of the bidders or their authorized representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. No. 7**) is **dtd. 21.04.2026 at 11.00 AM.** Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
4. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best knowledge of I&PR Department. I&PR Deptt. hold no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The I&PR Dept. reserves the right to accept / reject any/all proposals / cancel the entire selection process at any stage without assigning any reason thereof. No claim whatsoever shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejection. In case of any dispute/ambiguity arises in the documentation, the decision of the Tender calling authority is final and cannot be challenged.


Director, I&PR Department
Govt. of Odisha

Section-2

INFORMATION TO THE BIDDER

1. OBJECTIVE:

The I&PR Department, Government of Odisha, intends to select the additional Audio-Visual (AV) Production Houses/Agencies to utilize their services for the production of audio-visual content related to various plans, programmes, schemes and initiatives of the Government. The objective is to effectively disseminate information about the programmes and their benefits to the general public.

Various Departments under the Government of Odisha require the services of AV Production Houses/Agencies for the publicity and promotion of their programmes and policies. The selected AV Production Houses/Agencies will be empanelled with the Information & Public Relations Department to undertake assignment across the State of Odisha, in accordance with the rates and terms stipulated in I&PR Department **Notification No. 837 dated 12.01.2024** and **Notification No. 1584 dtd. 25.01.2024** respectively.

2. SCOPE OF WORK:

The selected professional additional AV Production Houses/Agencies will be required to develop Documentary Films on different plans, Programmes, schemes etc. of the Government.

The scope of work for the assignment shall include one or more of but not limited to, the following:

1. Designing and production of the Documentary film/ Video spot on different plans, Programmes, schemes etc. of the Government as per the needs of Information & Public Relations Department, Govt. of Odisha.
2. Concept, Story board and script writing based on the contents required for the development of the documentary films different plans, Programmes, schemes etc. of the Government. The script writing and content building for each of the documentary film will be done by the Agencies after approval of Information & Public Relations Department, Govt. of Odisha.
3. There shall be strict and continuous supervision of I&PR Department and the Production Houses/Agencies need to seek the guidance and approval of the I & PR. Deptt. at every stage of production of the documentary film. Any modification, suggested by I&PR Dept. need to be incorporated by the Agencies.
4. The Agencies need to submit high resolution photographs taken during the field visits/shooting along with the documentary film.
5. For audio-video contents the Agencies should submit soft copy of final output in 4K & FHD (In MOV & MP-4 Format). All rushes visuals, Photo data, Final complete Project file (Time Line), all Audio mixed and unmixed files etc. in SSD Only.
6. For audio Contents the Agencies should submit Soft copy of final output (InMP-4 Format) and all audio mixed & unmixed in Pen Drive.

**** The aspects mentioned above are just indicative ones.

3. KEY DELIVERABLE:

1. Soft copy of final video spot in 4K & FHD (In MOV& MP-4 Format). All rushes Visuals, Photo data, Final complete Project file (Time Line).All Audio mixed and unmixed files etc. in SSD Only.
2. Soft copy of final Documentary/Tele Films in 4K & FHD(In MOV & MP-4 Format). All rushes Visuals, Photo data, Final complete Project file (Time Line), All Audio mixed and unmixed files etc. in SSD Only.
3. For audio Contents the Agencies should submit Soft copy of final output(InMP-3 Format). and all audio mixed & unmixed in Pen Drive.
4. Soft copy of final 2D Animated Films, Final complete Project file, all audio mixed and unmixed etc. in SSD Only.
5. Soft copy of AV shooting Rushes (4K) with Rough cut (FHD) Output IN SSD.
6. Soft copy of video spot /Documentary/Tele Films (Only for Post-production) final output (In MOV & MP-4 Format) in Pen Drive.

4. CRITERIA FOR EMPANELMENT:-

Fifty-Two (52) agencies are presently empanelled with I&PR Department for a period of three years. I&PR Department now intend to expand the existing panel by empanelling additional agencies, which shall remain valid up to 24.01.2027. Accordingly, interested Audio-Visual (AV) Production Houses/Agencies willing to undertake assignments in accordance with the rates and terms stipulated in I&PR Department **Notification No. 837 dated 12.01.2024 and Notification No. 1584 Dtd. 25.01.2024** respectively are invited to apply for empanelment. The above said Notifications are available on I&PR Department Website i.e. <https://inpr.odisha.gov.in/en/notification/notices>.

5. ELIGIBILITY CRITERIA:

1. The bidder must be a legally valid entity registered company under the Indian Companies Act or registered Individual / Proprietorship firm/ Partnership firm. A proof for supporting document regarding legal validity of the bidder shall be submitted.(Copies shall be furnished)
2. The bidder should have valid GST registration for legally carrying out its business activities. The bidder should submit up-to-date GST Return filing copies.(Copies shall be furnished)
3. The bidder should have a valid PAN. The bidder should submit IT Return filing copy for last consecutive three assessment years (i.e. 2022-23, 2023-24, and 2024-25.)(Copies shall be furnished)

4. The bidder should have a local office in Bhubaneswar.
5. The bidder should have a minimum turnover of Rs. 10 Lakhs in each year for any three financial years out of last five years (i.e., i.e. FY20-21, FY21-22, FY22-23, FY23-24 & FY24-25). The bidder must submit annual turnover certificate of five financial years duly certified by C.A. (indicating membership no. of C.A. with seal) ending on 31-03-2025 with audited balance sheet of last three financial years with the income tax return filing of said three financial years.
6. Minimum 3 (Three) years of experience in AV Production in Govt. /PSUs (work order to be furnished).
7. The Agencies must not have been barred or blacklisted by any State/ Central Government Departments/ Govt. PSUs and also should not have indulged in any criminal offence.(An Affidavit to this effect shall be furnished).

6. EVALUATION AND SELECTION PROCEDURE:

In Order to select the additional production houses/agencies, I&PR Department will evaluate the proposals as per the RFP. During the evaluation process, the Department may seek clarifications from the agencies regarding their submitted proposals. The selection of AV production houses/agencies will be carried out in accordance with the prescribed procedure.

(i) The I&PR Department will examine all proposals to ensure compliance with the RFP requirements, including proper signing of documents, fulfillment of eligibility criteria, submission of required documents, financial turnover requirements, and relevant past work experience. Proposals that do not meet these requirements will be rejected. Agencies meeting the eligibility criteria will be shortlisted in the first stage and will proceed to the second stage, i.e., the Technical Evaluation.

(ii) The Technical Evaluation will be conducted based on the criteria and supporting documents specified in the table below. Marks will be assigned to each item, and the total technical score will be calculated accordingly. Agencies scoring 50% or above will be eligible for selection.

PARAMETERS FOR TECHNICAL EVALUATION & SCORING.

Sl. No	PARAMETER	DIVISION OF MARKS	Documents to be attached
1	Turnover of AV production house for any 3 financial years out of five financial years (i.e. FY20-21,FY21-22,FY22-23,FY23-24& FY24-25).	From Rs.10 Lakhs to Rs.20 Lakhs - 25 marks Above Rs.20 Lakhs to Rs.30 Lakhs – 30 marks Above Rs. 30 Lakhs - 35 marks	Annual turnover certificate of last five financial years duly certified by C.A.
2	No. of documentary films/TVC produced for Govt. /PSU in last ten years with effect from 01.01.2017	02-05 productions - 30 marks 06-10 productions - 35 marks More than 10 productions - 40 Marks	Work Order from Govt. /PSU Organizations.
3	Any award by Govt. Organization/Dept./Ministry. (Only one award per film will be considered for marking).	State level award - 10 marks National – 20 marks	Attested Copy of the Award to be furnished
4	Professional qualification (like Direction, Cinematography, Sound Engineering, AV Editing, and Film & Television Production Course) of Owner or partner of Production Houses/Agencies for AV production from any recognized Institution or University.	Degree/ Three Years Diploma in the relevant Course as indicated at parameter– 05 marks	Attested copy of the Certificate.

7. TERMS AND CONDITIONS:

- I. Request for Proposal is invited from eligible Agencies fulfilling the laid down eligibility criteria to submit their proposals. The details relating to the eligibility criteria, terms and conditions and other information relating to this RFP can be downloaded from the Government of Odisha Portal and also from I & PR Website:- <http://inpr.odisha.gov.in/>. Tender shall be opened on **21.04.2026 at 11:00 AM** in the Conference Hall of I&PR Department. Proposal may be submitted to the Director, I&PR Department in the address mentioned in the Sl. No. 6 of the Bidder Data Sheet in a sealed envelope. The last date for receipt of proposals is **20.04.2026 at 03:00 PM**.
- II. Selected Agencies will have to sign an Agreement with Director, I&PR Department for the remaining period valid up to 24.01.2027. If the Agency fails to sign the Agreement within the stipulated period the selection of the Agencies will stand cancelled automatically. The cost to this effect will be borne by the selected bidder. The period of contract is extendable on account of administrative exigency subject to satisfactory performance and acceptance to work on the existing terms and conditions at the presently decided/settled cost by the empanelled agencies.

- III. Wherever specific terms & conditions have not been spelt out in the document, OGFR of State Govt. shall apply.
- IV. Technically qualified bidders shall be empanelled if they agree to execute the work for production of AV Contents to I&PR Department as per the I & PR. approved rate.
- V. The Empanelment of Agencies with I&PR Dept. doesn't guarantee awarding work related to production of AV Content.
- VI. There shall be no over-writing in the tender documents and other papers submitted. Any alteration should be initialed with seal by the same person who signs the Tender document.
- VII. Submission of more than one competitive bid having materially different contents by the Firm in response to the same Tender call Notice is prohibited and both the bids shall be rejected.
- VIII. No advance payment shall be made in any circumstances for execution of work. Full payment will be made after receiving service from the firm and after certification done the concerned Officer that satisfactory service has been rendered by the Agencies as per the specification of work order.
- IX. TDS under IT & GST shall be deducted as per law.
- X. All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Bhubaneswar.
- XI. Each page of this Tender Document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
- XII. All the documents and papers including work order/experience submitted with the bid should be in English and shall be authenticated under the seal and signature of the bidder.
- XIII. In case of any dispute/ambiguity arises in the documentation, decision of I&PR. Department /Tender calling authority shall be final.
- XIV. Any supply of poor quality/ downscaled AV contents shall be summarily rejected and would be subject to non-payment of the executed work. For such poor quality of execution by the Agencies no further work will be allotted.
- XV. Bidders to ensure that their offers are complete in all respect. Any deviation (Agencies is found to be false) of non-compliance may lead to rejection of their offer at any stage.
- XVI. I&PR Department will not be responsible for any loss, damage, injury caused at the time of execution of the contract. The firm shall own the whole responsibility.
- XVII. In case of delay in execution of assigned work by the Agencies, I&PR Department may impose a penalty as well as debar and blacklist the defaulting Agencies from applying in future Govt. Tender.

- XVIII. If any of the services performed by the Agencies fail to conform to the specifications of the assigned work due to indifferent, negligent and non-supportive attitude at their end, I&PR Department decides to terminate the contract because of such failure, a sum up to and 50% value of the contract commensurate to the scale of default shall be fined & recovered from the former. This shall be without prejudice to other remedies available under law and the agreement with I&PR Department.
- XIX. Time of completion, being essence of contract, the successful Agencies/bidder are bound to complete the allotted work within the stipulated time frame as per the job order failing which penalty to the extent of 2% of the cost of the work allotted for delay of each fortnight shall be imposed upon the Agency up to a maximum of 10 % of the cost. Otherwise the agency concerned may explain the delay to the scarification of the Dept. Further delay caused because of late action by the Dept. if any will not be taken into account.
- XX. No payment of any kind would be made or bills entertained in case of partial or complete loss of data (AV contents) by the production Houses/Agencies and work will not be allotted for the next time.
- XXI. In case of breach of contract, the performance security will be forfeited and the Agencies shall be blacklisted/ recommended for blacklisting.
- XXII. The Agency is expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to I&PR Department's interest.
- XXIII. All the AV contents shared with I&PR Dept. shall be treated confidential and not be disclosed in any manner to any unauthorised person/ third party under any circumstance.
- XXIV. All the data (AV contents) is property of I&PR Dept. Govt. of Odisha. It is covered under Copy Right Act & same is not to be copied or used for any commercial or non-commercial purposes without proper permission to do so. I&PR Department shall own the copy right for all the video clippings, and would not be property of the Agencies.
- XXV. I &PR Deptt. reserve the right to de-empanel the Agencies, if it fails to perform the work as per the quality standard and time line. Neither not doing the renewal of any individual agency because of non-adherence to the terms and conditions nor the eventuality of opting out after the contract period is over will invalidate the rest of the panel both in the period of contract and in that of eventual extension.
- XXVI. The Agencies will be responsible for Ensuring timely delivery of all end products and correct technical requirements should be followed.
- XXVII. AV contents should be of high quality and required professional and ethical standards.
- XXVIII. I & PR Department will have the right to drop any Agency without assigning any reason thereof and also reserve the right to modify the term and conditions for selection of Agencies.
- XXIX. Selection of works will be entirely at the Department's discretion and the details of scope of work will be intimated for each production to the selected Agencies by the Deptts. Concerned. Concept developed for production will be the property of I&PR Department and cannot be used by the agencies elsewhere.
- XXX. The Department reserves the right to make necessary modification of the selected work, concept, etc.

- XXXI. The Department reserves the right for rejection of any /all applications without assigning any reason whatsoever. All the decisions taken by I&PR Department would be final and no further representation in this regard shall be entertained.
- XXXII. The Agencies shall not sub-contract part or complete work undertaken by it without written permission of I&PR Department.
- XXXIII. Bidders must ensure that their offers are complete in all respect. Any act of non-compliance by the agencies will lead to rejection of their offer at any stage.
- XXXIV. Bidder should submit Bids Security Deposit with stipulation that if they withdraw or modify their bids/ violate the Terms and Conditions of the Tender documents during period of validity etc. the EMD will be forfeited and shall be suspended for the period of 3 years from participating in any Government/ PSU Tenders.
- XXXV. I&PR Department at its own discretion may allocate work to more than one Agency at a time depending on the quantum, nature and priority of the works.
- XXXVI. The rate includes all aspects of the pre-production including research script etc., and the production like: hiring of location, set, hiring of camera, sound, light, grip equipment, transportation, logistics, creative and remuneration of technical personnel like Director, Asst. Director, Cameraman, Asst. Cameraman, artists and other crew members etc. if any. Post-Production includes remuneration of Editor/Asst. Editor, Narrator/Voice over, music score, Sound design & recording, motion graphic, animation , Music, Graphics, Translation, Dubbing , Mastering and any other arrangement to be made in order to deliver a final film as per the agreement. All the captured footages will be the property of I&PR Department.
- XXXVII. In case, I&PR Department do not find the creative of the Agencies up to satisfaction, the Department may ask the Agencies to make changes (Including shoot) till the final approval of the competent authority. Even after providing reasonable opportunity, if the Agency fails to perform, then I&PR Department reserve its right to get it done by any other Agency for which the defaulting agency will have no objection and not raise any bill, dispute in this context, at any point of time.
- XXXVIII. I&PR Department will not be liable to make any payment or amount on account of conceptualization/ designing/ art work etc. for the concept/ designs prepared by the Agencies not selected. The Agencies should not have any objection to the said procedure and shall not dispute/ claim any amount at any time in future.
- XXXIX. Film maker /Agencies shall be liable under copy right Act .
- XL. The ownership of the approved creative will be with Information & Public Relations Department, Govt. of Odisha and the Agencies will have no proprietary nor other intellectual rights in respect of the same.
- XLI. Applicable rates will be decided by the I&PR Department.

8. TENDER COST AND BID PROCESSING FEES :

The bidder must furnish as part of technical proposal, the required bid processing fee (Non-refundable) amounting to Rs. **3,000/- (Rupees Three Thousand) Only** in shape of DD from any scheduled commercial bank in favour of “**D.D.O., I.&P.R. Department**” payable at Bhubaneswar. Proposals received without bid processing fee will be rejected.

9. EMD:

Bid Security (E.M.D.): The tender document shall accompany with an Earnest Money Deposit (EMD) of **Rs 20,000/- (Rupees twenty thousand only)** without which the tender shall be rejected. The Earnest Money Deposit should be in favour of **DDO, Information and Public Relations Department** Government of Odisha, Bhubaneswar in the form of DD/FDR/Banker's Cheque / NSC / Postal Savings Pass Book in an envelope along with the sealed covers of "Technical" bid. The EMD may be forfeited (a) if they withdraw or modify their bids/ violate the Terms and Conditions of the Tender documents during the period of validity and shall be suspended for the period of 3 years from participating in any Government/ PSU Tenders.(b) in case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender document. EMD shall be refunded after the rejection of a bid in other cases. The DD/FDR/Banker's Cheque etc. shall be refunded in original with or without reverse endorsement as required for the refund. EMD of the successful bidder shall be retained till the agreement is signed and Performance Security is deposited.

10. PERFORMANCE SECURITY:

The qualified bidder(s) shall have to furnish a Performance Security amounting to **Rs. 50,000/- (Rupees Fifty Thousand) only** in the form of NSC/Post Office Saving Bank Account/ FDR from any Nationalized Bank/Scheduled Bank situated in Bhubaneswar ,Odisha/ Bank Guarantee /e-BG duly pledged in favour of "**D.D.O., I.&P.R. Department**", within 7 days of notifying the acceptance of proposal for the award of contract as per the format at **Annexure-E**, the performance security shall be valid for a period of three months beyond the entire contract period (i.e. Performance Security) must be valid from the date of effectiveness of the contract to a **(period of 3 months beyond the contract period)** as its commitment to perform services under the contract. Failure to comply with the above requirements shall constitute sufficient grounds for the forfeiture of the EMD. The Performance Security shall be released immediately after three months of expiry of contract period, if there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Security.

11. PERIOD OF EMPANELMENT

Fifty-Two (52) agencies are presently empanelled with the I&PR Department for a period of three years for production of AV content. I&PR Department now intend to expand the existing panel by empanelling additional agencies, which shall remain valid up to 24.01.2027. Accordingly, interested Audio-Visual (AV) Production Houses/Agencies willing to undertake assignments in accordance with the rates and terms stipulated in I&PR Department Notification No. 837 dated 12.01.2024 and Notification No. 1584 Dtd. 25.01.2024. The period can be extended for further, if necessary basing on the requirement on mutual agreement by both the parties in writing on the same rates, terms and conditions. Similarly, the Deptt. of I&PR reserves the right to revoke the panel at any point of time irrespective of the completion of period of empanelment on administrative exigency.

12. TERMINATION OF CONTRACT

The contract can be terminated by I&PR Dept. during the period of contract by giving 15 days notice in case of violation of any terms & conditions of the contract or in the public interest. The violation of contract by the Production houses/Agencies, the EMD can be forfeited by I&PR Dept. apart from imposing of fine/ recovery and termination of contract including blacklisting the concerned Production houses/Agencies. If the Agencies is not interested in continuing with the contract, he can give 2 (Two) months' notice in advance citing reasons for the same.

DOCUMENTS REQUIRED TO BE SUBMITTED (SELF ATTESTED)

1. The bidder must be a legally valid entity registered company under the Indian Companies Act or registered Individual / Proprietorship firm/ Partnership firm. A proof for supporting document regarding legal validity of the bidder shall be submitted.(Copies shall be furnished)
2. The bidder should have valid GST registration for legally carrying out its business activities. The bidder should submit up-to-date GST Return filing copies.(Copies shall be furnished)
3. The bidder should have a valid PAN. The bidder should submit IT Return filing copy for last consecutive three assessment years (i.e. 2022-23, 2023-24, and 2024-25.)(Copies shall be furnished)
4. Annual Turnover Certificate of five financial years (i.e. FY 20-21,FY 21-22,FY 22-23,FY 23-24& FY 24-25) duly certified by C.A. (indicating membership no. of C.A. with seal) with audited balance sheet of last three financial years (**Annexure-A**).
5. Demand Draft of Rs. 3,000/- (Three thousand) only towards cost of tender paper and processing fee in favour of '**D.D.O., I&PR Department** (Non-refundable).
6. Work order as Proof of Past experience from GOVT/PSU Organization must be attached (**Annexure-B1**).
7. The Agencies must not have been barred or blacklisted by any State/ Central Government Departments/ Govt. PSUs and also should not have indulged in any criminal offence.(An Affidavit to this effect shall be furnished).(**Annexure-C**)
8. EMD of Rs. 20,000/- (Twenty Thousand) In form of DD/NSC/Post Office Savings Bank Account/ FDR from any nationalized Bank/ duly pledged in favour of "**DDO, I&PR Dept.**" payable at Bhubaneswar.
9. Declaration of having office in Bhubaneswar (**Annexure-D**)
10. Proof of award(**Annexure-B2**).
11. Proof of professional qualification(**Annexure-B3**).

13. PRIVILEGE OF EXCEPTION:

Individuals empaneled with Biju Pattnaik Film & Television Institute of Odisha (BPFTIO), Cuttack for production of documentary film, TVCs etc. and otherwise not blacklisted will have the privilege of suo-motu empanelment on application pursuant to this advertisement. No eligibility criteria and parameter of technical valuation scoring /screening as mentioned in this document will apply to their applications.

Annexure-A

FORMAT FOR FINANCIAL CAPABILITY OF THE AGENCIES:

Sl. No.	Financial Year	Annual Turnover (In INR)	Profit after Tax (PAT)
1	FY 2020-21		
2	FY 2021-22		
3	FY 2022-23		
4	FY 2023-24		
5	FY 2024-25		

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

Annexure-B1

DETAILS OF PAST EXPERIENCE

Sl. No.	Description of Assignment	Work Order No. and date.	Value of Contract/work Order Amount (In INR)	Address details of Client
1				
2				
3				
4				
5				
6				
7				

Annexure-B2

DETAILS OF AWARDS

Sl. No	Name of the Award	State/National Award	Year of Award

Annexure-B3

DETAILS OF PROFESSIONAL QUALIFICATIONS AS INDICATED IN THE PARAMETER:

Sl. No	Name of the Course	Name of the Institution	Year of Passing	Percentage

TENDER DOCUMENT: 1
TECHNICAL PROPOSAL SUBMISSION FORM
COVERING LETTER
(In Bidder's Letter Head)

To

The Director,
Information & Public Relations Department,
Government of Odisha,
Bhubaneswar – 751001

Subject: "Selection of additional Agencies AV Production Houses/Agencies for production of audio visual contents".

Dear Sir,

I, the undersigned, request you to participate in the selection process for _____ in accordance with your Request for Proposal No. _____ dated _____. We are hereby submitting our technical proposal sealed in envelope.

I hereby declare that all the information and statements made in this Technical Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. 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 RFP documents. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TENDER DOCUMENT: 2

FORMAT- I: DETAILS OF THE BIDDER

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year :	
5	Local office in Odisha Please furnish contact details	
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	PAN Number (Copy)	
8	Goods and Services Tax Identification Number (GSTIN)Registration Certificate	
9	Whether willing to carry out assignments as per the scope of work of the RFP	
10	Whether accept all the terms and conditions as specified in the RFP	
11	Proof of ownership of Production HOUSES/AGENCIES	

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

FORMAT - II: LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE

Parameter	Information	Supporting Documents	Page No.
Company/Firm Name and Existence		Certificate of Incorporation/ Registration (refer Table below for appropriate documentation)	
Type of Organization	Private Limited Company/ Registered Individual /Partnership Firm /Proprietorship firm		
Name of Registration Authority			
Registration No.			
Date of Registration			
Place of Registration			
GST Registration, Return filling Status	Registration No.	Registration Proof: up to date GSTR 3B filing copies	
PAN (Copy)	PAN No.		
IT Returns of last 03 consecutive years			

**DECLARATION FOR NON-BLACKLISTING/NON-INDULGENCE IN CRIMINAL
ACTIVITY**

(In shape of affidavit to be executed on Rs. 10/- Non judicial stamp paper by Public Notary/Executive Magistrate)

To

The Director,
Information & Public Relations Department,
Government of Odisha,
Bhubaneswar – 751001

Subject: “Self Declaration – Non-Blacklisting”.

Sir,

In response to the “Request for Proposal” (RFP) dated_____ I/We do hereby declare that there is no case with Police/ Court/ regulatory authority non-indulgence in criminal activity against the proprietor/ firm/ partner. Also I/We have not been suspended/ delisted/blacklisted by any other Government/ Ministry department/ Public sector under taking/ Autonomous Body/ Financial Institution/ Court. We also certify that our firms/ company or any other of the partners are not involved in any scam and disciplinary proceedings settled or pending adjudication.

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

DECLARATION CERTIFICATE

(Having Office in Bhubaneswar)

(to be given on Bidder's letter head)

I/We do hereby declare that we possess a full-fledged office at Bhubaneswar for production of audio visual contents as per the Terms and Conditions. Further, we have no objection in case I&PR. Department desire to inspect and physically verify the same and shall provide the required assistance for the same. The detailed of the address is

.....
.....
.....

(Signature & Seal of the firm)

PERFORMANCE BANK GUARANTEE FORMAT

To,

WHEREAS..... (Name and address of the Consultant) (hereinafter called "the Consultant") has undertaken, in pursuance of RFP no..... dated to undertake the service (Description of services) (here-in after called "the contract").

AND WHEREAS it has been stipulated by _____ (Name of the Client) in the said contract that the Consultant 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 supplier such a bank guarantee;

NOW THEREFORE we hereby declare that we are guarantors and responsible to you, on behalf of the Consultant, 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 consultant 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 bidder 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 supplier 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, 2027

Our branch at Bhubaneswar (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 Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar 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

FORMAT -: DETAILS OF THE BIDDER FOR PRIVILEGE OF EXCEPTION

Description	Yes/No	Supporting Documents	Remarks
Name of the bidder			
Alumnae of BijuPattnaik Film & Television Institute of Odisha(BPFTIO),Cuttack		Final Certificate from the Institute	
Empanelled with BPFTIO production of documentary film, TVCs etc		Empanelment Certificate duly attested by competent Authority of the Institute.	
PAN	PAN No		

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____