

**EXPRESSION OF INTEREST FOR SELECTION OF
PROFESSIONAL AGENCY
For
PHOTOGRAPHY, VIDEOGRAPHY & DOCUMENTATION
OF
14th TOSHALI NATIONAL CRAFTS MELA-2019**

Organized By:

**Handlooms, Textiles & Handicrafts Department
Govt. of Odisha**

Implemented By:

State Institute for Development of Arts & Crafts (SIDAC)

Handicrafts Complex, Gandamunda,

Bhubaneswar-30 Tel: (0674) 2350318

E-mail: toshalifair@gmail.com

Event Period: 15th to 27th December, 2019

Location: Janata Maidan, Bhubaneswar

Copy of the News Paper Advertisement

Expression of Interest

“Expression of Interest” in sealed cover is hereby invited for the following activities of up-coming 14th Toshali National Crafts Mela from 15th to 27th December 2019 at Janata Maidan, Bhubaneswar.

1. Opening of Food Counter in Food Court.
2. Operating Canteen Service.
3. Providing Children Fun Fair Play Items to Play Zone.
4. Providing Security Service.
5. Photography, videography & documentation.

For details, please visit the office of SIDAC, Handicrafts Complex, Gandamunda, Khandagiri, Bhubaneswar Ph: 0674-2350318 or visit the website www.sidacodisha.org.in. The details of EOI will be available in the website w.e.f. 04.11.2019.

Member Secretary



State Institute for Development of Arts & Crafts

Handlooms, Textiles & Handicrafts Department, Govt. of Odisha
Handicrafts Complex, Gandamunda, Bhubaneswar-750030

SIDAC Tel. No.+91 (0) 674 2350318,E-mail: sidacorissa@gmail.com, www.sidacodisha.org.in

**STATE INSTITUTE FOR DEVELOPMENT OF ARTS & CRAFTS (SIDAC)
HANDLOOMS, TEXTILES & HANDICRAFTS DEPARTMENT, GOVT. OF ODISHA**

**EXPRESSION OF INTEREST CALL NOTICE FOR SELECTION OF PROFESSIONAL
AGENCY FOR PHOTOGRAPHY, VIDEOGRAPHY & DOCUMENTATION OF TOSHALI
NATIONAL CRAFTS MELA 2019**

No. 2483

Date: 02.11.2019

State Institute for Development of Arts & Crafts (SIDAC) on behalf of Handlooms, Textiles & Handicrafts Department, Govt. of Odisha is going to organize The **14thToshali National Crafts Mela-2019** scheduled to be held from **15th to 27th December 2019** at **Janata Maidan, Bhubaneswar**.

Expression of Interest (EOI) in sealed cover are invited from interested and experienced agencies having required eligibility and expertise in relevant field to provide end to end service for photography, videography & Documentation of such type of mega events. The interested agencies are to inspect the ground "Janata Maidan" and collect required information regarding its location, size and available amenities to cater the requirement of the event. The EOI should be submitted in the prescribed format in two separate bids i.e. "Technical Bid" with requisite documents & "Financial Bid" towards the cost for the services to be rendered. The **EMD of Rs.5000/-** is to be deposited in shape of DD in favour of **Member Secretary, SIDAC**, payable at Bhubaneswar. The Bid Document can be downloaded from the website: **www.sidacodisha.org.in** . The bidder has to submit the cost of document i.e Rs. 590/- (Rs 500/- + GST @ 18% i.e Rs. 90/-) in shape of DD in favour of **Member Secretary, SIDAC**, payable at Bhubaneswar with the Technical Bid. The last date of receipt of the sealed offer in the office at SIDAC is up to **5.00 P.M. on dt 23.11.2019**. The "Technical Bids" will be opened at **01.15 PM. on dt.25.11.2019** in presence of the tenderers or their authorized representatives. The "Financial Bids" of only qualifying agencies will be opened on suitable date and time with intimation to the selected bidders.

The authority reserves the right to reject any or all the offers without assigning any reason thereof.

**- Sd-
Member Secretary**

DATA SHEET

Sl No	Particulars	Details
1	Name of the Client	State Institute for Development of Arts & Crafts (SIDAC) Handlooms, Textiles & Handicrafts Deptt. Govt of Odisha
2	Method of Selection & Proposal validity	Least Cost Selection Process 60 days
3	Date of Issue of EOI	02.11.2019
4	Pre proposal Meeting	14.11.2019 (11.30 AM)
5	Deadline for receipt of EOI Proposal	23.11.2019 (upto 5.00PM)
6	Date of opening of Technical Proposal	25.11.2019 (01.15PM)
7	Date of opening of Financial Proposal	Will be intimated later
8	Expected date of commencement of Assignment	01.12.2019
9	Pre Proposal Meeting	A pre proposal meeting will be held on 14.11.2019 at 11.30 AM in the conference hall of SIDAC, Bhubaneswar. <i>The Nodal Officer for the purpose.</i> Name: Sri S.K.Sarangi Designation: Member Secretary Phone No:9437014724 E mail ID: toshalifair@gmail.com
10	Bid processing Fee (Non Refundable)	Rs 590 (Rupees Five Hundred Ninety only) (Rs 500/- + GST 18% i.e. Rs. 90/-) in shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar.
11	Earnest Money Deposit (EMD) Refundable	Rs. 5000/- (Rupees Five Thousand only) In shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar
12	Contact Person	Sri Sitikanta Sarangi Member Secretary, SIDAC Ph: 9437014724
13	Postal Address for submission of proposal	Member Secretary, State Institute for Development of Arts & Crafts

		Handicrafts Complex, Gandamunda Khandagiri, Bhubaneswar Odisha, 751030 Ph: 0674 2350318 E mail: sidacorissa@gmail.com
14	Mode of Submission of proposal	Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No 13 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
15	Place of opening of proposal	Conference hall, SIDAC, Bhubaneswar.
16	Website to visit for download of bid document.	www.sidacodisha.org.in

**EOI FOR ENGAGEMENT OF PROFESSIONAL AGENCY FOR
PHOTOGRAPHY, VIDEOGRAPHY & DOCUMENTATION OF 14TH
TOSHALI NATIONAL CRAFTS MELA FROM 15TH TO 27TH
DECEMBER 2019**

Terms of Reference (ToR)

1. Introduction:

“State Institute for Development of Arts & Crafts” (SIDAC) is an organization under Handloom, Textiles & Handicrafts Department, Government of Odisha, registered under societies registration Act XXI of 1860 bearing no 21959/137 of 2004-05 dated 15.10.2004 with its registered office at Handicrafts Complex, Gandamunda , Bhubaneswar. It has been created to function as an autonomous agency for all round development of Handicraft sector of the State. The organization has been entrusted to implement 14th Toshali National Crafts Mela from 15th to 27th December 2019 at Janata Maidan, Bhubaneswar.

2. Objective:

The objective of the EOI is selection of a Professional Agency for photography, videography & documentation of activities of 14th Toshali National Crafts Mela from 15th to 27th December 2019 at Janata Maidan, Chandrasekhrpur, Bhubaneswar.

3. General Terms & Conditions:

- i. This Bid document will be received in sealed cover super scribed "**EOI for Selection of Professional Agency for photography, videography & documentation of 14thToshali National Crafts Mela-2019**" (containing sealed technical bid and financial bid in separate sealed covers) by the fair office at State Institute for Development of Arts & Crafts, (SIDAC), Gandamunda, Khandagiri, Bhubaneswar **up to 5.00 PM on dt.23.11.2019.**
- ii. The bidder must submit their proposal by**Speed Post/ Registered Post/ Courier only** to the address as specified at **Sl.No 13 of the DATA SHEET** during the office hour only on or before the last date and time for submission of proposal as specified at **Sl.No 5 of the DATA SHEET**. Submission of proposal through any other mode and late bid will be rejected. The client will not be responsible for postal delay/ any consequence in receiving of the proposals.
- iii. The Agency shall deposit earnest money as prescribed in the EOI call Notice as a guarantee in good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the

agreement in schedule time, the same will be forfeited. If the offer of the bidder is not accepted the earnest money will be refunded without any interest.

- iv. The above deposit of the Agency shall remain as security for the due rendering of services for the event and on successful completion of the event, the same will be refunded as per agreement
- v. **Performance Bank Guarantee**
The qualified bidder shall have to sign an agreement in Non Judicial Stamp paper of appropriate value with deposit of 10% of the contract value in shape of Bank Guarantee towards performance security within 3 days after acceptance of the EOI proposal. The Performance Security includes the amount deposited at EMD with the EOI document. Failure to comply with the requirement shall constitute sufficient ground for the forfeiture of the PBG. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the event.
- vi. **Contract Negotiation:**
Contract Negotiation, if required will be held at a date, time and address as intimated to the selected bidder. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspect, if any and availability of proposed professionals etc.
- vii. The Agency must obtain for himself on his own responsibility and at his own expense all the information after visiting the site "Janata Maidan" and ascertaining for themselves the site condition, location surroundings, climate, access to site, applicable laws and regulations or any other matter considered relevant for submission of the offer.
- viii. The Agency has to provide the services only for 14th Toshali National Crafts Mela 2019.
- ix. No advance will be paid to the agency for the work. The Head of the Publicity Committee, TNCM 2019 will certify the successful completion of the work by the agency before release of final payment. The agency has to submit the final bills within 15 days of completion of the event positively.
- x. No modification to the bid documents shall be allowed once it is received by the authority.
- xi. **Governing Law and Penalty Clause**
The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in deliver shall render the bidder liable for liquidate damages and thereafter the client holds the opinion for cancellation of the contract for pending activities and complete the same from any other agency. The client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract prevailing laws of Government of India/ Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the

delay in development has taken place on account of reasons attributed to the bidder shall be final.

4. Scope of the work:

The selected Professional Agency would be required to provide end to end documentation of each activities of 14th Toshali National Crafts Mela 2019. The documentation will be both in digital mode and hard copy (Paper) mode. The documentation process will commence preferably from 1st December 2019 and continue till 30th December 2019 (1 month)

The detailed scope of services, which inter alia includes but not limited to are as follows.

A. Photography & Videography

Still photography & videography of the activities starting from pre mela period i.e from 1st December 2019 upto conclusion of the event at Janata Maidan till 27th December 2019 on daily basis which includes construction of stalls & arrangements of venue, inauguration, everyday activities in food courts, play zones, cultural programmes, stalls etc. Besides, coverage of following activities should be done during the Mela period during 15th to 27th December 2019

- Visit of the guests/ officials from the gate to the stage and their visit inside the mela ground during the event period.
- Each day cultural programmes.
- Interview of star artists/ troops performing on various days of the cultural programme.
- Interview of eminent personalities/ guests/ high level officials/ exhibitors/ visitors etc.
- Meetings, interactions etc wherever necessary.
- Visit of foreign tourists/ school students/ group visit of corporate house etc.
- Specially abled/ old aged persons visiting the mela/ using the help desk etc.

B. Documentation

Documentation of the activities starting from pre mela period i.e from 1st December 2019 up-to conclusion of the event at Janta Maidan till 27th December 2019 which includes construction of stalls & arrangements of venue, inauguration, everyday activities in food courts, play zones, cultural programmes, stalls etc. The major activities of the documentation includes

- Designing and creation of 20-30 page documentation report with the specifications (Size: 18 x 24 cm, Cover: Mat Lamination, Paper: 220 GSM, Multi Colour ,Centre Stitch). The report will cover all the activities of 14thToshali National Crafts Mela along with photographs and datas. The required data will be provided by the authority.
- Preparation of photo album.
- Preparation of video of 30 minute duration.
- Preparation of video of 5 minute duration.

5. Deliverables and duration of the assignments:

The duration of assignment will be for the event only. The agency will be required, to be available for the guidance/assistance at any point of time for the purpose. The agency has to submit the following:

- i. Submission of day wise soft copy of photographs (each day one DVD containing minimum 200 photo) from 15th to 27th December 2019

- ii. Submission of 5 nos of photo album (each album will contain minimum 100 photos of size 4 x 6 covering all activities of the mela).
- iii. Submission of day wise raw video for each day (each day one or two DVDs) from 15th to 27th December 2019.
- iv. Submission of one 30 minute video & one 5 minute video (edited from the raw videos of each day & pre mela period) which will include all the activities i.e construction work before inauguration, inauguration, cultural programmes, food courts, visitors, guests, interviews etc.
- v. Submission of 20-30 page documentation report (20 copies) with the specifications (Size: 18 x 24 cm, Cover: Mat Lamination, Paper: 220 GSM, Multi Colour ,Centre Stitch). The report will cover all the activities of 14thToshali National Crafts Mela along with photographs and datas. The required data will be provided by the Toshali National Crafts Mela 2019 authority.

6. Eligibility Criteria:

- a. The agency should have minimum 3 (three) years of experience for photography, videography & documentation of events.
- b. The annual turnover of the agency must be Rs. 10.00 Lakhs and above each for the last three consecutive financial years. (2016-17, 2017-18, 2018-19).
- c. The agency must have minimum 05(five) numbers of experienced personnel for providing the service required.

7. Technical Bid

The agency have to submit the Technical Bid in the prescribed format i.e Covering letter and other information as per the “Annexure-IV” along with required documents fulfilling the eligibility Criteria.

(Documents to be submitted)

The agency has to submit the following documents in the Technical Bid.

- i. Demand Draft of Rs. 590/- in favour of Member Secretary, State Institute for Development of Arts & Crafts payable at Bhubaneswar towards bid document cost.
- ii. Earnest Money in form of a demand draft of Rs. 5,000/- (Rupees Five Thousand Only) from scheduled commercial bank drawn in the name of Member Secretary, SIDAC, Bhubaneswar.
- iii. Profile of the Agency with along with Staff Structure.
- iv. List of equipment (still camera/ video camera/ drone) available.
- v. GSTIN Registration certificate.
- vi. Copy of the PAN Card and up-to date return copy of income tax of 2018-19.
- vii. Copies of Income/Expenditure Statement and Balance Sheet for the last 3 years. (2016-17, 2017-18, 2018-19) showing minimum turn over of Rs. 10.00 Lakhs & above.
- viii. Copy of completion certificates / work orders in support of executing photography, videography & documentation of events in support of 3 years experience.
- ix. Copy of the available equipments such as high quality still/ video camera/ drone camera etc for shooting purpose on the agency letter head with seal and signature.
- x. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-I)

- xi. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Annexure-II)
- xii. Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-III)

Anyone found guilty of furnishing false information shall be blacklisted by the HT&H department, Govt of Odisha and EMD or performance security deposit or both of such agencies shall be forfeited.

8. The Financial Bid

The Financial Bid shall be the total cost towards providing the requisite services mentioned in the scope of works & deliverables in the EOI Bid Documents for photography, videography & documentation of 14th Toshali National Crafts Mela 2019 which will be exclusive of GST as applicable to be submitted in the prescribed format (Annexure-VI) with the prescribed Covering Letter at annexure-V.

9. Selection of the Professional Agency for the event

The professional Agency will be selected on the basis of technical criteria and lowest financial quote.

10. All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the authorized representative.
11. The agency should not have been indicated or convicted by any court of law. No adverse orders should have been passed against the agency by any Government authorities. No investigation by any authority as stated above should be pending against the agency.
12. The agency will nominate a coordinator who shall be responsible for immediate interaction with the Fair Office/ Publicity Committee as and when required.
13. The agreement is liable to be terminated in case of non-performance, deviation of terms & conditions of contracts. If any loss or damage is caused the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
14. In case of breach of any terms & conditions, the performance security deposit of the Agency shall be liable to be forfeited besides annulment of the agreement.
15. Income tax, if applicable, shall be deducted at source from all accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.
16. The agency shall not sublet the work to any other agency under any circumstances.
17. **The authority reserves the right to reject any or all the offers without assigning any reason thereof.**
18. **Any dispute arising out of the EOI, the decision of the Commissioner- cum- Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha shall be final & binding.**
19. **The Mela Authority shall mean and include the "Commissioner- cum- Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha and Chairperson, Toshali National Crafts Mela-2019".**

UNDERTAKING

(On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offence)

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.

Authorised Signature
(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:

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,

Authorised Signature
(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:

UNDERTAKING

(On the Bidder's Letter Head regarding trueness of the submitted information)

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.

Authorised Signature
(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:

TECHNICAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of
Tender Inviting Authority]
(Office Address and Location)

Sub:- Tender for Selection of Professional Agency for photography, videography & documentation of 14thToshali National Crafts Mela 2019 to be organised from 15th to 27th December 2019 at Janata Maidan, Bhubaneswar (Technical Proposal)

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for (***Selection of Professional Agency for photography, videography & documentation of 14th Toshali National Crafts Mela 2019***) in accordance with your Tender Notice No.: 2483 Dated 02.11.2019. 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 60 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 EOI 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 absolutely.

I remain,

Yours faithfully,

Authorised Signatory

with Date and Seal

Name and Designation:_____

Address of the Bidder:_____

1	Name of the Bidder	
2	Details of Bid Processing Cost (Demand Draft Details)	DD No:
		Date:
		Amount(Rs.)
		Drawn on Bank.
3	Details of EMD: (Demand Draft Details)	DD No:
		Date:
		Amount(Rs.)
		Drawn on Bank.
4	Name of the Director/Proprietor	
5	Full Address of Registered Office	Postal Address:
		Telephone No.
		FAX No.
		E-Mail Address
6	Name & telephone number of the authorised person signing the bid	
7	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8	PAN No. (Attach self attested copy)	
9	GSTIN (Attach self attested copy)	
10	Acceptance to all the terms & conditions of the tender(Yes/No)	
11	Power of Attorney/authorisation letter for signing of the bid documents (submitted/ not submitted)	
12	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid. (submitted/ not submitted)	
13	Kindly mention the total number of pages in the tender document.	

14. Financial Turnover of the bidder for the last 3 financial years.

Financial Year	Turn over Amount(in INR)	Average Turnover (in INR)
FY1		
FY2		
FY3		

15. Details of the similar type service provided by the bidder in last 5 years:

Sl. No	Period	Name of Authority with complete address & Phone No.	Type of services	Contract Amount (in INR)	Duration	
					From	To

16. Declaration

I, ShriSon/Daughter/Wife of Shri _____
 Proprietor/Director/Authorised signatory of _____(Name of the Service Provider), 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:

- i. Bid processing Fee in the form of Demand Draft in original.
- ii. EMD in the form of Demand Draft in original.
- iii. Copy of tender document (each page must be signed and sealed)
- iv. Duly filled Technical Bid and Financial Bid
- v. List of Documents as applicable.

FINANCIAL BID COVERING LETTER*(ON BIDDER LETTER HEAD)*

[Location Date]

To

[Name and Designation of
Tender Inviting Authority]
[Office Address and Location]

Sub:- Tender for Selection of Professional Agency for photography, videography & documentation of 14thToshali National Crafts Mela 2019 to be organised from 15th to 27th December 2019 at Janata Maidan, Bhubaneswar [Financial Proposal]

Sir,

I, the undersigned, offer to provide the services for (***Selection of Professional Agency for photography, videography & documentation of 14th Toshali National Crafts Mela 2019***) in accordance with your Tender No.: 2483 Dated 02.11.2019. 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 60 days 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,

Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal:_____

Address of the Bidder:_____

FORMAT FOR FINANCIAL PROPOSAL

Component	Total Amount (in Rs.) <i>In figure & Word</i> (Exclusive of GST)
Total cost towards photography, videography & documentation of 14 th Toshali National Crafts Mela 2019 as per the deliverables at Point No. 5 as follows:	
<i>Submission of day wise soft copy of photographs (each day one DVD containing minimum 200 photo) from 15th to 27th December 2019</i>	
<i>Submission of 5 nos of photo album (each album will contain minimum 100 photos of size 4 x 6 covering all activities of the mela.</i>	
<i>Submission of day wise raw video for each day (each day one or two DVDs) from 15th to 27th December 2019</i>	
<i>Submission of one 30 minute video & one 5 minute video (edited from the raw videos of each day & pre mela period) which will include all the activities i.e construction work before inauguration, inauguration, cultural programmes, food courts, visitors, guests, interviews etc.</i>	
<i>Submission of 20-30 page documentation report (20 copies) with the specifications (Size: 18 x 24 cm, Cover: Mat Lamination, Paper: 220 GSM, Multi Colour ,Centre Stitch). The report will cover all the activities of 14th Toshali National Crafts Mela along with photographs and datas</i>	

- ❖ *The bidder can quote the rate separately, but the total amount is to be clearly mentioned in the above proforma, which will be taken into consideration for financial quote.*

Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____

BID SUBMISSION CHECK LIST

SL.NO	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter along with information in Bidders Letter Head.		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Profile Copy along with Staff Structure		
5	Details of equipments available.		
6	Copies of work orders/ completion certificates in support of 3 (three) years of experience for conducting photography, videography & documentation.		
7	Copy of PAN		
8	Copy of GSTIN		
9	Copy of Income Tax Clearance Certificate for 2018-19.		
10	Copies of Income/Expenditure Statement and Balance Sheet for the last 3 years.(2016-17, 2017-18, 2018-19) showing minimum turn over of Rs. 10.00 Lakhs & above		
11	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
12	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past		
13	Undertaking for not having any police case pending against the bidder.		
14	Undertaking regarding trueness of information submitted.		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

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 are page numbered along with Index Page.

All pages of the proposal needs to be sealed and signed by the authorised representative.

Authorised Signatory (in full and initials):_____

Name and Designation with Date and Seal:_____