

**DISTRICT EDUCATION OFFICE, GAJAPATI.**

No. 1239 /DEO/21

Dated 25.06.2021

**Quotation Call notice**

Sealed quotations are invited from the intending owners/firms for high resolution photo graphs, video coverage and short film production of Transformation of High Schools under 5T Initiatives.

Details regarding the terms conditions may be downloaded from website **www.gajapati.nic.in**. The quotation should reach the office of the District Education Officer, Gajapati, At: Betaguda, Paralakhemundi by dated 05/07/2021 at 1:00 PM through Regd. Post/Speed Post only.

Sd/-

**District Education Officer,  
Gajapati.**

**DISTRICT EDUCATION OFFICE**

**PARALAKHEMUNDI, GAJAPATI**

AT- BETAGUDA, PO- PARALAKHEMUNDI, DIST-GAJAPATI, ODISHA, Pin-761200,  
Email: deogajapati10@gmail.com

**Bid Document for High Resolution Photo Graphs, Video Coverage and Short film Production of Transformation High School Under 5T initiative**

- a) Period for Receipt of Tender Document : From 29/06/2021 to 05/07/2021  
upto 1:00 PM.
- b) Date and time and venue for opening of the tender:  
Date: 05/07/2021 Time 5:00PM  
Venue: **DRDA**, Gajapati.
- c) Tender Application Form Cost: Rs.500.00(Rupees Five Hundred)only  
(non-Refundable)
- d) EMD: Rs.3,000.00 (Rupees Three  
thousand)only Enclosed in tender application form.  
(Refundable)
- e) Security Deposits: 5% of total order value to be deposited,  
after selection of the bidder in tender.
- f) Bid Amount Rs2,50,000/- (Rupees Two Lakhs Fifty Thousand only)
- g) Date for Commencement of Work: After **2 days** of issue of work order.
- h) General Terms & Conditions: at Annexure - A
- i) Bidders Details: at Annexure – B
- j) Technical Requirement & Rate(s) Quoted: at Annexure – C

**General Terms & Conditions**

01. **Tender Application Cost:** The intending bidder may apply by down loading bid form and document from the web site [www.gajapati.nic.in](http://www.gajapati.nic.in) and apply accordingly along with Bank Draft for **Rs.500/-** (Rupees Five hundred) only which is non-refundable, & the DD should be drawn in favour of "**District Education Officer, Gajapati**" payable at Gajapati as cost of the tender application cost.
02. **Place and Date of receiving the tender:** Tender shall be received at **District Education Officer, Betaguda, Gajapati** through Speed Post/Registered Post only in the office on or before Dt. **05/07/2021 at 1.00 pm** and the sealed envelope superscribing "**Tender work for Transformation of High School Under 5T Initiative**" to District Education Office, Gajapati, Pin: 761200, Dist: Gajapati, Odisha.
03. **Opening of Date:** - The sealed documents shall be opened at the office of the PD, DRDA, Gajapati on **05/07/2021 at 5:00 PM** in presence of bidders or their authorized representatives and the Purchase Committee. The authority reserves the right to cancel/reject all or any /part of the notice without assigning any reason thereof. In case of any unavoidable circumstances, if the tender could not be opened on the scheduled date, then next date will be communicated to the bidders as per decision of the authority.
04. **Technical Requirement & Rate(s) Quoted:** The specification of the items is furnished at **Annexure C**. No deviations from the specifications/quality are allowed.
05. **GST Clearance:** The intending vendor should submit the photocopy of the up to date GST clearance certificate (Odisha), PAN Card with original bid document.
06. **Sample:** as mentioned in Annexure - C the bidder must produce sample during opening of tender.
07. The intending bidder should submit an affidavit in non judicial stamp paper that the bidder has not been **Blacklisted** by any Govt. organization.
08. **Price:** Price quoted by the bidder should include all local taxes, GST, transportation cost & etc .
09. **EMD :** The intending bidder should submit the EMD of Rs.3,000.00 in shape of Bank Draft drawn in favour of "District Education Officer, Gajapati" payable at Gajapati along with bid documents and the EMD of unsuccessful vendors will be refunded within a period of 30 days after finalization of the tender paper.

69

**APPLICATION FORM FOR BIDDING**  
**(details of the Applicant/Bidder)**

1. Name of Bidder:-
2. Name of Authorized Person:-
3. Address:-
4. Contact No:-
5. PAN No (encl.Photocopy):-
6. GST No (encl.Photocopy) :-
7. Cost of Tender Paper details:-  
DD.No \_\_\_\_\_/Bank \_\_\_\_\_/amount Rs.5,00.00/date \_\_\_\_\_
8. EMD amount in details:-  
DD.No \_\_\_\_\_/Bank \_\_\_\_\_/amount Rs.3,000.00/date \_\_\_\_\_
9. Cost of the Tender Work for 5nos of HS : Rs. \_\_\_\_\_ [ Rupees  
\_\_\_\_\_  
\_\_\_\_\_ ] only
10. Enclosed
  - i) Xerox copy of PAN Card .
  - ii) Xerox copy of GST Clearance certificate
  - iii) Draft for cost of Tender paper
  - iv) Draft for EMD
  - v) Self undertaking ' not blacklisted at any where'

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Place:

Date:

Seal & Full Signature of the Vendor

6/

Rate(s) Quoted:

05 nos. of Transformation of HS under ST Initiative, Gajapati.

Sl no.	Items	Unit	Technical Requirement: Terms & Conditions	Amount (Inclusive of all taxes, transportation, Printing & etc)	
				In Figures	In Word
1	<p>Still Photo Graphs, Video Coverage and Short Film Production of earmarked 5 nos of Transformation of High Schools under ST Initiative.</p> <p>List of Schools Given Below:</p> <ol style="list-style-type: none"> <li>1. Maha Raja Boys HS under PKD,</li> <li>2. SKCG HS, Gurandi under Gosani Block,</li> <li>3. Govt. HS, Gumma, Under Gumma Block,</li> <li>4. Govt HS, Chelligada under R.Udayagiri Block &amp;</li> <li>5. Govt. HS, Sinkulipadar under Mohana Block</li> </ol>	Five	<p><b>High Resolution &amp; Quality Photo Graphs, Video &amp; Short Film</b></p> <ol style="list-style-type: none"> <li>1. Pre-Intervention: Video &amp; Still Photos coverage of the School in its existing stage. (1<sup>st</sup> Time)</li> <li>2. During-Intervention: Work on Progress (2<sup>nd</sup> Time)</li> <li>3. Post-Intervention: Finally we cover it a 3rd time when all work has been satisfactorily completed (3<sup>rd</sup> Time)</li> <li>4. Video bytes of HM, PRI members, Alumni's, Students, Block Authorities &amp; District Authorities.</li> <li>5. Digital Still Photographs across all stages to be submitted for all schools (5 nos. of Copies)</li> <li>6. Graphics, Voiceover, Music, Editing.</li> <li>7. Submission of 1 final short film for each school. (5 nos. of Copies)</li> </ol>		

Note: The bidder/quotation should submit sample for each item during opening of tender paper for finalization of bidder.

67

Seal & Full Signature of the bidder