

State Institute for Empowerment of Persons with Disabilities (SIEP)

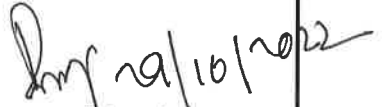
(A registered Society under SSEPD Deptt., Govt. of Odisha)
NCSCDA Campus, Pokhariput, Bhubaneswar, Odisha-751020

Expression of Interest for SELECTION OF ADVERTISING AND PRODUCTION AGENCY FOR MAKING SHORT HD VIDEO FILMS FOR SIEP, BHUBANESWAR

SIEP-MISC-0028/2021 No. 860 Date: 29.10.2022

State Institute for Empowerment of PwDs (SIEP) a registered society of Social Security & Empowerment of PwDs Department (SSEPD), Government of Odisha invites Expression of Interest (EOI) from advertising and production agency for making short HD video films for SIEP, Bhubaneswar. The EOI aims to select successful agency that will be responsible to provide services as outlined at scope of work. The details of scope of work, eligibility criteria and submission of details can be downloaded from website <http://www.ssepd.gov.in> Last date and time for submission of the EOI documents by speed post/Registered post/courier in all working days is up to **4:00 PM of 14.11.2022**.

This EOI does not entail any commitment on the part of SIEP or SSEPD Deptt, Govt. of Odisha either financial or otherwise. SIEP reserves the right to accept or reject any or all without incurring any obligation to inform the affected applicant/s of the grounds. The EOI will be evaluated based on the information provided.


Executive Director, SIEP

EOI FOR SELECTION OF ADVERTISING AND PRODUCTION AGENCY FOR MAKING SHORT HD VIDEO FILMS FOR SIEP, BHUBANESWAR

State Institute for Empowerment of PwDs (SIEP) a registered society of Social Security & Empowerment of PwDs Department (SSEPD), Government of Odisha invites Expression of Interest (EOI) from advertising and production agency for making short HD video films for SIEP, Bhubaneswar. The EOI aims to select successful agency that will be responsible to provide services as outlined at scope of work.

IMPORTANT INFORMATION TO THE BIDDER

Sl. No.	Item	Description
1	Availability of EOI document	web site: www.ssepd.gov.in
2	Date and time for submission of the EOI documents by speed post / Registered post / courier	In all working days up to 4:00 PM of 14.11.2022
3.	Power point presentation by bidders	17.11.2022 at 3.00 PM at Conference Hall of SIDR, Capital Hospital Campus, Bhubaneswar.
3	Indenting Authority	Executive Director, SIEP
4	Expected date of starting of all intended services	Within 7 days from the date of issue of work order.

1. SCOPE OF WORK

a) State Institute for Empowerment of PwDs (SIEP) has been registered as society under the purview of Societies registration Act (XXI of 1860). The selected firm will undertake following works for SIEP, Bhubaneswar:

1. THE FILM -- A curtain-raiser showcasing the SSEPD accomplishments since it's inception in rehabilitating, empowering and mainstreaming the people with disabilities and the opening of a centre for early intervention and rehabilitation. The centre is one of its kind and hence its growth and functioning need to be documented and shared with. For the purpose some of highly successfully cases, important activities and observations, celebrations & visit of dignitaries of State Institute of Empowerment of PwDs (SIEP), BBSR to be video-graphed of 10-15 minutes duration on regular basis. The shots and video recordings will be taken at different locations in HD format.
2. FORMAT -- FULL HD Video for YouTube and TV telecasting, private and public screening at different venues and standard versions for social media platforms like Facebook or WhatsApp.

3. **STYLE** -- The film will include a voice over narration, bytes of specified stakeholders, officials and beneficiaries. Success stories of the PwDs will be highlighted.
4. **PRICE** – The selected agency will be paid as per rate prescribed by I & PR Deptt., Govt. of Odisha in Office Order No. 8776 dated 24.09.2020.

2. Eligibility Criteria:

- a) The agency should be registered advertising and production agency with experience in making short HD video films.
- b) Must have statutory registrations under Income Tax Act and or GST and should furnish the copy of returns filed before competent authorities.
- c) Should not have any track record of contract termination of the previous assignments or any adverse report of performance or blacklisted by any state Govt. / Central Govt. Organization.

3. Application Procedure:

- a) The interested Bidders may submit the application as per Format-A & B of EOI document with complete in all respects and other requisite documents in sealed cover on or before 14.11.2022 up to 4.00 PM addressed to Executive Director, SIEP, NCSCDA Campus, Pokhariput, Bhubaneswar- 751020 by registered Post/ Speed Post/ Courier. SIEP shall not be held responsible for any postal delay.
- b) The Authority may, at its discretion extend the dateline for submission of EOI by amending the EOI documents in which case all rights and obligation rest on the authority.
- c) Late Bidders: Any bid received by the authority after the prescribed time and dateline for submission of bids will not be opened and considered. Thus the same is deemed to be rejected.

4. Evaluation of Bid & award of Contract.

- a) The Evaluation Committee of SIEP will evaluate the Bid and documents submitted by the agencies.
- b) Firstly, the document/papers asked in bid will be evaluated and qualified bidders will be decided basing on eligibility criteria as mentioned at point-2 of bid.
- c) All qualified bidders to make power point presentation (5 minute duration) on 17.11.2022 at 3.00 PM before evaluation committee on their expertise in the field, past experience and methodology and action plan.
- d) The highest marks obtained in presentation will be selected to execute the work.

Marks for Presentation:

Sl.	Particulars	Maximum Marks
1.	Expertise in the field	10
2.	Past experience on similar object and field	10
3.	Methodology and action plan	30
	Total	50

5. Work Order:

- a) Executive Director, SIEP will issue work order to the successful bidder whose bid has been accepted will commence the work within 7 (seven) days of issue of the order.
- b) Failure by the bidder to comply with the requirement of above mentioned clause, the offer shall be rejected and the bidder shall have no claim further.
- c) The successful bidder shall have to fulfill the terms & conditions as laid down in EOI.

6. Acceptance or Rejection of the Bids:

- a) Authority reserves the right to accept or reject any bid and to reject all bids at any time without assigning any reason thereof.
- b) Any bid with incomplete information is liable for rejection.

7. Bid validity period: The bid validity period is 90 days from the date of opening of the bid. Accordingly the bidder shall submit the Bid.

8. The Authority reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.

9. Corrigendum/Addendum, if any, will be uploaded in the website of SSEPD Deptt. www.ssepd.gov.in

10. No advance payment will be made to the successful bidder.

11. SIEP/SSEPD Deptt. will monitor & supervise the services provided by the selected bidder.

12. This is not a bid for any appointment or recruitment to any post.

13. All disputes relating to the contract is subject to the jurisdiction of the Court at Bhubaneswar.

**APPLICATION FORM
FOR SELECTION OF ADVERTISING AND PRODUCTION AGENCY FOR MAKING SHORT HD VIDEO
FILMS FOR SIEP, BHUBANESWAR**

1. Name of Bidder Agency: _____

2. Name of Head of agency: _____

3. Full Address of Registered Office: _____

Telephone/Mobile No. : _____ Fax No.: _____ E-Mail Address : _____

4. Name & Mobile No. of Authorized Person: _____

Document Check List

Sl. No	Name of the document /papers	Status (Submitted/ not submitted)	Page no (if submitted)
1	Valid Registration certificate of firm issued by appropriate authority		
2	Statutory registrations under Income Tax Act and or GST and copy of returns filed before competent authorities		
3.	Document on experience in making short HD video films		
4.	Document duly signed and sealed by the authorized person of the bidder in each page as a token of acceptance of all terms and conditions of the EO!		
5.	Duly signed declaration at Format-B		
6.	Power of attorney in case of authorized signatory		

Declaration: - We,..... (the name of agency), are agreed to work as per the terms & conditions of SIEP, Bhubaneswar.

Place:

Date:

**BIDDER'S OFFICIAL SIGNATORY
Name & Designation with Rubber Stamp/
Official Seal of the Firm**

Declaration

1. I, _____, Proprietor / Director/ Authorized Signatory of the bidder, am competent to sign this declaration and execute this EOI document;
2. I have carefully read and understood all the terms and conditions of the EOI and undertake to abide by them,
3. The information / documents/papers furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.
4. I also certify that our agency has not been black listed by Central / State Government / PSUs / Boards / Corporations / autonomous body under administrative control of Central or State Govt. etc.
8. This is also certified that neither myself nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

**Name & Designation with Rubber Stamp/
Official Seal of the agency**