



## ZILLA PARISHAD : BARGARH

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At- Subash Nagar, PO/Dist-Bargarh, Pin-768028, ODISHA

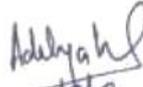
No. 549 /ZP / Date. 13/2/2023

### Expression of Interest

The Zilla Parishad, Bargarh hereby invites EOI from Registered Agency/ partnership firm/ Registered Society/ Organization/ Private Limited Company having experience on Digital/ social media campaign and creatives for IEC activities for ZillaParishad, Bargarh.

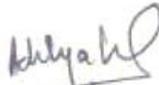
The EOI should reach the undersigned by the registered post/ drop box/ by hand, before dt. **23/02/2023 by 05.00 PM** and will be opened on dt. **24/02/2023 at 11.00 AM** at the office chamber of the undersigned in presence of the Bidder of their authorised agents who intend to attend. The rate to be quoted shall be inclusive of all taxes, handling and transportation/ delivery charges. No extra cost on any account whatsoever will be admissible. The rate quoted should be written clearly and legibly without any errors or overwriting and both in figures & in words. In case of difference of rates or any ambiguity over rates, then, rates written in words will be taken into consideration. Each bidder should furnish copy of PAN card and GST Registration along with copy of previous such orders and credentials issued by any Govt. Office/ Organisation in favour of him/ her/ them. The sealed EOI should come super scribed on the cover as, **"Handling of Digital/Social Media Campaigns and IEC activities for Zilla Parishad, Bargarh"**

Further, clarifications can be obtained from this office during working hours. The undersigned reserves the right to accept or reject any EOI without assigning any reason thereof. The engagement period for the same shall be one year and can be extended basing on the performance. The bidder should submit their offers in the following specification after going through the enclosed Terms & Conditions.

  
CDO-cum-EO  
Z.P. Bargarh

Memo No. 550/ZP, Dated. 13.02.2023

Copy submitted to Collector, Bargarh for favour of kind information.

  
CDO-cum-EO  
Z.P. Bargarh

## Terms & Conditions

1. The bids shall be accompanied by **Tender Paper Cost (Non-Refundable) of Rs. 3,000.00 (Rupees Three Thousand) only**, by way of Demand Draft in favour of C.D.O-cum-E.O, Zilla Parishad, Bargarh.
2. The **Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees Twenty Thousand) only, refundable** (without interest), should necessarily be accompanied with the bid in the shape of Demand Draft / Pay Order drawn in favour of C.D.O-cum-E.O, Zilla Parishad, Bargarh, payable at Bargarh failing which, the tender shall be summarily rejected. EMD of the successful bidder shall be retained as Performance Security and has to be renewed up to the period of contract including extension period, if any.
3. The Earnest Money Deposit in respect of the agency which do not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be refunded without any interest. **In case of successful tenderer, if the tenderer fails to fulfil the requirement(s) at any time within the contract period as per the terms and conditions, the EMD shall stand forfeited without giving any further notice.**
4. The bidder shall meet the **eligibility criteria** as stipulated in **Annexure-I**. The enlisted supporting documents are to be furnished for evaluation of eligibility criteria.
5. The bidder shall submit a **financial bid in separate sealed covered envelope** as per the format in **Annexure-II**. The rate quoted shall be inclusive of all taxes, transportation (if any) and other statutory dues.
6. The scope of work includes.
  - a. Management of Social Media Platforms (Twitter, Facebook, Instagram etc.).
  - b. Social Media / IEC campaign for event
  - c. Making documentary (Audio-Visual).Apart from above, any other IEC related work(s) as and when required may be assigned as per mutual agreement between the parties.
7. The bidders are further required to submit social media designs created in prior work assignments along with a **detail work plan** to achieve the deliverables as per the scope of work. Bids without satisfactory work plans shall be rejected.
8. The evaluation shall be done in two stages viz. scrutiny of technical bids followed by evaluation of financial bids. All bidders fulfilling the eligibility criteria as stipulated in Annexure-I shall be eligible for opening of financial bid. The bidder who has quoted the lowest price for an item of work in the financial bid (Annexure II) will be awarded the work. Ties if any shall be resolved by draw of lots.

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9. The successful bidder shall be awarded the work for a period of 1 year and the agreement can be extended for a further period of 1 year from time to time as per mutual agreement between the parties.
10. The Competent Authority i.e., Collector, Bargarh reserves the right to cancel / reject any or all bids without assigning any reason thereto.
11. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules and GST Act/Rules, as amended, from time to time and a certificate to this effect shall be provided by C.D.O-cum-E.O, Zilla Parishad, Bargarh.
12. The Authority reserves the right to withdraw, relax or modify any of the terms and conditions as mentioned above so as to overcome problems / disputes (if any) encountered at a later stage.
13. All disputes shall be under the jurisdiction of the competent court at Bargarh District only.

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**ELIGIBILITY CRITERIA**

Annexure-I

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The Bidder should be registered under appropriate authority (any one), such as <ul style="list-style-type: none"><li>▪ Registered under the Companies Act, 2013</li><li>▪ Registered under the Indian Partnership Act, 1932</li><li>▪ Registered under the Indian Trusts Act, 1882</li><li>▪ Registered under the Societies Registration Act, 1860</li><li>▪ Any other category like Proprietor, etc.</li></ul>	Certificate of Incorporation/ Registration
2	The bidder must have <b>at least 2 (Two) years of experience</b> in business (up to the last date of submission of bid) for providing similar type of services to Central/ State Government bodies/ Govt. organization	Copies of the work order from respective authorities.
3	Must have average annual financial turnover of <b>Rs. 12.00 lakh each during the last 2 (two) financial years</b>	Copies of audited income/ expenditure Statement and Balance Sheet for the concerned period. (Duly certified by CA)
4	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 EOI	An undertaking to this effect to be furnished by the bidder
5	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
6	Other Statutory Documents	Copies of: <ul style="list-style-type: none"><li>▪ PAN &amp; GSTIN</li><li>▪ IT Return for the last 3 financial year (Duly certified by CA)</li></ul>



**Annexure -II**

**FINANCIAL BID**

Sl. No.	Items/Description of work	Unit	Rate quoted (in Rs.)*	Rate quoted (in words)
1.	Social media Platform Management	Per Month		
2.	Social Media/IEC campaign for event	Per Day		
3.	Documentary (Audio/ Visuals)	For 02 Minutes		
		Above 02 & below 5 Minutes		
		Above 05 & below 10 Minutes		
		Above 10 Minutes video		

\* Rate quoted by the bidders shall be inclusive of all taxes/ statutory dues.

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