



## ZILLA PARISHAD, BARGARH

E-Mail ID: [ori-dbargarh@nic.in](mailto:ori-dbargarh@nic.in)

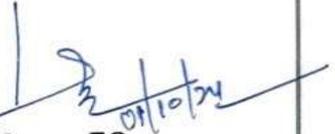
Telephone No: 06646-234499

Letter No: 3541 Date: 01.10.2024

### EXPRESSION OF INTEREST

The District level Selection Committee (DLSC), Bargarh District, Odisha invites Sealed expression of interest from registered and experienced agencies to apply for supply of Mascot for Bargarh District. The bids should reach the undersigned by speed post/ registered post. The last date for submission of tenders is **07.10.2024 up to 3.00 PM**. Details regarding terms & conditions and submission of bids can be downloaded from the district website of Bargarh: [www.bargarh.odisha.gov.in](http://www.bargarh.odisha.gov.in)

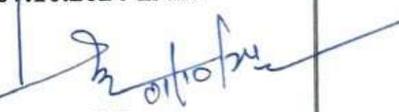
1. Opening Date for submission of EOI: dt 01.10.2024
2. Last date for receipt of Bid paper: Dt.07.10.2024 up to 3 PM
3. Opening of Bid paper: dt 07.10.2024 in presence of bidders.
4. Cost of Processing Fees-2,500/- (Non-Refundable)

  
CDO-cum-EO  
Zilla Parishad, Bargarh

Memo No- 3542

Dtd- 01.10.2024

Copy to DeGM, Bargarh to hoist the above notice for a period of **01.10.2024 to 07.10.2024** in the District portal.

  
CDO-cum-EO  
Zilla Parishad, Bargarh

**EXPRESSION of INTEREST (EOI)**

**For**

**Supply of Mascot for Bargarh District**

**Collector-cum-Chairman, District Level Selection Committee,**

**Bargarh, Odisha**

**768028**

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## ZILLA PARISHAD, BARGARH

E-Mail ID: [ori-dbargarh@nic.in](mailto:ori-dbargarh@nic.in)

Telephone No: 06646-234499

No 3543 /Date 01.10.2024

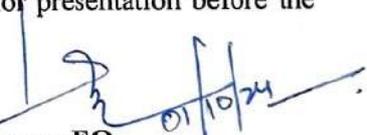
### 1. TEXT OF ADVERTISEMENT: EXPRESSION OF INTEREST (EOI)

District Administration, Bargarh has decided to use 'Mascots' in different events of Bargarh District for various IEC/Promotional Activities.

In the above context, the District Level Selection Committee (DLSC) Bargarh, Odisha invites in sealed cover Expression of Interest (EOI) from registered and experienced agencies to apply for **supply Mascots for Bargarh District**. It is an opportunity for your agency to showcase your professional skill through participation in expression of interest.

The EOI Document containing the details of qualification criteria, submission of requirement, brief objective & scope of work and evaluation criteria, etc. can be downloaded from website: [www.bargarh.odisha.gov.in](http://www.bargarh.odisha.gov.in) under the link "NOTICES> TENDERS". Last date for submission of EOI is **07.10.2024 up to 3.00 PM**. Sealed envelope marked to the captioned address, containing EOI, Rs.2,500.00 as bid Processing Fees (non-refundable) in shape of Demand Draft in favor of CDO-cum-EO, Zilla Parishad, Bargarh payable to UCO Bank, Bargarh Branch to the A/C No. 06380110085882 (IFSC Code-UCBA0000638).

Application can be submitted in two different envelopes (sealed) –Technical Bid & Financial bid. These envelopes need to be put in another envelop super-scribing "EOI for supply Mascots for Bargarh District" on the top cover, through Speed post/ Registered post/ by hand addressed to the **CDO-cum-EO, Zilla Parishad, Bargarh (Odisha)-768028**. Authority in no way will be responsible for any postal delay. The financial bid shall be opened after technical evaluation. Those who qualify technical evaluation shall be invited for presentation before the District Level Selection Committee (DLSC).

  
CDO-cum-EO,  
Zilla Parishad, Bargarh

## ZILLA PARISHAD, BARGARH

### 2. LETTER OF INVITATION

Dear Sir/Madam,

The District Level Selection Committee (DLSC) invites sealed Expression of Interest (EOI) from Agencies to **supply a Mascot for Bargarh District.**

The EOI Document containing the details of qualification criteria, required documents, brief objective & scope of work and method of evaluation etc. is enclosed.

Sl. No.	Critical Dates	Date
1	Date & Time of Availability of EOI in Website: ' <a href="http://www.bargarh.odisha.gov.in">www.bargarh.odisha.gov.in</a>	01.10.2024 11.00 AM to 07.10.2024 up to 3.00 PM
2	Last Date of Submission of Original Documents	07.10.2024 up to 3.00PM
3	Date of Opening of Bid Documents & Scrutiny	07.10.2024 at 5.00 PM
4	Date of presentation	07.10.2024
5	Correspondence & Queries if any	CDO-cum-EO, Zilla Parishad, Bargarh Telephone-06641-234499 E-mail: ori-dbargarh@nic.in

Yours faithfully,

  
CDO-cum-EO,  
Zilla Parishad, Bargarh

### 3. Background & Scope:

- 'A Mascot to be used in different events of Bargarh District.
- The Maximum entitlements for a couple of Mascot are as follows;
  1. A Mascot couple -Rs. 2.00 lakh
- The location for supply of Mascot will be intimated to the selected bidder.

**Role & Responsibility of the agency:**

[A] The agency shall ensure the following;

Sl. No	Work	Remarks
1	Supply of the Mascot	Transportation charges for supply of the Mascot will be borne by the agency. Delivery location will be intimated to the selected bidder.
2	Quality of Mascot to be checked before supply.	Quality of Mascot should be as per specification in the Notice.
3	Understanding Client Needs	Work closely with the client to understand their brand, objectives, target audience, and the message they want the mascot to convey
4	Design and Production	To create detailed designs and prototypes based on client feedback. This might include digital illustrations, 3D models, or costume designs, depending on whether the mascot is a character or a physical costume
5	Quality Assurance	<b>Testing:</b> Ensure that the mascot meets safety standards  <b>Durability:</b> Make sure the mascot can withstand the intended use and environment (e.g., outdoor events, frequent handling).
6	Delivery and Handover:	<b>Presentation:</b> Deliver the finished mascot to the client, which might include a formal presentation or training on how to use or care for the mascot.  <b>Documentation:</b> Provide any necessary documentation, such as care instructions, maintenance guidelines, or licensing agreements.
7	Legal and Licensing:	<b>Intellectual Property:</b> Ensure that all legal aspects, such as copyright and trademark issues, are handled properly, and provide necessary documentation for intellectual property protection.  By covering these areas, the agency helps ensure that the mascot is not only a creative and engaging representation of the client's brand but also practical and functional for its intended use.

### Specification of the Mascot:-

Sl. No	Particulars	Remarks
1	Mascot Specifications	<ul style="list-style-type: none"><li>• Height-70-80 Inches</li><li>• Width-25-30 Inches</li><li>• Material- Sambalpuri Outfit</li></ul>
2	Intellectual Property	<ul style="list-style-type: none"><li>• Ownership</li><li>• Usage rights</li></ul>
3	Timeline of Supply	<ul style="list-style-type: none"><li>• 1 Month from receipt of Work order</li></ul>

[C] **Prahalad Kashala, DI & PRO, Bargarh (Contact No. 9439762610)** shall be the **Liaison Officer** from the District Level Selection Committee, Bargarh, who will coordinate and forward the required information to the nodal officer/Personnel of the engaged agency for supply a Mascot for Bargarh District.

#### 4.EOI Processing Fees& Security Deposit:

A non – refundable processing fee for **Rs. 2,500/- (Rupees Two thousand five hundred)** in shape of demand draft in favor of CDO-cum-EO, Zilla Parishad, Bargarh payable to UCO Bank, Bargarh, Branch to the A/C No. 06380110085882 (IFSC Code-UCBA0000638) has to be submitted along with the EOI response. Bids received without or with inadequate EOI/ processing fees shall liable to be rejected.

#### 5. Mode of Submission of proposal:

Proposal, in its complete form in all respects as specified in the EOI, must be submitted at the address specified herein earlier through speed post/Registered post/ by hand. These envelops need to be put in another envelop super scribing “**EOI for supply of Mascot for Bargarh District,**” on the top cover. In exceptional circumstances and its discretion, Collector-Cum-Chairman, District Level Selection Committee, Bargarh may extend the deadline for submission of proposals by issuing an amendment to be made available on the [www.bargarh.odisha.gov.in](http://www.bargarh.odisha.gov.in) website. In this case all rights and obligations lie on the Collector-Cum-Chairman, District Level Selection Committee, Bargarh.

#### 6.Instructions to Agency:

The Expression of Interest is to be submitted as prescribed below, i.e., in two separate sealed envelopes Technical & Financial Bid.

Envelope –I (Technical Bid)	
Applicant’s Expression of Interest as per	Format – 1
Organizational Details as per	Format – 2
Experience of Agency	Format- 3
Financial Status of the Agency as per	Format –4
Additional information as per	Format – 5
Declaration as per	Format – 6
Envelope-II (Financial Bid)	
Financial Bid	Format-7

## 7.Evaluation & Selection Procedure:

Stage	Description	Remark
I	Verification of the documents (Format -1 to 7) submitted by the bidder <i>(50 mark)</i>	Envelopes not carrying valid or required documents shall be liable for rejection.
II	Bidders submitting all the requisite documents to be qualified for Presentation <i>(Presentation carries 50 Mark)</i>	Power-Point Presentation of of items, such as, Miniature model (Different Designs) if any for better demonstration.
III	<i>The technical marks obtained (in total from Stage I &amp; II) will be converted to Technical score as illustrated in Annexure –A. The financial bid will be opened for the bidders securing 70 marks or more, i.e. (in total from Stage I &amp; II).</i>	The L1 bidder in the financial bid will be given 100 marks as financial score. (Illustration as in annexure-A)
IV	The successful bidder will be determined through <b>QCBS method carrying weightage of 70:30 score of technical &amp; financial respectively.</b>	The QCBS method is illustrated in Annexure-A

### Stage –I: (Verification of Documents)

- The applicant shall make Expression of Interest (EOI) with requisite documents (Format -2 to 7) attached with Format-1.
- Envelopes not carrying valid or required documents shall be liable for rejection.
- The documents submitted by bidder shall be scrutinised and given marks accordingly.

### Stage-II:(Presentation)

- Bidders submitting all the requisite documents to be qualified for Power point Presentation of plan activity and physical demonstration of items, such as, Miniature models (Different Designs) if any for better demonstration before District Level Selection Committee (DLSC).
- Presentation, i.e. (Power Point Presentation and Physical demonstration of items) carries 50marks.
- Power point presentation will be presented as per specification given below;

Sl. No	Contents of presentation	Brief details
1	Plan for Making & Supply of Mascot	Display of plan for making & smooth supply of Mascot without any damage.
2	Designs of Mascot	Display designs and models in all angles.
3	Glimpse of Previous Experience/ Achievement of the agency.	Display recent video clip and photos on similar type of events.

### Stage-III :( Opening of Financial Bid)

- *Bidders securing 70 or more marks in total from Stage I & II shall be allowed for opening of financial bid.*
- **The bidders who shall get below 70 marks from stage-I and stage-II to be Rejected**

• **The Technical Evaluation Criteria is given below;**

Criteria	Qualification	Full Mark
Submission of Documents		10
Average Turnover for last three financial year	<input type="checkbox"/> More than Rs.5 Lakh and less than 10Lakh <input type="checkbox"/> More than 10 Lakh and less than 20Lakh <input type="checkbox"/> Equals to 20 Lakh and above	05 07 08
Experience of working for last three financial year	<ul style="list-style-type: none"> <li>At least Two assignments of order value more than 0.5 Lakhs and less than 2 Lakhs each</li> </ul>	05
	<ul style="list-style-type: none"> <li>At least Two assignments of order value more than 2 Lakhs and less than 4 Lakhs each</li> </ul>	07
	<ul style="list-style-type: none"> <li>At least Two assignments of order value equals to 5 Lakh and above each</li> </ul>	08
Presentation (Power Point Presentation)		50
<b>TOTAL</b>		<b>100</b>

**Stage-IV: (Evaluation Criteria and Method of selection in CQCBS)**

- a. The selection of the Agency shall be made through **Composite Quality Cum Cost Based System (CQCBS)**. The weightage for technical criteria will be 70% while financial criteria will be 30%. Agency who quotes lowest in the financial bid shall be given 100 marks. The technical score shall be considered for those who obtain minimum 70 marks in total in Stage-I & II. The financial quote of other bidders shall be computed as follows:  $(L1 \text{ divided by } Lx) \text{ multiply by } 100$  where in x is the bid quoted by L2, L3, L4. The detail evaluation of QCBS is given in **Annexure- A**

**b. Composite Scores of Bidders.**

Bidder's Score	Weightage	Weightage Score
(A) Technical Score	70%	$TS \times 70/100=(A)$
(B) Financial Score	30%	$FS \times 30/100 =(B)$
Composite Weightage Score of the Bidder = (A) + (B)		

**8. Payment Terms and Schedule for Successful bidder.**

*100% Payment will be done as per actual after due verification by District Level Committee-II with regards to data submitted in BoQ (Bill of Quantity).*

**9. Conflict of Interest:**

DLSC will be the final arbitrator in case of potential conflicts of interest. Failure to notify DLSC of any potential conflict of interest will invalidate any verbal or written agreement.

**10. Condition under which EOI is issued:**

- ◆ The EOI is not an offer and is issued with no commitment.
- ◆ DLSC reserves the right to Withdraw EOI and/ or vary any part thereof at any stage.
- ◆ DLSC further reserves the right to disqualify any bidder, should it be so necessary at any stage

**11. FORMAT FOR SUBMISSION:**

**FORMAT – 1**

**APPLICANT'S EXPRESSION OF INTEREST**

To,

**The CDO-cum-EO,  
Zilla Parishad, Bargarh**

**Sub: Submission of Expression of Interest for supply of Mascot for Bargarh District.**

Dear Sir,

In response to the invitation for expression of Interest (EOI) published on ..... for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 01 set of the following documents in separately sealed envelopes.

**SUBMISSION OF DOCUMENTS:**

Sl	Documents	Other particulars (Demand Draft)
1	Organizational Details- Format-2	1. Rs.2,500/- Process Fees (non-refundable)
2	Additional information Format-5	
3	Declaration Format-6	
4	Financial Bid Format-7	

Sincerely Yours,

Signature of the applicant  
[Full name of applicant]

Stamp .....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

**FORMAT – 2**  
**ORGANIZATIONAL DETAILS**

<b>SL. No</b>	<b>Organizational Details</b>	<b>Remarks</b>
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ Partnership firm registered under the Indian Companies Act, 1956/ the partnership Act.1932	
4.	Whether the firm has been blacklisted by any Central Govt./ State Govt./PSU/ Govt. Bodies/ Autonomous? If yes, details thereof	
5.	Address of registered office with telephone no., Fax, E-Mail id, website.	
6.	Address of offices in i)National capital region of Delhi ii) All other State/ UT's iii) Regd. Office inside Odisha.	
7.	Contact Person with telephone no. & e-mail ID	
8	PAN Card No. and GST No.	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy Of Article of Association in respect of 3above.
3. Undertaking in respect of 4above.
4. GST Regd. Certificate.

Signature of the Applicant  
Full name of the applicant  
Stamp & Date

**FORMAT – 3**

<b>Experience in related Fields</b>					
Overview of the past experience of the Organization in all aspects related to brand Building					
<b>S. No</b>	<b>Items</b>	<b>Number of Assignments during last 3 years</b>	<b>Order value of each assignment in lakhs of Rs. (Enclose copy of each order)</b>	<b>Mention the name of Agency (Enclosed completion certificates)</b>	<b>Remark</b>
1.	Experience of assignments of similar nature/Institution/ Corporate/ Private Sector				
1.1	Experience in carrying out similar assignments in Government				
1.2	Experience in carrying out Similar assignments in Public Sector Undertaking (PSU).				
<ul style="list-style-type: none"> <li>• Decision of Evaluating Committee in ascertaining “Similar nature” and “Similar Assignment” will be final.</li> <li>• Relevant Certificates / Work Order to be attached.</li> <li>• Glimpses of previous year performance to be given.</li> </ul>					
Signature of the applicant Full name of applicant Stamp & Date					

**FORMAT - 4**

<b>Financial Status Format for Last Three Financial Year</b>				
S. No	Financial Year	Whether profitable Yes/ No	Annual Net profit (in of Rs)	Turn over of the agency
1				
2				
3				

Note: Please enclose **auditor's certificate** in support of your claim.

Signature of the applicant  
Full name of applicant

Stamp & Date

**FORMAT- 5**

**Additional Information**

1. List of all enclosures related to the previous sections.

<b>SL. No</b>	<b>Description</b>	<b>No. of pages</b>

2. Additional information to support shall not be more than 2pages.

Signature of the applicant  
Full name of the applicant

Stamp & Date

**FORMAT-6**

**Declaration**

We hereby confirm that we are interested for supply of Mascot for Bargarh District.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name & Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.

Signature of the applicant  
Full name of applicant

Stamp & Date

**FORMAT- 7**

**FINANCIAL BID**

**BILL OF QUANTITIES ( BOO) -> (Rates to be quoted inclusive of all charges i.e.  
Manpower, Service charge & all Taxes)**

**Part-I**

<b>Sl. No</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
1.	Mascot			

Signature of the applicant  
Full name of the applicant  
Stamp & Date

**Annexure-A****QUALITY COST BASED SYSTEM(QCBS)****Illustration with dummy values****STAGE 1: TECHNICAL BIDS EVALUATION**

Bidder details	Technical Mark Obtained
Bidder1	92
Bidder2	85
Bidder3	55
Bidder4	75

**STAGE 2: Conversion of Technical Marks to Technical Score:  
Technical Score is same as Technical Marks.**

Bidder details	Technical Marks	Technical Scores
Bidder1	92	92
Bidder2	85	85
Bidder3	*Rejected	* Rejected
Bidder4	75	75

*\*Since the Eligible Technical marks should be 70 or more, Bidder 3 is Rejected.*

**STAGE 3: FINANCIAL BID EVALUATION**

Bidder details	Financial Bid Amount
Bidder1	1,30,000
Bidder2	1,20,000
Bidder4	1,00,000

**Stage 4: Conversion of financial bid amount to score**

Bidder Details	Financial Bid Amount	Financial Score (LFB/F*100)
Bidder1	1,30,000	$100000/130000*100=76.92$
Bidder2	1,20,000	$100000/120000*100= 83.33$
Bidder4	1,00,000	<b>100</b>

\*Bidder having LFB is treated as L1 and to be awarded financial score as 100. The rest will be calculated as  $LFB/ F * 100$ .

**Where LFB = Lowest Financial Bid, F = Quoted Amount**

### Consolidated Technical & Financial Score

Bidder Details	Technical Score	Financial Score
Bidder 1	92	76.92
Bidder 2	85	83.33
Bidder 4	75	100

### Stage 5: Combined Technical and Financial Score (CTFS) With Weightage 70:30

Bidder Details	Applying weights for the Technical Score & Financial Score	CTFS	Rank of the Bidder
Bidder1	$92*(70/100) + 76.92*(30/100)$	87.48	L1
Bidder2	$85*(70/100) + 83.33*(30/100)$	84.50	L2
Bidder4	$75*(70/100) + 100*(30/100)$	82.5	L3