



DISTRICT MINERAL FOUNDATION, JAJPUR

Ph. - 06728-222227

E-mail: dmfjajpur@gmail.com, Website - <https://jajpur.nic.in>



Letter No.: DMF/ 53 /2021

Date: 23/02/21

Expression of Interest (EoI)

Hiring of Vehicles for Audio Visual Awareness Programmes on Different Govt. Schemes at Village/GP Level of Jajpur District (Vikash Rath)

District Mineral Foundation (DMF), Jajpur invites EoI from agencies for "Hiring of Vehicle for Audio Visual Awareness Programmes on Different Govt. Schemes at Village/GP Level of Jajpur District (Vikash Rath)" as detailed in the bid document. The details of the EoI is available in the district website, i.e. www.jajpur.nic.in Details of the schedule are given below:

Expression of Interest (EoI) document made available to the applicants	24 th February'2021
Last date for Receipt of Bid Documents (Sealed Envelope)	17 th March' 2021 by 5.00 P.M.
Date of opening of Technical Proposals and Financial Proposal	18 th March' 2021 at 11.00 A.M.
Letter of Award	To be intimated to selected Agency
Start Date	To be intimated to selected Agency
Method of Selection	Two Bid System
Ernest Money Deposit (EMD)	Rs.25,000/- (Rupees twenty five thousand only in the form of 3 Year TDR/FD/Postal Deposits duly pledged in favor of the Collector & Managing Trustee, DMF, Jajpur
Bid Cost	Rs. 2,000 (Rupees two thousand) only in the form of Demand Draft in favor of the Collector & Managing Trustee, DMF, Jajpur, Drawn on any nationalized/ Scheduled bank, Payable at Jajpur town.
Mode Submission of Bid Document	Bid Document is to be submitted by Speed Post/Registered Post (India Post) only.
Address for Communication/submission of Proposal	Collectorate, Jajpur, DMF Cell, Jajpur, Odisha, PIN -755001, Tel.No. - 06728 - 222227, E-mail : dmfjajpur@gmail.com


Collector & Managing Trustee,
DMF Trust, Jajpur.

Memo No : 54 Date : 23/02/21

Copy forwarded to ADM, Jajpur for Information. He is requested to display the Eol on the notice board of the District Office.

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Collector & Managing Trustee,
DMF Trust, Jajpur.

Memo No : 55 Date : 23/02/21

Copy forwarded to All Sub - Collectors of Jajpur District / All BDOs of Jajpur District / All Tahasildars of Jajpur District / All Executive Officers, ULBs for information. They are requested to publish the Eol on the notice board of their respective offices.

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Collector & Managing Trustee,
DMF Trust, Jajpur.

Memo No : 56 Date : 23/02/21

Copy to DIO, NIC, Jajpur for information & necessary action. He is requested to web hoist the Eol "Hiring of Vehicles for Audio Visual Awareness Programmes on Different Govt. Schemes at Village/GP Level of Jajpur District (Vikash Rath)" in [www. Jajpur.nic.in](http://www.Jajpur.nic.in) from 24/02/2021 to 17/03/2021 (5.00 P.M.)

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Collector & Managing Trustee,
DMF Trust, Jajpur.

**District Mineral Foundation (DMF)
Jajpur**

Expression of Interest (EoI)

Bid Documents

"Hiring of Vehicle for Audio Visual Awareness Programmes
on Different Govt. Schmes at Village/GP Level of Jajpur
District (Vikash Rath)"

Important Dates

1. Availability of Bid Documents: 24th February'2021
2. Last date for Receipt of Bid Documents: 17th March' 2021 by 5.00 P.M.
3. Opening of Bid Documents: 18th March' 2021 at 11.00 A.M.

O/o- Collectorate, Jajpur

District Mineral Foundation

Jajpur town, Odisha, PIN-755001

Tel. No.: 06728-222227

E-mail ID: dmfjajpur@gmail.com

I. INSTRUCTION TO BIDDER

1.1. General

- a) While sincere effort has been made to provide comprehensive and accurate background information, requirements and specifications, Bidders must form their own conclusions about the support needed to meet the requirements based on their past experience.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the DMFT, Jajpur.

1.2. Scope of Work:

Hiring of Vehicle for Audio visual Awareness Programmes on Different Govt. Schemes at Village/GP Level of Jajpur District (Vikash Rath).

1.3. Compliant Proposals/ Completeness of Tender Paper

- i. Submission of the bid shall be deemed to have been done after careful study and examination of the EoI document with full understanding of its implications.
- ii. Failure to comply with the requirements of this paragraph or any clause of the EoI may render non-compliant and the proposal may be rejected. Bidders must:
 - Include all documentation specified in this EoI;
 - Follow the format prescribed in this EoI and respond to each element in the order as set out in this EoI.
 - Comply with all requirements as set out within this EoI.

1.4. Key Requirements of the Bid

1.4.1 Right to Terminate the Process

i. Collector & Managing Trustee, DMF, Jajpur, DMF, Jajpur on behalf District Mineral Foundation (as Authority) may terminate the EoI Process at any time and without assigning any reason thereof. The authority makes no commitments, express or implied, that this process will result in a business transaction with anyone.

ii. The submission of tender paper does not constitute an offer by Collector & Managing Trustee, Jajpur or District Mineral Foundation Trust. The bidder's Participation in this process may result in selecting the bidder to engage towards execution of the contract.

1.4.2 Cost of Tender Paper

- i. EoI / Bid document can be downloaded from the District Website www.jajpur.nic.in. The bidders are required to submit the non-refundable tender document fee of Rs. 2,000/- (Rupees two thousand) only in shape of an Demand Draft drawn in favor of Collector & Managing Trustee, DMF, Jajpur and payable at Jajpur town from any nationalized/ scheduled bank along with the Tender Paper. Proposals received without or with inadequate fees shall be rejected.

1.4.3. Earnest Money Deposit (EMD)

- a) Bidders shall submit, along with their Technical Bids, an EMD of Rs. 25,000/- (Rupee twenty five thousand) only in the shape of a 3 years TDR / FD / Postal deposit duly pledged in favor of Collector & Managing Trustee, DMF, Jajpur from any nationalized / scheduled bank / post office.
- b) EMD of all unsuccessful bidders would be refunded within 90 days of the bidder being notified as unsuccessful. The EMD, for the amount mentioned above, of

- successful bidder may be kept as Performance Guarantee till completion of the assignments.
- c) The tender paper submitted without EMD, mentioned above, will be summarily rejected.
 - d) The EMD may be forfeited:
 - If a bidder withdraws its bid during the period of bid validity.
 - In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.
 - If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

1.4.4. Submission of Proposals

- a) The bidders shall submit their tender paper in the format given in this tender paper in the following manner.
 - Technical Bid – in first envelop [Tender Paper, Technical Bid, EMD, Cost of Tender Paper]
 - Price / Financial Bid – in second envelope.
- b) The response to Technical Bid and Price Bid (As mentioned in previous paragraph) should be covered in separate sealed envelopes super-scribing "Technical Bid" and "Price Bid" respectively.
- c) Please Note that Prices shall not be indicated in the Technical Bid and shall only be indicated in the Price Bid.
- d) The two envelopes containing copies of Technical Bid and Price Bid shall be put in another single sealed envelope clearly marked as "**Hiring of Vehicle for Audio Visual Awareness Programmes on Different Govt. Schemes at Village/GP Level of Jajpr District (Vikash Rath)**".
- e) The outer envelope thus prepared shall also indicate clearly the name, address, telephone number, e-mail ID and contact number of the bidder.
- f) All the pages of the tender paper must be sequentially numbered and must contain the list of contents with page number. Any deficiency in the documentation may result in the rejection of bid.
- g) The original bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the tender paper.
- h) All pages of the bid shall be initialed and stamped by the person or persons who sign the bid.

1.4.5. Authentication of Bids

The tender paper must have been signed under the official seal of the agency.

1.5. Preparation and submission of Tender Paper

1.5.1. Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/ presentations, preparation of tender paper, in providing any additional information required by the District mineral Foundation Trust to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. District Mineral Foundation trust will in no case is

responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1.5.2. Language

The Proposal shall be filled by the Bidder in English Language only. If any Supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

1.5.3. Venue & Deadline for Submission of Tender Paper

Proposals, completed in all respects as specified in the tender paper, must be submitted on or before the last date and time of submission of bid as mentioned on the cover page of the tender paper at the address specified below through registered post/ speed post [Indian Post] only. No other way of submission of tender paper including submission through courier shall be considered. District Mineral Foundation Trust shall not be responsible for any postal delay.

The bid along with documents may be submitted to the address “ Collectorate, Jajpur, DMF Cell, Jajpur town , Odisha, PIN-755001.

Last Date & Time of Submission: (through registered / speed post only). No other mode of submission is allowed.

1.5.4. Late Bid

- a) Bids received after the due date and the specified time (including the extended period, if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- b) Collector & Managing Trustee, DMF, Jajpur reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments. Such as amendments shall be hosted in the district administration website and shall be published in the same newspaper in which the tender call notice is published.

1.6. Evaluation Process

- a) DMF, Jajpur will constitute a Tender Evaluation Committee [Tender Committee] to evaluate the responses of the bidders.
- b) The Tender Evaluation Committee constituted by the DMFT, Jajpur shall evaluate the tender papers and all supporting documents / documentary evidence including the rate of service charge. Inability to submit requisite supporting documents / documentary evidence of tender paper may lead to rejection.
- c) The decision of the Committee in the evaluation of tender papers shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- d) The Committee may ask for meetings with the Bidders to seek clarifications on their proposals.
- e) The Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f) Each of the tender paper shall be evaluated as per the criteria and requirements specified in this tender paper.

1.6.1. Tender Opening

The bids documents submitted will be opened on scheduled date and time by the tender committee, in the presence of the Bidders or their authorized representatives,

who may be present at the time of opening. The representatives of the bidders are advised to carry the identity card or a letter of authority from the tendering firms to identify their bona fides for attending the opening of the proposal.

1.6.2. Tender Validity

The offer submitted by the Bidders shall be valid for minimum period of 90 days from the date of last date of submission of Tender Paper.

1.6.3. Tender Evaluation

a) Initial during bid scrutiny, incomplete details as given below will be treated as non-responsive and liable to be rejected. If tender papers:

- Are not submitted in as specified in the tender document
 - Are found with suppression of details and facts
 - With incomplete information, subjective, conditional offers and partial offers submitted
 - Have non-compliance of any of the clauses stipulated
 - With lesser validity period.
 - Received without Cost of Tender Paper/ EMD or both
- b) All responsive Bids will be considered for further processing as below.

Tender Committee will make scrutiny of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by the Committee according to the Evaluation process defined in this EoI document. The decision of the Committee will be final in this regard.

2. Criteria for Evaluation

Proposals for this contract will be assessed in accordance with two bid system. The Tender Committee will carry out a detailed evaluation of the Technical Proposals with reference to the minimum eligibility criteria by taking into account the following factors:

- Overall completeness and compliance with the requirement.
- Any other relevant factors, if any, listed in the document, the tender committee members deemed necessary or prudent to take into consideration

2.1. Minimum Eligibility Criteria a Bidder:

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
1.	Legal Entity	The agency may be a Sole-Proprietor, Partnership Firm, Or Any Other	<ul style="list-style-type: none"> • Registration Certificate, if any • GST Registration • PAN copy.
2.	Experience	The agency must have relevant experience in Audio Visual Awareness Programmes / Campaign in Govt. or PSU Sector.	Documentary evidence in support of experience.
4.	Consortiums	Not allowed.	
5.	Technical Capability	The Bidder must have successfully completed at least one similar project.	Work order from the client mentioning details of order and amount of claim.

6.	Black listing	Affidavit by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central/State Government (Central / State Government and Public Sector).	Affidavit in prescribed.
7.	Tender paper cost Fees	The Bidder must have submitted Rs. 2,000/- (Rupees two thousand only towards the cost of the Tender Document.	In shape of D.D. from any Scheduled Commercial Bank.
8.	EMD	The Bidder must have furnished the EMD of Rs. 25,000/- (Rupees Twenty Five Thousand Only).	In shape of 3 years TDR/FD/Postal Deposit duly pledged in favor of Collector & Managing Trustee, DMF from any nationalized scheduled bank/post office.

2.2. Technical Evaluation

The Tender committee will scrutinize the documents submitted by Bidders. Only, those bidders who have qualified the minimum eligibility criteria will proceed to next state i.e. Financial Evaluation. However, decision of Tender Committee is final depending up on the circumstances.

2.3. Financial Evaluation

The bidder must quote price inclusive all expenses related to hiring of vehicle fitted with LED, staff cost, TA/DA, logistics, etc. but exclusive of any taxes (GST). Amount mentioned in word will prevail against the figure, in case of any discrepancy in Financial Proposal. Technically qualified bidder quoting the lowest price will be declared as preferred bidder.

3. Appointment of Service Provider Agency

3.1. Award Criteria

District Mineral Foundation Trust, Jajpur will issued work order to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

3.2. Right to Accept Any Proposal and To Reject Any or All Proposal(s)

District Mineral Foundation Trust, Jajpur has reserves the right to accept or reject any proposal, and to annul the tendering process/public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected or bidders or any obligation to inform the affected bidder or bidders or the grounds for such action.

3.3. Contract Finalization and Award

District Mineral Foundation Trust, Jajpur shall reserve the right to negotiate with the bidder(s) whose proposal has been ranked best value bid on the basis of Technical and Price Evaluation. On this basis the draft contract agreement would be finalized for award & signing.

3.4. Signing of Agreement/Issue of Work Order:

District Mineral Foundation Trust, Jajpur shall issue an work order incorporating all clauses and the proposal of the bidder.

3.5. Failure to Agree with the Terms and Conditions of the Tender Paper

Failure of the successful bidder to agree with the Draft Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event District Mineral Foundation Trust, Jajpur may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, Collector, Jajpur shall forfeit the EMD of the successful bidder.

4. Terms of Reference:

4.1. Scope of Work:

1. The Selected agency will engage vehicle fitted with LED, Silent Gen Set and Audio System.
2. The vehicle will move to different Villages/GP points of all blocks of Jajpur District for display of audio visual message contents to create awareness on various Govt. Schemes or as decided by the DMFT, Jajpur.
3. The vehicle will be positioned at concerned Village / GP level as per the scheduled route plan during the meeting where people are gathered for the purpose for display of content in Audio Visual Mode.
4. The contents and route map for the awareness program will be provided by DMFT, Jajpur.
5. The vehicle must be engaged for the duration of 8 hours per day at least.
6. The agency will engage driver and other technical operator as per requirement at their own cost with the vehicle.
7. The bidder with prior experience of similar assignments in Govt. Sector will be preferable.

8. The agency having own vehicle as required above in the name of the firm will be preferred.
9. The agency has to quote the price for per day rental of the vehicle (including POL) fitted with LED, sound system and related overhead cost like staff cost, TA/DA, logistics, etc. only GST as applicable will be paid extra.
10. Initially, two nos. of vehicle will be hired for a tentative period of one month. Nos. of vehicle or period of hiring may increase/decrease, as per requirement.
11. The vehicle must have all relevant valid documents to be engaged for Govt. Programmes. In case of any default, the contract is subject to termination and forfeiture of EMD.

4.2. Technical Specification / Requirements.

1. LED Screen : p4
2. LED Screen Size: 10ft. x 7 ft.
3. Screen Resolutions: 1440 x 720
4. Video Play Mode : Play & Pause facility during the running video.
5. Video Controller: On bon.
6. Brightness: ≥ 500 CD / m²
7. Driver IC : MBI 5124
8. Contrast Ratio : 5000:01
9. Grey Scale: 16 bits
10. Refresh Rate : ≥ 3840 hz
11. Scan Rate: 1/10
12. Pixel Density : 62500 dots per square meter.
13. Vehicle Type: light Commercial Vehicle (Bolero or equivalent not more than 2 years old)
14. Silent DG Set: 7 K V A
15. Fitted Sound System: With Good Audio Quality (Ahuja or Equivalent)

- 4.3. Payment Terms:** Payment will be made after completion of assignment on the basis of nos. of vehicle or days engaged as per day rental. All payments are subject to deduction of TDS as per applicability.

5. Arbitration

- All disputes, differences, claims and demands arising under the contract shall be referred to the DMFT, Jajpur for final decision and the same shall be binding on all parties.
- Any other terms and conditions mutually agreed prior to finalization of the order/agreement shall be binding on the service provider.
- DMFT, Jajpur and the selected supplier shall make every effort to resolve amicably through direct negotiation, any disagreement or dispute arising between them under or in connection with the work order, If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights duties or liabilities under these except as to any matter the decision of which is specially provided for by the general

conditions, such disputes shall be referred to two arbitrators, one to be appointed by each party and the said arbitrators shall appoint an umpire in writing before entering into the reference and the award of the arbitration or umpire, as the case may be shall be final and binding on both the parties. The arbitrators or the umpire as the case may be, with the consent of parties. May modify the time frame for making publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 or later and the rules there under the any statutory modification or reenactment there of the arbitration proceeding shall be held in the respective district head quarter.

6. Legal Jurisdiction.

All legal disputes are subject to the jurisdiction of Jajpur district only.

Minimum Eligibility Criteria / Technical Bid Form

Eol No: _____, Date: _____

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
1.	Legal Entity	The agency may be a Sole-proprietor, partnership Firm, or Any Other	<ul style="list-style-type: none"> • Registration Certificate, if any • GST Registration • PAN copy.
2.	Experience	The agency must have relevant experience in Audio Visual Awareness Programmes/Campaign in Govt. or PSU Sector.	Documentary evidence in support of experience.
3.	Technical Capability	The bidder must have successfully completed at least one similar project.	Work order from the client mentioning details of order and amount of claim.
4.	Blacklisting	Affidavit by the authorized signatory of the bidder that the bidder has not been blacklisted by the Central/State Government (Central / State	Affidavit in prescribed

		Government and Public Sector).	
5.	Tender Fees	The Bidder must have submitted Rs.2.000/- (rupees two thousand only) towards the cost of the Tender Documents.	In shape of D.D. from any Scheduled Commercial Bank.
6.	EMD	The Bidder must have furnished the EMD of Rs. 25,000/- (rupees Twenty Five Thousand Only).	In shape of 3 years TDR/FD / Postal Deposit duly pledged in favour of Collector & Chairperson-cum-Managing Trustee, DMF from any nationalized schedule bank/ post office.

Signature of the Bidder

Affidavit of not be under ineligibility

Before the Executive Magistrate /Notary Public Sri _____

AFFIDAVIT

I, Sri/Smt. _____ aged about _____
S/O./D/O./W/O/. _____ Proprietor /Partner/Director
of M/s. _____ At- _____ Po- _____
P.S.- _____ Dist. _____ do hereby solemnly
affirm and state as follows :

- 1) That pursuant to the tender call notice dt. _____ of District Mineral Foundation for Supply of Subject Matter Specialist, I/my firm/company am/is intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, i/my firm/company have not been blacklisted by any Central/State Govt. Organisation or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That I/my Firm/company not have any record of poor performance, abandoned work, having inordinately delayed completion and having faced Commercial failures etc. for any State Government or Government of India organization/department.
- 5) That this affidavit is required to be produced with tender paper before the Collector, Jajpur on behalf of District Mineral Foundation, Government of Odisha.
- 6) That the facts stated above are true to the best of my knowledge and belief.

Identified by me

Deponents

Advocate

The above deponent being present before me & duly identified by Sri _____ Advocate states on oath that the facts stated above are true to the best of his/her knowledge.

Deponent

*Strike out whichever is not applicable.

Executive Magistrate/
Notary Public _____

Form: Financial Proposal

Eol No: _____, Date: _____

Work: Hiring of Vehicle for Audio Visual Awareness Programmes on Different Govt. Schemes at Village/GP level of Jajpur (Vikash Rath)".

Item	Per Day Hiring Charges of Vehicle Fitted with LED and other requirements as per Scope of work and Technical Specification required. (Rs.)
Hiring of Vehicle fitted with LED and other requirement as per scope of work and technical specification required as per Eol issued. (Term of Reference – Clause No. – 4(1) & (2)	(In Rupees)
	(In Rupees)

Note:

- i. Rate quoted by the bidder must be inclusive of Hiring Charges of Vehicle with LED, Staffing Cost, TA/DA, Logistics and other related ancillary expenditures, etc.
- ii. GST as applicable will be paid extra.

Date :

Place:

Signature of the Bidder