



DISTRICT MINERAL FOUNDATION: KEONJHAR.

(2ND Floor, DRDA Building, Keonjhar-758001)

E-mail: dmfkeonjhar@gmail.com

No. 2158 /DMF.

Date: 15/12/2020

QUOTATION CALL NOTICE FOR SELECTION OF FIRM FOR PRODUCTION OF THE RADIO PROGRAM AMA KENDUJHAR AMA DMF ON AIR KEONJHAR THROUGH DISTRICT MINERAL FOUNDATION, KEONJHAR

Collector & Chairperson-cum-Managing Trustee, District Mineral Foundation, Keonjhar invites Quotations from interested firms for the selection of firms for the Radio Program "AMA KENDUJHAR AMA DMF" on AIR Keonjhar of District Mineral Foundation, Keonjhar. Quotation with all documents can be submitted by interested firms through Speed Post/Registered Post only to the Chief Executive Officer, DMF, Keonjhar, PIN- 758 001. The firm should submit their Technical and Financial Bids in two separate envelopes and both the envelopes are to be packed inside one single sealed envelope. The outer sealed Envelope is to be superscripted with "QUOTATION CALL NOTICE FOR SELECTION OF FIRM FOR PRODUCTION OF THE RADIO PROGRAM AMA KENDUJHAR AMA DMF ON AIR KEONJHAR".

The Detailed Terms and Condition along with Bid documents will be available in Keonjhar District website i.e. <http://kendujhar.nic.in/>

- Opening Date of Quotation 28.12.2020
- Last date for receipt/submission of Quotation:.....28.12.2020 up to3.....PM
- Opening of Quotation:.....28.12.2020 at5.....PM O/o Chief Executive Officer, District Mineral Foundation, Keonjhar in presence of Quotationers.
- The Technical & Financial part can be downloaded from <http://kendujhar.nic.in/> web portal, the Quotationer must submit a DD of Rs.500/- along with the Quotation drawn in favour of Chief Executive Officer, District Mineral Foundation, Keonjhar payable at Keonjhar towards the cost of participation in the Q.C.N.
- Without the DD the Quotation will be liable for rejection.
- The authority reserves the right to reject any or all the bids without assigning any reason thereof.

COLLECTOR & CHAIRPERSON,
D.M.F., KEONJHAR.

Memo No. 2159 /DMF

Date: 15/12/2020

Copy forwarded to the District Informatics Officer, NIC, Keonjhar with a request to upload the Expression of Interest (EOI) in Keonjhar District web site www.kendujhar.nic.in by 16.12.2020 for wide publication and timely response by the intending CA Firms.

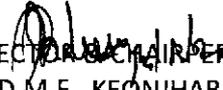
COLLECTOR & CHAIRPERSON,
D.M.F., KEONJHAR.

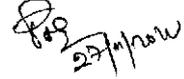
17/12/2020

Memo No. 2160 /DMF.

Date: 15/12/2020

Copy to the A.D.M., Keonjhar/ Sub-Collector, Keonjhar/Champua/Anandapur/ All Block Development Officers of Keonjhar district/ Executive Engineer, R&B Division, Keonjhar/ Ghatgaon/ Executive Engineer, RWD-I&II , Keonjhar/ Anandapur/ Executive Engineer, MI Division, Keonjhar/ Anandapur/ Executive Engineer, RWS&S Division, Keonjhar/ Anandapur/ Executive Engineer, PH Urban Division, Keonjhar/ Executive Officers of all Urban Local Bodies of Keonjhar district/ D.I. & P.R.O., Keonjhar/D.E.O., Keonjhar/ DPC, RTE-SSA, Keonjhar/ P.D., DRDA, Keonjhar for information with a request to display this QCN in their notice boards for wide publication.


COLLECTOR/CHIEF PERSON,
D.M.F., KEONJHAR.


P.S. 27/12/20

ANNEXURE-A**QUALIFICATION-CUM-TECHNICAL PART****(TO BE FILLED IN BY QUOTATIONER AND ENCLOSE SUPPORTING AS INDICATED)**

Sl.No.	Particulars	Details
1	Details of the Firm	Name & Address of Registered office of the Firm
		Name & Address of the branch office in Keonjhar District.(If any)
		Name and address of Authorised Partner(s)
		Telephone STD Code
		Mobile No(s)
		e-Mail ID:
		Submit copy of supporting documents regarding address
2	Qualification Criteria	Empanelment Number/Certification Document (Submit copy of supporting documents)
a)	The firm should be approved by All India Radio for Production of programs	
b)	The firm should be registered and must possess permanent Account Number(PAN) under Income Tax and registered under GST	Mention Registration Number and Date of Registration. (Submit copies of the registration Certificates) PAN No and GST Registration No.
c)	The firm should have at least 3 years of experience in program production/ content preparation	Detail name of organisation with nature of work (fill up form-1)(Attach copy of work order as evidence)
d)	Tender Cost of ₹500 only in the shape of DD issued in favour DMF Keonjhar payable at Keonjhar	

I certify that the above particulars are correct. In the event of any information found to be incorrect, Collector-cum-Chairperson, DMF, Keonjhar is at liberty to reject the proposal/work awarded to this CA Firm.

(Signature of Quotationer)
(Name and Designation with Seal)

FORM-1

Detail of Firm's Experience of similar service during the last 3 years along with Central/State Govt. Experience.

Sl.No.	Name of the Assignment (Start date/End date)	Name of the Client/Organisation	Nature of Assignment (Please specify the work involved as detailed in scope of work)	Detail of the Supporting Documents provided
1				
2				
3				

*Furnish the copy of documentary evidence in support of the information provided above.

Signature:
Name with Official Seal

FORM-2

DETAILS OF FIRMS PARTNER(S)

Sl.No.	Name of the Member	Designation	Membership No.

*If it is a partnership firm, then furnish the copy of documentary evidence in support of the information provided above.

Signature:
Name with Official Seal

ANNEXURE-B
FINANCIAL PART
(To be filled up by Quotationer)
PRICE QUOTATION FORMAT

Name of the Firm.....

Address.....

Sl.No.	Name of the Work	Bid Price (in ₹)*
1	Production of 'AMA KENDUJHAR AMA DMF' on AIR Keonjhar	

Detailed Breakup		
Sr No	Heads	Maximum Cost (in ₹)
1	Studio Booking(Minimum 5 hrs per Week)	
2	Production Charges (includes logistics/customized songs/jingles/other misc. cost)	
3	Editing	
4	Script Writing	
5	Narration	

*Price quoted shall be exclusive of all the taxes

Signature:
Name with Official Seal

Undertaking by the Firm

The Firm will submit following Undertaking with all quotation documents:

1. An undertaking to the effect that no person of the Firm/partner is related to any employee of the DMF, Keonjhar nor have any interest in their activities.
2. An undertaking to the effect that Firm has not been blacklisted by any Govt./PSU institutions.
3. An undertaking to the effect that Firm has not been disengaged by any Govt./PSU Institutions, or any other Govt. Agencies for its poor performance.
4. An undertaking to the effect that Firm has not been engaged by the DMF, Keonjhar in the last one year for doing any production related to AIR Keonjhar.

Signature:
Name with Official Seal

DETAILS OF THE QUOTATION OPENING

The selection process will be two tiers as follows:

1. Tier-1- Technical Evaluation
2. Tier-2- Financial Evaluation

1. Technical Bid

Documents submitted as part of Annexure A will be opened first and evaluated. The financial bid for only the qualifying firms will be opened.

2. Financial Bid

The financial bid of successful qualifiers of technical part will be opened. The ceiling for the financial part has been fixed by the committed as follows. A maximum of Rs.12500/- (Twelve Thousand Five Hundred Rupees) only has been fixed for the production charges. The firms quoting bid price more than Rs. 12,500/- will not be taken into consideration. The bid value should be inclusive all applicable taxes.

The financial part shall be submitted as per the given Annexure-B only.

The financial part will be evaluated on lowest bid cost basis. The lowest bidder in financial part will be termed as L1 and will be awarded the contract.

If the L1 score holder will not confirm and submit the acceptance letter within a week from the date of issue of engagement order then the tender order will be given to the L2 firm and subsequent.

If any case more than one firm will come under L1 category, then the firm having registered/branch in Keonjhar District will be preferred.

Further, if 2 firms stand L1 without having any branch in Keonjhar district/ if more than 2 firms stand L1 having branch in Keonjhar district (or not), then the L1 will be selected on the basis of lottery system in presence of the election committee constituted by competent authority.

The committee has all the rights to finalise among the firms and the decision of the selection committee will be final.

3. Collector & Chairperson-cum-Managing Trustee, District Mineral Foundation, Keonjhar reserves the right of negotiation with eligible Quotationer before finalisation of the contract.
4. Collector & Chairperson-cum-Managing Trustee, District Mineral Foundation, Keonjhar reserves the right to accept or reject any or all quotation in total or in parts or to split the work among more than one Bidder without assigning any reason thereof.

5. PAYMENT TERMS

The payment against the service provided by the Firm is subject to following terms and condition:-

- a. The price quoted by the firm should be valid for a period of one year. Payment shall be made after successful completion of the assigned work. No price variation would be allowed during contract period. The payment will be done on the basis of completion of episode.
- b. TDS will be deducted as per the applicable Income Tax Act/Rule before every payment is made to the firm.
- c. This is a rate contract and the bill per episode shall not exceed the bid price i.e. Rs 12500(Twelve Thousand Five Hundred).The bill per episode must clearly mention all the

expenditure heads mentioned in Annexure B and should not cross the maximum cost. The firm is to submit the bill after the telecast of the episode (both fresh & repeat).

6. SCOPE OF WORK

DMF Keonjhar aims to create awareness on the projects being executed through airing of the sponsored program 'Ama Kendujhar Ama DMF' on AIR Keonjhar.

The details are as follows for the selected firm:

- Prepare and submit the episode minimum two days before the broadcast
- Field visit to collect bites from beneficiaries, stake holders and govt officials
- Scope for changes and improvement before the fresh episode
- Scope for necessary changes and updation of content repeat episodes
- Production of generic promo for the program and episodic promo
- The episodic promo to be shared in advance for social media promotion
- The frequency of the promo on radio to be finalised as per the inventory
- Scope for inclusion of celebrity voice over artist
- Scope for customised songs production as and when required
- Cover district level events

7. PERIOD OF ENGAGEMENT:-

The selected production Firm will be effective for a period of one year from the issue of work order which may be renewed on satisfactory completion of the assigned work and as per requirement.

Collector-cum-DMF Keonjhar Trustee
D.M.F., Keonjhar
27/1/2020