



## OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER: KEONJHAR

Near Barbil Bus Stand, Keonjhar  
Telephone No. 06766-255596

Dist-Keonjhar PIN-758001  
E-mail Id - [ddakeonjhar.dag@od.gov.in](mailto:ddakeonjhar.dag@od.gov.in)

No 517 Dated 17/01/2026

Chief District Agriculture Officer, Keonjhar has invited sealed tender from interested firms / agencies for "Audio Visual documentation (documentary films & photographs) under the scheme Comprehensive Project on Rice Fallow Management during Rabi 2025-26" under State Plan. The tender paper with detailed specification & eligibility criteria is available in District Website of NIC Keonjhar:-[kendujhar.odisha.gov.in](http://kendujhar.odisha.gov.in). The last date for submission of documents & necessary papers is 21-01-2026 up to 3.00 PM by Speed post / Courier / by hand. In case of any Addendum / clarification / corrigendum or extension regarding this tender call notice the same will be published in the above website. Authority reserves the right to accept or reject any tender and to cancel procurement process at any time prior to the award to the contract with assigning any reason thereof. For any clarification related to tender document interested bidders can contact :-

  
Chief District Agriculture Officer  
Keonjhar

Memo no: 518 /Dt. 17/01/2026

Copy to the District e-Governance Manager, Keonjhar for information & necessary action. She is requested to upload the tender in District website today positively.

  
Chief District Agriculture Officer  
Keonjhar

Memo no: 519 /Dt. 17/01/2026

Copy submitted to the PA to the Collector & DM, Keonjhar for kind information of Collector and District Magistrate, Keonjhar.

  
Chief District Agriculture Officer  
Keonjhar

Memo no: 520 /Dt. 17/01/2026

Copy submitted to the Director of Agriculture & Food Production, Odisha for kind information.

  
Chief District Agriculture Officer  
Keonjhar



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**Short Tender Enquiry for "Audio Visual documentation (documentary films & photographs) of the Comprehensive Project on Rice Fallow Management during Rabi 2025-26"**

**Name and Address of the Tender inviting Authority:**

**CHIEF DISTRICT AGRICULTURE OFFICER, KEONJHAR**

**Maximum Tender Value: 5956900/-**

**Email - [ddakeonjhar.dag@od.gov.in](mailto:ddakeonjhar.dag@od.gov.in)**

**SECTION I  
IMPORTANT DATES OF THE TENDER**

<b>Date of publication of Bid Document in Website</b>	<b>:</b>	<b>17.01.2026</b>
<b>Last Date &amp; Time of Receipt of Bid Document</b>	<b>:</b>	<b>21.01.2026, 3 PM</b>
<b>Date &amp; Time of Opening of Tender Technical BID</b>	<b>:</b>	<b>21.01.2026, 4 PM</b>
<b>Date &amp; Time of Opening of Financial Bid</b>	<b>:</b>	<b>21.01.2026, 5 PM</b>
<b>Place for Opening of Documents, Pre-Bid Conference And Address For Communication for Receipt of Bid Document</b>	<b>:</b>	<b>ATMA Conference Hall Keonjhar</b>

## **SECTION II GENERAL DEFINITION AND SCOPE OF CONTRACT**

### **1. General Definitions**

- ❖ Department means Department of Agriculture & Farmers Empowerment, Govt. of Odisha.
- ❖ Government means Government of Odisha.
- ❖ Bid/Tender Inviting Authority is the CDAO, Keonjhar who on behalf the Government or the funding agencies calls and finalize bids and ensure supply and procurement under this bid document.
- ❖ Tender Evaluation Committee are Committees so constituted by the CDAO, Keonjhar to decide on the tender.

### **2. Scope:**

- ❖ The bids are invited for "**Audio Visual documentation (documentary films & photographs) of the Comprehensive Project on Rice Fallow Management during Rabi 2025-26**"
- ❖ The bidders cannot withdraw their bids after opening of technical bid within the minimum bid validity period and also after accepting the Letter of Award.
- ❖ Withdrawal or non-compliance of agreed terms and conditions after the execution of agreement will lead to invoking penal provisions and may also lead to black listing.

## **SECTION III GENERAL INSTRUCTIONS TO BIDDERS**

### **3. General terms & conditions:**

- Sealed tenders are invited to bid system from reputed firms/agencies having valid GST Registration and impaneled by I & PR department, Govt. of Odisha, (vide notification No: IPR-AVP-MISC-0002-2023/ 1584 /IPR, BBSR.Date:25.01.2024) for **Audio Visual documentation (documentary films & photographs) of the Comprehensive Project on Rice Fallow Management during Rabi 2025-26.**
- The bids complete in every respect should reach the O/o Chief District Agriculture Keonjhar in sealed envelope with both Technical and Financial bid separately by **21-01-2026, 3.00 PM by the address Chief District Agriculture Officer, Keonjhar P.O-Madhapur, Dist-Keonjhar, PIN:758001**
- Any tender received after the due date & time will be rejected and this Office shall not be responsible for any delay.

- The bidders or their duly authorized representative's may remain present during the opening of the tender. However absence of a bidder or his representative will not debar his participation in the bidding process.
- The interested bidders can download the entire Tender Document from the website <https://Kendujhar.odisha.gov.in> and submit the tender paper along with required documents and all the requested fees.
- The bidders must have to deposit Rs 5000/- (Rupees five thousand only) in shape of demand draft at any Nationalized bank in favour of "Chief District Agriculture Officer, Keonjhar towards cost of a tender processing fees.
- Similarly the bidders must have to deposit Rs: 59000/- (Rupees fifty nine thousand) only in shape of demand draft at any Nationalized bank in favour of "Chief District Agriculture Officer, Keonjhar towards cost of Earnest Money Deposit (EMD).
- The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

## **SECTION IV SPECIFIC TERMS AND CONDITIONS**

### **4. Specific terms & Conditions:**

- The firm should be registered under GOODS & SERVICE TAX.
- The firm should have adequate man power for preparation of audio visual documentary Films in all the five blocks of Keonjhar district.
- The Audio Visual documentation of the Comprehensive Project on Rice Fallow Management during Rabi 2025-26 will be conducted in 35500 ha area of cluster demonstration Green gram, Black gram, Bengal gram, Lentil and Field Pea.
- The Agency must have to provide high definition videos as per the specification of I & PR Department (letter no;IPR-AVP-MISC-0002-2023/ 1584 /IPR, BBSR. Date: 25.01.2024).
- The Quoted price should be within the financial limit fixed by I & PR Department vide letter no;IPR-AVP-MISC-0002-2023/ 1584 /IPR, BBSR. Date: 25.01.2024.
- All the critical stages of crop growth must be covered in the Audio Visual documentation.
- The schedule of the work of Audio Visual documentation will be shared with the Selected agency/firm before execution of the work in the field.
- The transportation cost for movement of the video shooting personnel will be provided by the Selected agency/firm.
- Important agricultural operations like seed treatment (with R.culture, Trichoderma viride 1% WP) , application of herbicide & pesticide, foliar application of Nano-DAP and Crop Cutting Experiment must be recorded in the documentation work.

- The selected agency must have to go for documentation work with prior intimation to the CDAO, Keonjhar and the BAOs of the concerned blocks.
- After completion of all the works the Selected agency must have to submit the required bills along with 3 pen drives and two photo albums containing all the documentary contents (**documentary films & photographs**).
- For further clarification, you have to contact [ddakeonjhar.dag@od.gov.in](mailto:ddakeonjhar.dag@od.gov.in).
- **Priority will be given to the agencies/ firms empanelled by the I&PR Department, Govt. of Odisha, vide notification No: IPR-AVP-MISC-0002-2023/1584 /IPR, BBSR.Date:25.01.2024.**

### Technical Bid

SL No	Documents type to be submitted
1	Forwarding letter in the pad of the firm with all the relevant documents
2	Details of name of the firm and address (Registered Office and Operating Branch) Office: Residence: Mobile: e-mail-Id:
3	Details of Tender Processing Fee & EMD
5	GST Registration number(Enclose Photo copy of PAN)
6	Income Tax Account No. (Enclose Photo copy of PAN)
7	Copy of Latest GST payment receipt.
8	Copy of IT return of last three assessment years
9	Copy of recent agreement with I&PR Department Govt. of Odisha
10	Declaration for not being back listed.
11	Declaration for price quoted not more than open Market Price.
12	Banks details: Bank Name, Account No. IFSC Code (Copy of Pass Book/ Cancelled Cheque)

### Financial Bid

Agency/ Firm Name

Address

Sl No	Name of the Item	Duration of each audio Visual documentation	No of Audio Visuals required	Total Price Rs.	GST Rs.	Grand Total Rs.
1	Audio-Visual documentary Films. (no extra cost for photographs)	2-5 minutes	33 numbers			

N.B: The required numbers of videos may vary as per the availability of funds.

**DECLARATION**

1. I.....Son/ Daughter/ Wife of  
Shri.....Proprietor/ Partner/ Director  
authorized signatory of the agency mentioned above state that I am competent to sign  
this declaration and execute this tender documents.
2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them.
3. The information/ documents furnished along with the above application are true &  
authentic to the best of my knowledge and belief. I/ We do hereby undertake that  
furnishing of any false information fabricated document would lead to rejection of  
my tender at any stage besides accruing of liabilities towards prosecution under  
appropriate law.

Place

Date

Signature of the applicant.

➤ Evaluation of Technical Proposal

Sl. No.	Category	Criteria	Sub Criteria	Score
1	Average Turnover audio visual over the last 3 financial years (2022-23 to 2024-25)	50 Lakh and above	50 Lakh to 75 Lakh	5
			More than 75 Lakh up to 1 Crore	10
			More than 1 Crore	15
			Maximum possible Score	15
2	Experience in implementing Experience in documentation for agriculture/line depart	Experience in Agri-based schemes/projects	5 Years	5
			>5-10 Years	10
			More than 10 Years	15
			Maximum possible Score	15
3	Experience in Keonjhar District	Agriculture & Line Department	Less than 5 Nos.	3
			>5-10 Nos.	6
			More than 10 No.	10
			Maximum possible Score	10
4	Empanelled by I & PR Department, Govt. of Odisha	Agreement		10
	Maximum possible Score			10
5	Nos. of Work Order produced for documentation work for Department of Agril. & FE and allied Department	Last 10 years	5-10	5
			10-15	15
			More than 20	20
			Maximum possible Score	20
6	Presentation of Documentary video film, Treasure film or Promotional Video			20
7	Agency received any award by the Govt./Department of Agril./I & PR for preparation of them based/true story/awareness video film in Odisha/Registration under MSME Odisha			10
	<b>Total Score</b>			<b>100</b>

  
 Chief District Agriculture Officer  
 Keonjhar