



CUTTACK
अबृणौरप ब्रजमिन्द्र शिखन्

Biju Pattanaik Film and Television Institute of Odisha, Cuttack

(An Institute of Government of Odisha)

BOSE Campus, Cuttack – 753007

Mob-7978297362

No.66

Date-12.01.2023

EXPRESSION OF INTEREST

BPFTIO Cuttack invites Expression of Interest from the registered, experienced firms/ Organizations for development and maintenance of WEBSITE of BPFTIO. The detailed terms and conditions including the scope of the work, eligibility criteria and manner of submission of the proposal are available in the BPFTIO website- www.bpftio.org. The bidders should visit the Institute on 21st and 24th January 2023 from 11AM to 5PM to submit expression of interest **along with detailed technical and financial proposals** in an envelope addressed to the Director, BPFTIO, Cuttack with presentation of website design&idea. The detailed information may be downloaded from our website www.bpftio.org. **The cost of the bidding documents of Rs.2000/- and should be submitted separately in form of Demand Draft drawn in any Nationalized Bank in favour of Director, BPFTIO, Cuttack payable at Cuttack along with the technical bid.** The interested bidders are requested to submit bid documents by speed post/ registered post/ by hand so as to reach **The Director, BPFTIO, BOSE Campus, Cuttack– 753007.**

The authority reserves the right to accept / reject any or all EOIs without assigning any reason there of.

**Sd/-
Director**

**BID DOCUMENTS FOR DEVELOPMENT & MAINTENANCE
OF WEBSITE OF BPFTIO**



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**BIJU PATTANAİK FILM AND TELEVISION INSTITUTE OF
ODISHA CUTTACK**

A Institute of Government of Odisha

BOSE Campus, Dist.- Cuttack Pin: 753007

Mob-7978297362,9437069564,9437545385,9439978071

Website: www.bpftio.org, E-mail ID: bpftio123@gmail.com

BIDDER'S COVERING LETTER

To,
The Director,
Biju Pattanaik Film & Television Institute of Odisha,
Cuttack- 753007.

Dear Sir,

Ref: EOI No: _____

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this. We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the EOI documents. If our bid is accepted, we shall submit the performance security deposit as per the conditions mentioned in the contract. Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement.

Dated this Day of (the month and year)

Signature of Authorised Signatory

In the capacity of

Duly authorized to sign the bid on behalf of.....

BID DOCUMENTS FOR DEVELOPMENT & MAINTENANCE OF WEBSITE OF BPFTIO

Biju Pattanaik Film & Television Institute of Odisha (BPFTIO), Cuttack invites EOI
under two bid systems i.e. Technical and Financial Bid .

EOI Schedule

| Sl. No. | Activity | Date |
|----------------|--|--|
| 1 | Date and time of Bidding: Document Submission & Presentation | 21 st &24 th January, 2023 from 11AM to 5 PM |

Note: Submission after 24th January, 2023 .5 PM will be out rightly rejected.The authority can extend presentation date if there are more numbers of firms.

CONTENTS OF BID DOCUMENT

Sl.No Description of contents

- A. Development and maintenance of WEBSITE of BPFTIO.
- B. General Instructions for Bidders
- C. Technical requirements for the EOI
- D. EOI Application – Technical bid
- E. EOI Application – Financial bid
- F. Terms and Conditions
- G. Check list of document

A. DEVELOPMENT & MAINTENANCE OF WEBSITE OF BPFTIO

The bidders fulfilling the conditions laid down in the eligibility criteria may visit the Institute on 21st&24th January, 2023 from 11AM to 5 PM for document submission & presentation of design & idea.

B. GENERAL INSTRUCTIONS FOR BIDDERS

1. **Director, BPFTIO, Cuttack** (herein after called “**Authority**”) requires the services of reputed, registered Firms/ Organizations having experience in development and maintenance of WEBSITE (herein after called “**Service Provider**”) for the institute.

2. The bids are invited under two bid system **i. e. (i) Technical Bid and (ii) Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing **Technical Bid** and **Financial Bid**. Both the sealed envelopes should be kept in a third sealed envelope and sent to **the Director, BPFTIO, BOSE Campus, Cuttack-753007** by Registered post/Speed post/ by hand.

3. **The cost of the bid documents of Rs.2000.00 (Non Refundable) should be submitted** in form of Demand Draft drawn in any **Nationalised Bank in favour of Director, BPFTIO, Cuttack, payable at Cuttack along with the technical bid**.

4. The Technical bids shall be opened on the scheduled date and time in presence of the Bidders /his representatives, who wish to be present on the spot at that time. Only one authorized person for each bidder shall be allowed to be present at the time of opening the EOI subject to submission of authorization letter.

5. The Financial Bid of those bidders will be opened whose Technical bids are found to be in order and qualified. The Financial bids shall be opened in presence of the Bidders/their authorised representatives of the technically qualified bid, who wish to be present on the spot at that time. The lowest bidder (L1) in the financial bid would be considered for award of the contract. In case the lowest bidder (L1) is disqualified after selection, for any reason then the second lowest (L2) bidder would be considered by the Tender Committee.

6. The authority reserves the right to reject any or all EOIs without assigning any reason thereof.

C. TECHNICAL REQUIREMENTS .

The Bidders are required to enclose the Demand Drafts and the self attested photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily rejected.

- a) The cost of the bid documents of Rs.2000/- (Non Refundable) should be submitted separately in form of Demand Draft drawn in any Nationalized Bank in favour of Director, BPFTIO, Cuttack, payable at Cuttack along with the technical bid.
- b) Copy of the Goods and Service Tax (GST)Registration Certificate of the Service Provider issued by the competent authority
- c) Copy of PAN card
- d) Certificate of at least 20 lakhs annual turnover of last two financial years.
- e) Agency shall provide the items of the make mentioned in the document.
- f) The Service Provider should produce experience certificates of at least **five Years of** experience in development and maintenance of WEBSITE in various Govt. / Non-Govt. Organizations.
- g) An undertaking to the effect that no criminal case is pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider has not been blacklisted anywhere.
- h) Letter of acceptance of the terms and conditions of bid document duly signed and sealed by the authorized signatory of the Bidder should be submitted.

D. EOI APPLICATION – TECHNICAL BID

- 1. Name of the Bidding Firm: _____
- 2. Name of Proprietor / Partner/ Director: _____
- 3. Full Address of Registered Office _____
- 4. E-Mail Address : _____
- 5. Full address of Operating/ Branch Office (if any) : _____

- 6. Contact No. : _____
- 7. E-Mail Address : _____
- 8. Name& Contact no. of the Authorized Officer/Person: _____
- 9. Name of Banker of the Service Provider with bank account details: _____
- 10. Details of EOI cost : DD No._date _____
Of Rs._ drawn on Bank _____

11. PAN (Attach self attested copy) :

12. GST Registration No. (Attach self attested copy):

13. Additional information, if any (Attach separate sheet, if required)

Date:

Signature of authorized person

Place:

Name:

Seal:

E. EOI APPLICATION – FINANCIAL BID

1. Name of bidder:
2. Rate must be inclusive of all statutory liabilities, GST, Levies, Cess etc .

Date: _____ Signature of authorized person

Place: _____ Name:
Seal:

Notes:

1. The total rates quoted by the bidding agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
2. **No overwriting or cutting is permitted in the Financial Bid Form while quoting the Rate. In such cases, the EOI shall be summarily rejected**

F. TERMS AND CONDITIONS

GENERAL

1. The Agreement shall be done for the Installation of Sets of the Institute unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract, etc. or change in requirements.
2. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Service Provider and the Authority.
3. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency.
4. The Service Provider will be bound by the details furnished by it to the Authority while submitting the EOI or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
5. The Service Provider shall nominate a coordinator/supervisor who shall be responsible for immediate interaction with the Authority without any disruption.

6. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Authority BPFTIO, Cuttack shall, in no way, be responsible for settlement of such issues whatsoever.
7. BPFTIO, Cuttack shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of providing the services.
8. Price Escalation: No request or claim for price escalation on any ground shall be entertained during tenure of the contract.
9. The persons deployed by the Service Provider should have good police records and no criminal case should be pending against them. The persons deployed should be polite, cordial and efficient while performing the assigned work. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed. If the behavior of any person is not found satisfactory or there is indiscipline by any person concerned, the service provider will immediately withdraw him/her.

LEGAL

10. The Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to BPFTIO, Cuttack to the concerned tax collection authorities, from time to time, as per the rules. Self attested Xerox copies of such documents shall be furnished to the Authority.
11. The Agreement is liable to be terminated because of non-performance, deviation of any terms and conditions of contract.
12. The decision of The Director, BPFTIO, Cuttack in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.
13. In case of deficiencies in providing quality service, the authority will have the right to impose penalty as per decision of the Committee.
14. The bidder has to submit a performance security 5% of the bid value with validity 24 months before submitting of agreement in the form of Bank guarantee in the name of Director, BPFTIO, Cuttack.
15. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the Director, BPFTIO, Cuttack for his decision and the same shall be binding on all parties.
16. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
17. The successful bidder will enter into an agreement with BPFTIO, Cuttack as per requirement of BPFTIO, Cuttack on the above terms and conditions. The Authority

reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

DECLARATION

1. I, Son / Daughter / Wife of
Shri Proprietor / Director/ authorized signatory of the Service Provider, mentioned above,
am competent to sign this declaration and execute this EOI document;
2. I have carefully read and understood all the terms and conditions of the EOI and
undertake to abide by them;
3. The information / documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that
furnishing of any false information/fabricated document would lead to rejection of
the EOI at any stage besides liabilities towards prosecution under appropriate law.
4. There is no criminal case pending with Police against our firm and our firm is not black
listed anywhere in Odisha.

Date
Place

Signature of authorized person
Name:
Seal:

G.CHECK LIST OF DOCUMENTS

| Sl. No. | Document | Remarks |
|---------|--|---------|
| 1 | Bidder's Covering Letter in the format given in Bid Documents | |
| 2 | Sealed cover containing Technical Bid | |
| 3 | Cost of Bid Document in form of DD | |
| 4 | Certificate of at least 20 lakhs annual turnover of last two financial years. | |
| 5 | Self attested copy of the PAN | |
| 6 | Self attested copy of GST registration certificate | |
| 7 | Experience certificate of least Five years | |
| 8 | Financial Bid in the given format in sealed cover | |
| 9 | Copy of the terms and conditions and Bid Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance | |