

Terms of Reference

Selection of Social Media Management Agency
For
Revenue & Disaster Management Department,
Government of Odisha



REVENUE & DISASTER MANAGEMENT DEPARTMENT

Loka Seva Bhavan, Bhubaneswar, Odisha-751001

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1. INFORMATION TO THE BIDDER

1.1 Introduction

Revenue & Disaster Management Department, Government of Odisha invites responses (“Tenders”) to this Request for Proposals (“RFP”) from eligible Consulting Agencies/ Firms (“Bidders”) for SOCIAL MEDIA MANAGEMENT, of Revenue & Disaster Management Department, Government of Odisha as described in this RFP.

Proposals need to be received in the prescribed period and mode, i.e. not later than time, date and venue mentioned in the Fact Sheet. Proposals that are received late will lie outside scope of consideration.

Revenue & Disaster Management Department will award the Contract to the successful Consulting Agency/ Firm whose proposal has been determined as the best value proposal based on technical and financial evaluation criteria and accepted by the Tender Accepting Authority. The formula of QCBS with weightage proportion of 60 & 40 between quality and financial yardsticks will apply in selection of the Agency.

1.2 KEY OBJECTIVES:

1. To position and reinforce the Revenue & Disaster Management Department, Government of Odisha, as a leading department in the country by enhancing the visibility of its initiatives, reforms, and service delivery, and by showcasing the effective implementation of revenue administration and disaster management programmes through a comprehensive communication strategy.
2. To plan and ensure appropriate media presence of the Department, including the Office of the Hon’ble Minister, Subordinate Offices and senior officials across print, electronic, digital, and social media platforms.
3. To effectively disseminate information regarding citizen-centric services, land administration reforms, disaster preparedness and response measures, relief and rehabilitation efforts, policies, major projects, achievements, and success stories through digital and social media at regional, national, and international levels.
4. To project Odisha as a model State in revenue administration and Disaster Management by facilitating informed interactions, briefings, and interviews of senior departmental officials in digital and social media platforms.

2. SCOPE OF WORK

The Agency shall perform, inter-alia, in consultation with the Department, the following tasks (but not limited to):

(i) Social Media:

- The Agency shall be responsible for the operation, management, and maintenance of the existing official social media handles of the Revenue & Disaster Management Department, Government of Odisha, as mandated by the Department. Creation and activation of new official social media handles, if required, shall also be undertaken by the Agency with prior approval.
- The Agency may be entrusted with additional social media handles from time to time, as deemed necessary by the Department. Continuous efforts shall be made to maximize outreach through high-quality, relevant, and citizen engaging content, leveraging appropriate demographic targeting to ensure sustained and meaningful growth in followership.

(ii) Post Frequency:

- The Agency shall ensure regularity in the monthly frequency of posts across each of the assigned social media handles. In instances where the required volume of content is not generated in accordance with the prescribed deliverables (i.e., post count), the Agency shall proactively source, curate, and publish relevant, authentic, and up-to-date information.
- During important events such as announcements, Assembly sessions, official visits, review meetings, disaster-related developments, and other significant activities, the frequency of posts shall be suitably increased, in consultation with the Department, to meet communication requirements in a timely manner.
- Content shall not be uniformly duplicated across all social media platforms. Each post shall be appropriately customized to align with the user profile, format, and relevance of the respective platform. Accordingly, the final daily post count may vary across different assigned social media handles.

(iii) Management:

The selected Agency shall undertake a comprehensive range of assignments, broadly encompassing content creation, curation, publication, and extensive outreach activities aimed at disseminating information on the schemes, initiatives, policies, achievements, and citizen-centric interventions of the Revenue & Disaster Management Department, Government of Odisha. The scope shall include, but not be limited to, the following:

- Daily creation, curation, and posting of content on the assigned social media handles in accordance with the prescribed guidelines. The Agency shall be adequately equipped to develop meaningful, informative, and engaging content that effectively highlights the Department's initiatives and accomplishments.
- Seamless and efficient coordination with designated sources identified by the Department for collection of inputs, content development, and authentication, ensuring accuracy and reliability of information disseminated.
- Ensuring that all posts are aligned with the vision, objectives, policies, and programmes of the Government, particularly those under implementation or planning by the Department.
- Repackaging and adaptation of content across multiple formats—such as videos, animations, photographs, infographics, GIFs, text, and other digital media—to enhance user engagement and reach.
- Periodic refreshing of the visual identity and presentation of social media handles through new artwork, creatives, themes, and layouts, subject to prior approval of the concerned department.
- Creation and maintenance of promotional or campaign-specific digital media accounts, as and when directed by the Department.
- Identification and engagement of relevant target audiences to enhance followership, visibility, and interaction on social media platforms.
- Ensuring content remains current, topical, and responsive to ongoing initiatives, events, and developments of the Department.
- Addressing misinformation by conducting fact-checks of social media content, countering false information or misleading narratives, and promoting accurate and positive narratives regarding government actions.
- Development and dissemination of social media content primarily in Odia and English; content in Hindi shall be prepared and published as required and directed by the Department on specific occasions.

(iv) Content Creation:

There shall be utmost diligence in content creation. Creativity, without compromising propriety and decency under any circumstances, shall remain the cornerstone of all drafts. The process shall broadly include, but not be limited to, the following:

- Development of social media creatives (including images, videos, animations, GIFs, etc.).

- Writing of copies for social media posts in Odia and English, along with designing of artwork or infographics for posts, banners, targeted campaigns, and related communication materials.
- Creative content generation entails creation, conversion or packaging the available content and repackaging videos and photographs into suitable formats whenever necessary. This may be of various forms such as videos, images, graphics, smart art, animations, story content boards, etc.
- The Agency must be well versed with tools of designing, scheduling, performance tracking, utilizing trends & best practices for wider reach, utilizing keywords, user engagement tactics, etc. for greater visibility and impact.
- The Agency may utilize Artificial Intelligence (AI) tools for ideation, drafting, design and content optimization. However, all AI-generated or AI-assisted content shall be subject to human curation, fact-checking, and editorial vetting prior to publication on any official social media handles. The Agency shall ensure that such content is accurate, contextually appropriate and free from bias or misinformation.
- The Agency shall be solely responsible for the authenticity, originality, and quality of all content published. Any errors, misrepresentation, copyright/Intellectual Property Rights violations, or reputational risks arising from the use of AI-generated content shall be attributable to the Agency.

(v) Photography:

- The Agency shall deploy qualified and experienced Photographer(s) for coverage of official events, meetings, campaigns, field visits, press briefings and other assigned activities.
- Photography shall capture key moments, dignitaries, proceedings and venue details in high-resolution digital format suitable for official documentation and publicity.
- The Agency shall provide all necessary professional equipment at its own cost, including cameras, lenses, flashes, lighting and storage devices.
- Photographer(s) shall be available at short notice, including holidays, beyond office hours and at multiple locations as required.
- The Agency shall submit all photographs (edited and/or raw, as directed) within the timelines prescribed by the Department.
- Basic editing, colour correction, cropping, captioning and formatting for official use shall be carried out as instructed.

- All photographs and related materials shall be the exclusive property of the Department and shall not be used or shared without prior written approval.
- The Agency shall ensure secure transfer, proper cataloguing and safe handling of all image files.
- Photographer(s) shall maintain confidentiality, security protocols and proper decorum during assignments.

(vi) Videography:

- The Agency shall deploy qualified and experienced Videographer(s) for recording official events, meetings, campaigns, field visits, press briefings and other assigned activities.
- Videography shall ensure comprehensive coverage of proceedings, key moments, dignitaries and venue details in high-quality digital format suitable for official use.
- The Agency shall provide all necessary professional equipment at its own cost, including cameras, lenses, tripods, stabilizers, microphones, lighting and storage devices.
- Videography team shall be available at short notice, including holidays, beyond office hours and at multiple locations as required.
- The Agency shall submit raw footage along with edited video outputs within the timelines prescribed by the Department in specified formats.
- Basic editing, colour correction, sound balancing, titles and captions shall be carried out as directed by the Department.
- All video recordings and related materials shall be the exclusive property of the Department and shall not be used or shared without prior written approval.
- The Agency shall ensure secure transfer, proper cataloguing and safe handling of all video files.
- Videography personnel shall maintain confidentiality, security protocols and proper decorum during assignments.

(vii) Content Calendar:

- Basic and referral inputs to be obtained by the Agency from the department about govt. schemes and major initiatives undertaken so that they will have some rudimentary preparedness.
- Pre-defined weekly content calendar for each of the social media handle to be shared with the department a week in advance for approval.
- The same cycle to be followed for approval of the content calendar throughout the year.

- Additional posts on live activities/events/announcements/programmes to be worked on, over & above the pre-defined content calendar.
- The content needs to be textual, visual, and audio video based, interactive and engaging.
- Above is to be done without breaching any Intellectual Property Rights (IPR).

(viii) Innovative Campaigns:

The Agency is required to conceptualize periodic innovative campaigns to propagate the vision/efforts/ initiatives/achievements of the department and to develop 'Vikshit Odisha' on social media.

(ix) Storage of Content (Social Media):

Storage of raw footage/ content and processed content in digital formats for the purpose of archiving will be the responsibility of the Agency. The archived content should be available for at least 3 years.

3. SPECIFIC DELIVERABLES

In the outlined broad scope of work the deliverables have been as far as practicable measured and benchmarked with the corresponding bottom-line.

Sl. No.	Activity	Frequency	Remarks
1	Social media content creation for each of the assigned handle, posting, scheduling and maximizing outreach efforts.	75 per Month	
2	Short format video reels, curated for social media engagement, for each of the assigned social media handle	5 per month	
3	Success Story (Videos/reels, infographics etc. and Social Media Post) for each of the assigned social media handle.	3 per month	
4	Campaign Video Documentary, Jingles, Posters, Banners etc.	As per requirement of Department	<i>Payment as per actual will be made in accordance with the prevailing rates approved by the I&PR Department.</i>
5	Documentation of official events, meetings, campaigns, field visits, public outreach programmes, press briefings etc. <i>(Still Photography and Videography)</i>	As per requirement of Department	

4. RESOURCE PLANNING

Sl. No.	Item	Unit	No. of Resource
1	Content Creator-cum-Graphic Designer	Man-Month	01
2	Photographer-cum-Videographer	On Day Basis	01

5. PROJECT DURATION

The Contract will be assigned for a period of **two (2) years**, which may be extended for an additional **1 Year** at a time (**up to a maximum of 2 years**), subject to satisfactory performance of the Agency, and on the same terms & conditions, without any cost escalation. The Department will assess the performance of the Agency every three years and decide its own mechanism. The decision of the REVENUE & DISASTER MANAGEMENT Department, government of Odisha regarding extension will be final and binding.

6. RESOURCE ELIGIBILITY AND EXPERIENCE

Sl. No.	Profile	Eligibility & Experience
1	Content Creator-cum-Graphic Designer (01)	At least 4 years of experience in tools such as Photoshop, Illustrator, Premier Pro, CorelDraw X5, Flash CS4, Basic HTML, etc.; responsible for artwork, graphics, video editing, visualization, and communication content development.
2	Photographer-cum-Videographer (As and when required by Department)	Proficiency in handling professional cameras, audio systems, lighting equipment and photo and video editing software is required.

The resume of all proposed resources needs to be attached in the technical bid. Proficiency in respective language for content writing in Odia and English has to be ensured. The final deployment of resources will only happen after they are personally interviewed by the Department for fitment. The Department shall provide space for upcoming workstation and shall provide technology support (hardware & software) to the deployed resources to perform day-to-day tasks. The proposed team should not be ordinarily changed during the execution of the project. Replacement as permitted has to be made with another resource of similar educational & professional credentials.

The proposed team should not be changed during the execution of the project. If needed, replacement to be made with another resource of similar professional credentials.

Note:

- The team must be available, capable and equipped to respond 24x7, keeping in mind the mandate & objective of Public Relations and communications outreach. The Agency is expected to perform tasks as listed in the 'scope of work'. In addition to the above scope of work, the Agency will also be responsible for any additional work assigned under the ambit of Social Media and communications.
- The Agency in the financial quote must provide total cost of providing social media services including service charges to the department calculating the same for a period of one (1) year.
- The Department will demand additional manpower, if need be, on the same terms and conditions at the selected cost.

7. TECHNICAL EVALUATION CRITERIA

A. Technical Documentation — 65 Marks

Sl. No.	Parameter	Evaluation Details	Maximum Marks
1	Average Annual Turnover (any 3 of last 5 FYs: 2021-22 to 2025-26)	• ₹1 Cr — 10 marks • ₹2–3 Cr — 15 marks • > ₹3 Cr — 20 marks	20
2	Experience in Social Media Management	• 3–5 years — 15marks • 5 - 8 years — 20 marks • >8 Years — 25 marks	25
3	Executed and handled at least 2 projects related to social media jobs, each amounting to more than ₹ 20 Lakh of any Government/Ministry/ Department (Central/State), PSU in last 3 FYs (2023-24 to 2025-26)	• 2 Work orders - (10 marks) • 3–4 work orders - (15 marks) • > 4 work orders - (20 marks)	20

B. Technical Presentation — 35 Marks

Sl. No.	Parameter	Evaluation Details	Maximum Marks
1	Content Creation & Creativity	Sample campaigns in Odia & English; dummy creatives; Sample designs, posters, banners, reels, documentaries, short videos etc.	30
2	Communication Strategy	Strategy for elevating social media efforts of Government of Odisha	5

8. ELIGIBILITY CRITERIA OF AGENCY (BIDDER)

SL. No.	CRITERIA	DOCUMENTARY EVIDENCE
1	Bidder should have been an empanelled entity under the Information & Public Relations Department, Government of Odisha	A proof for supporting letter/ order/ communication from Information & Public Relations Department, Government of Odisha.
2	Bidder should have been a registered/ legally valid company under the Indian companies Act or registered individual/proprietorship firm/ partnership firm. No consortium is allowed.	A proof for supporting document regarding legal validity of the bidder shall be submitted. (Copies of registration shall be furnished) (Copy of Certificate of incorporation and Partnership Deed etc. as applicable shall be furnished)

3	The bidder should have valid PAN & GST registration for legally carrying out its business activities.	The bidder should submit PAN copy & IT Return filing copy for last consecutive three assessment years (i.e. 2022-23, 2023-24, and 2024-25) along with GST registration copy and up-to-date GST Return filing copy. (Photocopies of PAN Card and GST registration certificate shall be furnished)
4	Registered under the Employees Provident Fund Act, 1952.	Copies of registration & validity shall be furnished
5	Registered under the Employees State Insurance Act, 1984	Copies of registration & validity shall be furnished
6	The Bidder must have been in operation for a minimum period of 5 years with at least three years' experience in Social Media management (up to the last date of submission of bid) for any Central / State Government / Autonomous bodies / PSUs.	A certificate from chartered accountant certifying that the bidding Agency is in operation for a minimum period of 5 years as on 31st March 2025 with at least 3 years of experience in providing services in social media management must be submitted along with requisite work orders in support of the experience claimed.
7	The bidder must have executed and handled at least 2 projects related to social media jobs, each amounting more than 20 Lakh for any Ministry / Department (Central / State Government), Public Sector Undertaking in the last three financial year's i.e. 2023-2024, 2024-2025 & 2025-2026.	Copy of Work Order/Contract and work completion/ payment receipt.
8	The average annual turnover of at least Rs. 1 Crore in any 3 FYs out of the preceding 5 FYs in multi-media activities i.e, 2021-22, 2022-2023, 2023- 2024 & 2024-2025, 2025-26.	The bidder must submit A certificate from chartered accountant clearly mentioning of average turnover with signature, stamp/ registration no. and audited balance sheet of last five financial years.

9	The bidder with unsatisfactory performance, if any, will not be eligible for the tender process.	An undertaking that the bidder has not been terminated from any Govt. / PSU organization due to unsatisfactory performance.
10	The Agencies must not have been barred or blacklisted by any State/ Central Government Departments/ Govt. PSUs and also should not have indulged in any criminal offence.	An Affidavit to this effect shall be furnished.
11	The Registered Office / Branch Office of the selected Service Provider must be located within the jurisdictional area of the Revenue & Disaster Management Department.	The bidder must submit an undertaking that, if selected, shall establish an office in Bhubaneswar, Odisha if it doesn't operate ordinarily from Bhubaneswar.

9. EVALUATION AND SELECTION PROCEDURE

A three-stage process will be adopted as explained below for evaluation of the proposals.

9.1 Preliminary scrutiny (1st stage):

Preliminary evaluation of the proposals will be done to determine whether minimum parameters and the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder with submission of bidding documents / information will be verified:

- Proof of legally valid entity
- Covering letter (Form-1) on bidder's letterhead requesting to participate in the bidding process.
- Deposit of EMD as prescribed
- Copy of PAN
- Copy of Certificate of incorporation / Registration
- Copy of Goods and Services tax Identification Number (GSTIN) with up-to-date GST return filing
- Copy of EPF , ESI Registration Number and validity
- Copies of IT Return for the last three assessment years (AY 2023-24, 2024-25 and 2025-26)

- Financial capability of the bidder along with all the supportive documents as applicable duly signed and stamped (Form -3)
- Power of Attorney (Form -4) in favour of the person signing the bid on behalf of the bidder
- List of completed assignments of similar nature (Past Experience)
- Details, as per Sl. No-7 of eligibility criteria along with copies of the contracts / work orders from previous Departments. (Form -5)
- Self-Declaration on Conflict of Interest (Form-6)
- Affidavit for not having been blacklisted by any Central / State Government / any other autonomous bodies / International or National Organization. (Form -7)
- Duly filled in Technical Proposal Forms (Form -8 & 9)
- All the pages of the proposal and enclosures / attachments are signed by the authorized representative of the bidder
- Undertaking to establish office at Bhubaneswar if selected.
- Turn over certificate of last Five Financial Years duly certified by the C.A as per Sl. No-8 of eligibility criteria.

Bid not complying any of the above requirement will be out rightly rejected.

9.2 Technical Evaluation (2nd stage):

Technical proposal will be opened and evaluated for those bidders who qualify the preliminary scrutiny stage. Technical evaluation of the proposals of the qualified bidders shall be made as per the technical parameters mentioned in the objective & Scope.

Bidders will make a presentation before the Department during the technical evaluation stage. The objective of the presentation is to enable the Department to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Department will also be discussed during the meeting. The schedule for the technical presentation will be intimated to the preliminary qualified bidders before **7 days** of the date of technical presentation. The financial proposals of the technically qualified bidders will be opened on a day following the day(s) of presentation and the bidders whose technical proposal secures at least **50 Marks** at the technical evaluation stage, will be qualified for opening of the financial proposal and the rest will be eliminated from the process.

9.3 Financial Evaluation (3rd Stage):

The financial proposals of the technically qualified bidders only shall be opened at this stage in presence of the bidders representatives who wish to attend the meeting with proper letter of authorization. The name of the bidder along with the quoted financial price will be announced during the meeting.

Evaluation Method:

Quality and Cost Based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked in accordance with the marks obtained at the stage of technical evaluation. There shall be **60 % weightage to technical score and 40 % weightage to financial score.**

Proposal with the lowest quote (cost) shall be given a financial score of 100 and other proposals shall be given financial scores that are inversely proportional to their prices with respect to the lowest offer. Similarly, proposal with the highest technical marks shall be given a score of 100 and other proposals be given technical score that are proportional to their marks with respect to the highest technical mark. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H1 bidder followed by the proposals securing less marks as H-2, H-3 etc. Thus, the successful bidder shall be the one ranked H-1 who is invited for negotiations, if required and shall be recommended for award of contract. In the event two or more bids have the same score in final ranking, the bidder having higher technical score during the technical evaluation round will be considered as the H-1 bidder.

The remaining technically qualified bidders (except H-1) shall be empanelled in order of their ranking (H-2, H-3 up to H-5) based on the combined QCBS score, and such empanelment shall remain valid for the duration of the contract period.

In the event of foreclosure, termination, non-performance, or inability of the Selected Agency to continue the assignment at any stage during the contract period, the Authority reserves the right to award the work to the next agency in the empanelled list in sequence (H-2, followed by H3, and so on). The empanelled agency, upon such selection, shall be required to undertake the assignment at the same rates, terms, and conditions as agreed with the initially selected agency, unless otherwise decided by the Authority. The Authority further reserves the right to empanel one or more agencies

and to utilize such empanelled agencies as per requirement, without any obligation to assign work to all empanelled agencies.

Examples:

In a particular case of selection of Agency, it was decided to have minimum qualifying marks for technical qualifications as 50 (Fifty) and the weightage of the technical bids and financial bids were kept as 60:40. In response to the RFP, three proposals, A, B & C were received. The **Technical Evaluation Committee** awarded the following technical score:

A: 75 Mark B: 80 Mark C: 90 Mark

So, all the above three proposals were found to be technically qualified.

The formula for determining the **Technical scores (ST)** of all the above proposals is calculated as per the following procedure:

$$ST = (100 \times T / TH)$$

Where,

“ST” = technical score

“TH” = Highest technical score secured by the qualified bidder

“T” = Technical score of the Proposal under consideration

Using the above formula, the individual technical score secured by the individual bidders are as follows:

$$A = 100 \times (75/90) = 83.33$$

$$B = 100 \times (80/90) = 88.88$$

$$C = 100 \times (90/90) = 100$$

The financial proposals of the above bidders were opened and the evaluated quoted prices are as under:

A: ₹ 120

B: ₹ 100

C: ₹ 110

The lowest evaluated financial proposal (FM) is given the maximum financial score (SF) of 100. The formula for determining the financial scores (SF) of all other Proposals is calculated as per the following procedure:

$$SF = 100 \times (FM / F)$$

Where,

“SF” = Financial score

“FM” = Lowest Evaluated Financial Bid

“F” = Quoted Financial Bid under consideration

Using the above formula, the individual financial score secured by the respective bidders are as follows:

$$A = 100 \times (100/120) = \mathbf{83.33}$$

$$B = 100 \times (100/100) = \mathbf{100}$$

$$C = 100 \times (100/110) = \mathbf{90.90}$$

The weightage given to the Technical (T) and Financial (P) Proposals are:

$$\mathbf{T = 0.6, P = 0.4}$$

Proposals are ranked according to their combined technical (ST) and financial (SF) score using the weight (T – the weightage given to the Technical Proposal; P – the weightage given to the Financial Proposal):

$$\mathbf{Combined\ Score = (ST \times T) + (SF \times P)}$$

Accordingly, the combined score secured by each bidder are as follows:

$$A = (83.33 \times 0.60) + (83.33 \times 0.40) = \mathbf{83.33} = H3$$

$$B = (88.88 \times 0.60) + (100 \times 0.40) = \mathbf{93.328} = H2$$

$$\mathbf{C = (100 \times 0.60) + (90.90 \times 0.40) = 96.36 = H1}$$

The bidder C securing the highest evaluated combined Score (S) of **96.36** with evaluated cost of **Rs. 110.00** will be the preferred bidder and recommended for award of the contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be **inclusive of all taxes & duties** for which the Department will make payment to the consultant.

Contract Negotiation:

Contract Negotiation will be held at a date, time and address as intimated to the preferred bidder. The bidder will, as a prerequisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

Award of Contract:

After completion of the contract negotiation stage, the Department will notify the successful bidder in writing by issuing a Letter of Selection, signing the contract and promptly notify all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The Contract will be valid for 2 Years from the date of effect of the Contract subject to annual renewal on satisfactory performance.

Sub-contracting is not allowed under this RFP.

Conflict of Interest:

Conflict of Interest exists in the event of:

- conflicting assignments, monitoring and evaluation of the same project by the eligible bidder;
- Agencies or institutions (individuals or organisations) who have a business or family relation with the Department directly or indirectly; and
- practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha.
- The bidders are to be careful so as not to give rise to a situation where there will be conflict of interest with the Department as this will amount to disqualification and breach of contract.

Disclosure:

Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.

Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency, receivership, financial standing of the bidder,

including but not limited to appointment of any officer such as a receiver in relation to the bidder's personal or business matters or arrangement with creditors, or of any other similar proceedings; or Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:

- a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
- corruption including the offer or receipt of an inducement;
- any kind in relation to obtaining any contract;
- failure to fulfil any obligations in any jurisdiction relating to the supply of goods or services or any public procurement;
- The disclosure as required has to be made in the form of self-declaration.

Anti-corruption Measure:

Any effort by Bidder(s) to influence the Department in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.

A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Department shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the stated period.

Amendment of the RFP Document:

At any time before submission of proposals, the Department may amend the RFP by issuing an addendum to be published on the official website of Revenue & Disaster Management Department (<https://revenue.odisha.gov.in>). Any such addendum will be binding on all the bidders. With a view to allow reasonable time to bidders to take into account in preparation of their proposals, the Department may, at its discretion, extend the deadline for the submission of the proposals.

Replacement of Professional Manpower:

The professional manpower to be deployed under this contract must be dedicated in nature. No replacement of resources is allowed within the lock in period of 1 Year from the date of effect of the contract unless the Department i.e. the Dept. of REVENUE & DISASTER MANAGEMENT specifically

asks for replacement of any resource in the event of contract with Govt. finds the decision will be binding upon the Agency/ contractor. Further, the substitution arising out of death or medical incapacity which is really beyond the control of bidder will be acceptable to the Department. The Department also reserves the right to request the Agency to replace the deployed key personnel if they are not performing at level of satisfaction of the Department. After notification, the Agency will provide CV of appropriate candidate within Fifteen (15) days from receipt of any approval. The Agency must replace the personnel within Thirty (30) working days from the date of notice for replacement. If any professional becomes unavailable / leave the project for any reasons, the Agency must obtain the approval prior to making any substitution. In notifying the Department, the Agency shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification details of the proposed replacement. Any proposed substitute shall have equivalent qualification and experience and the papers of which must be submitted to the Department within 7 days of departure of original professional. The Department reserves the right to examine / assess the new personnel proposed to be provided in replacement. Change in Resources which the lock in period without prior approval of the Department will necessitate payment of requisite amount of penalty (service charges) for first year over and above losing the unutilized remuneration in the resources. Frequent change / Replacement of Resources from the Agency's side will lead to imposition of penalty by the Department as per the agreed terms and conditions of the contract and subsequently termination of the contract.

(In case there is a gap in replacement of any resource and support staff exceeding thirty (30) days, no remuneration will be provided to anybody pertaining to that period.)

Force Majeure:

For purpose of this clause – Force Majeure means an event beyond the control of the Agency and not involving the Agency's fault or negligence and not foreseeable. Such events may include, but are not restricted to, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes, natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the Agency. While such events occur, the execution of the order by the Department in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Department in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Agency shall communicate the Department in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In

the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Department reserves the right to cancel the contract without any obligation to compensate the Agency in any manner for whatsoever reason.

Engagement of Resources by the Agency:

The selected Agency shall propose the CVs for all position with detailed qualification, age, post qualification experience, area of specialization, positions/designations of proposed resources in line with the requirement in the Terms of Reference along with the technical proposal. The Department shall evaluate the CVs of deployment based on qualification, age, post qualification experience, area of specialization and credentials. The name of the selected professionals shall be intimated to the concerned Agency. The remuneration to the deployed resource to be paid by the Agency and the same shall be reimbursed by the department on submission of supporting documentary evidence regarding the payment of salaries as well as statutory dues like EPF, ESI and professional charges (if any) paid/deposited by the Agency in respect of the deployed resources.

10. TERMS AND CONDITIONS:

Request for Proposal is invited from eligible Agencies fulfilling the laid down eligibility criteria to submit their proposals. The details relating to eligibility criteria, terms and conditions and other information relating to this RFP can be downloaded from the Government of Odisha Portal all tender Section and also from Revenue & DM Department website.

Tender shall be opened at **11:30 AM** on **20.05.2026** in the Conference Hall of Revenue & DM Department. Proposals may be submitted to the **Additional Secretary, Revenue & Disaster Management Department, Loka Seva Bhavan, Bhubaneswar, Odisha-751001** in sealed envelope. The last date for submission of bid is **18.05.2026 at 05:00 P.M.**

- I. This Tender Document is a two-bid format for submitting the offers. It contains the "Technical" and "Financial" bid formats. Both the bids shall be submitted in separate sealed covers identified as "Technical" and "Financial" bid. Both the sealed covers should be put inside a bigger sealed cover boldly super scribed with the name of the bidder, the tender call notice number, the last date for submission and the title of the RFP for engaging Media management Agency.
- II. Selected Agencies will have to sign an Agreement with Additional Secretary, Revenue & Disaster Management Department for execution of the work. If the Agency fails to sign the Agreement within the given period, the selection of the Agencies will be cancelled automatically. The cost to this effect will be borne by the selected bidder.

- III. Wherever specific terms & conditions have not been spelt out in the document, OGFR of State Govt shall apply.
- IV. All the crucial figures i.e. Rates & amount should be written in figures followed by words in a bracket in the Tender document.
- V. There shall be no over-writing in the tender documents and other papers submitted. Any alteration should be countersigned with seal by the same person who signs the Tender document.
- VI. All the rates and amounts shall be quoted in Indian Rupees (INR).
- VII. The rates quoted by the Agencies shall be excluding GST and taxes will be paid by the Department as per the applicable rule under GST Act. Bidders are required to quote unit rates exclusive of all taxes for each item in the tender paper.
- VIII. All the disputes shall be subjected to the jurisdiction of Civil Courts situated at Bhubaneswar.
- IX. Each page of this Tender Document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
- X. All the documents and papers submitted with the bid should be either in English or in Odia and shall be authenticated under the seal and signature of the bidder.
- XI. In case of any dispute/ambiguity arises in the documentation, decision, Revenue & Disaster Management Department /Tender calling authority shall be final.
- XII. Bidders to ensure that their offers are complete in all respect. Any deviation (Agencies is found to be false) from compliance may lead to rejection of their offer at any stage.
- XIII. Revenue & Disaster Management Department will not be responsible for any loss, damage, injury caused at the time of execution of the contract. The firm shall own the whole responsibility.
- XIV. In case of breach of contract, the performance Bank Guarantee will be forfeited, and the Agencies shall be blacklisted / recommended for blacklisting.
- XV. Revenue & Disaster Management Department will review the right to cancel the Agencies, if it will not perform the work as per the quality standards and timeline to undertake the assigned work.
- XVI. The Agency must submit the GST bills/invoices to Revenue & Disaster Management Department.
- XVII. Revenue & Disaster Management Department will have the right to drop the Agency without assigning any reason whatsoever on short notice.

- XVIII. The Department reserves the right for rejection of any / all applications without assigning any reason whatsoever. All the decisions taken by REVENUE & DM Department shall be final and no further representation in this regard will be entertained.
- XIX. Bidder should submit Bids Security Deposit on the condition of the Modification of their bids/ violation of the Terms and Conditions of the Tender document during period of validity etc. will lead to forfeiture of EMD and shall be suspended for the period of 3 years from participating in any Government/ PSU tenders.
- XX. The performance security shall be deposited by the successful bidder.
- XXI. The Firm/Agency shall abide by all statutory and regulatory Acts of both Central Government and State Government.
- XXII. Submission of more than one competitive bid by the same Firm in response to the same Tender call notice is discouraged. However, in event of this the bid received latter will only be taken into account for technical evaluation.
- XXIII. The "Performance Security" may be forfeited partly or fully in case of failure to fulfil the terms and conditions of contract/ work order issued from time to time within the agreement period.
- XXIV. No advance payment shall be made. Monthly payment as due will be made after receiving service from the firm and after certification given by the concerned Officer that satisfactory services has been rendered as per the specifications of work order.
- XXV. TDS under IT & GST shall be deducted as per law.
- XXVI. Failure to provide service as per specifications mentioned in work order may lead to forfeiture of Performance security.
- XXVII. Each page of this Tender document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
- XXVIII. All or any of the tenders (or bids) submitted can be rejected without assigning any reason thereof. No claim whatsoever, shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejection.
- XXIX. If work is not found satisfactory continuously for more than three months it will be liable to be cancelled with giving any reasons thereof. No payment shall be made if the Agreement is cancelled.
- XXX. Nonresponsive Bids to the Tender Document will be summarily rejected.
- XXXI. The projected work may be decreased or increased as per requirement.
- XXXII. The Firm/Agency must have qualified manpower of their role, who should supervise the execution of work/service on the spot.

XXXIII. The Registered Office / Branch Office of the selected Service Provider must be located within the jurisdiction area of the Department/Office. The bidder must submit an undertaking that if selected shall establish an office in Bhubaneswar, Odisha. The service provider should provide the manpower, deployed and contact numbers of the persons to liaise with the Department Officers.

10.A

- a) The person(s) deployed shall be required to report for work, on all official working days (as per Odisha Government Calendar) at 10.00 AM and will ordinarily leave at 06.00 PM. There will be also occasions of working beyond the scheduled and no complaint will be entertained on this score. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate reduction of the remuneration for one day will be made.
- b) The person deployed may be called on holidays to attend duty and shall not be paid extra remuneration by this office.
- c) The Agency shall nominate a coordinator from their establishment who shall be responsible for immediate interaction with the Office so that optimal services of the persons deployed can be availed without any disruption.
- d) The entire financial liability in respect of the manpower deployed in the Revenue & Disaster Management Department shall be that of the Agency. The Department will only reimburse on submission of monthly claim bills and will in no way be liable for any other charges beyond the rates of the contract. It will be the responsibility of the Agency to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and certify to the effect.
- e) For all intents and purposes, the Agency shall be the “Employer” within the meaning of different Rules & Acts in respect of the manpower so deployed. The person(s) deployed by the Agency shall not have any claim whatsoever as a matter of employer and employee relationship against the Revenue & Disaster Management Department.
- f) The Agency shall be solely responsible for the redressal of grievances or resolution of disputes relating to the personnel deployed.
- g) The Revenue & Disaster Management Department shall not be responsible for any financial loss of any injury caused to any person engaged by the Agency in the course of performing their functions/duties and hence shall not be liable for any such compensation.

- h) The person(s) deployed by the Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency after expiry of the Agreement.
- i) In case of termination of this Agreement on its expiry or otherwise, the person(s) deployed by the Agency shall not be entitled to and shall have no claim for any absorption.
- j) The Bidder/Agency must have been registered with the concerned Government Authorities i.e. Provident Fund Authorities, Employees State Insurance Authorities.
- k) The selected Agency shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the full/part period of the substitute shall be the responsibility of the Agency. The latter shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
- l) The person(s) deployed by the Selected Agency / successful bidder should have good antecedents and no criminal case should have been pending against them.
- m) The person(s) deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the department or office concerned. The Agency shall be responsible for any act of indiscipline on the part of the person(s) deployed.
- n) The person(s) deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Agency as well as the person concerned liable for penal action under applicable laws besides, action for breach of contract.
- o) The Agency shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed by it in the Department or Office concerned. The Department or Office concerned shall have no liability in this regard.
- p) The Agency shall also be liable for depositing all admissible taxes, on account of service rendered by it to the Department or Office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of documents and challans to the Department or Office concerned in each month along with the bill or the succeeding month for reimbursement.

- q) The Agency shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Department or Office concerned or any other authority under law.
- r) The deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the Department or Office concerned.
- s) In case, the Agency fails to comply with any liability under appropriate law, and as a result thereof, the Revenue & Disaster Management Department is put to any loss/ obligation, monetary or otherwise, the Department will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of Agency to the extent of the loss or obligation in monetary terms.
- t) The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of deployed persons and non-payment of statutory dues. The Revenue & Disaster Management Department will have full right to adjust the non-payment of remuneration to the persons employed by the Agency and that of outstanding statutory dues to statutory authorities. If any loss or damage is caused to the Department by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit, or by both as the case may be.
- u) Over and above the scope of work, the Agency shall have to ensure optimal performance by discharging key responsibilities as follows:
 - The Agency will arrange, install and maintain equipment for transmission of data and images to the Department or anywhere as instructed by Department.
 - Expenditure pertaining to manpower deployed in the premises along with maintenance, consumables, hardware, facility charges etc. will be borne by the Agency.
 - The Agency is solely responsible for managing the activities of its personnel and will hold itself responsible for eventful misdemeanour.

11. BID VALIDITY PERIOD:

The Offer submitted and the prices quoted therein shall be valid for **90 days** from the date of opening of bid.

12. EMD (Earnest Money Deposit):

Bid Security (E.M.D.) Tender document should be accompanied by Earnest Money Deposit (EMD) of **Rs. 50,000/- (Fifty Thousand Only)** without which the tender shall be rejected. The Deposit of Earnest Money should be made available in favour of DDO, Revenue & Disaster Management Department Government of Odisha, Bhubaneswar in the form of DD/BD/Banker's Cheque / NSC / Postal Savings Passbook in an envelope along with the sealed covers of "Technical" bid. The EMD will be forfeited if the bidder withdraws during bid validity period. Terms and Conditions (if any) for submitting EMD will be given in the tender document. The EMD will be forfeited, and the Agency shall be suspended for the period of 2 years from participating in any tender of Government and PSU, in case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender document. EMD of successful bidder shall be retained till the agreement is signed and Performance Security is deposited. In regard to other bidders not having awarded the contract, EMD will be returned after completion of the tender process. The EMD shall be exempted to MSME units/start-ups as per the extant policy of appropriate govt.

13. PERFORMANCE SECURITY:

The selected Agency shall have to furnish a **Performance Security of 3% of the tender value**, in the form of NSC/Post Office Savings Bank Account, FDR/pass book from any Nationalised Bank/Scheduled Bank situated in Bhubaneswar duly marked in favour of "D.D.O., Revenue & Disaster Management Department", within 15 days of notifying the acceptance of proposal for the award of contract as per the format at Annexure-E. The performance security shall be valid for a period of one month beyond the entire contract period (i.e. Performance Security) must be valid from the date of effect of the contract to a period of 30 days beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the above requirement shall constitute sufficient grounds for the forfeiture of the EMD. The Performance Security shall be released immediately within 15 days of expiry of contract period, if there is no breach of contract on the part of the finally selected bidder. No interest shall be paid on the Performance Security.

14. TERMINATION OF CONTRACT

All designs, reports, other documents and software submitted by the bidder pursuant to this work order shall become and remain the property of the Department, and the bidder shall, not later than upon termination or expiry of this work order, deliver all such documents and software to the Department, together with a detailed inventory thereof.

The contract can be terminated by Revenue & Disaster Management Department during the period of contract in case of violation of terms & conditions of contract or in the public interest. In the event

of violation of contract by the Agency, the performance bank guarantee can be forfeited by Revenue & Disaster Management Department. Apart from levy of fine/ recovery and termination of contract including blacklisting, the concerned Agency may be prevented.

If at any given point of time it is found that the bidder has made a statement which is factually incorrect or if the bidder doesn't fulfil any of the contractual obligations, the Department may take a decision to cancel the contract with immediate effect. Performance security of Agency may also be forfeited if the performance of the Agency is not satisfactory.

Further, the Department reserves the right to terminate the contract, without mentioning any reasons thereof, by giving one month's prior notice.

15. PENALTY CLAUSE

In case of late/unsatisfactory/no services on a specific/broad activity, in which the Agency fails to deliver the services thereof within the period fixed for such delivery in the schedule or at any time repudiates the contract, the Agency shall be liable to penalty @ 10% of the monthly service charges. The timelines/ schedule of deliverables will be decided as and when the requirement/tasks/ activities arise. There will be periodic review of the punctuality and quality of the postings. The Department will have the right to cancel the contract at any time without assigning any reason thereof.

16. DOCUMENTS REQUIRED TO BE SUBMITTED:

- a) Supporting documents regarding legal validity of the bidder as per Para G.I (eligibility Criteria)
- b) Valid GST registration certificate with up-to-date GST Return filing copies. (Copies shall be furnished)
- c) IT Return copies for last consecutive three assessment years i.e. 2023-24, 2024-25, 2025-26 along with copy of the PAN. (Copies shall be furnished)
- d) Annual turnover certificate of last five financial years duly certified by C.A. (indicating membership no. of C.A. with seal) ending on 31-03-2025 with audited balance sheet of last five financial years.
- e) An Affidavit in proof of Agencies not having been barred or blacklisted by any State/ Central Government Department/ Govt. PSU and also not having indulged in any criminal offence. (An Affidavit to this effect shall be furnished).

- f) EMD of Rs. 50,000/- (Fifty Thousand Only) in form of DD/NSC/Post Office Savings Bank Account/ FDR from any nationalized Bank duly pledged in favour of “D.D.O., Revenue & Disaster Management Department” payable at Bhubaneswar.
- g) Self-Attested Copies of the Work Orders confirming as proof of execution of work as per **Sl. No-7** of eligibility Criteria.
- h) Copies of registration & validity under the Employees Provident Fund Act, 1952 & under the Employees State Insurance Act, 1948.
- i) The bidder must submit an undertaking that if selected shall establish office in Bhubaneswar, Odisha.

17. SUBMISSION OF PROPOSAL:

This Tender Document is a two-bid format for submitting the offers. It contains the “Technical” and “Financial” bid formats. Both the bids shall be submitted in separate sealed covers identified as “Technical” and “Financial” bid. Both the sealed covers should be put inside a bigger sealed cover boldly super scribed with the name of the bidder, the tender call notice number, the last date for submission and the title of the RFP for engaging Media management Agency.

Bidders must submit their proposals through Registered Post / Speed Post / Courier Services / drop of sealed packets / covers containing the tender papers in the box put at Revenue & Disaster Management Department, Loka Seva Bhavan, Bhubaneswar addressing to the Additional Secretary, Revenue & Disaster Management Department, Government of Odisha, Bhubaneswar – 751001.

DECLARATION

I do hereby declare that the documents submitted in respect of the information referred to above are true to the best of my knowledge and belief and also do undertake that if at any time the documents are found to be forged, I will be held responsible.

Signature of the bidder

(Form - 1)

TECHNICAL PROPOSAL SUBMISSION FORMS

COVERING LETTER

(In Bidder's Letter Head)

Date: _____

To

**The Additional Secretary,
Revenue & Disaster Management Department,
Government of Odisha,
Bhubaneswar – 751001**

Subject: Submission of Technical bid for “selection of Social Media management Agency”.

Dear Sir,

I, the undersigned, request you to participate in the selection process for _____ in accordance with your Request for Proposal No. _____. We are hereby submitting our proposal which includes Technical proposal and Financial proposal sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be binding on us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation

Address of the Bidder

(Form - 2)

FORMAT - I: DETAILS OF THE BIDDER

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel: Fax: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder Mobile No : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year :	
5	Local office in Odisha Furnish Contact Details	
6	PAN Number (Copy)	
7	EPF & ESI Registration Details	
8	Goods and Services Tax Identification Number (GSTIN) Registration Certificate	
9	Work Orders in the last five assignments as per the scope of work of the RFP	
10	What are all the terms and conditions as specified in the RFP	
11	Proof of ownership of Agency	

Authorized Signatory (In full and initials)

Name and Designation with Date and Seal

(Form - 3)

FORMAT FOR FINANCIAL CAPABILITY OF THE AGENCIES

Sl. No	Financial Year	Annual Turnover (In INR)	Profit after Tax (PAT)
1	FY 2021-22		
2	FY 2022-23		
3	FY 2023-24		
4	FY 2024-25		
5	FY 2025-26		

Enclose certificate issued by Chartered Accountant stating the details of annual turnover during the above five financial years along with audited financial statement as per **Sl. No-8** of Eligibility Criteria.

Name of the Authorized Representative

(Signature of the Authorized Representative with Date)

(Form – 4)

FORMAT FOR POWER OF ATTORNEY

(To be submitted in original on bidder's Letter Head)

Dated: _____

POWER OF ATTORNEY

I, _____ <Designation> of <Name of the Organisation> in witness whereof certify that <Name of person> is authorized to execute the attorney on behalf of <Name of Organization>, <Designation of the persons of the organization acting for and on behalf of the organizations under the authority conferred on the Notification / Authority order no. Dated <date of reference> has signed this Power of attorney at <place> on this day of <day><month>.

The signatures of <Name of person> in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

ACCEPTED:

Signature, Name & Designation of person executing attorney:

(Form – 5)

Bidder's Past Experience

(Lists of Professional Resources Deployment Services Contracts)

Sl. No	Assignment Details	Name of the Department	Details of Professional /Staff deployed by the Bidder	Contract Value in INR	Date of Award / Commencement of assignment	Date Completion of assignment	Remarks if any

Authorized signatory (In full and initials)

Name and Title of Signatory with date and seal

Enclose Self-Attested Copies of the Work Order confirming as proof of execution of works as per Sl. No-7 of Eligibility Criteria.

(Form - 6)

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

(To be submitted on Bidder's Letter Head)

I, hereby declare that our Agency as Individual / proprietorship / Partnership / Pvt. Ltd. Company as a member of any consortium is not indulged in any such activities which can be termed as the conflicting activities.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Department which shall be binding on us.

Authorized signatory (with Date and Seal)

Communication Address of the Bidder

(Form – 7)

DECLARATION FOR NON-BLACKLISTING / NON-INDULGENCE IN CRIMINAL ACTIVITY

***(In shape of affidavit to be executed on Rs. 10/- Non judicial stamp paper by Public
Notary/Executive Magistrate)***

To

**The Additional Secretary,
Revenue & Disaster Management Department,
Government of Odisha,
Bhubaneswar – 751001**

Subject: Non-Blacklisting / non-indulge in criminal activity / judicial proceedings etc.

Sir,

In response to the “Request for Proposal” (RFP) dated _____ I/We do hereby declare that there is no case with Police/ Court/ regulatory authority for non-indulgence in criminal activity against the proprietor/ firm/ partner. Also I/We have not been suspended/ delisted/ blacklisted by any other Government/ Ministry department/ Public sector under taking/ Autonomous Body/ Financial institution/ Court. We also certify that our firm/ company or any other of the partners are not involved in any scam, criminal activity and disciplinary/judicial proceedings settled or pending adjudication.

I remain,

Yours faithfully,

Authorized signatory (In full and initials)

Name and Designation of Signatory with Date and Seal

Address of the Bidder

(Form - 8)

Format of Curriculum Vitae (CV) for Proposed Key Professional

(For each position of key professional separate sheet be prepared)

1. **Proposed position:**
2. **Name of Agency:**
3. **Name of Staff:**
4. **Date of Birth:**
5. **Nationality:**
6. **Education:**

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]

7. **Membership in professional Associations:**
8. **Other Trainings:**
9. **Countries of Work Experience:**
10. **Languages:**

[For each language indicate proficiency: excellent, good, fair, or poor, in speaking, reading, and writing]

Authorized Signatory (In full and initials)

Name and Title of Signatory with date and seal

(Form - 9)

FORMAT – II: LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE

Parameter	Information	Supporting Documents	Page No.
Company/Firm Name and Existence		Certificate of Incorporation / Registration (refer Table below for appropriate documentation)	
Type of Organization	Private Limited Company / Registered Individual / Partnership firm / Proprietorship firm		
Name of Registration Authority			
Registration No.			
Date of Registration			
Place of Registration			
GST Registration, Return filing Status	Registration No.	Registration Proof up to date GST 3B filing copies	
PAN	PAN No.		
IT Returns of last 03 consecutive years			

Authorized Signatory (In full and initials)

Name and Designation with Date and Seal

(Form - 10)

FINANCIAL PROPOSAL SUBMISSION FORMS

COVERING LETTER

(In Bidder's Letter Head)

Date: _____

To

The Additional Secretary,
Revenue & Disaster Management Department,
Government of Odisha,
Bhubaneswar – 751001

Subject: Submission of Financial Bid for “selection of Social Media management Agency”.

Dear Sir,

I, the undersigned, offer to provide the service for “Media/Social management” in accordance with your Request for Proposal No. _____ dated: _____. Our attached Financial Proposal is amounting to Rupees _____ (in words & figures). This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake, in the event of acceptance of our bid by the service, shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our Financial proposal shall be binding upon us, subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 90 days. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive. We thank you for providing us an opportunity to participate in the selection process. Please find our financial offer as per commercial bid format along with this covering letter.

I remain,

Yours faithfully,

Authorized Signatory (In full and initials): _____

Name and Designation of Signatory with Date and Seal

Address of the Bidder: _____

(Form - 11)

SUMMARY OF FINANCIAL PROPOSAL

A. Regular

Sl. No	Name of the Position	Resources (In Numbers)	Remuneration per month per person (Amount in Figures & Words)	Total Remuneration per month (Amount in Figures & Words)	Total Remuneration per Year (Amount in Figures & Words)
1	Content Creator-cum-Graphic Designer	01			
A. Total		01			

B. GST in INR @18% of A

C. GRAND TOTAL IN INR in INR (per year) (A+B)

- Bidders shall submit the financial proposal as per the prescribed format.
- Any conditional offer will be out-rightly rejected by the Department.
- The proposal needs to be signed by the Authorised Representative of the bidder.
- In the event of any difference between figures and words, the amount indicated in words shall prevail.
- Taxes will be paid by the Department as per the applicable rate under GST from time to time.
- Offered Price shall remain firm and fixed till completion of the contract.
- Bids with “Nil” or “abnormally low quoted service charges” will be treated as “Non-responsive” and rejected during the financial evaluation stage.
- Any additional bid will be out-rightly rejected.
- The rate shall be quoted in rupees words.

D. On Demand

Sl. No	Name of the Position	Resources (In Numbers)	Remuneration per Day per person (Amount in Figures & Words)
1	Photographer-cum-Videographer	01*	

D. Total		01*	
-----------------	--	------------	--

E. GST in INR @18% of D

Authorized Signatory (In full and initials): _____

Name and Designation with date & seal

****As per the requirement of the Revenue & Disaster Management Department as and when needed***

(Form - 12)

Model Bank Guarantee Format for furnishing EMD

Whereas (hereinafter called the “tenderer”) has submitted their offer dated..... for the supply of
(hereinafter called the “tender”) against the purchaser’s tender enquiry No..... KNOW ALL MEN by these presents that WE..... of having our registered office at..... are bound unto (hereinafter called the “Purchaser) in the sum of for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of20.....

THE CONDITIONS OF THIS OBLIGATION ARE: (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender. (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity: - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract. b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date. Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt..... otherwise, bank shall be discharged of all liabilities under this Guarantee thereafter.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank & Branch

(Form - 13)

PERFORMANCE BANK GUARANTEE FORMAT

To,

WHEREAS _____ (Name and address of the Consultant) (hereinafter called "the Consultant") has undertaken, in pursuance of RFP No. _____ dated _____ to undertake the service _____ (Description of services) (hereinafter called "the contract").

AND WHEREAS it has been stipulated by _____ (Name of the Department) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby declare that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance guarantee shall be valid until the day _____, our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this bank guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before _____, otherwise bank shall be discharged of all liabilities under this Guarantee thereafter.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank & Branch

(Form - 14)

Checklist of Documents to be submitted

Sl.	Particulars	Supporting Documents to be submitted	Provided (Y/N)
1.	Covering Letter for Technical Proposal	Form 1	
2.	Format-I : Details of the Bidder	Form 2	
3.	Financial Capabilities of the Bidders	Form 3	
4.	Format for Power of Attorney	Form 4	
5.	Bidder's Past Experience	Form 5 (Self attested copies of Work Orders as per Sl. No. 7 of Eligibility Criteria)	
6.	Information regarding any conflicting activities and declaration thereof	Form 6	
7.	Declaration for Non-Blacklisting / Non-Indulgence in Criminal Activity	Form 7	
8.	Format of Curriculum Vitae (CV) for Proposed Key Professional	Form 8	
9.	Format – II: Legal Constitution & Number of Years of Existence	Form 9	
10.	Covering Letter for Technical Proposal	Form 10	
11.	Summary of Financial Proposal	Form 11	
12.	Model Bank Guarantee Format for furnishing EMD	Form 12	
13.	Performance Bank Guarantee Format	Form 13	
14.	Checklist of Documents to be submitted	Form 14	
15.	Meeting minimum average Turnover requirement for FY _____& _____	Copy of the audited profit and loss account/ balance sheet/ annual report of _____&_____.	