

**TENDER SPECIFICATION**

**FOR**

**MEDIA CAMPAIGN FY 2018-19 ON PERFORMANCE  
OF SKITS BY DEDICATED STREET THEATRE  
GROUP IN 30 DISTRICTS HQS. AND 10 IMPORTANT  
TOWNS WITH LCD MOUNTED OB VAN**

**TENDER SPECIFICATION No. – DMU /18-19/10/MC**

**Dated- 16.01.2019**

**LOGO**

**ADDRESS**

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## SECTION-I CHECKLIST

### A) GENERAL & TECHNICAL BID

Please check whether following have been enclosed in the respective covers, namely, General & Technical Bid and Price Bid:

Description	Please Tick / Furnish details
1. Tender Paper Cost(DD No:....., Amt: Rs. 1000 Bank:....., Date:.....) (Please refer to clause 3.1.a of Section- III)	
2. Earnest Money( DD No:....., Amt: Rs 5,000/- Bank:....., Date:.....) (Please refer to clause 3.1.b of Section-III)	
3. Evidence of registered firm/company (Please refer to clause 3.1.c of section-III)	
4. Documentary Evidence of operation in Bhubaneswar. (Please refer to clause 3.1.c of section-III)	
5. Proof of Average Turnover of not less than Rs 10 Lakh (Please refer to clause 3.1.d of section-III)	
6. Proof of successful execution of at least two media campaign projects. Each of order value at least Rs 5 Lakhs in last 3 Years. (Please refer to clause 3.1.e of section-III)	
7. Declaration of Ineligibility in Annexure 4 (Please refer to clause 3.1.f of section-III)	
8. Copy of PAN (Please refer to clause 3.1.g of section-III)	
9. GST Registration Certificate (Please refer to clause 3.1.g of section-III)	
Documentary evidence of minimum 5 media professionals pl. refer to clause 3.1.h of section III	
10. Acceptance of terms & conditions contained in the TENDER SPECIFICATION documents. (Please refer Annexure-6)	
11. Representative authorization letter (Please refer Annexure-5)	

12. Bidder's Profile (Please refer Annexure-1)	
13. Details of projects completed (Please refer Annexure-2)	
14. Projects in Rollout (Please refer Annexure-3)	
15. Proposed Methodology (Please refer Annexure-7)	
16. Workorders/Completion Certificates	

**B) Price Bid**

(Cost for Various Items of Media Campaign) (Please refer Annexure-8)	
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## SECTION-II INVITATION FOR BID

### 2.1. INTRODUCTION

HEAD, DMU, invites bids against this tender specification on behalf of Discoms (Purchaser) from the Bidders to provide media campaign for all the four Discoms in Odisha. The tender specification Document may be downloaded from any of the DISCOMS' website i.e [www.nescoodisha.com](http://www.nescoodisha.com) , [www.wescoodisha.com](http://www.wescoodisha.com), [www.southcoodisha.com](http://www.southcoodisha.com), [www.cescoorissa.com](http://www.cescoorissa.com). The bidder has to submit a nonrefundable amount of **Rs.1000** in shape of bank draft drawn in favour of “**Administrator NESCO Utility**”, Balasore towards cost of tender document along with the bid document at the time of submitting the bid.

### 2.2. SCHEDULE OF EVENTS FOR THE MEDIA CAMPAIGN

S.No	Information	Details
1.	Hosting of the document on the Notice Board/Website.	<a href="http://www.nescoodisha.com">www.nescoodisha.com</a> , <a href="http://www.wescoodisha.com">www.wescoodisha.com</a> , <a href="http://www.southcoodisha.com">www.southcoodisha.com</a> , <a href="http://www.cescoorissa.com">www.cescoorissa.com</a>
2.	Address for Submission of Bid	Office of the Head, DMU, GRIDCO, Janpath, Bhubaneswar-751022
3.	Cost of tender document(nonrefundable)	Rs. 1,000/- (Rupees One thousand only) ) in the form of Crossed demand Draft drawn in favour of “ <b>Administrator NESCO Utility</b> ” and payable at Balasore The tender paper cost includes GST @ 12%
4.	Earnest Money Deposit (Refundable)	Rs. 5,000/- (Rupees Five Thousand only) in the form of Crossed demand Draft drawn in favour of “ <b>Administrator NESCO Utility</b> ” and payable at Balasore
5	Last Date & time of receipt of Bids	Dt. – 30.01.2019
6	Opening of Technical Bids	Dt. – 04.02.2019
7	Date of Presentation	to be intimated separately
8	Opening of Price Bids	to be intimated separately

### 2.3. AMENDMENT TO INVITATION BID

At any time prior to the deadline for submission of bids, Head, DMU reserves the right to add / modify / delete any portion of this document by issuance of an addendum, which would be published on the web site and will also be made available to the all the bidders by email who have indicated their intention to bid. The addendum shall be binding on all bidders.

## SECTION-III GENERAL & TECHNICAL BID

### **3.1. Pre-Qualification Criteria**

- a. The bidder shall submit Rs. 1000/- (Rupees One thousand) only towards the Cost of tender specification document in form of bank draft from any scheduled Bank in favour of “**Administrator NESCO Utility**”, Balasore.
- b. The bidder shall submit crossed demand Draft from any scheduled Bank of Rs. 5,000/- (Rupees Five thousand only) drawn in favour of “**Administrator NESCO Utility**” and payable at Balasore towards the EMD.
- c. The bidder should be registered under Companies Act, 2013 or registered firm under partnership act and should have been in the media sector for last **two years** as on 31st March, 2018. It is mandatory for the vendor to have a support office at Bhubaneswar for last **two years**. Necessary documentary evidence must be submitted.
- d. Minimum average turnover of the bidder for the last 2 financial years (FY 2016-17 & FY 2017-18) ending on 31st March 2018 must be at least Rs.10 lakh. The Vendor shall submit copies of audited Balance Sheets and Profit and Loss Accounts/ Annual Reports of last two financial years (up to 31-Mar-2018) and Income Tax Returns for those years downloaded from Income Tax Department Portal.
- e. Bidder must have experience in media campaign using electronic, print & social media and street theaters in any State Govt./PSU/Central Government / CPSU / listed public company of repute. The Bidder must have implemented at least 2(two) media campaign projects for any State Govt./PSU/Central Government each of minimum value of **Rs.5.00 lakh (Rupees Five Lakh)** in last 3 years ending on 31st March 2018. Copies of work orders and successful completion certificate for each project as proof must be enclosed.
- f. The Bidder should not be under declaration of ineligibility for corrupt and fraudulent practices issued by Govt. of India/State Governments/Court of Law. A declaration is to be submitted along with the bid. (Annexure-4)
- g. The Bidder should have valid PAN, GST Registration Certificate. Copy of the Certificates need to be submitted.
- h. The Company/firm should have qualified and experienced professionals. Minimum 5 media professionals must be on pay roll of the company as on 31st March 2018. The bio-data of those 5 media professionals on pay-roll shall be submitted

**Bidders qualifying in the pre-qualification stage will go the next stage for evaluation.**

**SECTION-**  
**IV SCOPE OF WORK**

**4.1. Functional Requirements**

- All four Discoms intend to reach out to maximum number of electricity consumers to make them aware about the ways to conserve energy & the environment; educate them about their rights & duties and sensitize them about the timely payment of bills & antitheft measures, through Performance of Skits by Dedicated Street Theatre Group in 30 Districts Hqs. And 10 Important Towns with LCD Mounted OB Van.**

S.L No	DISTRICT	DISCOMS	IMPORTANT TOWNS
1	ANGUL	CESU	NIMAPADA
2	CUTTACK	CESU	PARADEEP
3	DHENKANAL	CESU	PATAMUNDAI
4	JAGATSINGHPUR	CESU	TALCHER
5	KENDRAPADA	CESU	
6	KHURDA	CESU	
7	NAYAGARH	CESU	
8	PURI	CESU	
9	BHADRAK	NESCO	JAJPUR
10	BALASORE	NESCO	RAIRANGPUR
11	KEONJHAR	NESCO	
12	MAYURBHANJ	NESCO	
13	JAJPUR	NESCO	
14	BOUDH	SOUTHCO	HINJILI
15	GAJAPATI	SOUTHCO	JEYPORE
16	GANJAM	SOUTHCO	
17	KANDHAMAL	SOUTHCO	
18	KORAPUT	SOUTHCO	
19	MALKANGIRI	SOUTHCO	
20	NAWARANGPUR	SOUTHCO	
21	RAYAGADA	SOUTHCO	
22	BARGARGH	WESCO	ROURKELA
23	BOLANGIR	WESCO	RAJGANJPUR
24	DEOGARH	WESCO	
25	JHARSUGUDA	WESCO	
26	KALAHANDI	WESCO	
27	SAMBALPUR	WESCO	



28	SUBARNAPUR	WESCO	
29	SUNDARGARH	WESCO	
30	Nuapada	WESCO	

## **SECTION-V INSTRUCTION TO BIDDERS**

### **5.1 COST OF BIDDING & EVENT SCHEDULE**

- a. The bidder shall bear all costs associated with the preparation and submission of its bid and DISCOMS shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- b. All bidding events shall be as per the Schedule of Events stipulated in this tender specification only.

### **5.2 PROPOSAL VALIDITY AND SECURITY**

- a. Technical and Price Proposals shall remain valid for a period of one month from the date of Bid opening specified. The Head DMU shall reject the Proposal as being non -responsive if it is valid for a shorter period.
- b. The Bidder shall furnish, as part of its Proposal, a Bid Security (EMD) of **Rs. 5,000/-** (Rupees Five Thousand only) in the form of Crossed demand Draft drawn in favour of “**Administrator NESCO Utility**” and payable at Balasore.

### **5.3 BID OPENING**

- a. The tender specification Evaluation Committee shall evaluate the General & Technical Bids, Presentation and price bids. The Evaluation Committee may choose to conduct negotiation or discussion with the L1 Bidder only.
- b. The decisions of the Evaluation Committee in the evaluation of the Price bids shall be final. No correspondence will be entertained outside the tendering process.
- c. At the date, time and location of the bid opening as specified in the bid document, the Evaluation Committee shall open the Proposals, in the presence of Bidders' designated representatives who choose to

attend.

d. The Bidders qualified as per the Technical Qualification criteria would only be called for Technical Presentation.

e. After evaluation of technical bids, the price bids of only those Bidders who secure minimum **60 marks** in technical evaluation, as specified in this tender specification, will be opened in the presence of the Bidder's representatives who choose to be present.

## **5.. GENERAL INFORMATION**

a. The Bid must be accompanied with an EMD in shape of DD only in favour of “**Administrator NESCO Utility**”, Balasore for **Rs. 5,000/-** issued by any scheduled bank. No EMD shall be accepted in form of Cheque/Cash or in any other form. Tender document without EMD shall be treated as non-responsive and will not be accepted.

b. The Authorized Officer shall not entertain any request for escalation in cost/price on account of any reason during the period of validity of bid.

c. The Authorized Officer reserves the right to accept or reject any or all responses without assigning any reason.

d. No consortium bidding will be allowed for the execution of the project.

e. The EMD shall be refunded to unsuccessful Bidders within 1 (One) month after awarding the Contract to the successful bidder. The EMD of successful bidder shall be refunded after execution of contract / acceptance of Work Order & submission and acceptance of Security Deposit in shape of DD.

### **5.5. Payment Terms**

100% of the order value along with GST as applicable, of the completed item will be paid to the vendor based on following;

1. On successful completion of that item, and approval & acceptance of the representative of CESU.
2. Furnishing of Security deposit amounting to **Rs. 50,000/-** (Rupees Fifty Thousand only) in shape of DD in favour of “**Administrator NESCO Utility**” from any Scheduled bank.
3. On Submission of invoice in triplicate duly certified by the representative of CESU.
4. TDS as applicable shall be deducted and necessary TDS certificate shall be issued subsequently.
5. Any statutory variation due to imposition of new tax or revision in rate of existing tax shall be paid / reimbursed based on scheduled delivery or actual delivery whichever is earlier (i.e. if delivery is

within schedule period, statutory variation applicable shall be paid and if delivery is made beyond schedule date, any additional financial implication due to statutory variation shall be to the bidders account.)

## **5.6 DOCUMENTS TO BE SUBMITTED WITH GENERAL & TECHNICAL BID**

- a. The documents as per the pre-qualification criteria along with all the supporting documents from Clause No. 3.1 of Section-III.
- b. Bidder's Profile (Annexure-1).
- c. Self Declaration (Annexure-4).
- d. Authorization Letter (Annexure-5).
- e. Acceptance of Terms & Conditions contained in the tender specification documents (Annexure-6).
- f. Details of projects undertaken in the last 3 (three) years as per the format Project Profile (completed) (Annexure-2).
- g. Details of projects under Roll Out (Annexure-3)
- h. Copies of work orders and successful completion certificates from State Govt. / PSU / Central Govt..
- i. Proposed methodology (Annexure-7)

## **5.7. DOCUMENT TO BE SUBMITTED IN PRICE BID**

The Price Bid as per the format given in Annexure-8. **It should be distinctly understood that there shall be no other document along with the price bid. Failure to adhere to this instruction will result in rejection of the bid, which is otherwise in order.**

## **5.8. DISQUALIFICATION OR REJECTION OF BID**

**The bid shall be rejected at any stage on account of the following.**

- a. If the bid or its submission is not in conformity with the instruction mentioned herein.
- b. If it is received after the expiry of due date and time.
- c. If it is incomplete and required documents are not furnished.
- d. If misleading or false statements/ representations are made as part of pre-qualification requirements.
- e. If it is conditional offer
- f. If it is in not on fixed price basis.

- g. If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Price failures etc.
- h. Canvassing in connection with tender specifications is illegal and strictly prohibited and the tender specifications submitted by the Bidders, who resort to canvassing will be rejected.

#### **5.9 TAXES AND DUTIES:**

Taxes and duties payable will be indicated separately.

#### **5.10 CLARIFICATION OF BID:**

To assist the examination, evaluation and comparison of bids the Head DMU may at his discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price and substance of the bid shall be sought, offered or permitted.

#### **5.11 FORFEITURE OF EMD (BID SECURITY)**

EMD submitted by the bidder may be forfeited under the following conditions:

- a. If the bidder withdraws the bid before the expiry of the validity period.
- b. In case the successful bidder, if the bidder fails to accept award of work.

#### **5.12. NOTICES**

For the purpose of all notices, the following shall be address of the purchaser;

##### **Address**

Office of the HEAD, DMU,GRIDCO, Jan path, Bhubaneswar-751022.

The bidder shall also indicate their principal place of business and detailed postal address with name(s) of the contact person and their contact details and phone nos.

## **SECTION-VI TERMS & CONDITIONS**

### **6.1 CONTENTS OF TENDER SPECIFICATION DOCUMENT**

This TENDER SPECIFICATION Document comprises of the following Sections.

SECTION- I: CHECKLISTS

SECTION- II: INVITATION FOR BIDS

SECTION- III: GENERAL BID (Eligibility Criteria)

SECTION- IV: SCOPE OF WORK

SECTION- V: INSTRUCTION TO BIDDERS

SECTION- VI: TERMS & CONDITIONS

SECTION- VII: BID OPENING & EVALUATION

SECTION- VIII MISCELLANEOUS

SECTION- IX PROFORMA & ANNEXURE

The Bidder is expected to examine the TENDER SPECIFICATION Document carefully. Failure to furnish all information required as per the TENDER SPECIFICATION Document may result in the rejection of the Bid.

### **6.2 AMENDMENT OF BIDS**

6.2.1 Bids once submitted cannot be amended

### **6.3 LANGUAGE AND MEASURES:**

All documents pertaining to the contract including specifications, schedule, notices, correspondence, operating and maintenance instructions & drawings or any other writing shall be written in English language. The metric system of measurement shall be used exclusively in this contract.

### **6.4 BID CURRENCY AND PRICE BASIS**

Prices shall be quoted in INDIAN RUPEES only.

The price quoted shall be inclusive of all incidental expenses and taxes & duties at the end of the bidder

except GST which will be quoted separately in the price bid format at ANNEXURE-8. The price quoted shall remain firm & fixed during the tenure of the contract execution.

### **6.5 FORMAT AND SIGNING OF BID**

6.5.1. The Bidder shall prepare the Bid as per the proforma appended to this document neatly typed and shall be signed by an authorized signatory/ies on behalf of the Bidder.

6.5.2. All pages of the Bid, except for printed literature, shall be initialed by the person or persons signing the Bid.

6.5.3 The Bid shall contain no, erasures or overwriting, in order to correct error made by the Bidder. All corrections shall be done & initialed by the authorized signatory after striking out the original words / figures completely.

### **6.6 SEALING AND MARKING OF BIDS**

6.6.1. The Bidder shall seal & mark various parts of the Bid as follows:

a. General & Technical Bid shall be sealed in a covering envelope (Envelope-1) super-scribed with words “General & Technical Bids for Media Campaign for FY 2018-19 for DISCOMS”

b. Price Bid shall be sealed in a covering envelope (Envelope-2) super-scribed with words “Price Bid for Media Campaign for FY 2018-19 for DISCOMS”.

d. Envelope-1 & 2 mentioned above shall be put in a separate envelope super-scribed with words “ Bid for Media Campaign for FY 2018-19 for DISCOMS” tender specification reference No- and Address of Tendering Authorities.

6.6.2 Every envelope and forwarding letter of various parts of the Bid shall be addressed to:

To

**Address**

Office of the HEAD, DMU, GRIDCO, Jan path, Bhubaneswar-751022

6.6.3. If the envelopes are not sealed and marked as required above, Client will assume no responsibility for the Bid's misplacement or premature opening.

6.6.4. Bids sent through Email shall not be acceptable.

6.6.5 The envelope shall be sealed by signing across all joints & pasting good quality transparent adhesive tape on top of such joints & signatures.

6.6.6. A Bidder who packs its Bid in a manner other than what has been described in para 6.6. above, may face rejection of the Bid.

#### **6.7 DEADLINE FOR SUBMISSION OF BIDS**

6.7.1 Bids will be received by the HEAD,DMU at the specified address not later than the date and time specified in the schedule of events of this tender specification only.

6.7.2 The Authorized Officer may, at its discretion, extend this deadline.

6.7.3 Bids must be received at the Office of the HEAD,DMU, GRIDCO, Jan path, Bhubaneswar-751022 not later than the time and date specified in the Schedule of Event.. If the Bids are sent by Speed Post or Registered post or courier, it should reach the purchaser on or before the scheduled last Date and Time fixed for receipt of Bids as per the Schedule of Events. The purchaser shall not be responsible for any delay in transit when Bids are sent through post/ Courier.

#### **6.8 LATE BIDS**

Any late bid received after the deadline for submission of bids will be rejected.

#### **6.9. MODE OF SUBMISSION OF BIDS**

The Bids could be sent by Speed Post/Registered Post or can be dropped personally. In any circumstances the bid must reach to the office on or before last date of submission of Bid. Bids sent by Telex or Fax or E-mail mode will be rejected.

#### **6.10. MODIFICATION & WITHDRAWAL OF BIDS**

6.10.1. Bids cannot be withdrawn during the interval between its submission and expiry of Bid's validity period, as specified.

#### **6.11. RIGHT TO ACCEPT/REJECT THE BID**

HEAD,DMU reserves the right to accept or reject any/all bid without assigning any reason thereof, and to annul the bid process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision. The decision of the competent authority would be final and binding on the bidders.

## **SECTION-VII BID OPENING & EVALUATION**

### **7.1. BID OPENING**

a. The Bids shall be opened only on the date and time fixed as per the schedule of events of this tender specification in the GRIDCO Conference Hall at Jan path, Bhubaneswar-751022, in the presence of representatives of the Bidders who may choose to attend the proceedings. The representatives of Bidders will sign a register in evidence of their presence.

b. In order to assist in the examination, evaluation and comparison of Bids, the Purchaser may at its discretion ask the Bidder for a clarification regarding its Bid. The clarification shall be given in writing, but no change in the price or substance of the Bid shall be sought, offered or permitted.

c. In the first instance, envelopes super scribed with the words “General & Technical Bid” only will be opened, and eligibility of each Bidder will be ascertained with reference to check list of pre-qualification criteria. In doubtful cases, where further documents or clarification are required to establish prequalification, the Purchaser may ask for clarification.

However, such Bids shall be rejected subsequently, if it is found that the Bidder has claimed eligibility on false grounds.

d. Opening of Price Bids: The Price Bids of only those Bidders will be opened who secure at least 60 % marks in the Technical Evaluation. The lowest bidder amongst the technical qualified bidder will be awarded the job.

### **7.2. EVALUATION & SELECTION CRITERIA**

#### **7.2.1 Evaluation of Technical Bid**

- a) All the bidders who secure a Technical Score of 60% or more will be declared as technically qualified.

#### **7.2.2 Evaluation of Financial / Price Bid**

- a) The Financial / Price Bids of the technically qualified bidders will be opened on the declared date



in the presence of bidder representatives, who choose to attend.

- b) The bidder with lowest financial bid(L1) will be awarded the work. In case evaluated price in price bid is same between two LI bidders, the bidder with higher technical score will be awarded.

### 7.2.3 Communication Regarding Bid

All communication pertaining to this bid will be published in the DISCOMS website as direct communication to bidders is not always feasible, so it would be the bidders' responsibility to check website for such communication.

### 7.2.5 Technical Scoring Methodology.

Following table shows the technical evaluation methodology. The technical evaluation will be done of those bids which are qualified in the pre-qualification evaluation. A bidder must score minimum 60% in the technical evaluation to be eligible for the financial bid opening & evaluation.

SI No	Item	Maximum Marks	Criteria	Marks
1	Establishment Bhubaneswar for last two years	10		10
2	Average Turnover for last two financial year	20	More than Rs 30 lakhs	20
			Above Rs 15 Lakh up to Rs 30 Lakhs	15
			Rs 10 lakh to Rs.15 Lakh	10
3.	Implementation of media campaign projects for any State Govt. / PSU / Central Govt. each of minimum value of Rs. 5.00 Lakhs in last 3 years ending 31.03.2018.	20	More than 6	20
			More than 3 upto 6	15
			Upto 3 projects	10
4	Qualified and Experienced Media Professionals on payroll as on 31.03.2018	10	Above 15 Professionals	10
			8 to 15 Professionals	7
			5 to 7 Professionals	5
5	Presentation on proposed	40		40

	methodology & timeline			
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\* Mark will be awarded by the evaluation committee.

**SECTION-VIII MISCELLANEOUS**

**8.1. RIGHT TO REJECT/ACCEPT ANY TENDER:**

The purchaser reserves the right either to reject or to accept any or all tenders if the situation so warrants in the interest of the purchaser. Orders may also be split up between different Bidders on individual merits of the Bidder. The purchaser has exclusive right to alter the quantities of materials/equipment at the time of placing final purchase order. After placing of the order, the purchaser may defer the delivery of the materials. It may be clearly understood by the Bidder that the purchaser need not assign any reason for any of the above action [s].

**8.2. JURISDICTION OF THE HIGH COURT OF ODISHA.**

Suits, if any, arising out of this contract shall be filed by either Party in a court of Law to which the jurisdiction of High court of Odisha extends.

**8.3. BINDING CLAUSE**

All decisions taken by DISCOMS regarding the processing of this tender specification and award of contract shall be final and binding on all concerned Bidders. Conditional tender specifications And bids not conforming to proforma of tender specification shall be liable for rejection.

**8.4. DOCUMENTS TO BE TREATED AS CONFIDENTIAL.**

The supplier shall treat the details of the specification and other tender documents as private and confidential and these shall not be reproduced without written authorization from the Purchaser.

**8.5. FORCE MAJEURE**

The vendor shall not be liable for any penalty for delay or for failure to perform the contract for reasons of force majeure such as acts of god, acts of the public enemy, acts of Govt., Fires, floods, epidemics, Quarantine restrictions, strikes, Freight Embargo and provided that the supplier shall within Ten (10)days from the beginning of delay on such account notify the purchaser in writing of the cause of delay. The

purchaser shall verify the facts and grant such extension, if facts justify .

**8.6. INNOVATIONS**

The successful vendor needs to be proactive while rendering services and be innovative while doing the developments & consulting. The successful vendor shall suggest various enhancements to the existing scope which would be useful for DISCOMS in terms of making the campaign better. Such suggestion shall be done only after prior approval of competent authority of DISCOMS at their quoted rates.

Sd-

**HEAD DMU**

**SECTION-IX  
PROFORMA & ANNEXURES**

**GENERAL BID**

**Annexure-1**

**BRIEF BIDDER’S PROFILE**

01	Name of the Firm/Company	
02	Year Established	
03	Address of Registered Office	
04	Telephone No of Regd. office	
05	Website of registered office	
06	E-mail Address of registered office	
07	Name of Director (s) / partner (s) / owner	
08	Authorised person’s name , email & telephone No.	
09	PAN Number of Firm / Company	
10	GSTIN Number of Firm / Company	
11	No of full time personnel currently under employment	
	Total no of professional staff as on 31.03.2018	
12	No of years of proven experience of providing similar services.	
13	Annual Turnover Audited Annual Turnover in last two years	Annual Turnover of the Company in Rs
		FY
		Turnover(Rs)
		ATO
	2016-17	
	2017-18	

**Signature of the Bidder**

Date:

Place:

**GENERAL AND TECHNICAL BID**

**Annexure-2**

**PROJECT PROFILE (COMPLETED) DURING LAST THREE YEARS.**

Sl. No	Client Name & Address	Name, Designation, Email & Mobile No of Contact Person	Preoject Name	Project Desription	Year of Completion	Project Cost(INR) (Attach work order)

**Signature of the Bidder**

Date:

Place:

**GENERAL AND TECHNICAL BID**

**Annexure-3**

**PROJECT PROFILE (IN ROLL-OUT)**

Sl. No.	Client Name & Address	Name, Designation, Email & Mobile No of Contact Person	Project Name	Project description	No of Professionals deployed	Remarks

**Signature of the Bidder**

Date:

Place:

**GENERAL AND TECHNICAL BID**

**Annexure-4**

**SELF DECLARATION**

Date: \_\_\_\_\_

Ref: \_\_\_\_\_

To

The Head, DMU  
GRIDCO  
Bhubaneswar.

In response to the tender specification No. \_\_\_\_\_ Dt: \_\_\_\_\_, I, Ms. /Mr. \_\_\_\_\_, as a  
\_\_\_\_\_, I / We hereby declare that our company  
\_\_\_\_\_ is having unblemished past record and was not declare ineligible for  
corrupt & fraudulent practices either indefinitely or for a particular period of time.

**Signature of the Bidder**

Date:

Place:

**GENERAL AND TECHNICAL BID**

**Annexure-5**

**(ON THE FIRM/COMPANY LETTER HEAD) REPRESENTATIVE AUTHORIZATION LETTER**

**Date:** \_\_\_\_\_

**Ref:** \_\_\_\_\_

To  
The  
The Head, DMU  
GRIDCO  
Bhubaneswar.

Ms. /Mr. \_\_\_\_\_ is hereby authorized to bid and sign relevant documents on behalf of the company / firm in dealing with tender specification No. \_\_\_\_\_ Dt: \_\_\_\_\_, She /He is also authorized to attend meetings & submit technical & price information as may be required by you in the course of processing above said Documents and to execute the work on our behalf.

Thanking you,

Authorised Signatory  
{DESIGNATION}

Authorised Representative's Signature

Signature attested

## GENERAL AND TECHNICAL BID

Annexure-6

### ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER SPECIFICATION DOCUMENTS

To  
The  
The Head, DMU  
GRIDCO  
Bhubaneshwar.

**Sir,**

I have carefully gone through the Terms & Conditions contained in the tender specification Document [tender specification No.                 Dt:   ] regarding Media Campaign in FY 2018-19.

I declare that all the provisions of this tender specification Document are acceptable to my company. I further certify that I am an authorized signatory of my company / firm and am, therefore, competent to make this declaration.

**Signature of the Bidder**  
Date:  
Place:



**GENERAL AND TECHNICAL BID**

**Annexure-7**

**1. PROPOSED METHODOLOGY & TIME LINE**

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the bidder to provide their proposed methodology and timeline.

- Attach extra sheet(s), if required.

**Signature of the Bidder**

Date:

Place:

**PRICE BID**

**Annexure-8**

We M/s \_\_\_\_\_ offer the following price:

TENDER SPECIFICATION No:

Dtd:

*(Vendor must submit the price bid in the following format in the Office Letter Head and duly signed, failing which the Bid will be cancelled)*

**Schedule-1**

Sl No.	Component	Cost(INR) inclusive of all incidental expenditure and taxes and duties except GST	GST(INR) & Applicable % age	Total Amount(in INR)																																																								
1	<p><b>1. All four Discoms intend to reach out to maximum number of electricity consumers to make them aware about the ways to conserve energy &amp; the environment; educate them about their rights &amp; duties and sensitize them about the timely payment of bills &amp; antitheft measures, through Performance of Skits by Dedicated Street Theatre Group in 30 Districts Hqs. And 10 Important Towns with LCD Mounted OB Van.</b></p> <table border="1"> <thead> <tr> <th>S.L No</th> <th>DISTRICT</th> <th>DISCOMS</th> <th>IMPORTANT TOWNS</th> </tr> </thead> <tbody> <tr><td>1</td><td>ANGUL</td><td>CESU</td><td>NIMAPADA</td></tr> <tr><td>2</td><td>CUTTACK</td><td>CESU</td><td>PARADEEP</td></tr> <tr><td>3</td><td>DHENKANAL</td><td>CESU</td><td>PATAMUNDAI</td></tr> <tr><td>4</td><td>JAGATSINGHPUR</td><td>CESU</td><td>TALCHER</td></tr> <tr><td>5</td><td>KENDRAPADA</td><td>CESU</td><td></td></tr> <tr><td>6</td><td>KHURDA</td><td>CESU</td><td></td></tr> <tr><td>7</td><td>NAYAGARH</td><td>CESU</td><td></td></tr> <tr><td>8</td><td>PURI</td><td>CESU</td><td></td></tr> <tr><td>9</td><td>BHADRAK</td><td>NESCO</td><td>JAJPUR</td></tr> <tr><td>10</td><td>BALASORE</td><td>NESCO</td><td>RAIRANGPUR</td></tr> <tr><td>11</td><td>KEONJHAR</td><td>NESCO</td><td></td></tr> <tr><td>12</td><td>MAYURBHANJ</td><td>NESCO</td><td></td></tr> <tr><td>13</td><td>JAJPUR</td><td>NESCO</td><td></td></tr> </tbody> </table>	S.L No	DISTRICT	DISCOMS	IMPORTANT TOWNS	1	ANGUL	CESU	NIMAPADA	2	CUTTACK	CESU	PARADEEP	3	DHENKANAL	CESU	PATAMUNDAI	4	JAGATSINGHPUR	CESU	TALCHER	5	KENDRAPADA	CESU		6	KHURDA	CESU		7	NAYAGARH	CESU		8	PURI	CESU		9	BHADRAK	NESCO	JAJPUR	10	BALASORE	NESCO	RAIRANGPUR	11	KEONJHAR	NESCO		12	MAYURBHANJ	NESCO		13	JAJPUR	NESCO				
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15	GAJAPATI	SOUTHCO	JEYPORE			
16	GANJAM	SOUTHCO				
17	KANDHAMAL	SOUTHCO				
18	KORAPUT	SOUTHCO				
19	MALKANGIRI	SOUTHCO				
20	NAWARANGPUR	SOUTHCO				
21	RAYAGADA	SOUTHCO				
22	BARGARGH	WESCO	ROURKELA			
23	BOLANGIR	WESCO	RAJGANJPUR			
24	DEOGARH	WESCO				
25	JHARSUGUDA	WESCO				
26	KALAHANDI	WESCO				
27	SAMBALPUR	WESCO				
28	SUBARNAPUR	WESCO				
29	SUNDARGARH	WESCO				
30	Nuapada	WESCO				
<b>Total</b>						
<b>In Words</b>						

**Signature of the Bidder**

Date:

Place: