



ODISHA STATE AGRICULTURAL MARKETING BOARD

Ref No. 3858

Date: 31.12.2018

Request for Proposal

For

**Selection of Printing Agencies for Printing of IEC Materials for
OSAMB**

**Regd. Office: Plot No.1800(P), Near Rajamani Indian Oil Petrol Pump
Baramunda, Post-Khandagiri,
Bhubaneswar-751030
Odisha**



ODISHA STATE AGRICULTURAL MARKETING BOARD

Plot No.1800(P), Baramunda, Post-Khandagiri, Near Indian Oil Petrol Pump Bhubaneswar
Ph. No.0674-2351311, Fax : 0674-2351316, Email : kalia.osamb@gmail.com,

Website: www.osamboard.org

* * *

ADVERTISEMENT

NIT NO. : 3858

Dated: 31/12/2018

EXPRESSION OF INTEREST

Empanelment of Agencies for printing of IEC Materials for OSAMB

Odisha State Agricultural Marketing Board invites “**Expression of Interest**” from the eligible bidders to submit their application for empanelment of Printing Agencies for Printing of IEC materials.

For overview of the objective & scope of the assignment, pre-qualification criteria, bidding terms and conditions and suggested response formats, please visit the websites of www.osamboard.org & www.kalia.co.in

Interested bidders who meet the minimum qualification criteria may furnish their proposals complete in all respect through **SPEED POST / REGISTERED POST / COURIER** in a sealed cover super scribing “**Empanelment of Printing Agencies**” on or before 11.01.2019 at 4.00 p.m. at the address specified below. The authority reserves all rights.

**Member Secretary,
Odisha State Agricultural Marketing Board,
Plot No.1800 (P), Baramunda, Post-Khandagiri,
Near Indian Oil Petrol Pump Bhubaneswar
Ph. No.0674-2351311, Fax : 0674-2351316
Email – kalia.osamb@gmail.com**

DISCLAIMER

1. Though adequate care has been taken in the preparation of this document, henceforth referred to as the Request for Proposal document or the RFP document, the Applicants should satisfy themselves that the document is complete in all respects. Intimation of discrepancy, if any, should be given to the address mentioned below latest by 5:00 PM of 03.01.2019 in case, no such intimation is received by the said deadline, it shall be deemed that the applicant is satisfied that the document is complete in all respects.

Odisha State Agriculture Marketing Board (OSAMB)

Plot No.1800 (P),
Near Rajamani Indian Oil Petrol Pump
Baramunda, Post-Khandagiri,
Bhubaneswar-751030
Phone No. 0674-2351310, 2351311, 2351316
Fax No. 0674-2351310
Email:- kalia.osamb@gmail.com

2. Neither OSAMB nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP document. Each prospective Applicant should conduct their own investigations and analysis and check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate source(s) before submission of their RFP.
3. Neither OSAMB nor their employees will have any liability to any prospective Applicant or any other person under any law for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document.
4. OSAMB reserves the right, without any obligation or liability, to accept or reject any or all of the RFPs, and at any stage of the process, to cancel or modify this solicitation process, or any part thereof, or to vary any of the terms and conditions, or to cancel this solicitation process to initiate a new process without assigning any reason whatsoever.
5. Neither OSAMB nor their employees will have any liability in case of non-receipt of any correspondence from them to the applicants due to the postal delays.
6. The applicable laws for the purpose are the laws of India. Courts of Bhubaneswar will have jurisdiction concerning or arising out of this RFP document.
7. OSAMB shall be holding a Pre-Application meeting / conference to disseminate information about the RFP process and exchange ideas;
8. The applicants are expected to know the relevant rules and regulations of the respective authorities concerning to this project.

REQUEST FOR PROPOSAL (RFP)

Selection of Printing Agencies for printing of IEC Materials for OSAMB

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Section I
General Terms and Conditions

OBJECTIVE: The objective of this “Request for Proposal” is **Selection of Printing agencies for Printing and Supply of IEC materials** under OSAM Board in order to create awareness among the farmers through mass outreach campaign across the state.

- 1. RFP ISSUING AUTHORITY:** This Request for Proposal (RFP) is issued by the Member Secretary, Odisha State Agricultural Marketing Board, for Selection of potential agencies through this selection process. The client’s decision with regards to the selection process through this RFP shall be final and reserves the right to reject any or all the bids without assigning any reason thereof. The details of the contact persons for the overall selection process are given below:

Sl. No.	Item	Description
1	Name of the Assignment	Selection of Agencies for printing of IEC materials .
2	Name of the Client	Member Secretary, Odisha State Agricultural Marketing Board
3	Website Address for downloading of RFP Document	www.osamboard.org & www.kalia.co.in
4	Address for Submission of Proposal thorough SPEED POST / REGISTERED POST / COURIER	The Member Secretary Odisha State Agricultural Marketing Board, Plot no.1800(P), Baramunda, khandagiri Bhubaneswar, PIN-751003 Odisha.

2. TENTATIVE CALENDER OF EVENT UNDER RFP PROCESS:

Sl.No	Mile Stone	Time Line
1	Issue of RFP	31/12/2018
2	Last Date and Time for Submission of RFP in Complete Respect	08/01/2019 at 04.00 p.m.
3	Opening of Technical Proposals	08/01/2019 at 05.00 p.m.
4	Opening of Financial Proposals	10/01/2019 at 11.00 a.m.
5	Declaration of result	Shall be intimated later on

- 3. AVAILABILITY OF RFP DOCUMENT:** RFP document can be downloaded from the OSAM Board website as specified in this document. The bidders are expected to examine all instructions, forms, terms, project requirements and other details in the RFP documents. Failure to furnish complete information or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the bidder's risk and may result in out rightly rejection of the proposal.
- 4. RFP PROCESSING FEE:** A non-refundable processing fee for **Rs. 10,000 (Rupees Ten Thousand only) plus applicable GST** in the form of a Demand draft or a Banker Cheque drawn in favour of “**Member Secretary, OSAM Board**” payable in any of the nationalised bank at Bhubaneswar must have to be submitted along with the technical proposal. Bids received without or with inadequate Processing fees shall be out rightly rejected.

- 5. VENUE AND DEADLINE FOR SUBMISSION OF PROPOSAL:** Applications, in its complete respects as specified in the RFP, must be submitted to inviting authority at the address specified above. The client may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum, which would be made available on the specified web sites. The last date and time for submission of the application complete in all respect through **SPEED POST / REGISTERED POST / COURIER** is 08/01/2019 at 4.00 p.m. The specified address as given below:

**Member Secretary,
Odisha State Agricultural Marketing Board,
Plot No.1800(P), Baramunda, Post-Khandagiri,
Near Indian Oil Petrol Pump Bhubaneswar
Ph. No.0674-2351311, Fax: 0674-2351316
Email – kalia.osamb@gmail.com**

Submission of RFP through Hand / Electronic Form will not be entertained.

Section II

Objective and Scope of the Assignment

Introduction & Background

The present agricultural marketing system of the state is governed by the Odisha State Agricultural Produce Marketing Act, which came into force back in the year 1956. Under the present dispensation there are 66 Regulated Market Committees (RMCs) functioning under the supervision and control of the OSAM Board and the Directorate. A Regulated Market committee (RMC) is a democratically elected body consisting of elected members from different constituencies such as farmers, traders, farmer's cooperatives, local urban bodies etc. Generally, the concerned sub-collector or collector, under whose jurisdiction an RMC falls, is nominated as the chairman of the RMC.

Regulated Market aims at realisation of three major objectives, such as:

- Ensuring correct weighment for the produces of the farmers, so that he is not cheated by the middlemen/wholesalers/semi-wholesalers etc.
- Ensuring prompt payment to the farmers for his produce immediately his produces are sold.
- Avoidance of exploitation in the hands of middlemen.

The Odisha State Agricultural Marketing Board (OSAMB) plays a significant role in communicating pro-people schemes of the State Government to all the sections of the society. It acts as a two-way communication bridge between the Government and people, as it effectively transmits information of Governments welfare schemes and programmes to people and acquaints the beneficiaries about it, and at the same time communicates the common man's feedback to the Government. **The Odisha State Agricultural Marketing Board (OSAMB) through this proposal intends to select the printing agencies for communicating all the Govt. schemes for farmers welfare & empowerment.**

Scope of Work

Printing and delivery of IEC Materials such as Posters, Leaflets, Flex Banners and Vinyl Stickers:

- Procurement of materials as per the requirement of OSAMB, Cooperation Department & other govt. agencies.
- Printing of Posters, leaflets, Flexes and Vinyl Stickers strictly as per the specifications and quality.
- Delivery of all the materials to the Block level.
- Detail Specifications of the items under consideration currently are as under:

Sl.No.	Item	Specifications	Approx. Requirement (in Nos.)
1.	Posters	<ul style="list-style-type: none">• Thickness– 64 to 70 GSM(min)• Type of paper– Maplitho• Size – 17” x 22”	1,00,000,00
2.	Leaflets/Pamphlets	<ul style="list-style-type: none">• Thickness– 90 GSM (min)• Type of paper– Glossy Art Papers• Size – ¼ demi	50,00,000
3.	Flex Boards/Banners	<ul style="list-style-type: none">• Thickness– 240 GSM (min)• Type– Front lit PVC roll• Print- Solvent Flex print of 3 Paas• Size – 15’ x 8’	15,000

Sl.No.	Item	Specifications	Approx. Requirement (in Nos.)
4.	Vinyl Stickers	<ul style="list-style-type: none"> • Thickness– 120 GSM (min) • Print- PVC Vinyl 3 paas print • Size – 6' x 4' & 3' x 2' 	15,000

Terms and Conditions

- a) The agencies will abide by the terms and conditions laid down herewith and any other condition prescribed by Odisha state Agricultural Marketing Board from time to time in fulfilment of its objective of serving and facilitating the stake holders departments of Government of Odisha.
- b) This Selection would not in any way mean that Odisha state Agricultural Marketing Board would be paying any retainer ship fee or monthly consultancy charges or any other form of remuneration to the selected agencies..
- c) For all the communication work done for IEC awareness and publicity of KALIA Scheme and other stake holders departments, the payment would be met from OSAMB or other approved agency by authority.
- d) Odisha state Agricultural Marketing Board shall retain the absolute copyright and all such production related rights including the rights for adaptations translation, reproduction, alteration and archiving without any restriction of time period of all such creative and their inputs which might be produced by the agency for executing a work/campaign. Such creative could be used in any such future campaigns that the Government may consider appropriate.
- e) The selected agencies by agreeing to these Terms and Conditions shall be liable to for penalty as per the terms of this contract in the event of their failing to adhere to them.
- f) The agency also agrees to abide by any other terms and conditions to be prescribed by the Odisha state Agricultural Marketing Board in future.

Manner of Work Assignment:

OSAMB Department shall hire the services of the Selected Print Agencies for IEC activities of Odisha state Agricultural Marketing Board and the other stake holder Departments of Government of Odisha. The OSAMB department may, at its sole discretion, assign multiple agencies to carry out the work for a particular item (as an when required) at the approved rate which is lowest quoted considering the volume of work.

Payment Schedule

For all kinds of production jobs no advance payment shall be made. Payments will be made only after satisfactory completion of each job and on submission of authenticated bills in the manner stipulated by ODISHA STATE AGRICULTURAL MARKETING BOARD.

Territory

The Agency shall provide all such services described above within the territorial limits of state of Odisha only. The Agency shall arrange all applicable inputs if required, on terms to be agreed separately.

Conflict of Interest

ODISHA STATE AGRICULTURAL MARKETING BOARD requires that the Agency provide professional, objective and impartial advice and at all times hold ODISHA STATE AGRICULTURAL MARKETING BOARD & other department's interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

Confidentiality

Confidentiality shall be maintained for the information relating to the examination, clarification and comparison of the proposal. Violation of this clause may result in the rejection of the proposal.

Approvals

The Agency shall seek written approval of all visuals, artworks, copy, scripts, etc. And the Agency shall not proceed further with any work until approval of related documents by Odisha state Agricultural Marketing Board. Both Odisha state Agricultural Marketing Board /Department of Government of Odisha and the Agency, shall communicate to each other the names of officials authorized to sign various documents or approval under the agreement.

Records

The Agency shall maintain all layouts, Artworks, production, copy, negatives, tapes, bills vouchers, etc. for duration of the contract period and then submit the same to the Odisha state Agricultural Marketing Board /Department of Government of Odisha for future requirement. (if not already submitted).

Fraud & Corruption

Odisha state Agricultural Marketing Board /Stake holder Department of Government of Odisha requires that Agencies selected for the particular assignment must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, Government of Odisha:

a) Defines, for the purposes of this provision, the terms set forth as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of OSAMB or any personnel of Agencies in contract executions.
- ii. "Fraudulent practice" means a mis-presentation of facts, in order to influence a procurement process or the execution of a contract, to OSAMB/Department of Government of Odisha and includes collusive practice among Respondents (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive OSAMB/Department of Government of Odisha of the benefits of free and open competition;
- iii. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution contract.
- iv. Will reject a proposal for award, if it determines that the Agency recommended for the award of the Creative Campaign, has been determined by Odisha state Agricultural

Marketing Board /Department of Government of Odisha to having been engaged in corrupt, fraudulent or unfair trade practices.

- v. Will declare a firm ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

Standards of Performance

The Agency/Agencies shall perform the services and carry out their obligations under the Contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The Agency shall always act in respect of any matter relating to this contract as faithful advisor to the Department.

Delivery of Document / Products

As per the time schedule agreed between the Parties for specific projects given to the selected Agency from time to time, the Agency shall submit all the deliverables on due date as per the delivery schedule. The Agency shall not without Odisha state Agricultural Marketing Board /Stake Holder Department of Government of Odisha prior written consent disclose the Contract, drawings, specifications, plan, pattern, samples to any person other than an entity authorized by the Odisha state Agricultural Marketing Board /Department of Government of Odisha for the performance of the Contract. In case of termination of the Contract all the documents used by Agency in the execution of project shall become property of Odisha state Agricultural Marketing Board /Department of Government of Odisha.

Change Orders

Odisha state Agricultural Marketing Board /Department of Government of Odisha may at any time before completion of work under project awarded to selected Agency, change the work content & volume by increasing / reducing the quantities of the services by not more than 20% of the estimated total cost of the Campaign project as mentioned in the Contract Agreement for execution of the Project, without creating the liabilities for compensation on any grounds, whatsoever due to this change. In such a case, the Agency will have to perform the service in the increased/decreased quantity at the same contract rates within the time stipulated for providing services to Odisha state Agricultural Marketing Board /Department of Government of Odisha.

However, after taking due approval of the Govt. and in special circumstances the OSAMB may change the work content & volume by increasing / reducing the quantities of the services by more than 20% of the estimated total cost of the Campaign project as mentioned in the Contract Agreement for execution of the Project.

Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time. All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.

Copyrights

Copyrights and other intellectual property rights in all materials, ideas and work or any kind generated by the activities of the Agency performed hereunder shall vest in Odisha State Agricultural Marketing Board /Department of Government of Odisha, to the extent copyright belongs to the Agency, provided that Odisha state Agricultural Marketing Board /Department of Government of Odisha has paid the Agency for its services.

Assignments

The Agency shall not assign the project to any other agency, in whole or in part, to perform its obligation under the Contract, without the Odisha state Agricultural Marketing

Board authorized representative's prior written consent. **Sub-contracting of the services allotted is not allowed in any manner.**

Performance Assessment

If during execution of the Project, following problems were to be found, then a penalty of 1% of the Contract value per week (subject to maximum of 10%) may be imposed by Odisha state Agricultural Marketing Board Odisha:

- Quality of deliverable is not up to the mark, (till the quality is improved to the required extent)
- Delays in deliverables
- Not assigning adequate resources/infrastructure on time.
- Not engaging resources on a dedicated basis, even when required.
- Assigning resources that do not meet the client's requirements as per the approved time schedule or the quality of deliverable.

Audit

The Odisha state Agricultural Marketing Board / Stake Holder Departments shall be entitled to conduct audits, on the appointed Service Provider (name of the agency) whether by its internal or external auditors, or by agents appointed to act on its behalf and to obtain copies of any audit or review reports and findings made by the said audit service provider in conjunction with the services performed for the client. The audit will cover strategy and cost of implementing the communication programmes and value derived thereof.

Duration and Validity of the Empanelment

Duration of the assignment and validity of the rate contract shall be one (1) year from the date of finalisation which may be extended for a maximum period of up to 1 year, if required, based on performance, at the same terms and conditions. Odisha state Agricultural Marketing Board reserves the right to withdraw the engagement at any stage without assigning any reason thereof. **Multiple agencies may be finally considered for each category/items based on the qualification criteria and lowest quoted rates amongst all bidders for that particular item.** The client will execute the contract separately for each category. The decision of the client regarding selection of the Agencies will be final and binding and reserves the right to amend, modify, add or delete, accept or reject in part or full, one or all conditions mentioned above without assigning any reason thereof.

Section III
Bidding Terms and Pre-Qualification Criteria

1. TERMS AND CONDITIONS UNDER RFP:

- a) This RFP is not an offer and is issued with no commitment. The Client reserves the right to withdraw the RFP and change or vary any part thereof at any stage and also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- b) The Client reserves the right to withdraw this RFP if it determines that such action is in the best interest of the Government.
- c) Timing and sequence of events resulting from this RFP shall ultimately be determined by the Client.
- d) No oral conversations or agreements with any official, agent, or employee of the client shall affect or modify any terms of this RFP and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of the client shall be superseded by the definitive agreement that results from this RFP process.
- e) Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against the client or any of their respective officials, agents, or employees arising out of, or relating to this RFP or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- f) Applicants, those are found to canvass, influence or attempt to influence in any manner the qualification or selection process, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- g) Each applicant shall have to submit only **one RFP** as per the prescribed format.

2. ACKNOWLEDGMENT OF UNDERSTANDING OF TERMS :

By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms, schedules and annexure hereto, and has fully informed and agreed itself as to all existing terms, conditions and limitations.

3. QUALIFICATION CRITERIA:

The bidders' Qualification Proposal will be evaluated as per the requirements specified in the RFP and adopting the qualification criteria set out in this RFP. The Bidders are required to submit all required documentation in support of the qualification criteria specified and the required data and information as required for evaluation.

4. LANGUAGE OF PROPOSAL:

The proposal and all correspondence and documents shall be written in **English**.

5. VALIDITY OF PROPOSAL: Proposals shall be remain valid for a period of **60** (Sixty Days) days from the date of opening of the RFP.

6. QUALIFICATION CRITERIA :

This Request for Proposal (RFP) is open to all registered entities and Eligibility/Qualification Criteria (QC) for Selection of Printing Agencies are as specified below:

Sno	Eligibility Criteria	Documents Requirement
1.	The Bidder/s must be the “Single Entity”, registered under Indian Companies Act/ Limited Liability Partnership/ Proprietorship Firm and must be in business for last 3 years from the date of incorporation till last date of the submission of proposal.	Certificate of Incorporation / Registration
2.	The bidder must have an average annual financial turnover equivalent to Rs. 2.5 Cr in each of the last three consecutive financial years	Copy of duly audited Financial Statement (including Balance sheet and Income/Expenditure Statement) for last three financial years along with a certificate from their statutory Auditor as per Format at Annexure-III.
3.	The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self Declaration from the Bidder
4.	Supporting documents along with Technical Bid	Self certified copies of PAN , GSTIN, IT Return for the last three Assessment Year

NB: Last three Financial year implies (15-16, 16-17 & 17-18)

Any deviation from the prescribed procedures / formats / required documents / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. All the required documents should be the part of the technical proposal only.

7. RESPONSE REQUIREMENTS:

- a) The response to the Qualification Requirements shall be prepared in accordance with the requirements and in the format specified in the RFP.
- b) Application must be direct, concise and complete. Information not directly relevant to this RFP should be omitted.
- c) The Qualification Proposal shall be sealed and super scribed “**Selection of Printing Agencies for printing of IEC materials for OSAMB.**” at the address specified in this document.
- d) The response should contain the copies of references and other documents as specified in the RFP. All the pages and supportive documents have to be signed by the authorized signatory
- e) The Client will not accept delivery of proposal in any manner other than that specified in this RFP. Proposal delivered in any other manner shall be treated as defective, invalid and out rightly rejected.
- f) The bid submitted should be unconditional and acceptable.

8. SUBMISSION OF PROPOSAL:

Bidder must submit their proposals by **Registered Post / Speed Post / Courier** only to the specified address on or before the last date and time for submission of proposals as mentioned earlier. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the

deadline. Any Proposal received after the deadline for submission shall be declared late, rejected, and returned unopened to the Bidder.

The procedure for submission of the proposal is described below:

i) **Technical Proposal (Original + 1 Copy):**

The envelope containing technical proposal shall be sealed and superscripted as **Technical Proposal – Selection of Printing Agencies for printing of IEC materials For OSAMB**".

The duly filled-in technical proposal submission forms along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement specified in the form of **Technical Proposal Submission Form** (Section 4):

- Form Tech1 Covering Letter
- Form Tech 2 General Details of the bidder
- Form Tech 3 Financial Details of the Agency

ii) **Financial Proposal (Original + 1 Copy):**

The envelope containing financial proposal shall be sealed and superscripted as **"Financial Proposal – Selection of Printing Agencies for printing of IEC materials for various Govt. Schemes"**. The duly filled-in financial proposal submission forms should contain the detailed price offer and have to be furnished as per the prescribed format only as part of financial proposal.

The **"Technical Proposal"** and **"Financial Proposal"** must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as **"TECHNICAL PROPOSAL (NAME OF THE ASSIGNMENT)"** and it should contain Technical Proposal. The second envelope must be marked as **"FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT)"** and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

NAME OF THE ASSIGNMENT:

RFP NUMBER AND DATE:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

9. EVALUATION OF TECHNICAL PROPOSAL :

A two stage process will be adopted as explained below for evaluation of the proposals:

- **Technical Evaluation (1st Stage):** Evaluation of responsive bids will be done to determine whether the proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not. Technical proposal will be opened and evaluated for those bidders who qualify the responsiveness check as referred in the eligibility criteria.
- **FINANCIAL EVALUATION (2nd Stage):** The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

10. SELECTION PROCESS

Lowest Cost (L1) method will be followed during the overall selection process. The financial bids of the technically qualified bidders will be ranked in terms of their quoted unit cost with respect to the individual items as per their financial bid. Whosoever, quotes the lowest bid for each item of work shall be considered.

Considering the huge volume of work and in special cases, during the period of engagement of one year, the Authority, at its sole discretion, may explicitly, engage multiple agencies to work at the Lowest Quoted Rates for each individual items. The authority reserves the sole right to assign the entire work or any part of it to the selected agency. In such a case, Lowest Bidder (L1) can't claim the entire volume of work to be assigned to them.

Section IV:

Technical Proposal Submission Forms

**(COVERING LETTER)
(IN BIDDER'S LETTER HEAD)**

To,
The Member Secretary,
Odisha State Agricultural Marketing Board
Odisha.

**Sub: Selection of Printing Agencies for printing of IEC materials for OSAMB.
(Technical Proposal)**

Ref: RFP No 3858.

Dated: 31/12/2018

Dear Sir,
 Having examined the Request for proposal (RFP), the receipt of which is hereby duly acknowledged, we, the undersigned, intend to submit the qualification requirements proposal in response to the Request for proposal **(RFP) No.** for the assignment of Selection of Printing Agencies.

I attach hereto the response as required by the RFP, which constitutes our proposal.
 The details of the Contact Person on behalf of the bidder are given below:

Name	
Designation	
Address for Communication:	
Mobile No:	
E-mail:	

I confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to client is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its process. Our proposal will be remain valid for a period of **60 days**.

I fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so, for undertaking the assignment.

I agree for unconditional acceptance of all the terms and conditions set out in the RFP document.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Address of the Bidder:

GENERAL DETAILS OF THE BIDDER**(To be furnished in a Separate Sheet)**

Sl No.	Description	Full Details
1	Name of the Bidder	
1	Permanent address Tel: Fax :	
2.	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
3.	Registration / Incorporation Details of the Bidder Registration No: Registration Date & Year.: Registered Office: Processing units Address:	
4.	RFP Processing Fee Details Amount : DD No. : Date : Name of the Bank:	
6.	PAN Number	
7.	GSTIN Number	
8.	Details of the Organisational Capability	<i>(Please attached a separate sheet describing the manpower and infrastructure details availability with the bidder)</i>

Sign and Seal of the Authorised Representative**Date and Place:**

(To be furnished in a Separate Sheet)
FINANCIAL DETAILS OF THE ORGANISATION

Financial Information			
	FY 2015-16	FY 2016-17	FY 2017-18
Financial Turn Over (in INR lakhs)			
Net worth (in INR Lakhs)			
<p><i>Mandatory Supporting Documents:</i></p> <p>Auditor Certified financial statements for the Last three financial years; 2015-16, 2016-17, and 2017-18</p> <p><i>The above information have to be jointly certified and sealed by the company auditor and the authorised representative of the bidder and to be furnished in original along with the RFP, failing which the proposal will be out rightly rejected.</i></p>			

Sign and Seal of the Company Auditor with Date and Seal

Sign and Seal of the Authorised Representative

Date:

Place:

Section V

Financial Proposal Submission Forms

(COVERING LETTER)
(IN BIDDER'S LETTER HEAD)

To,
The Member Secretary,
Odisha State Agricultural Marketing Board
Odisha

**Sub: Selection of Printing Agencies for Printing of IEC Materials for OSAMB.
(Financial Proposal)**

Ref: RFP No 3858

Dated: 31/.12./2018

Sir

I, the undersigned, offer to provide the services for [*Insert title of assignment*] in accordance with your Request for Proposal No., Dated. The quoted amount for each item is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services 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 **60 days from the last date of submission of proposal**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal submitted for the purpose.

Yours faithfully,

Authorized Signatory [*In full and initials*]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

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Financial Proposal Format					
Sl.No.	Item	Specifications	Quoted Rate in INR	Taxes (As applicable)	Total
1.	Posters	<ul style="list-style-type: none"> • Thickness– 64 to 70 GSM(min) • Type of paper– Maplitho • Size – 17” x 22” 			
2.	Leaflets/Pamphlets	<ul style="list-style-type: none"> • Thickness– 90 GSM (min) • Type of paper– Glossy Art Papers • Size – ¼ demi 			
3.	Flex Boards/Banners	<ul style="list-style-type: none"> • Thickness– 240 GSM (min) • Type– Front lit PVC roll • Print- Solvent Flex print of 3 Paas • Size – 15’ x 8’ 			
4.	Vinyl Stickers	<ul style="list-style-type: none"> • Thickness– 120 GSM (min) • Print- PVC Vinyl 3 paas print • Size – 6’ x 4’ & 3’ x 2’ 			

- **Rates are to be quoted in cost per sheet for item nos. 1&2**
- **Rates are to be quoted in Rs. Per Sq. ft for item nos. 3&4**

Authorized Signatory [*In full and initials*]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

Note:

- ***Lowest cost (L1) for each item as specified above will be the rate arrived and shall be considered for finalization.***
- ***Bidders are allowed to quote for the single item or any no. of items.***
- ***No other cost on account of any technical factor will be paid over and above the proposed charges.***
- ***The evaluated cost per each item should be inclusive of all applicable taxes and should be clearly specified as given above in the table.***
- ***There is no minimum guarantee of work.***

Authorized Signatory [*In full and initials*]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder: