

## **ODISHA SPACE APPLICATIONS CENTRE (ORSAC)**

Dept. of Science & Technology, Govt. of Odisha  
Plot No.45/48 Part, Jaydev Vihar, Bhubaneswar-751023  
(Near Gopabandhu Academy of Administration)

### **TENDER NOTICE No.07/2018** **Supply of Shooting Equipments on hire**

Sealed Tender is invited from reputed service providers, having valid registration certificate from the local labour office for providing equipments with supporting staff for shooting.

Issue of tender paper : 18.07.18 to 01.08.18 up to 1.00 PM

Last date of submission of tender : 01.08.18 up to 5.00 PM

Cost of tender paper : Rs.500/-

Opening of tender paper (Technical Bid) : 02.08.18 (11.30 AM)

Opening of Financial Bid : 02.08.18 at 1.00 PM

For details, please visit <http://www.odisha.gov.in> or <http://www.orsac.gov.in> or in the above office for the tender papers

The undersigned reserves the right to cancel or reject any or all the tender(s) without assigning any reason thereof.

**CHIEF EXECUTIVE**

**ODISHA SPACE APPLICATIONS CENTRE (ORSAC)**  
Dept. of Science & Technology, Govt. of Odisha  
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(Near Gopabandhu Academy of Administration)

**TENDER NOTICE No. 07/2018**

Tender is invited from reputed service providers having valid registration certificate from the registered firms for providing equipments with supporting staff for in house programme production for one year from the date of allotment as per terms and conditions mentioned below, with an option with the 1<sup>st</sup> party (ORSAC) to extend the contract, for a further period of two years or less, on the same terms and conditions basing on the performance of first year.

Last date of submission of tender : 01.08.18 up to 05.00 PM  
Cost of tender paper : Rs.500/-  
Issue of tender paper : 18.07.18 to 01.08.18 up to 1.00 PM  
EMD : Rs15,000/-

Non-transferable tender documents for supply of the items stated above will be available from office of the Odisha Space Applications Centre (ORSAC), Bhubaneswar on payment of Rupees mentioned in the above towards cost of tender document. The tender document cost, which is non-refundable, is payable in shape of Demand Draft drawn on any Nationalised/scheduled bank having branch at Bhubaneswar favouring Odisha Space Applications Centre, Bhubaneswar, Odisha. This tender notice can also be accessed through Internet in the ORSAC website: <http://www.orsac.gov.in> or from Govt. of Odisha web site <http://www.odisha.gov.in> and bid document can be downloaded. The downloaded bid document can also be used provided it is accompanied with a Demand Draft towards cost of the tender document. Tenderers interested to receive tender documents by Registered Post should pay additional amount of Rs.200/- (Rupees two hundred) only. However, ORSAC will not be responsible for postal delays in delivery of the documents.

The Tenderers are required to furnish attested copies of GST registration certificate from the competent authority of the State of Odisha/other states as applicable along with the tender.

The Tenderers are required to deposit the above stated amount as Earnest Money Deposit (EMD) in shape of Bank Draft drawn on any scheduled bank having branch at Bhubaneswar favouring Odisha Space Applications Centre, Bhubaneswar for individual item. The EMD will be enclosed to the Technical bid document.

**SUBMISSION OF TENDER**

Tender consists of two parts namely technical bid & financial bid which should be sealed in separate covers super scribed "**Technical Bid**" & "**Financial Bid**" respectively. Both these sealed envelopes shall be put in another envelope and then sealed and super scribed "**Tender for supply of equipments for in house programme production**". Tenderer's name & address should also be written at the left hand bottom space of the envelope.

The last date for submission of tender document is 01.08.18 up to 5.00 PM

## **PAYMENT**

The bills in regard to supply of equipments with supporting staff will be paid on programme basis subject to satisfactory performance of the shooting.

## **E.M.D**

An Earnest Money Deposit of Rs. 15,000/- will have to be made in shape of bank draft payable in favour of Odisha Space Applications Centre at Bhubaneswar along with tender document. EMD will be returned to unsuccessful tenderers and adjusted towards security deposit in case of successful tender.

## **REJECTION OF THE TENDERS**

The tender is liable to be rejected inter alia :

- a) If it is not in conformity with the instructions mentioned in the tender paper
- b) If it is not properly signed by the bidder
- c) If it is received after the expiry of the due date and time
- d) If it is not enclosed with the tender paper cost
- e) If it is conditional in nature
- g) If it is not attached with B.D. towards EMD

## **ORSAC reserves the right to :**

- a) Accept/Reject any of the tender in full or part thereof.
- b) Revise the requirement at the time of placing the order.
- c) Add, modify, relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary.
- d) Reject any or all the tenders in part or full without assigning any reason thereof.
- e) Award contracts to one or more bidders for the item/s covered by the tender.

The tenders will be opened at 11.30 AM on 02.08.2018 Interested bidders or their authorized representative may remain present at the time of opening of tender in the conference hall of ORSAC.

**Chief Executive**

## ODISHA SPACE APPLICATIONS CENTRE (ORSAC)

### Technical Bid

The technical bid of the bidders should contain the following minimum information. Bidders are free to provide, any other information that they deem fit and relevant in support of their bid.

#### Contractor's company/firm

##### Section-I

In this section the contractor should highlight about their company profile, its capability and current assignments.

#### Contractor's Experience

##### Section-II

In this section, list some of the clients from whom the contractor has undertaken similar assignments (If provided shooting and editing equipments on hire).The details of contract along with the photocopies of the contract are to be submitted.

#### Description of the Approach, Methodology & Work Plan

##### Section-III

Technical approach, methodology & work plan are key components of the Technical proposal. You are suggested to present this section of the technical bid in two following chapters.

a) Technical Approach and Methodology

In this chapter you should explain your understanding of the objectives of the assignment, approach to the services.

b) Organisation and staffing of team for the assignment.

In this chapter you should propose the structure and composition of your team which will be deployed for this assignment in the following format.

Name of staff	Educational qualification & technical qualification	Experience	Task to be assigned

- Since you will be dealing with shooting, provision for stand by staffs are also to be mentioned.

**Other supporting documents** (self attested photocopy) to be enclosed

- 1) Company's Registration Certificate
- 2) GST Registration Certificate.
- 3) Income Tax Return
- 4) Last 3 years Audited Statement from Chartered Accountant
- 5) EPF Registration Certificate, if applicable
- 6) PAN
- 7) EMD for Rs.15,000/-
- 8) Tender paper cost

**ODISHA SPACE APPLICATIONS CENTRE (ORSAC)**

(Financial Bid)

(To be submitted in a separate sealed envelope)

Name of the firm :

(Vendor has to provide following equipments at shooting location at his own transportation)

<u>Sl. No.</u>	<u>Equipments</u>	<u>Quoted price Per day</u>	<u>Tax structure in detail</u>	<u>Total amount</u>
A.	Quotation price for providing following shooting equipments per one day shooting of video programmes			
1.	Camera Canon 5D Along with OSMO & GOPRO (along with camera care taker)			
2.	Drone (along with operator)			
3.	Slider (along with operator)			
4.	HMI lights (4 nos) !	alongwith		
5.	Multi 20 lights (4 nos) !	05 light boys		
6.	Multi 10 lights (4 nos) !			
7.	Reflector (5 nos) !			
7.	Tack trolley	alongwith		
8.	Crane	operator		
9.	Skimmer			
	(Shooting location are generally within 30 km radius of Bhubaneswar) (mention the total cost under Sl. A including transportation and remuneration of operators)			
B.	Editing studio (per hour basis) Software- Avid/ Premier/ Final cutpro System- Apple Mac			

Authorised signatory