

ପ୍ରସ୍ତାବ ପାଇଁ ଅନୁରୋଧ  
(ଆରବଫପି)



ଧାନ ପରବର୍ତ୍ତୀ ପଡ଼ିଆ ପରିଚାଳନା ବ୍ୟବସ୍ଥା ଉପରେ ବ୍ୟାପକ ପ୍ରକଳ୍ପ ଅଧୀନରେ  
କ୍ଷୁଦ୍ର ପ୍ରାମାଣିକ ଭିଡ଼ିଓ କାର୍ଯ୍ୟକ୍ରମ, ରବି ୨୦୨୫-୨୬

ଓଡ଼ିଶା ସରକାର

କୃଷି ଓ କୃଷକ ସଶକ୍ତିକରଣ ବିଭାଗ ୨୦୨୫-୨୬



## OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER, JAGATSINGHPUR

Address:- At- Nuapada, Post- Nalibara, Dist- Jagatsinghpur

E-mail: [ddajspur.dag@nic.in](mailto:ddajspur.dag@nic.in)

### Request For Proposal (RFP)

RFP No: 53

Dated. 06.01.2026

Sealed RFP is here by invited by Chief District Agriculture Officer, Jagatsinghpur from intending bidders, reputed Firms empanelled by I&PR Department, Govt of Odisha 2024-25 for Preparation of Documentary video film under the Scheme “**Comprehensive Project on Rice Fallow Management**” (CRFM) during **Rabi-2025-26** in the 8 blocks of the district as per I&PR approved rates. The Firm should send the RFP documents in sealed cover with superscribing with Request For Proposal Preparation of Documentary video film under CRFM to the O/o- Chief District Agriculture Officer, Jagatsinghpur on or before **21.01.2026**, at **05.00 P.M.** through Regd. Post/ Speed Post Couriers or Spl. Messenger during office hour. The sealed RFP will be opened on the next day i.e **22.01.2026 at 11.00 AM** in presence of the RFP Selection Committee members constituted by the CDAO, Jagatsinghpur & representative/authorized agents of the participating Firms. The CDAO, Jagatsinghpur will not be liable for any delay or not offering the RFP within the stipulated date & time mentioned above. The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for service and the Authority reserves the right to reject all or any of the Proposals without assigning any reason whatsoever. The client shall be the sole and final authority with respect to selection of an Agency through this RFP.

#### Eligibility Criteria (Technical Proposal)

1. The bidder must be a registered firm / Partnership firm / Sole Proprietorship Firm.
2. The Agency must furnish a copy of valid PAN & GSTIN Registration Certificate and clearance of IT & GST up to March – 2025.
3. Average annual turnover of last 3(three) Consecutive years must be not less than 50 Lakhs or above (Turn Over statement of the last 3years Certificate by Chartered Accountant is to be furnished). & also in Annexure-II
4. The bidder must not have been barred or black listed by any State/ Central Government Departments / Govt. Agencies of any PSUs ( A declaration to this effect shall be furnished)
5. The Agency must be empanelled by I&PR Department, Govt. of Odisha vide Notification No- 1584 dt.25.01.2024. (Submit the Agreement)
6. The agency must have conducted documentary video film or promotional Video for similar agricultural assignments under Department of Agriculture & Farmers Empowerment, Govt. of Odisha at least five Years. (Copies of the work orders / Agreement to be furnished serially Year wise).
7. The agency may conducted documentation work in our state (Agriculture or line department) in various Schemes minimum of 3 Years experience.
8. The Agency also registered in MSME, Odisha.
9. The RFP documents should accompany with Profile of the Agency (Annexure-I) & financial bid including GST (Annexure-III).
10. The RFP documents shall accompany with an **Earnest Money Deposit EMD of Rs. 40,500/- (Rupees forty thousand five hundred)** in favour of Chief District Agriculture Officer, Jagatsinghpur in favour of DD payable at Jagatsinghpur & which will be retained till completion of the assignment and releasing of full & final payment.(Refundable)
11. Bid Processing fee of **Rs.3, 000/- (Rupees five thousand)** only will be deposited for tender paper in shape of DD / Cash (Non Refundable).
12. Agency must provide pen drive contains short video clips / teaser/ Promotional video prepared in the past (Agril Department / line department / Govt. of Odisha) (3 to 4 minutes) each.

  
Chief District Agriculture Officer  
Jagatsinghpur

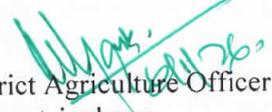
Memo No 54 // Agril.Date// 06.01.26

Copy forwarded to the Notice Board of CDAO, Jagatsinghpur / Chief District Veterinary Officer, Jagatsinghpur / District Fisheries Officer, Jagatsinghpur / Assistant Director of Horticulture, Jagatsinghpur / Asst. Director of Soil Conservation, Jagatsinghpur / Executive Engineer (Agril.), Jagatsinghpur / Executive Engineer ( Lift Irrigation)/ Superintending Engineer ( Irrigation) / Assistant Registrar Cooperative Societies, Agriculture District Officer (all) / Block Agriculture Officer (all) for information and necessary action. He is requested to display the RFP in his Office Notice Board for wide circulation.

  
Chief District Agriculture Officer  
Jagatsinghpur

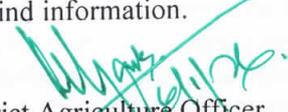
Memo No 55 // Agril.Date 06.01.26

Copy forwarded to the District Information Officer, Jagatsinghpur for information & necessary action. He is requested to hoist the RFP in the district NIC Portal.

  
Chief District Agriculture Officer  
Jagatsinghpur

Memo No 56 // Agril.Date 06.01.26

Copy submitted to the Collector & District Magistrate, Jagatsinghpur for favour of kind information.

  
Chief District Agriculture Officer  
Jagatsinghpur

**Profile of the Agency****Format –I DETAILS OF THE BIDDER**

Sl No	Description	Full Details
1	Name of the Bidder	
2	Address for Communication Postal: Tel: Fax:	
3	Name of the authorized Person signing & submitting the bid Mob No: Email Id:	
4	Firm Registration / Incorporation Details Registration No: Date & Year:	
5	Earnest Money Deposit (EMD) DD NO: Date: Name of the Bank:	
6	PAN No: GISIN No:	
7	Processing Fee Cash: DD:	
8	I&PR Deptt. Agreement	
9	Whether accept all the terms & conditions as specified in Tender documents	

Authorized Signatory ( In full and initials) \_\_\_\_\_

Name & Designation with Date and Seal \_\_\_\_\_

  
 Chief District Agriculture Officer  
 Jagatsinghpur

## FORMAT FOR FINANCIAL CAPABILITY OF THE AGENCIES:

Sl. No	Financial Year	Annual Turnover ( In Rs)	IT Return ( In Rs)
1	FY 2022-23		
2	FY 2023-24		
3	FY 2024-25		
	Average Annual Turn Over.		

## Eligibility Criteria-

- i) Audited certified financial statements for the three FYs Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form.
- ii) *Original copy certified and sealed by the Chartered Accountant and the authorized representative of the bidder should be submitted along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.*

**Signature and Seal of the Company Auditor with Date in original**

**Authorized Signatory [In full initials with Date and Seal]:**

**Communication Address of the Bidder:**



Chief District Agriculture Officer  
Jagatsinghpur

## BID SUBMISSION CHECK LIST

Sl no	Description	Submitted (Yes/No)	Page No.
1	Filled in Bid Submission Checklist		
2	Covering Letter		
3	Bid Processing Fee of Rs 3000/- in form of DD – Cash		
4	EMD Security Fee of Rs.40,500/- in form of DD/BC		
	I&PR Empanel Certificate & Agreement		
6	Copy of Certificate of Incorporation / Registration of the Bidder		
7	Copy of PAN		
8	Copy of Goods and Services Tax Identification Number (GSTIN)		
9	Copies of IT Returns for 3 years		
10	General Details of the Bidder		
11	Financial details of the bidder along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period.		
12	Power of Attorney in favor of the person signing the bid on behalf of the bidder.		
13	List of completed assignments of similar nature (Past Experience Details) along with the copies of work orders / contract paper for the respective assignments (Department of Agril & FE and also Allied Department in Jagatsinghpur District)		
14	Undertaking for not have been black-listed by any Central / State Govt. /any Autonomous bodies during its business career.		
15	Must be empanelled by I&PR Department, Govt. of Odisha		
16	FINACIAL CAPABILITY OF THE AGENCIES as in Annexure-II		
17	Financial Bid as in Annexure-III		
18	Pen drive contains Documentary Video film / clips / Promotional Video of Agril. & Line Department or Govt. of Odisha ( 2to 3 minutes) each.		

**Undertaking:**

- 1) All the information has been submitted as per the prescribed format and procedure.
- 2) Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered, along with Index Page.
- 3) All pages of the proposal have been sealed and signed by the authorized representative of the bidder.

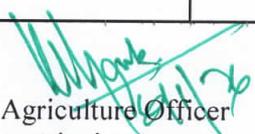
**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:**

  
 Chief District Agriculture Officer  
 Jagatsinghpur

## Evaluation of Technical Proposal

Sl	Category	Criteria	Sub Criteria	Score
1	Average Turnover over the last 3 financial years (2022-23 to 2024-25)	50 Lakhs and above	50 Lakhs to 75lakhs	5
			More than 75 lakhs uP to 1 crore	10
			More than 1 crore	15
	<b>Maximum possible score</b>			<b>15</b>
2	Experience in implementing			
3	Experience in Documentation for agriculture / line department .	Experience in Agri-based schemes /projects	5 Years	5
			>5-10 Years	10
			More than 10 Years	15
	<b>Maximum possible score</b>			<b>15</b>
4	Experience in Odisha	Agriculture & line Department	Less than 3 years	3
			>3 to 10 years	6
			More than 10 years	10
	<b>Maximum possible score</b>			<b>10</b>
5	Empanelled by I&PR Department, Govt. of Odisha	Agreement		10
<b>Maximum possible score</b>			<b>10</b>	
6	.Nos of Work Order produced for documentation work for Dept.. Agril.&FE and allied Department	Last 10 Years	5 to 10	5
			10 to 15	15
			More than 15	20
	<b>Maximum possible score</b>			<b>20</b>
7	Presentation of Documentary video film, Treasure film or Promotional Video			20
8	Agency received any award by the Govt./ Department of Agril. / I&PR for preparation of them based / true story / awareness video film in Odisha / Registration under MSME Odisha.		Less than 5 No's	3
			>5 to 10 No's	6
			More than 10 No's	10
<b>Maximum possible score</b>			<b>10</b>	
<b>Total Score</b>			<b>100</b>	

  
 Chief District Agriculture Officer  
 Jagatsinghpur