



ରାଜ୍ୟ ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ଓ ପଞ୍ଚାୟତିରାଜ ପ୍ରତିଷ୍ଠାନ

ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର

STATE INSTITUTE FOR RURAL DEVELOPMENT & PANCHAYATI RAJ

PANCHAYATI RAJ AND DRINKING WATER DEPARTMENT, GOVT. OF ODISHA



No. 1852 /SIRD&PR, Bhubaneswar.

Date : 13/08/2025

TENDER CALL NOTICE

Sealed tenders are invited in the prescribed format from the intending registered firms / manufacturers / authorized dealer / Service Providers / Travel Agencies / Tour Operators / Individuals / SHGs / GPLFs having valid GST Registration etc. for providing the followings services to SIRD&PR, Bhubaneswar.

- 1) Supply of Training Kits & Office Stationeries etc.
- 2) Supply of Jute & Cotton Folders / Bags.
- 3) Services for Xeroxing, Spiral Binding & DTP.
- 4) Hiring of vehicles on Monthly & Daily / Call Basis.
- 5) Services for Photography & Videography.

Interested vendors / firms / agencies may visit the website <https://panchayat.odisha.gov.in> / <https://pmssird.odisha.gov.in> for downloading the details of ToR such as tender documents, specification, terms and conditions etc. Further, addendum / corrigendum / cancellation of any tender can be seen in the office website only. The tender should reach addressing Director, SIRD&PR, Near Stewart School, Unit-VIII, Gopabandhu Nagar, Bhubaneswar-751012 with the requisite documents through Registered / Speed Post / Courier Service within the scheduled date and time mentioned below:-

Last date of receipt of Bid: 29.08.2025 - up to 05:30 P.M.

Date & Time of Opening:

General Bid: 30.08.2025 - at 11:30 A.M.

Financial Bid: Soon after completion of evaluation of Technical Bids.



DIRECTOR

DIRECTOR
SIRD & PR, Odisha
P.R. & D.W. Department
Bhubaneswar

Unit - VIII, Bhubaneswar - 751012 (Odisha) ଉନିଟ୍ - ୮, ଭୁବନେଶ୍ୱର - ୭୫୧୦୧୨ (ଓଡ଼ିଶା)

Phone / ଦୂରଭାଷ : 0674 - 2562645 / 2560059 (O), Telefax / ଟେଲିଫ୍ୟାକ୍ସ : 0674 - 2562453

E-mail / ଇ-ମେଲ : sirdorissa@gmail.com, sirdodisha@nic.in, Website / ୱେବସାଇଟ : sirdodisha.nic.in

TENDERER'S PROFILE
TRAINING KIT, OFFICE STATIONERIES, COMPUTER CONSUMABLES
& ELECTRICAL ITEMS etc.
(To be filled in & returned with the documents)

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of address (Registered Office and Operating Branch)	Office:- Residence:- Mobile :- E. Mail I.D :-
3.	Details of amount of Paper cost deposited.	Rs. 1,000/- D.D. / B.C. No Date: Drawn on Bank.....
4.	Details of amount of Earnest Money deposited.	Rs. 20,000/- D.D. / B.C. No Date: Drawn on Bank.....
5.	GST Registration No. (Photo copy must be attached)	
6.	Income Tax Account No. / PAN / GIR No. (Last I.T. Clearance certificate to be attached)	
7.	Details of credentials of similar nature of work at least for three years in Govt. sector. (Photo copy to be attached)	

DECLARATION

- I Son / Daughter / Wife of Shri
Proprietor / Partner / Director / authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute these tender documents.
 - I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
 - The information / documents furnished along with the above application are true & authentic and to the best of my knowledge and belief. I / we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.
- Place: _____
Date: _____

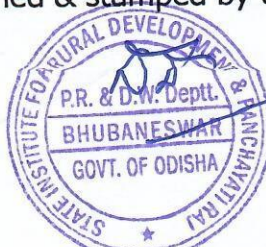
Signature of Authorized person
Full Name:
Seal:



TERMS & CONDITIONS

TRAINING KIT, OFFICE STATIONERIES & COMPUTER CONSUMABLES etc.

1. The firm must be registered under CGST / SGST Act.
2. The tenderers are to deposit Rs. 1,000/- towards cost of tender documents (Non Refundable) in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD&PR, Bhubaneswar. The tender documents submitted without paper cost shall not be entertained at any stage.
3. The tenderers are to deposit Rs. 20,000/- as EMD in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD&PR, Bhubaneswar along with the tender documents. The tender documents submitted without EMD shall not be entertained at any stage. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful tenderers soon after completion / finalization of the tendering process.
4. The authorization letters if any to be enclosed in the tender with due attestation.
5. The quoted amount must be excluding of GST, which will be made payment separately.
6. The tenderers should preferably supply the training kits as per requirement by procuring the same from SHG Groups / Socially Disabled Groups.
7. The contract of the successful bidder may be extendable, up-to two years subject to satisfactory performance review at the end of 1st year of contract.
8. No conditional tender will be accepted by the authority from the tenderers.
9. No advance payment will be made to the party after acceptance of tender or execution of order.
10. Delivery of the goods should be made on proper requisition within a day or two.
11. Original documents are to be produced for verification by the members of the committee, if felt necessary.
12. The items having BIS / ISI Mark will be accepted wherever applicable.
13. If any information / document furnished by the tenderers with the tender papers are found to be misleading or incorrect at any stage the tenders will be rejected without assigning reasons thereof.
14. It is the responsibility of the tenders for timely delivery of the articles at their own cost.
15. The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
16. The Director, SIRD&PR is not bound to accept the lowest rates and reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof.
17. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
18. All pages of the bids are to be signed & stamped by the tenderer.



19. Selection of the items will be finalized based on the samples whenever is necessary.
20. Details of information are to be submitted following Two Bids i.e. Technical Bid (Tenderer's Profile with all relevant documents including paper cost & EMD) & Financial Bid. The technical bid and the financial bid should be sealed by the bidder in separate envelope duly superscribed and both these sealed envelope are to be put in a bigger envelope which should also be sealed and duly superscribed.
21. The tenderers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as "SUPPLY OF TRAINING KIT, OFFICE STATIONERIES, COMPUTER CONSUMABLES & ELECTRICAL ITEMS ETC." on the top to the sealed cover within the date & time specified above by Registered / Speed Post / Courier Service. No Tender will be received by hand. The authority shall not be responsible for any postal delay.
22. The technical bid and the financial bid shall be opened on the scheduled date and time in the office of the Director, SIRD&PR, Bhubaneswar in presence of the tenderers or their any authorized representative.
23. The tenderers qualified in the technical bids shall be eligible for the financial bid.
24. The firm / organization should not be blacklisted by any Government organization, If found later on, the action deemed to fit will be initiated against the firm as per the law.
25. The Interested tenderers may contact for any clarification thereof.
26. The Director, SIRD&PR reserves the rights to terminate the contract at any time without notice if the supplier / firm fail to make the supply within the specified time or in accordance with the specifications & samples.

Seal & Signature of Quotation /
Tender Calling Authority with
Designation.



FINANCIAL BID **TRAINING KIT & OFFICE STATIONERIES ETC.**

Sl. No.	Description	Qty.	Rate (Excluding GST)
1.	Conference Pad (21 cm X 14.8 cm- 26 pages-64 GSM (Plain Paper)	Each	
2.	Conference Pad (21 cm X 14.8 cm- 26 pages-64 GSM (Single Line)	Each	
3.	Spiral Pad (14.8 cm X 21 cm- 92 pages-90 GSM (Single Line)	Each	
4.	Spiral Pad (21.5 cm X 14 cm- 50 pages-A5-90 GSM (Single Line)	Each	
5.	Exercise Book (31.4 cm X 19.4 cm- 160 pages-90 GSM (Single Line)	Each	
6.	Different type Pen		
	Reynold	Each	
	Cello	Each	
	Flair	Each	
	Rotomac	Each	
	Butterflow	Each	
	Parker	Each	
7.	Pencil	Each	
8.	Fevistick - Big of reputed brand.	Each	
9.	White Board Marker of reputed brand.	Each	
10.	Permanent Marker of reputed brand.	Each	
11.	Cello Tape of reputed brand.		
	1/2" - 60M	Each	
	1" - 60M	Each	
	2" - 60M	Each	
12.	Fly Leaf (Thick paper of best quality)	Each	
13.	Cotton Tag (Best quality of white colour)	Bundle	
14.	Duster for White Board with magnetic of reputed brand.	Each	
15.	Stapler of reputed brand.		
	DS-23 S 24 FL	Each	
	HP-45	Each	
	10-D	Each	
16.	Stapler Pin of reputed brand.		
	DS-23 S 24 FL	Pkt.	
	HP-45	Pkt.	
	10-D	Pkt.	
17.	Sketch Pen of reputed brand.		
	Big	Pkt.	
	Small	Pkt.	
18.	Xerox Paper-A/4 of reputed brand.		
	75 GSM (Red)	Pkt.	
	70 GSM (Green)	Pkt.	
19.	Legal Paper of reputed brand.		
	75 GSM (Red)	Pkt.	
	70 GSM (Green)	Pkt.	
20.	Bond Paper – A4 (85 GSM) of reputed brand	Pkt.	
21.	Drawing Sheet (22" X 28") of reputed brand.		
	White Colour	Each	
		Each	



22.	Cover (L Type Paper folder) for both Certificate & Photograph.	Each	
23.	Scale (12") of reputed brand	Plastic Steel	Each Each
24.	Arch File (Best quality) of reputed brand.	Each	
25.	Guard File (Best quality) of reputed brand.	Each	
26.	Correction Pen of reputed brand.	Each	
27.	Pencil Battery of reputed brand.	1015-R6-1.5 Volt 6F-22-9 Volt 24SR03-AAA- 1.5 Volt	Each Each Each
28.	Board Push Pin.	Pkt.	
29.	Envelope.	Size-10 " X 12" Size-9" X 4" Size-10" X 4 ½" Size-11" X 5"	Each Each Each Each
30.	Colour Card (Post Card Size)	Pkt.	
31.	Punching Machine of reputed brand.	Single Double	Each Each
32.	Banner with Designing & Printing of matter in Multi Colour.	Sqft.	
33.	Pen Drive of HP / Transcend Brand	32 GB 64 GB 132 GB	Each
34.	Toner Cartridge for HP LJ Printer -1007 (88A)	Each	
35.	Toner Cartridge for HP LJ Printer- 1022 (12A)	Each	
36.	Toner Cartridge for HP LJ Printer - P1606dn (78A)	Each	
37.	Toner for Photo copier (Canon - iR 2022 N).	Each	
38.	Hard disk (1 TB) of reputed brand.	Each	
39.	Toner Cartridge for HP LJ Printer- CA256X	Each	
40.	Antivirus (10 User of Total Security) of Quick heal	Each	
41.	Refilling charges of different cartridge	Each	
42.	Distilled water – Per Ltr.	Each	
43.	Dry Cell Battery: 0.5 KVA for UPS - (12 Volt)	Each	
44.	LED Bulb of reputed brand.	12 W 18 W	Each
45.	Capacitor for ceiling fan of reputed brand.	Each	
46.	Plastic Bucket of reputed brand (20 Ltr)	Each	
47.	Plastic Mug of reputed brand (1 Ltr)	Each	

N.B.:- It excludes GST, which will be separately made payment as applicable from time to time.

Signature of the bidder with office seal



TENDERER'S PROFILE
SUPPLY OF DIFFERENT TYPE OF JUTE & COTTON FOLDERS / BAGS
(To be filled in & returned with the documents)

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of address (Registered Office and Operating Branch)	Office:- Residence:- Mobile :- E.Mail I.D :-
3.	Details of amount of Paper cost deposited.	Rs. 1,000/- D.D. / B.C. No Date: Drawn on Bank.....
4.	Details of amount of Earnest Money deposited.	Rs. 20,000/- D.D. / B.C. No Date: Drawn on Bank.....
5.	GST Registration No. (Photo copy must be attached)	
6.	Income Tax Account No. / PAN / GIR No. (Last I.T. Clearance certificate to be attached)	
7.	Details of credentials of similar nature of work at least for three years in Govt. sector. (Photo copy to be attached)	

DECLARATION

- I Son / Daughter / Wife of Shri Proprietor / Partner / Director / authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute these tender documents.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- The information / documents furnished along with the above application are true & authentic and to the best of my knowledge and belief. I / we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

Place:
Date:

Signature of Authorized person
Full Name:
Seal:



FINANCIAL BID**SUPPLY OF DIFFERENT TYPE OF JUTE & COTTON FOLDERS / BAGS.**

Sl. No.	Description	Type	Size	Qty.	Rate (Excluding GST)
1.	Jute Folder	Appliqué work with chain.	14" X 10"	Each	
2.	Jute Folder.	Appliqué work with chain and SIRD & PR Logo with Name.	14" X 10"	Each	
3.	Cotton Folder.	Appliqué work with chain.	14" X 10"	Each	
4.	Cotton Folder.	Appliqué work with chain and SIRD & PR Logo with Name.	14" X 10"	Each	
5.	Jute Bag.	Without Appliqué work with chain.	14" X 13"	Each	
6.	Jute Bag.	Appliqué work with chain and SIRD & PR Logo with Name.	14" X 13"	Each	
7.	Jute Laptop Bag.	Appliqué work with chain.	13" X 16"	Each	
8.	Conference Bag.	Appliqué work with chain.	12" X 16"	Each	

N.B.:-

- 1) Colour Photographs as sample of each items (Both side) with tagging of rate should be attached.
- 2) It excludes GST, which will be separately made payment as applicable from time to time.

Signature of the bidder with office seal



TERMS & CONDITIONS
SUPPLY OF DIFFERENT TYPE OF JUTE & COTTON FOLDERS / BAGS.

1. The firm must be registered under CGST / SGST Act.
2. The tenderers / Self Help Groups (SHGs) / Gram Panchayat Level Federations (GPLFs) are to submit photo copy of the registration certificate.
3. The tenders are to deposit Rs. 1,000/- towards cost of tender documents (Non Refundable) in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD&PR, Bhubaneswar. The tender documents submitted without paper cost shall not be entertained at any stage.
4. The tenderers are to deposit Rs. 20,000/- as EMD in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD&PR, Bhubaneswar along with the tender documents. The tender documents submitted without EMD shall not be entertained at any stage. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful tenderers soon after completion / finalization of the tendering process.
5. The SHGs / GPLFs are exempted from depositing Tender Paper Cost and EMD.
6. The authorization letters if any to be enclosed in the tender with due attestation.
7. The quoted amount must be excluding GST, which will be made payment separately.
8. The tenders should preferably supply the training kits as per requirement by procuring the same from SHGs / GPLFs.
9. The contract of the successful bidder may be extendable, up-to two years subject to satisfactory performance review at the end of 1st year of contract.
10. No conditional tender will be accepted by the authority from the tenderers.
11. No advance payment will be made to the party after acceptance of tender or execution of order.
12. Delivery of the goods should be made on proper requisition within a day or two at SIRD & PR, Bhubaneswar
13. Original documents are to be produced for verification by the members of the committee.
14. If any information / document furnished by the tenderers with the tender papers are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof
15. It is the responsibility of the tenders for timely delivery of the articles to the SIRD & PR, Bhubaneswar at their own cost.
16. Details of information are to be submitted following Two Bids i.e. Technical Bid (Tenderer's Profile with all relevant documents including paper cost & EMD) & Financial Bid. The technical bid and the financial bid should be sealed by the bidder in separate envelope duly superscribed and both these sealed envelope are to be put in a bigger envelope which should also be sealed and duly superscribed.
17. The tenderers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as "SUPPLY OF JUTE & COTTON FOLDERS / BAGS" on the top to the sealed cover within the date & time specified above by Registered / Speed Post / Courier Service. No Tender will be received by hand. The authority shall not be responsible for any postal delay.
18. The technical bid and the financial bid shall be opened on the scheduled date and time in the office of the Director, SIRD & PR, Bhubaneswar in presence of the tenderers or any authorized representative.



19. The tenderers qualified in the technical bids shall be eligible for the financial bid.
20. The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
21. The Director, SIRD&PR is not bound to accept the lowest rates and reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof.
22. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
23. All pages of the bids are to be signed & stamped by the tenderer.
24. Selection of the items will be followed on finalization of samples whenever is necessary.
25. The firm / organization should not be blacklisted by any Government organization, If found later on, the action deemed to fit will be initiated against the firm as per the law.
26. The Interested tenderers may contact for any clarification thereof.
27. The Director, SIRD&PR reserves the rights to terminate the contract at any time without notice if the supplier / firm fails to make the supply within the specified time or in accordance with the specifications & samples.

Seal & Signature of Quotation / Tender
Calling Authority with Designation.



TENDERER'S PROFILE
PREPARATION OF PHOTO COPY, SPIRAL BINDING & DTP
(To be filled in & returned with the documents)

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of address (Registered Office and Operating Branch)	Office:- Residence:- Mobile :- e-mail ID:-
3.	Details of amount of Paper cost deposited.	Rs. 500/- D.D. / B.C. No Date: Drawn on Bank.....
4.	Details of amount of Earnest Money deposited.	Rs. 5,000/- D.D. / B.C. No Date: Drawn on Bank.....
5.	GST Registration No. (Photo copy must be attached)	
6.	Income Tax Account No. / PAN / GIR No. (Last IT Clearance certificate to be attached)	
7.	Details of credentials of similar nature of work at least for three years in Govt. sector. (Photo copy to be attached)	

DECLARATION

- I Son / Daughter / Wife of Shri
Proprietor / Partner / Director / authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute these tender documents.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- The information / documents furnished along with the above application are true & authentic and to the best of my knowledge and belief. I / we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

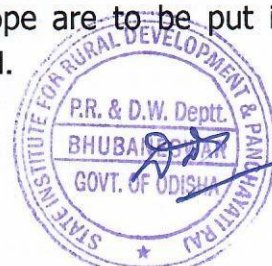
Place:
Date:

Signature of Authorized person
Full Name:
Seal:



TERMS & CONDITIONS
XEROXING, SPIRAL BINDING & DTP

1. The firm must be registered under CGST / SGST Act.
2. The tenderers are to deposit Rs. 500/- towards cost of tender documents (Non Refundable) in shape of Bank Draft / Banker's Cheque in favour of the Director, SIRD&PR, Bhubaneswar. The tender documents submitted without paper cost shall not be entertained at any stage.
3. The tenderers are to deposit Rs. 5,000/- as EMD in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD&PR, Bhubaneswar along with the tender documents. The tender documents submitted without EMD shall not be entertained at any stage. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful tenderers soon after completion / finalization of the tendering process.
4. The authorization letters if any to be enclosed in the tender with due attestation.
5. The quoted amount must be excluding of GST, which will be made payment separately.
6. Original documents are to be produced for verification by the members of the committee.
7. The contract of the successful bidder may be extendable, up-to two years subject to satisfactory performance review at the end of 1st year of contract.
8. The firm / agency should have its own office / organization within one Km. distance from SIRD&PR, Bhubaneswar.
9. No conditional tender will be accepted by the authority from the tenderers.
10. No advance payment will be made to the party after acceptance of tender or execution of order.
11. Delivery of the materials should be made on proper requisition according to the requirement.
12. If any information / document furnished by the tenderers with the tender papers are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof
13. It is the responsibility of the tenders for timely delivery of the articles at their own cost.
14. The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
15. The Director, SIRD&PR is not bound to accept the lowest rates and reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof.
16. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
17. All pages of the bids are to be signed & stamped by the tenderer.
18. Details of information are to be submitted following Two Bids i.e. Technical Bid (Tenderer's Profile with all relevant documents including paper cost & EMD) & Financial Bid. The technical bid and the financial bid should be sealed by the bidder in separate envelope duly superscribed and both these sealed envelope are to be put in a bigger envelope which should also be sealed and duly superscribed.



19. The tenderers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as "PHOTO COPY, SPIRAL BINDING & DTP" on the top to the sealed cover within the date & time specified above by Registered / Speed Post / Courier Service. No tender will be received by hand. The authority shall not be responsible for any postal delay.
20. The technical bid and the financial bid shall be opened on the scheduled date and time in the office of the Director, SIRD&PR, Bhubaneswar in presence of the tenderers or their any authorized representative.
21. The tenderers qualified in the technical bids shall be eligible for the financial bid.
22. The firm / organization should not be blacklisted by any Government organization, If found later on, the action deemed to fit will be initiated against the firm as per the law.
23. The Interested tenderers may contact for any clarification thereof.
24. The Director, SIRD&PR reserves the rights to terminate the contract at any time without notice if the firm fails to provide services within the specified time according to the specifications & samples.

Seal & Signature of Quotation /
Tender Calling Authority with Designation.



FINANCIAL BID

Photo copy, Spiral Binding & DTP

Sl. No.	Description	Qty	Amount quoted (Excluding GST)
1.	Photo copy – A4 - Black & White (Single side) (Both side)	Per Page Per Page	
2.	Photo copy – A3 - Black & White (Single side) (Both side)	Per Page Per Page	
3.	Photo copy – A4 – Colour (Single side) (Both side)	Per Page Per Page	
4.	Photo copy – A3 – Colour (Single side) (Both side)	Per Page Per Page	
5.	Lamination – A4	Per Page	
6.	Different Type of Binding (Spiral Binding) (Tape Binding) (Stick Binding) (Cardboard Binding)	Per Book Per Book Per Book Per Book	
7.	DTP (Odia)– A4 Black & White Colour	Per Page Per Page	
8.	DTP (English)– A4 Black & White Colour	Per Page Per Page	

N.B.: It excludes GST, which will be separately made payment as applicable from time to time.

Signature of the bidder with office seal



TENDERER'S PROFILE
PROVIDING OF DIFFERENT VEHICLES ON MONTHLY & DAILY RENT BASIS
(To be filled in & returned with the documents)

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of address (Registered Office and Operating Branch)	Office:- Residence:- Mobile :- e-Mail I.D.:
3.	Details of amount of Paper cost deposited.	Rs. 2,000/- D.D. / B.C. No Date: Drawn on Bank.....
4.	Details of amount of Earnest Money deposited.	Rs. 30,000/- D.D. / B.C. No Date: Drawn on Bank.....
5.	GST Registration No. (Photo copy must be attached)	
6.	Income Tax Account No. / PAN / GIR No. (Last IT Clearance certificate to be attached)	
7.	Income Tax acknowledgement receipt should be furnished for last 3 years (2022-23, 2023-24 & 2024-25)	
8.	Details of credentials of similar nature of work at least for three years in 3 Govt. offices. (Photo copy to be attached)	

DECLARATION

- I Son / Daughter / Wife of Shri Proprietor / Partner / Director / authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute these tender documents.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- The information / documents furnished along with the above application are true & authentic and to the best of my knowledge and belief. I / we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

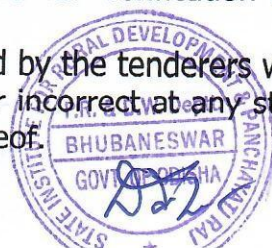
Place:
Date:

Signature of Authorized person
Full Name:
Seal:



ANNEXURE-A**TERMS & CONDITIONS****PROVIDING OF DIFFERENT VEHICLES ON MONTHLY & DAILY RENT BASIS**

- 1) The Service Provider shall have a valid GST registration to participate in the tendering.
- 2) The hired vehicle must have valid M.V. Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and Valid Driving Licence of the Driver available at all times, which are mandatory for plying of the vehicle for official duties including tour programmes in different districts across the state.
- 3) The Service Provider, participating in the bidding process under the jurisdiction of Municipal Corporation, shall be registered on the GeM Platform.
- 4) A sum of Rs. 2,000/- shall be deposited by the intending bidders in shape of Bank Draft / Banker's Cheque in favour of the Director, SIRD&PR, Bhubaneswar and submit with the tender documents towards paper cost (Non Refundable).
- 5) A sum of Rs. 30,000/- shall be deposited by the intending bidders in shape of Bank Draft / Banker's Cheque in favour of the Director, SIRD&PR, Bhubaneswar and submit with the tender documents as EMD. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful tenderers soon after completion / finalization of the tendering process.
- 6) The tender documents submitted without Paper cost and EMD shall not be entertained at any stage.
- 7) The authorization letters, if any to be enclosed in the tender document with due attestation.
- 8) The rate of hire charge of the vehicle on monthly basis, excluding GST must be quoted separately & excluding fuel charges.
- 9) The vehicle on monthly rent basis must achieve a fuel efficiency of 17 Kms. Per Litre. The mileage count will start from the location of pickup and no extra kilometres from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.
- 10) The details of the make & year of manufacturer of the vehicle, registration No., Mileage (KM covered Per Litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the quotation / tender (Annexure-B).
- 11) The rate of hire charge of the vehicle on daily / call basis, excluding GST must be quoted separately.
- 12) Hiring of vehicles on monthly and daily / call basis will be made basing the on requirement of SIRD&PR.
- 13) The contract of the successful bidder (Service Provider) can be extendable, up-to two years subject to satisfactory performance review by SIRD&PR, Bhubaneswar at the end of 1st year of contract.
- 14) No conditional tender will be accepted by SIRD&PR, Bhubaneswar from the tenderers.
- 15) No advance payment will be made to the Service Provider after acceptance of tender or execution of order.
- 16) Original documents are to be produced for verification by the members of the committee, if felt necessary.
- 17) If any information / document furnished by the tenderers with the tender papers as asked for are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof.



- 18) The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
- 19) The Director, SIRD&PR is not bound to accept the lowest rates and reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof.
- 20) In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
- 21) All pages of the bids are to be signed & stamped by the tenderer.
- 22) Details of information are to be submitted following Two Bids i.e. Technical Bid (Tenderer's Profile with all relevant documents including paper cost & EMD) & Financial Bid. The technical bid and the financial bid should be sealed by the bidder in separate envelope duly superscribed and both these sealed envelope are to be put in a bigger envelope which should also be sealed and duly superscribed.
- 23) The Tenderers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as "PROVIDING OF DIFFERENT VEHICLES ON MONTHLY & DAILY RENT / CALL BASIS" on the top to the sealed cover within the date & time specified above by Registered / Speed Post / Courier Service. No Tender will be received by hand. The authority shall not be responsible for any postal delay.
- 24) The technical bid and the financial bid shall be opened on the scheduled date and time in the office of the Director, SIRD&PR, Bhubaneswar in presence of the tenderers or their any authorized representative.
- 25) The tenderers qualified in the technical bids shall be eligible for the financial bid.
- 26) Penalty @ Rs. 300/- per day on account of delay in providing services will be levied for non-compliance of assigned work without any reason thereof & the same will be deducted from the monthly bill of the successful bidder.
- 27) The Service Provider should not be blacklisted by any Government organization If found later on, the action deemed to fit will be initiated against the firm as per the law.
- 28) The Service Provider should submit photo copy of the work orders / contract agreement at least 3 Nos. of different Government offices as documentary evidence for the last 3 Years.
- 29) The annual transaction / turnover of the Service Provider having not less than 5 Lakhs Per Annum can participate in the tender. Photo copy of the documentary evidence should be attached with the technical bid.
- 30) The Office of SIRD&PR hiring the vehicle shall not be responsible for any damage / loss caused to hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The Service Provider shall be responsible for all such litigation.
- 31) The vehicles deployed for user in SIRD&PR shall at no point of time carry any person other than the personnel authorized official of SIRD&PR. The vehicle cannot be put to any private / commercial use beyond the duty hours or on holidays.
- 32) The hire charges to be paid on a monthly basis is final but does not include cost of fuel, which is to be paid separately as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box and differential coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
- 33) It shall be the responsibility of the Service Provider to provide a good & well behaved, gentle, obedient and punctual driver having sufficiently experienced in driving a transport / passenger vehicle. The Driver of the vehicle must have a valid



- Driving License for driving light transport / passenger vehicle. The remuneration of the driver shall be borne by the Service Provider.
- 34) In case of breakdown for any reason whatsoever, the replacement of a vehicle of the same or better model shall be provided by the Service Provider.
 - 35) In case of the vehicle do not report regularly on time, the authority will be at liberty to terminate the agreement without prior notice.
 - 36) The vehicle shall report for duty for minimum of 25 days in a month.
 - 37) In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
 - 38) Monthly hire charges and reimbursements towards cost of fuel (as per actual / normal) will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
 - 39) The vehicle must be roadworthy & good condition, shall not be more than 3 (three) years old from the initial registration.
 - 40) If the services are found to be unsatisfactory, SIRD&PR, Bhubaneswar shall give one month's notice & terminate the agreement.
 - 41) In case the Service Provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
 - 42) If the bidder violates any of the terms of contract, SIRD&PR, Bhubaneswar shall forfeit the entire amount of security deposit.
 - 43) In case of no tenderer found suitable, the monthly hiring of vehicles will be as per the Finance Department circular.
 - 44) The price quoted by the tenderers exceeding the rate of monthly higher charges & offering below the mileage prescribed by the Government of Odisha shall not be taken into account.
 - 45) The Interested tenderers may contact for any clarification thereof.
 - 46) The Director, SIRD&PR reserves the rights to terminate the contract at any time without notice if the successful bidder fails to provide vehicles within the specified time.

Seal & Signature of Quotation /
Tender Calling Authority with Designation.

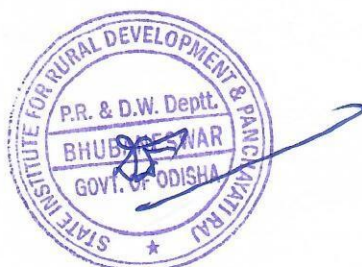


FINANCIAL BID-1**PROVIDING OF DIFFERENT VEHICLES ON MONTHLY RENT BASIS**

Description (Petrol driven vehicle)	Approved rate & Kms. as per Office Memorandum No. 15836/F; Dated, 27.05.2025		Amount of Monthly Charges (Excluding cost of fuel)	Minimum average mileage in Km / Per Ltr.
	Monthly Charges	Minimum average mileage in Km / Per Ltr.		
Tiago / Bolt / Celerio ets	Rs. 24,000	17 Kms.		

1. GST would be reimbursed over & above the hire charges.
2. The agency is to ensure reporting & exit time of vehicle & recording of full signature of traveler along with designation in all respect in the prescribed Log Book format of the hired vehicle as per Government norm.
3. The agency is to record time of entry & exit along with the Km. reading in the movement register maintained by the security personnel deployed at the main entrance gate point of SIRD&PR.

Signature of the bidder with office seal



FINANCIAL BID-2
PROVIDING OF DIFFERENT CATEGORY OF VEHICLES ON DAILY RENT / CALL BASIS

Description	Category & Sitting Capacity of Bus.						Different category of A.C. vehicles.				
	A.C			Non A.C.			Tiago	Swift Dzire	Bolero	Etios	Innova
	24	32	52	24	32	52					
Local (Per hour with free 10 Kms)											
Charges for extra K.M.											
Long run per K.M.											
Detention charges per hour											
Night Halt											

- 1) The agency is to ensure reporting and exit time of vehicle & recording of full signature of traveler along with designation in the duty slip of the hired vehicle.
- 2) The agency is to record time of entry and exit along with the Km. reading in the duty slip & in the movement register maintained by the security personnel deployed at the main entrance gate point of SIRD&PR.

Signature of the bidder with office seal



GENERAL INFORMATION**ANNEXURE-B**

Sl.No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name / Address of the Driver	
16	D.L. No. & Validity of the D.L. of the Driver	
17	Contact Number of the Service provider	
18	Contact number of Driver	
19	Proposed hire Charge of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption / Mileage per litre	

"Certified that the information submitted above is true to the best of my knowledge and belief."

Signature of the bidder with office seal



TENDERER'S PROFILE
PHOTOGRAPHY & VIDEOGRAPHY
(To be filled in & returned with the documents)

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of address (Registered Office and Operating Branch)	Office:- Residence:- Mobile :- e-mail ID:-
3.	Details of amount of Paper cost deposited.	Rs. 1,000/- D.D. / B.C. No Date: Drawn on Bank.....
4.	Details of amount of Earnest Money deposited.	Rs. 10,000/- D.D. / B.C. No Date: Drawn on Bank.....
5.	GST Registration No. (Photo copy must be attached)	
6.	Income Tax Account No. / PAN / GIR No. (Last IT Clearance certificate to be attached)	
7.	Details of credentials of similar nature of work at least for three years. (Photo copy to be attached)	

DECLARATION

- I Son / Daughter / Wife of Shri
Proprietor / Partner / Director / authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute these tender documents.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- The information / documents furnished along with the above application are true & authentic and to the best of my knowledge and belief. I / we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

Place:

Date:

Signature of Authorized person

Full Name:

Seal:



TERMS & CONDITIONS
PHOTOGRAPHY & VIDEOGRAPHY

1. The firm must be registered under CGST / SGST Act.
2. The tenderers are to deposit Rs. 1,000/- towards cost of tender documents (Non Refundable) in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD&PR, Bhubaneswar. The tender documents submitted without paper cost shall not be entertained at any stage.
3. The tenderers are to deposit Rs. 10,000/- as EMD in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD&PR, Bhubaneswar along with the tender documents. The tender documents submitted without EMD shall not be entertained at any stage. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful tenderers soon after completion / finalization of the tendering process.
4. The authorization letters if any to be enclosed in the tender with due attestation.
5. The quoted amount must be excluding GST, which will be made payment separately.
6. The contract the successful bidder may be extendable, up-to two years subject to satisfactory performance review at the end of 1st year of contract.
7. The firm / agency should have its own office / organization within 10 Kms. distances from SIRD&PR, Bhubaneswar.
8. No conditional tender will be accepted by the authority from the tenderers.
9. No advance payment will be made to the party after acceptance of tender or execution of order.
10. Delivery of the materials should be made on proper requisition according to the requirement.
11. Original documents are to be produced for verification by the members of the committee.
12. If any information / document furnished by the tenderers with the tender papers are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof
13. It is the responsibility of the tenders for timely delivery of the articles at their own cost.
14. The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
15. The Director, SIRD&PR is not bound to accept the lowest rates and reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof.



16. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
17. All pages of the bids are to be signed & stamped by the tenderer.
18. Details of information are to be submitted following Two Bids i.e. Technical Bid (Tenderer's Profile with all relevant documents including paper cost & EMD) & Financial Bid. The technical bid and the financial bid should be sealed by the bidder in separate envelope duly superscribed and both these sealed envelope are to be put in a bigger envelope which should also be sealed and duly superscribed.
19. The tenderers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as "PHOTOGRAPHY & VIDEOGRAPHY" on the top to the sealed cover within the date & time specified above by Registered / Speed Post / Courier Service. No tender will be received by hand. The authority shall not be responsible for any postal delay.
20. The technical bid and the financial bid shall be opened on the scheduled date and time in the office of the Director, SIRD&PR, Bhubaneswar in presence of the tenderers or their any authorized representative.
21. The tenderers qualified in the technical bids shall be eligible for the financial bid.
22. The firm / organization should not be blacklisted by any Government organization. If found later on, the action deemed to fit will be initiated against the firm as per the law.
23. The Interested tenderers may contact for any clarification thereof.
24. The Director, SIRD & PR reserves the rights to terminate the contract at any time without notice if the firm fails to provide services within the specified time according to the specifications & samples

Seal & Signature of Quotation / Tender
Calling Authority with Designation.



FINANCIAL BID
PHOTOGRAPHY & VIDEOGRAPHY

Sl. No.	Description	Units.	Amount to be quoted (Excluding GST)
1)	Video Documentation	Per Day Event Videography (HD or 4K camera setup) with Audio Setup	
		Per Day Event Videography (HD or 4K camera setup) with Gimbal and Audio Setup	
		Per Day Videography Rate with Audio Setup	
		Half Day Videography Rate with Gimbal and Audio Setup.	
		Per Day 2 Camera Setup.	
		Half day 2 Camera Setup.	
2)	Post Production	Raw Footage with Edited Summary film 3 to 5 mins.	
		Raw Footage with Edited Summary film 5 to 7 mins.	
		Raw Footage with 2-3 mins event highlights	
		1 Instagram Reel – 60 to 90 seconds	
		2 Instagram Reels – 60 to 90 seconds	
		Instagram Reels with Subtitle Per Minute	
		5 minute Output of Discussion / Interview Output with One Camera Setup	
		5 minute Output of Discussion / Interview with Two Camera Setup	
		Scripting in Odia for 3 to 5 mins	
		Scripting in Hindi for 3 to 5 mins	
		Scripting in English for 3 to 5 mins	
		One 3 to 5 minutes Voice Over in Odia	
		One 3 to 5 minutes Voice Over in Hindi	
		One 3 to 5 minutes Voice Over in English	
3)	Editing & Post-Production Services	Per Minute Video Editing with basic colour correction, transitions, music, titles, Subtitling & Captioning Services (Raw footage provided by SIRD&PR)	
4)	Full Package	Scripting, Shooting, Voice Over recording, Editing, Graphics, Title Card, Colour Correction, Transitions, Background Music, Sub-Title with One Camera (Interview / Discussion) for 5 mins output.	
		Scripting, Shooting, Voice Over recording, Editing, Graphics, Title Card, Colour Correction, Transitions, Background Music, Sub-Title with Two Camera (Interview / Discussion)	
		Scripting, Shooting, Voice Over recording, Editing, Graphics, Title Card, Colour Correction, Transitions, Background Music, Sub-Title with One Camera, One Gimbal, One Drone, One Go Pro Camera for Video Documentary.	
5)	Photography	Full Day Event Coverage (Unlimited photos - minimum 200 edited, watermark-free, high-	



		resolution images to be delivered)	
		Half Day Event Coverage (Unlimited photos - minimum 100 edited, watermark-free, high-resolution images to be delivered)	
		Professional Photo shoot (Portraits, Campus Shots).	
6)	Drone Photography	Per day (Licensed drone pilot mandatory)	
		Half day (Licensed drone pilot mandatory)	
7)	Post Photography	Photo Print 8" X 12" with Leaf Sheet Clear Certificates with Waterproofing Protectors (Per piece)	
		Canvera Album with Hard Bound Cover and Inner-Photo Paper (25 Pages) (Size 12"X18")	
		Canvera Album with Hard Bound Cover and Inner-Photo Paper (40 Pages) (Size 12"X18")	
		Canvera Album with Hard Bound Cover and Inner-Photo Paper (50 Pages) (Size 12"X18")	
		Canvera Album with Hard Bound Cover and Inner-Glossy Paper (25 Pages) (Size 12"X18")	
		Canvera Album with Hard Bound Cover and Inner-Glossy Paper (40 Pages) (Size 12"X18")	
		Canvera Album with Hard Bound Cover and Inner-Glossy Paper (50 Pages) (Size 12"X18")	
		Canvera Album with Hard Bound Cover and Inner-Matte Paper (25 Pages) (Size 12"X18")	
		Canvera Album with Hard Bound Cover and Inner-Matte Paper (40 Pages) (Size 12"X18")	
		Canvera Album with Hard Bound Cover and Inner-Matte Paper (50 Pages) (Size 12"X18")	
		Digital Photo Album (Per Page)	
		Designed Photo Story with Caption & Titles (Per Project)	

Technical Specifications:

- Camera Requirements (Full Frame DSLR/Mirrorless, 4K Videography)
- Drone Specifications (Min 12MP, 4K capable, DGCA approved)
- Lighting Equipment (Soft boxes, LED Panels, Reflectors)
- Delivery Timeline (48-72 hours standard turnaround)
- Output Format Requirements (JPG, MP4, MOV, PDF, etc.)

N.B.:

- ❖ The quoted amount must be excluding of GST, which will be taken into account separately as applicable from time to time.

Signature of the bidder with office seal

